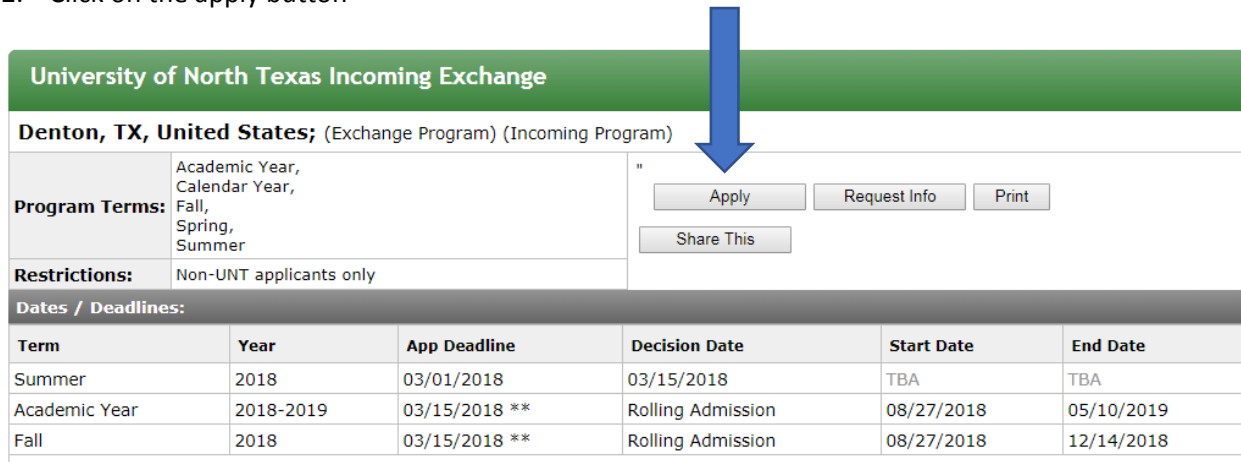


How to Complete UNT Incoming Exchange Student Application

1. Visit the link sent to you by a UNT Study Abroad Advisor.
2. Click on the apply button



University of North Texas Incoming Exchange

Denton, TX, United States; (Exchange Program) (Incoming Program)

Program Terms: Academic Year, Calendar Year, Fall, Spring, Summer

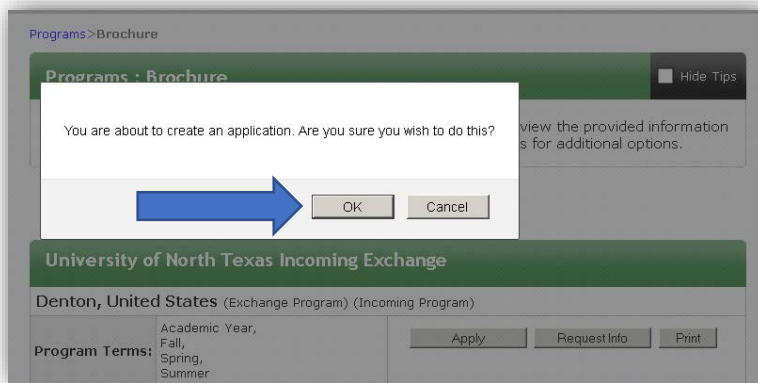
Restrictions: Non-UNT applicants only

Buttons: Apply, Request Info, Print, Share This

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer	2018	03/01/2018	03/15/2018	TBA	TBA
Academic Year	2018-2019	03/15/2018 **	Rolling Admission	08/27/2018	05/10/2019
Fall	2018	03/15/2018 **	Rolling Admission	08/27/2018	12/14/2018

3. Click on the "OK" button to create an application.



Programs > Brochure

Programs : Brochure

You are about to create an application. Are you sure you wish to do this?

Buttons: OK, Cancel

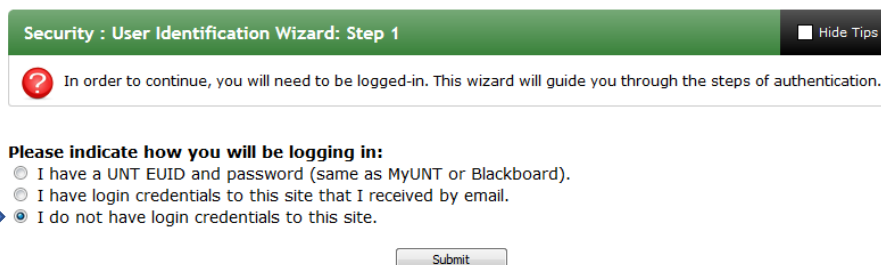
University of North Texas Incoming Exchange

Denton, United States (Exchange Program) (Incoming Program)

Program Terms: Academic Year, Fall, Spring, Summer

Buttons: Apply, Request Info, Print

4. Choose the option *I do not have login credentials to this site* and click Submit.



Security : User Identification Wizard: Step 1

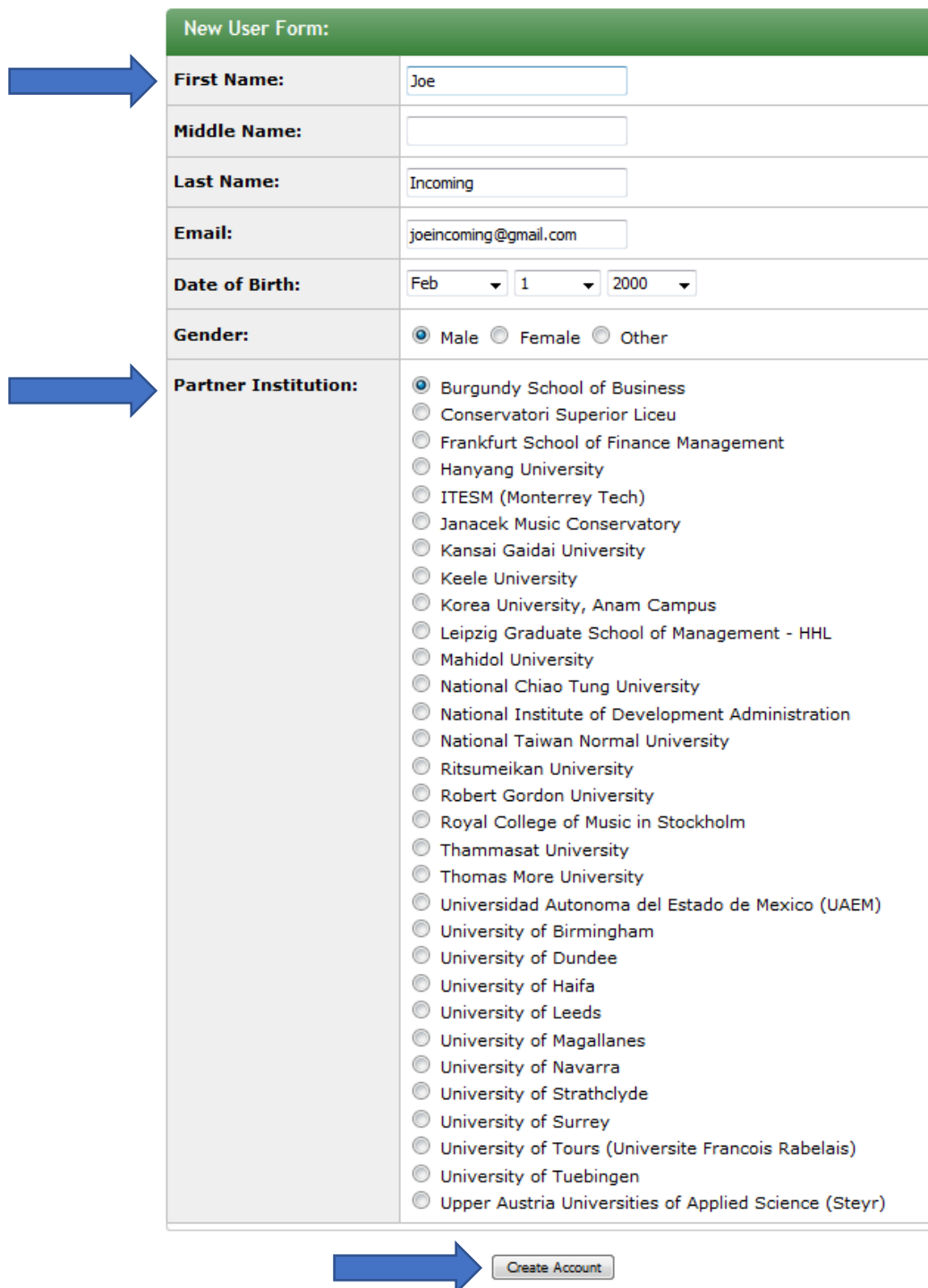
In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- ☐ I have a UNT EUID and password (same as MyUNT or Blackboard).
- ☐ I have login credentials to this site that I received by email.
- ☒ I do not have login credentials to this site.

Submit

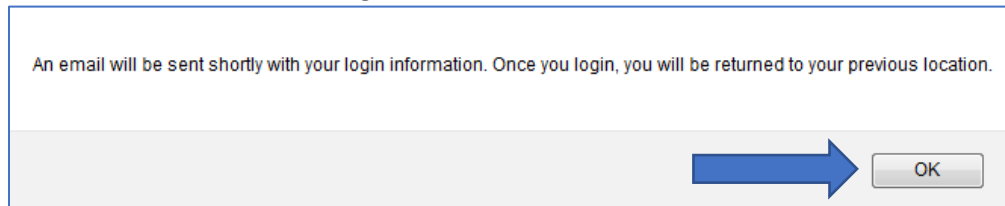
5. Complete the fields on the form including selecting your university/institution from the list provided and click Create Account at the bottom of page. If you do not see your university on the list, please contact the UNT Exchange Coordinator at StudyAbroad.Exchanges@unt.edu.



New User Form:

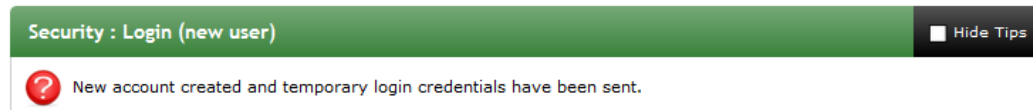
First Name:	<input type="text" value="Joe"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Incoming"/>
Email:	<input type="text" value="joeincoming@gmail.com"/>
Date of Birth:	Feb <input type="text" value="1"/> 2000
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Partner Institution:	<input checked="" type="radio"/> Burgundy School of Business <input type="radio"/> Conservatori Superior Liceu <input type="radio"/> Frankfurt School of Finance Management <input type="radio"/> Hanyang University <input type="radio"/> ITESM (Monterrey Tech) <input type="radio"/> Janacek Music Conservatory <input type="radio"/> Kansai Gaidai University <input type="radio"/> Keele University <input type="radio"/> Korea University, Anam Campus <input type="radio"/> Leipzig Graduate School of Management - HHL <input type="radio"/> Mahidol University <input type="radio"/> National Chiao Tung University <input type="radio"/> National Institute of Development Administration <input type="radio"/> National Taiwan Normal University <input type="radio"/> Ritsumeikan University <input type="radio"/> Robert Gordon University <input type="radio"/> Royal College of Music in Stockholm <input type="radio"/> Thammasat University <input type="radio"/> Thomas More University <input type="radio"/> Universidad Autonoma del Estado de Mexico (UAEM) <input type="radio"/> University of Birmingham <input type="radio"/> University of Dundee <input type="radio"/> University of Haifa <input type="radio"/> University of Leeds <input type="radio"/> University of Magallanes <input type="radio"/> University of Navarra <input type="radio"/> University of Strathclyde <input type="radio"/> University of Surrey <input type="radio"/> University of Tours (Universite Francois Rabelais) <input type="radio"/> University of Tuebingen <input type="radio"/> Upper Austria Universities of Applied Science (Steyr)

6. You should receive the message below. Click OK.



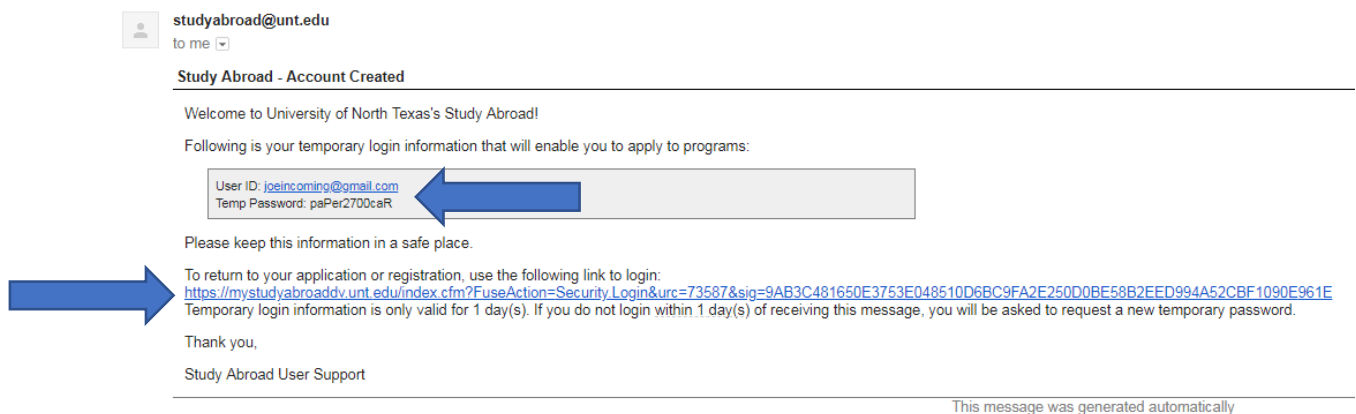
7. The message below will be displayed instructing you to check your email and to use the link in that email to return to the site to log in with your new credentials. Please check your junk mail or spam folders if you do not receive an email from studyabroad@unt.edu.

Security > Login (new user)

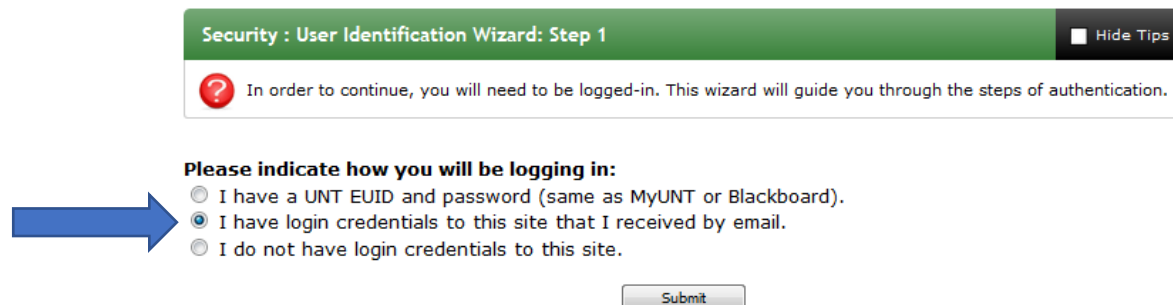


Your username and temporary password have been emailed to you and should arrive in a few minutes. Use the link provided in that email to return to this site and login. You will then be re-directed appropriately.

8. Click the link inside the email you receive while noting the User ID and Temporary Password.



9. The link will take you back to the website where you will choose *I have login credentials to this site that I received by email* and click Submit.



10. Enter the User ID and Temporary Password from the email you received and click Login.

Security : Login (existing user)
Hide Tips

Use your EUID and Password

Please log in using your EUID and Password:

Username:	joeincoming@gmail.com		New User Registration
Password:	*****		
Login		New Administrative User: If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are: Recommender Reviewer Staff	
Forgot your password?			

11. The first time you log in, you will be prompted to select three security questions. If you forget your password, you will need to answer these questions in order to reset your password for this site. Choose the questions carefully and remember your answers. Click Update when finished.

Choose Security Questions
Hide Tips

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.


Select Password Reset Security Questions

Question #1:	What was your childhood nickname?	
Correct Response:	*****	
Question #2:	What street did you live on in third grade?	
Correct Response:	*****	
Question #3:	What is your maternal grandmother's maiden name?	
Correct Response:	*****	

- Update >

12. After you input the security questions, you will be prompted to change your password. Click on the “Change” button when finished.

Security : Change Temporary Password
Hide Tips

 Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:	<input type="password"/> <small>(this is the password you would like to use for all future login attempts)</small> Password does not meet strength criteria	←
Re-enter New Password:	<input type="password"/>	←

Change
←

13. After changing your temporary password, you will be prompted to complete a profile. Enter the required information and click Update at the bottom of the page.

Profile : Required Information

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page.

Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.

Required information

City and Country of Birth**
Please list the city and country where you were born.

Additional Information

Primary Email

Main Phone

Cell Phone

EIS ID Number

14. You will receive the message that your profile has been updated and click Ok.

Profile information has been updated

OK

15. Select the term you plan to study at UNT. Click on the *"Apply"* button to continue on.

- Select **Fall** for August – December (Fall Semester) studies
- Select **Academic Year** for August – May (Academic Year) studies
- Select **Spring** for January – May (Spring Semester) studies
- Select **Summer** for May – August (Summer Term) studies

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

☒ Fall, 2018

☐ Summer, 2018

16. If further profile information is required, you may be taken to the screen below. Complete any required information and click Update. You will receive a message that your profile information has been updated.
17. You will be taken to your Applicant Home page. This shows a summary of any applications you have started in addition to showing you any emails you have received from the Study Abroad system.

Your Home Page : Joe Incoming - Applicant Home Page

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.
Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Search Programs

Applications	
▼ Fall, 2018	
University of North Texas Incoming Exchange (10 33430)	Deadline: 03/01/2018 Withdraw

Profile


Joe Incoming Burgundy School of Business
joeincoming@gmail.com
[Edit Profile](#)

Home Institution: Burgundy School of Business
(View All)

Messages

Date / Time	From
09:18 AM	studyabroad@unt.edu
UNT Study Abroad Website: Login Information	

[View all Messages](#)



18. Click on the *Application for University of North Texas Incoming Exchange*. You will be presented with instructions and Online Information Submission Forms to complete. Click each form and complete the information required.


Application Instructions

How to Apply Instructions As part of the Pre-Decision phase you will need to complete the "Applicant Information" questionnaire, as well as submit various documents. You can do this by obtaining the documents (some through our website), scanning them, and uploading them to the application portal or by e-mailing them to StudyAbroad.Exchanges@unt.edu. The documents will then be uploaded into your account and marked as "Received." Once all these items are completed, we can then begin to process your visa application. Make sure you submit these documents in a timely manner, so that there is ample time to process your visa application.

Online Information Submission Form(s)

Click the following to view and complete the following online information submission form(s). You may begin an online information submission form and save it for later completion, but note that you must click Submit in order for the online information submission form to be logged as complete and ready for review.

Title	Received
01. Submit Applicant Information Form Online - Incoming	<input type="checkbox"/>
02. Upload Previous DS-2019 Forms	<input type="checkbox"/>
03. Upload Color Copy of Passport	<input type="checkbox"/>
04. Upload PDF of Transcript	<input type="checkbox"/>
05. Upload Proof of English Language Proficiency	<input type="checkbox"/>
06. Upload PDF of Certification of Financial Resources	<input type="checkbox"/>
07. Upload PDF of Letter from Bank	<input type="checkbox"/>
08. Upload Authorization to Release Educational Records	<input type="checkbox"/>



As you complete the online submission forms, a check mark will appear in the Received boxes on the right hand side of the screen. Once all documents are received and reviewed, you will be notified of the decision made on your application. If accepted into the Exchange program, you will be prompted in your application to complete further documentation and action items.