

UNO Application for Admissions Guide for Incoming International Exchange Students

The purpose of this guide is to assist incoming international students coming to UNO on exchange from abroad with the UNO application for admission AFTER submission of the Study Abroad Application. If you have not applied directly to the study abroad program, please do so before completing this process. Go to <http://inst.uno.edu/exchange/incoming/ApplicationInfo.cfm> to learn how to apply for your program.

Please read the following instructions carefully:

In order to complete the application, you must first create a login account for the application. This means you can save what work you have done in the application and return to it later, using the username and password you create.

When you create the login account, you will be sent an email confirmation. You will also receive an email once you begin filling out the application, as well as when you submit the completed application.

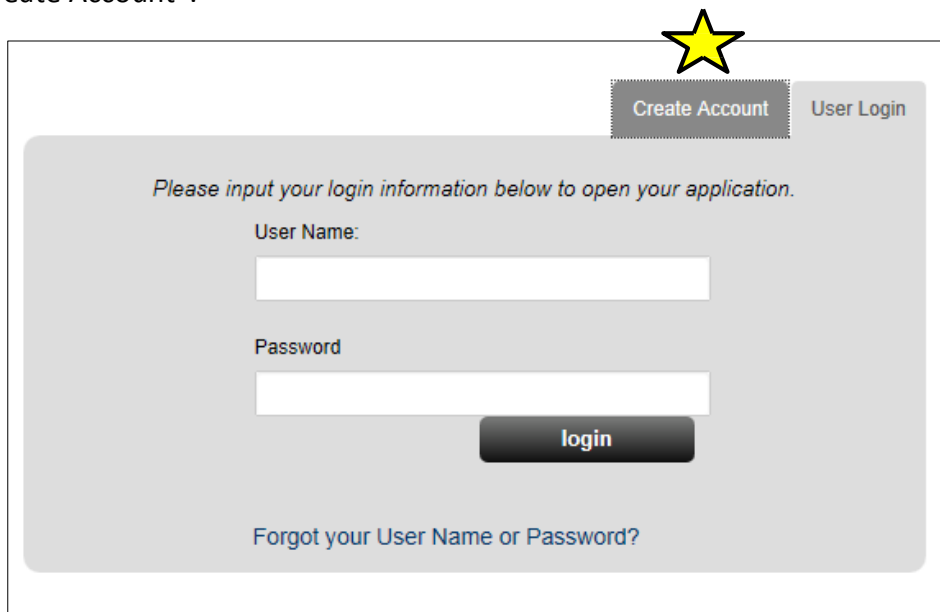
Please note that steps #10 & 12 are critical to your being classified correctly at UNO, so please pay extra careful attention to these instructions.

If you have any questions, please contact the office of International Student Exchange Programs (ISEP) at isep@uno.edu or by telephone at (504) 280-6388.

1. Go to the website.

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=uno

2. Click "Create Account".



The screenshot shows a login interface with a yellow star highlighting the "Create Account" button. The interface includes a "User Login" button, a text prompt "Please input your login information below to open your application.", input fields for "User Name:" and "Password", a "login" button, and a link "Forgot your User Name or Password?".

3. Create an account by entering in your information.

Basic Information

Please fill out the following information exactly as it appears on your legal documents such as birth certificate, passport, state issued identification cards etc.

Last Name

Surname/Family Name *

First Name/Given Name *

Middle Name

Date of Birth *

Are you U.S. Citizen or Permanent Resident? * Yes No

Contact Information

Please enter your current or mailing address.

Current Country *

Current Address Line 1 *

Current Address Line 2

Current City *

Email Address *

Verify Email Address *

4. The last step is to create a username and password. Be sure to pay attention to the password requirements.

Write your login down so you do not forget!

Login Information

Please create a login and password below.


User Name *

Password *

Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&*()_+|~=-\`{}[]:"';<>?,./ Spaces are not allowed.

Verify Password *

5. Now you can access your application with your new login. You will be brought back to the original login page. Click "User Login" and enter your username and password.



Please input your login information below to open your application.

User Name:

Password

[Forgot your User Name or Password?](#)

6. Check the boxes and click “Continue and Create” to agree to the Terms of Service.

Terms Of Use

Please review the entire terms and conditions [here](#).

By clicking "I agree" you acknowledge that you have read and understand the terms and conditions presented herein. Your acknowledgement is required for you to proceed.

I agree

Privacy Policy


Upon creating your account, all information that you provide and save will be immediately available to the institution.

I have read the above notice

Continue and Create

7. You will find yourself on the Application Homepage. From here you can check the completion status of your application.

To start, click “Start Application”.

My Application(s) 

Application for Admission **★ START APPLICATION**

APPLICATION STATUS: NOT STARTED 

8. Fill in your Personal Information on the first page.

At the bottom of this page, click “Save” then be sure to check that all of the information you have entered is correct. Once you are sure it is correct, click “Save and Continue” to move forward in the application.

Save **Save & Continue** **Reset**

9. On the U.S. Citizenship Information page, answer “No” for U.S. Citizen

The screenshot shows the 'U.S. Citizenship Information' form. At the top right are 'Save' and 'Save & Continue' buttons. Below the title, a note states: 'Questions marked with an asterisk (*) are required and must be answered.' The form contains three fields: 'Are you U.S. citizen?*' with a dropdown menu set to 'No'; 'If yes, Citizenship Status' with a dropdown menu and a yellow star icon next to it, with examples 'eg. Native, Naturalized'; and 'U.S. Social Security Number' with a text input field and a note: 'Required for U.S. citizens and permanent residents (no spaces or special characters)'.

10. On the next Citizenship Information page, enter your Citizenship Information, as well as your Visa Status (J1—Exchange Visitor).

The screenshot shows the 'Other Citizenship Information' and 'Visa Information' sections of the form. At the top right are 'Save' and 'Save & Continue' buttons. The 'Other Citizenship Information' section includes: 'Country of Citizenship (if not USA)*' with a dropdown menu set to 'Please select'; 'U.S. Immigration Status*' with a dropdown menu set to 'I am on a visa or seeking a visa' and a yellow star icon next to it, with examples 'eg. Permanent Resident, on Visa, Other status'; and 'Permanent Resident Number' with a text input field and a note: 'Permanent Resident Card/ Green Card Number (USCIS# -----)'. The 'Visa Information' section includes: 'What visa/status do you hold (or intend to hold)?*' with a dropdown menu set to 'J1 - Exchange Visitor' and a yellow star icon next to it, with examples 'Student Visa - F1, Work Visa - H1B, Refugee etc.'; and 'If other, please explain your status in brief' with a text area and a note: 'Characters left in your response 100' and 'Explain your status as specific as possible'. At the bottom right are 'Save', 'Save & Continue', and 'Reset' buttons.

11. Then you will be asked to **upload your Passport** as well as **Financial Support** information. Here is the link to the Financial Support form: http://www.uno.edu/admissions/adm_documents/international_students/finsupport_July_30_2014.pdf. Also, please refer to our website for the required amounts: <http://inst.uno.edu/exchange/incoming/ApplicationInfo.cfm>

12. On the Academic Program page, select your Career and Student Type (**Exchange Student UG** for Undergraduate or **Exchange Student G** for Graduate).

Academic Program and Term

Questions marked with an asterisk () are required and must be answered.*

Academic Career

Please select the career that most accurately represents you:*

Undergraduate ▼

e.g. graduate or undergraduate

Please identify your student type*

Exchange Student UG ▼

eg. First Year Freshman, Transfer, Returning to UNO, Graduate

13. Please fill out Program of Study and Term page, as well as provide your Emergency Contacts information.

Program of Study and Term

Note for Undergraduate Science Majors:

PRE-MEDICAL, PRE-DENTAL, PRE-OCCUPATIONAL THERAPY, PRE-OPTOMETRY, PRE-PHYSICIAN ASSISTANT, and PRE-PHYSICAL THERAPY are not majors. You must choose a major area of study such as Biological Sciences, Chemistry, Computer Science, Earth and Environmental Sciences, Mathematics, Physics, or Psychology under Plan first. If you are undecided, choose Science Undecided under plan category. You may then choose pre-professional programs under Sub-plan.

What is your intended program of study?*

International Student Exchange ▼

Majors/programs offered at UNO

Intended Admission Term/Year*

Please Select ▼

eg. Summer 2014, Fall 2014, Spring 2014

Area of Interest

Please select area of interest

▼

Only available for some Doctoral or Masters programs. If no value found in drop down, please leave blank

Save

Save & Continue

Reset

14. Enter your university information.

If you cannot locate your College/University Code, type your university name and information into the spaces provided.

College or University Education

Please report all colleges/universities attended. Failure to provide complete and accurate information is a violation of the student code of conduct and will result in denial of admission.

College/University Code	<input type="text"/>	<input type="button" value="Look up"/>
	<small>lookup</small>	
College/University Name	<input type="text" value="College of Europe"/>	
Country	<input type="text" value="Belgium"/>	
Address Line 1	<input type="text" value="Dijver 11"/>	
Address Line 2	<input type="text"/>	
City	<input type="text" value="Bruges"/>	
State/Province	<input type="text" value="West Flanders"/>	
	<small>US & Canada Addresses Only</small>	
Foreign Province	<input type="text"/>	
Zip/Postal Code	<input type="text" value="BE-8000"/>	
	<small>#####</small>	
Attended From	<input type="text"/>	
	<small>MM/DD/YYYY</small>	

15. The remaining steps are to fill out the UNO Parent, Alumni, and Louisiana Residency Status, and the Selective Service page. Please enter the information as seen below.

Selective Service

Selective Service Certification

In accordance with the requirements of the Military Selective Service Act, and the requirements of state law R.S. 17:3151, I certify that the following information is correct.

Selective Service*	<input type="text" value="I am not required to register"/>
If not required, indicate why	<input type="text" value="I am not a U.S. Citizen or Permanent Resident"/>
If other, explain reason in brief	<input type="text"/>

Characters left in your response 100

16. Once you complete and submit your application, you should receive an email confirmation. Please remember to **forward any email** correspondence from the UNO Admissions to **isep@uno.edu**.

If you have any questions about the application, please contact the ISEP office at: isep@uno.edu or by telephone at (504) 280 - 6388.

17. Submit the following documentations to complete your ISEP application.

(More info about these found on our website:

<http://inst.uno.edu/exchange/incoming/ApplicationInfo.cfm>)

- Statement of Financial Support
- Summary of Educational Experience
- Proof of English Proficiency (if needed)
- Immunization Compliance form
(<http://studenthealth.uno.edu/forms/immunizationform.pdf.pdf>)
- Letter of Recommendation
- Letter of Intent
- Official Transcript
- Photocopy of the title page of your Passport
- ID Photo