International Exchange Application Guide

Office of Study Abroad and Exchange
A Unit of International Programs

Step One: Creating Your Account

First Time Users

Click on the Create an Account button under First Time Users to start your process!

Step One: Creating Your Account

Registering Your Account:

You will be asked to enter the below information.

REGISTER

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	

Continue

Step One: Creating Your Account

STATE
ARKANSAS STATE
UNIVERSITY

Verifying Your Account:

You will receive an email with your PIN number in order to verify your account. Once you receive that email, you will be directed to a screen that looks like the below to enter your information. Once entered, hit 'Login' to begin your application.

Step Two: The Application Section: Red Wolf Type

Ensure for the educational level you have marked Exchange and that it looks like the below

For the term, please select when you will be arriving to campus.
- Spring = January
- Summer: May
- Fall = August

Step Two: The Application Section: Personal Background

Fill out all the required fields of general student information.

Step Two: The Application Section: Additional Information

Fill out all the required fields of questions for international and exchange students.

Be sure to indicate the field of study you want to take classes in while you're at A-State here.

- This field of study should closely match your field of study from your home institution.

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Red Wolf Type
Personal Background
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Planned Course of Study (International)
High School and College History
Signature
Review

ADDITIONAL INFORMATION (INTERNATIONAL)

* Denotes required field

Passport Number

Please enter your passport number and be sure to include any letters.*

Passport Nation of Issue*

Other

Are you applying through an agent?*
☐ Yes
☐ No

Have you ever attended A-State and/or are you currently attending A-State?*
○ Yes
○ No

How many semesters do you plan to enroll?**

What major do you plan to take courses in while attending A-State?**

Parent/Guardian Information

Person to notify in case of emergency:

Name (First & Last only)   Email Address   Phone Number

Criminal Background

Have you ever been convicted of a felony or are there any felony criminal charges now pending against you?*
☐ Yes
☐ No

Have you ever been convicted of a sexual offense or are there any sexual offense charges now pending against you?*
☐ Yes
☐ No

Step Two: The Application Section: Planned Course of Study

This page allows for students to select their major and their degree. However, as exchange students, please ensure that in both boxes, you select Non-Degree/No Degree, as in the screenshot below.

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PLANNED COURSE OF STUDY (INTERNATIONAL)

*Denotes Required Field

Please select if you will be a non-degree seeking student or a transient student below.

- A non-degree seeking student is an exchange student, who is currently enrolled at a partner institution and will be attending A-State full-time for one or two semesters.
- A transient student is a student who is enrolled full-time at another U.S. institution and seeks to take only one or two classes at A-State.

Planned Major*

Non Degree Student ⬍

Planned Degree*

No Degree Sought ⬍

Continue

Step Two: The Application Section: High School and College History

This page is for you to fill out your previous institution information. As an exchange student, you do not need to put your high school information here. Please list any colleges/universities/post-secondary institutions that you have attended, though. All that you have attended are required.

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HIGH SCHOOL AND COLLEGE HISTORY

If your school does not automatically populate, please enter the name and location of your school.

List any college/university you have attended regardless of the year attended, accreditation, or number of credit hours attempted/earned.

All transcripts MUST be sent for every school listed before an admission decision will be made. For admission purposes, you may upload a scanned copy of your original transcript. However, official transcripts must be received prior to registration. You will not be able to register without submitting official transcripts.

I understand that I may be dismissed from the university if all institutions are not listed below and transcripts are not submitted.

Institution	Dates Attended	
Add Institution		
University of Florida	01/2019–05/2020	Edit

Step Two: The Application Section: Signature

Please read this page carefully BEFORE you sign it. All students are required to sign and confirm that all submitted information is accurate and agree to the binding agreement as indicated.

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SIGNATURE

I certify that all information submitted in the admission process - including this application and any other supporting materials is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.

I understand that this is a formal, legal, and binding document into which I enter with sound mind and body and no coercion or pressure.

Step Two: The Application Section: Review and Submit

Please review your application carefully and make sure that all information is accurate. Check for missing answers or errors. Submit the application once the review is complete.

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REVIEW

As an administrator, you may bypass application warnings and submit the application in an incomplete state.

Submit Application   Save for Later

Step Three: myDen

Upon submitting your application, you will be directed to your myDen page or your status page. You may use this page to pay your application fee, upload your documents, and come back to in order to check your status of admission.

APPLICATION STATUS FOR █████████

International Application ▾

If you need to contact us regarding your application, provide your name and this reference number: 980842478.

Verify Address
We have your addresses listed as follows:

Mailing Address

Permanent Address*
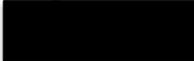
Edit Addresses

Upload Materials
To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

We have received the following documents from you:

- 04/06/2020 12:42 PM - Financial Statement

[▾] [Choose File] No file chosen   **Upload**

Recent Activities

Date	Details
04/06/2020	Payment Received: 50.00 USD Application Fee

Application Checklist

Status	Details	Date
✖. Awaiting	Financial Statement	
✖. Awaiting	Passport	
✖. Awaiting	Proof of English Proficiency	

Step Four: The Decision

Once you have submitted **all** of your documents, you will receive a decision within 24-48 business hours of completion. The decision will be sent to your email address that you put on the application. Keep an eye on your email for this decision!