



## UNO Application for Admissions Guide for Incoming Undergraduate 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://www.uno.edu/studyabroad/isep/incoming-students/incoming-students-apply.aspx> to learn how to apply for your program.

**Please read the following instructions carefully:**

In order to complete the application, you must first Sign Up and 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.

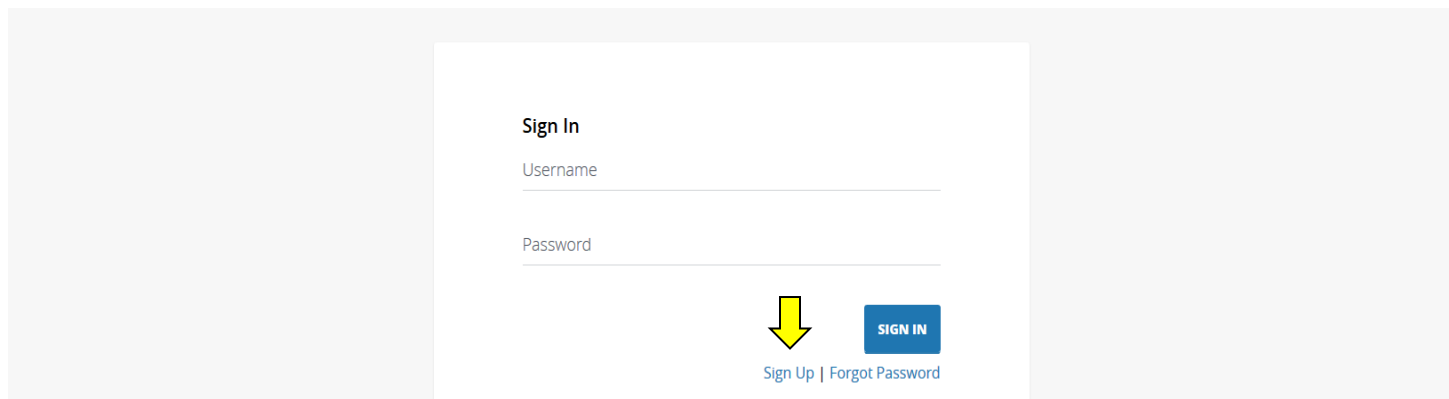
When you create the login account, you will be sent an email confirmation. You will also receive an email once you begin filling out the application, as well as when you submit the completed application.

Please note that steps 6 & 7 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](mailto:isep@uno.edu) or by telephone at (504) 280-6388.

1. Go to the following URL to sign up and create an account.

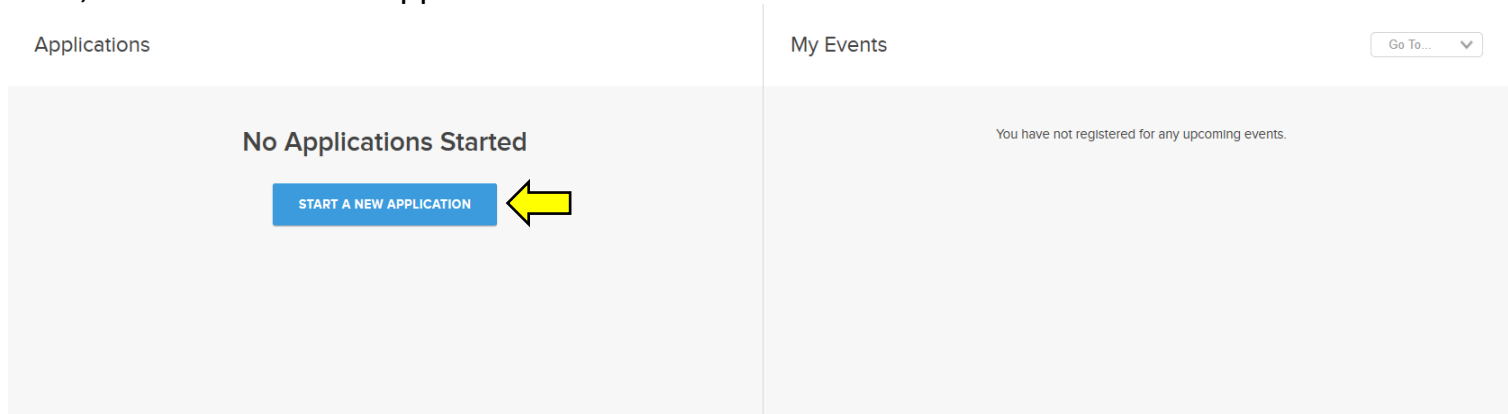
[https://unoadmissions.force.com/OnlineApp/TX\\_SiteLogin](https://unoadmissions.force.com/OnlineApp/TX_SiteLogin)



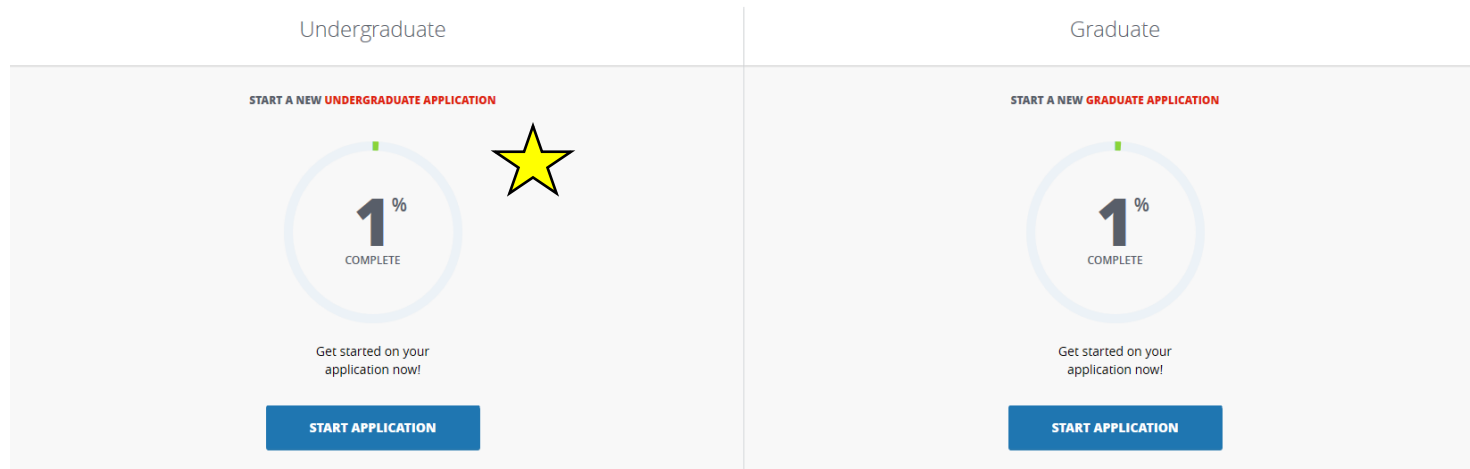
The screenshot shows a 'Sign In' form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'SIGN IN' button. A yellow arrow points down to the 'Sign Up' link, which is part of the text 'Sign Up | Forgot Password' located below the 'SIGN IN' button.

2. Next, create your username and password. Be sure to pay attention to the password requirements.  
Write your login down so you do not forget!
3. 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.

4. To start, click “Start A New Application”



5. Select the correct educational level. If you have already obtained an Undergraduate Degree (Bachelor’s) from your home institution, please select “Graduate Application” (instructions for the graduate application are [here](#)) Otherwise, please select “Undergraduate Application.”



6. Pay attention to the citizenship status and select “International Student Exchange” if you are applying for an exchange semester or academic year abroad.


**New Application**  
What is your Citizenship Status?  
3 - Not a U.S. Citizen

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What is your Student Type?  
6 - International Student Exchange

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Term



**START APPLICATION**

7. It is crucial to select the correct type of Visa in order to receive an application fee waiver. Please select J-1 Exchange Student.

Are you a U.S. citizen?  
• Not a U.S. Citizen


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Please select an option

- B Visitor
- E-Treaty
- E-2 Treaty Investor, Dependents
- F-1 Student
- F-2 Dependent of F-1
- H-1b Temporary Worker-Specialty
- H-4 Dependent of H1b
- **J-1 Exchange Visitor/Exchange Student**
- J-2 Dependent of J-1

8. As an International Exchange student you will be enrolled as a non-degree seeking student at UNO. Please check the box below.

Please check here if you will NOT be seeking a degree through UNO.

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What major do you want to study?

•

Have you taken college-level courses previously through a dual enrollment program with a college or university?

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**CONTINUE**

11. Under “Choose Payment Method” select “Mail Payment” and Submit Waiver Request

Application Fee

Choose Payment Method

Pay Online

Mail Payment 

Online App Discount

**SUBMIT WAIVER REQUEST**

12. 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

13. Submit the following documentations to complete your ISEP application. (More info about these found on our website under [Application Procedure](#))

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