



UNO Application for Admissions Guide for Incoming Graduate 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.

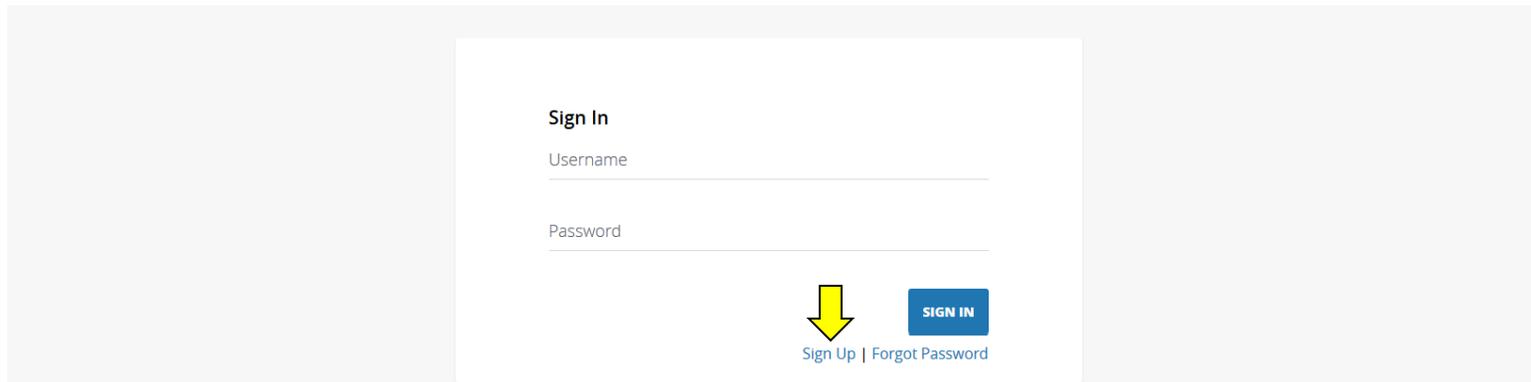
When you create the login account, you will be sent an email confirmation. You will also receive an email once you begin filling out the application, as well as when you submit the completed application.

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 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



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

The screenshot shows a user interface with two main sections. On the left, under the heading 'Applications', there is a large grey box with the text 'No Applications Started' and a blue button labeled 'START A NEW APPLICATION'. A yellow arrow points to this button. On the right, under the heading 'My Events', there is a grey box with the text 'You have not registered for any upcoming events.' and a 'Go To...' dropdown menu.

5. Select the correct educational level. If you hold an undergraduate degree or are classified as a graduate student at your home institution, please select “Graduate Application.” In order to be able to take graduate level classes you will need to send your official transcripts via email to isep@uno.edu before you start the application. Please contact ISEP office if you have any questions.

The screenshot shows two side-by-side options for starting an application. The left option is for 'Undergraduate' and features a circular progress indicator showing '1% COMPLETE' with the text 'START A NEW UNDERGRADUATE APPLICATION' and a 'START APPLICATION' button. The right option is for 'Graduate' and features a circular progress indicator showing '1% COMPLETE' with a yellow star icon, the text 'START A NEW GRADUATE APPLICATION', and a 'START APPLICATION' button. Both options include the text 'Get started on your application now!'.

6. Select the type of study you would like to pursue.

New Application

What is your Citizenship Status?

3. Not a U.S. Citizen

What type of study would you like to pursue?

Non-Degree



Certificates and Non-degree programs are not eligible to receive an I-20 for students seeking an F1 Student Visa.

What program do you want to apply for?

Not pursuing a degree but want to take a course

Term

7. As an exchange student you will be seeking a J-1 type of visa. Please select J-1.

Are you a U.S. citizen?

- Not a U.S. Citizen

Are you seeking a visa to study at UNO?

- Yes
- No

Visa Type

- J-1 Exchange Visitor/Exchange Student



8. Upload Academic Transcripts

We may be able to expedite your application processing if you upload unofficial copies of your transcripts for **conditional** admission. Please note we are not able to offer regular admission without official copies of your transcripts from each university or college you attended. You may upload .pdf, .png or .jpeg

Please upload your Unofficial Transcript here

No file selected



9. Next you will be asked to upload a copy of your valid passport and your Financial Statement documents. The following files are supported for upload: .pdf, .doc, .docx

10. 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

11. Submit the following documentations to complete your ISEP application. (More info about these found on our website [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