

# 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> to learn how to apply for your program.

**Please read the following instructions carefully:**

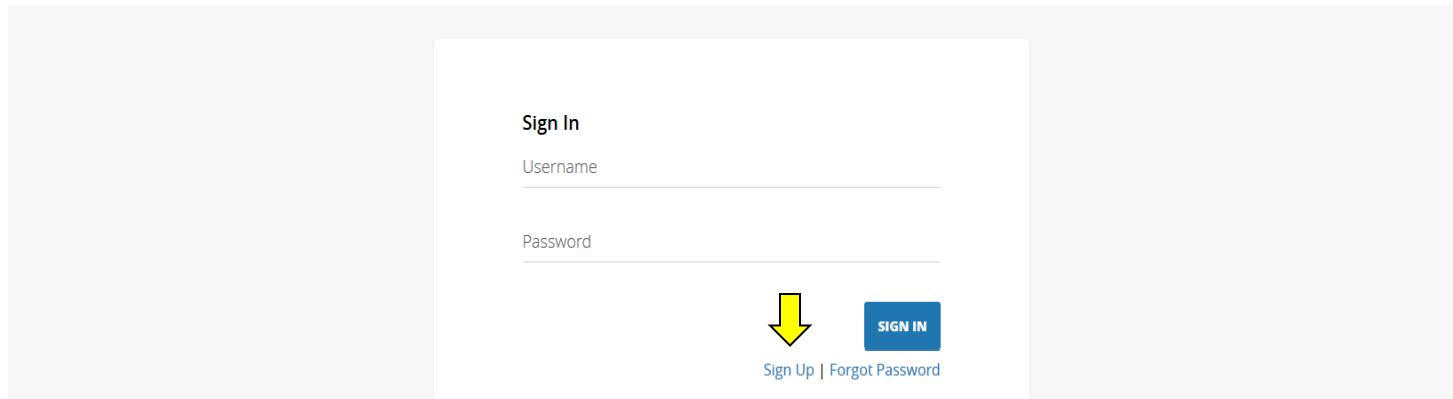
In order to complete the application, you must first Sign Up and create a login account for the application. This means you can save what work you have done in the application and return to it later, using the username and password you create.

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.

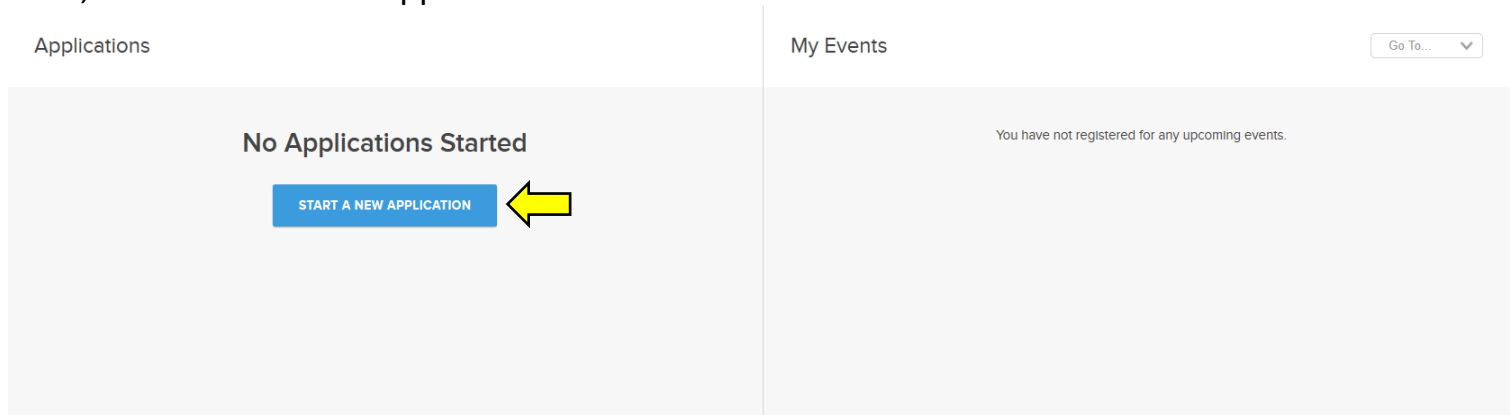
1. Go to the following URL to sign up and create an account.  
[https://unoadmissions.force.com/OnlineApp/TX\\_SiteLogin](https://unoadmissions.force.com/OnlineApp/TX_SiteLogin)



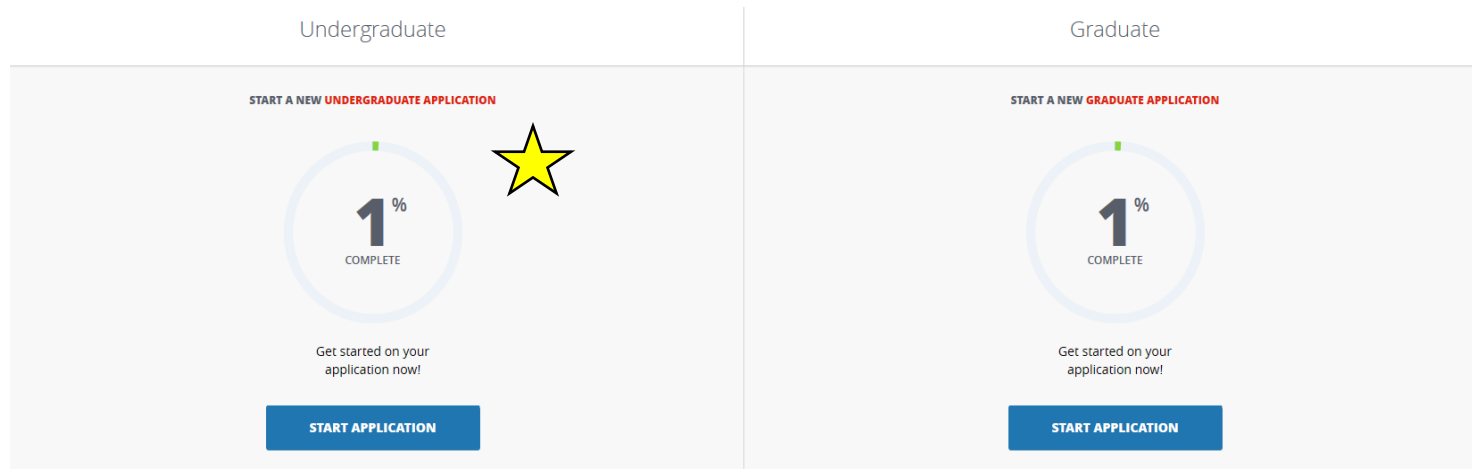
The screenshot shows a 'Sign In' form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'SIGN IN' button. A yellow arrow points to the 'Sign Up' link, which is part of the text 'Sign Up | Forgot Password' located below the button.

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”



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. Once you select the term, it cannot be changed later.

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

What is your Student Type?  
6 - International Student Exchange

Term  
 ←

**START APPLICATION**

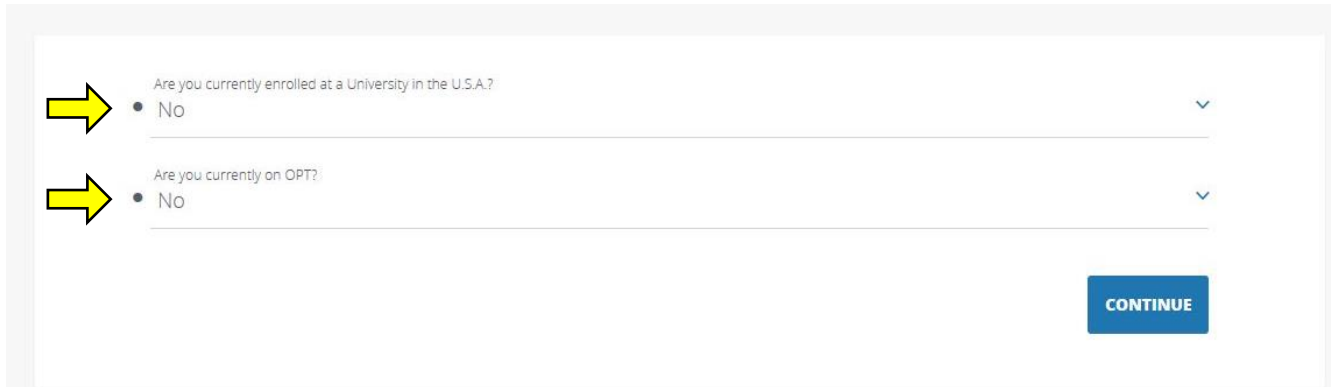
7. It is crucial to select the correct type of Visa in order to receive an application fee waiver. Please select J-1 Exchange Student.

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

Please select an option

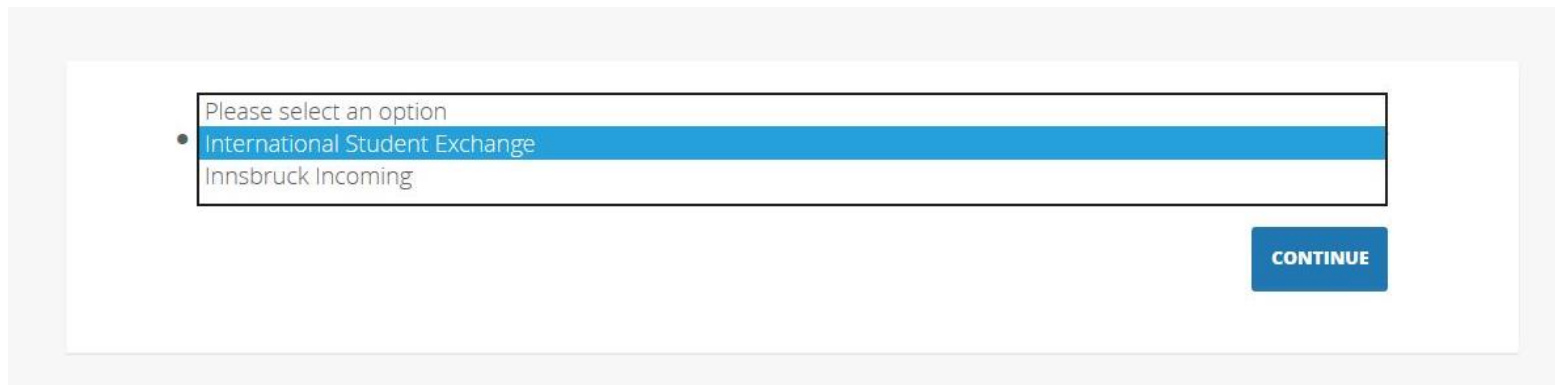
- B Visitor
- E-Treaty
- E-2 Treaty Investor, Dependents
- F-1 Student
- F-2 Dependent of F-1
- H-1b Temporary Worker-Specialty
- H-4 Dependent of H1b
- **J-1 Exchange Visitor/Exchange Student**
- J-2 Dependent of J-1

8. Current Status. If you are coming on exchange, you should be selecting “No” for both sections



A screenshot of a web form with two radio button questions. The first question is "Are you currently enrolled at a University in the U.S.A.?" with a radio button selected for "No". The second question is "Are you currently on OPT?" with a radio button selected for "No". A blue "CONTINUE" button is located at the bottom right of the form. Two yellow arrows point to the "No" radio buttons.

### 11. Undergraduate Academic Information



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: "Please select an option", "International Student Exchange" (which is highlighted in blue), and "Innsbruck Incoming". A blue "CONTINUE" button is located at the bottom right of the form.

12. Previous College Information. Your University will not be among the options available. Please select “Unknown College” as suggested bellow

Please search for your school using all or some words in the school's name. If your school is not listed, please enter 'Unknown College.'

School

- Unknown College

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Enter your college/university name here

- Unknown Univesity

13. Housing. The University of New Orleans offers two types of housing on campus. “Apartment Style Living”- [Privateer Place](#), or “Residence Hall Living”- [Pontchartrain Halls](#). If you plan to rent an apartment or share a house with someone, please select one of the last two options.

#### Additional Information

Please select an option

- Residence Hall Living
- Apartment-style Living
- Married & Family Housing
- Not Interested in Housing

14. 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

15. 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