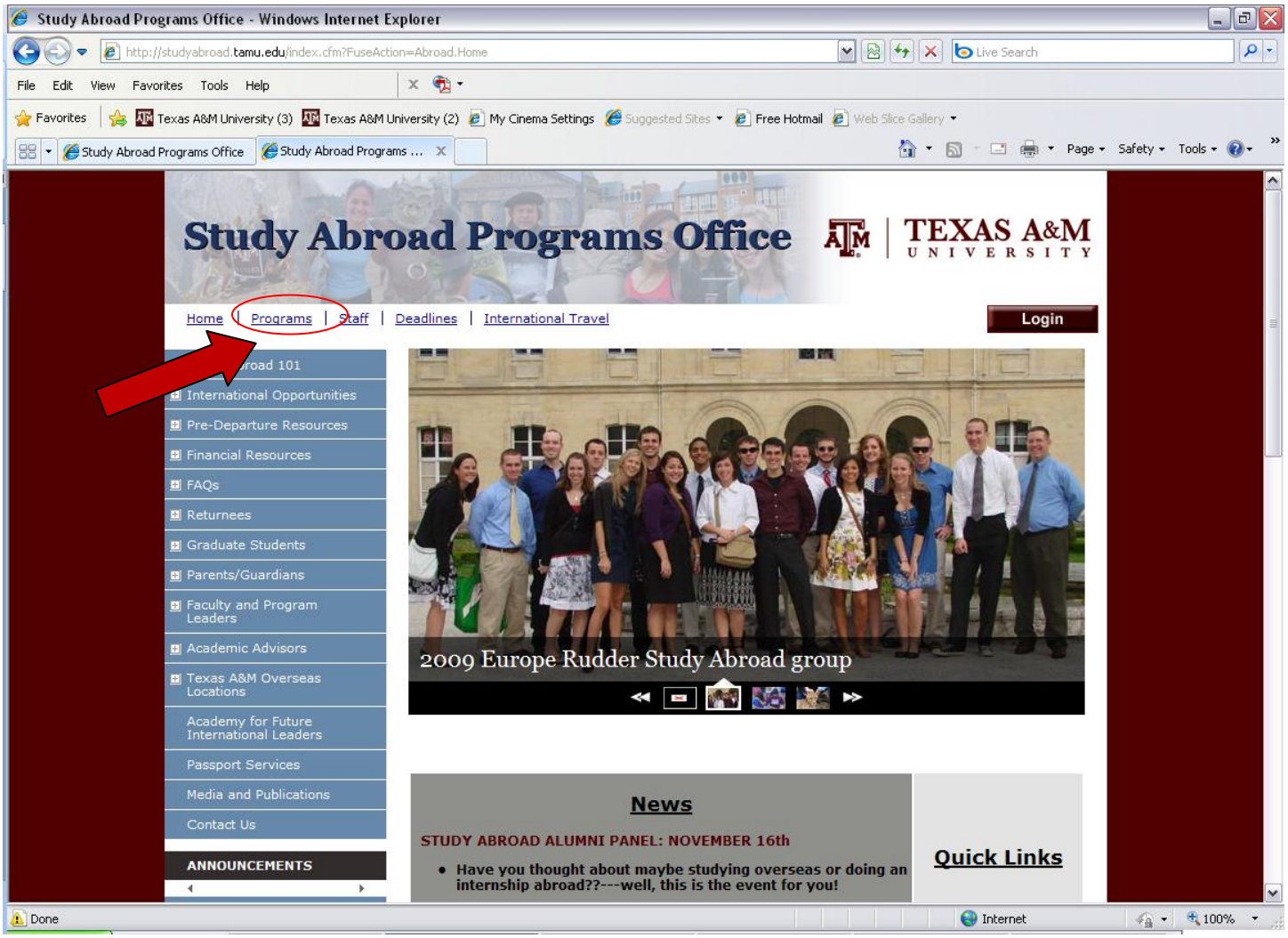
Application Instructions for Incoming Reciprocal Exchange Students

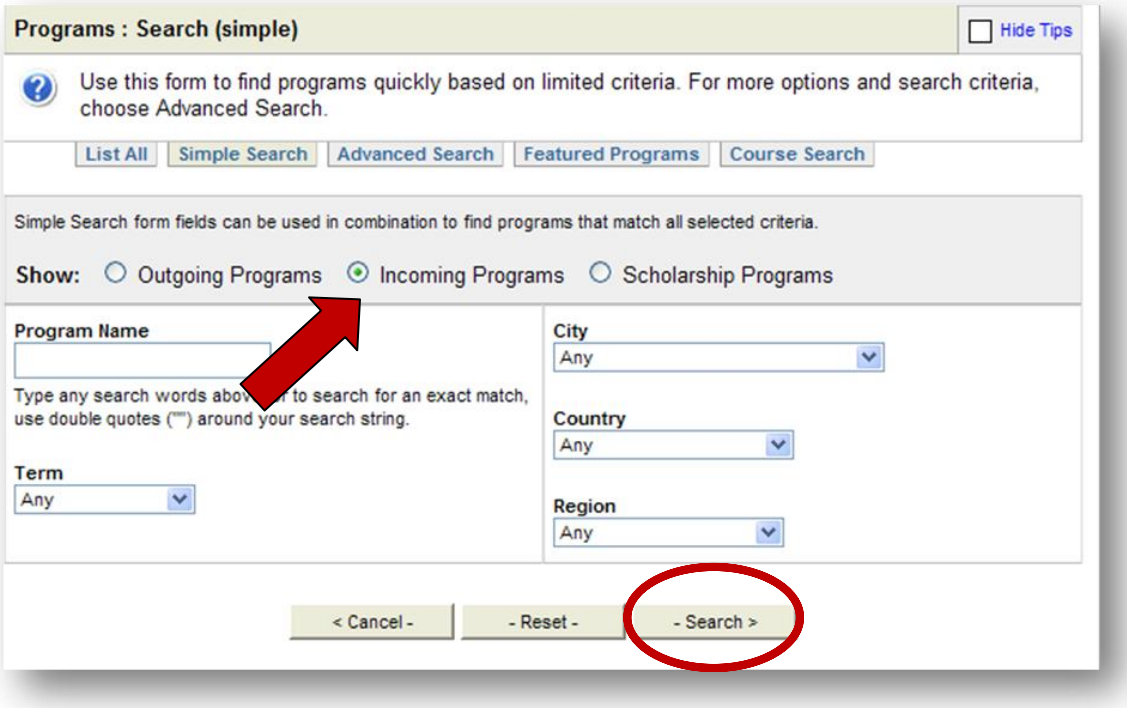
If you have been approved by your home university to apply for exchange study at Texas A&M University for a semester or academic year, please follow the steps below to complete the Texas A&M application.

1. Go to the application website: https://studyabroad.tamu.edu

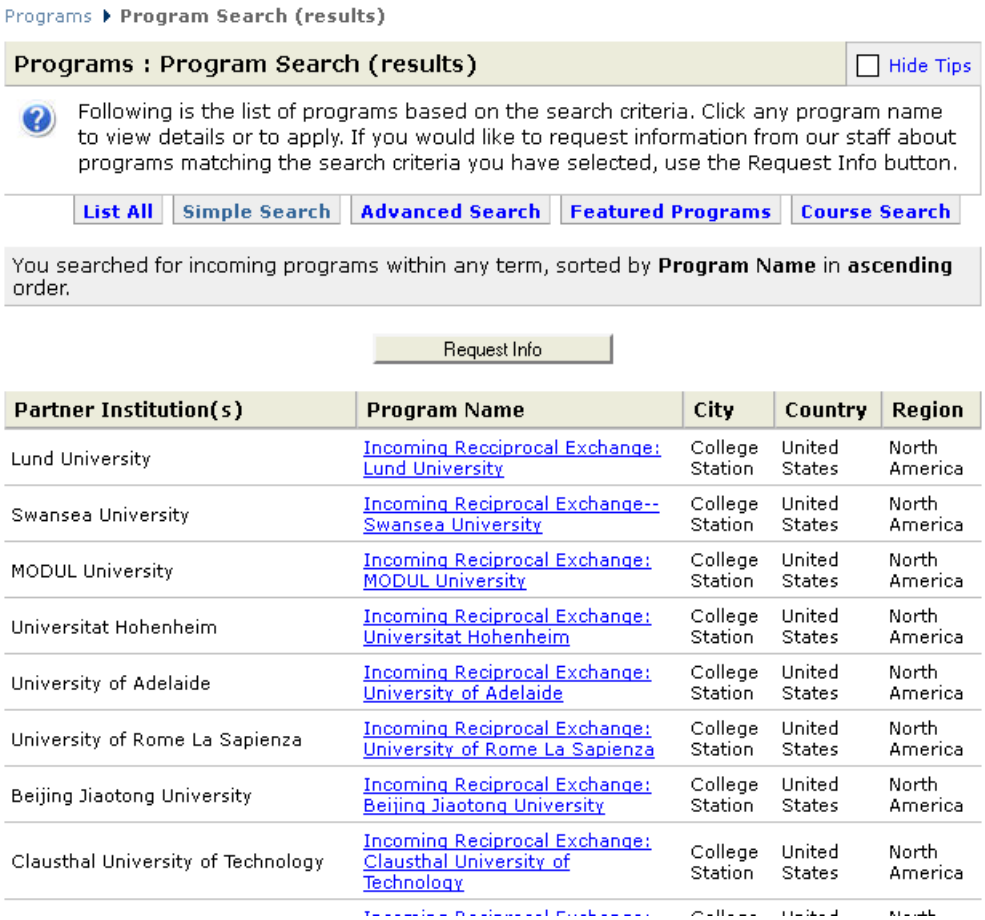
2. Click **Programs** on the top left-side of webpage.



3. Select **Incoming Programs.** Then click **Search.**



4. Scroll down the list of **Incoming Reciprocal Exchange Programs** to find your home university (for example, "Incoming Reciprocal Exchange – YOUR UNIVERSITY NAME").
   - Click on the program name.



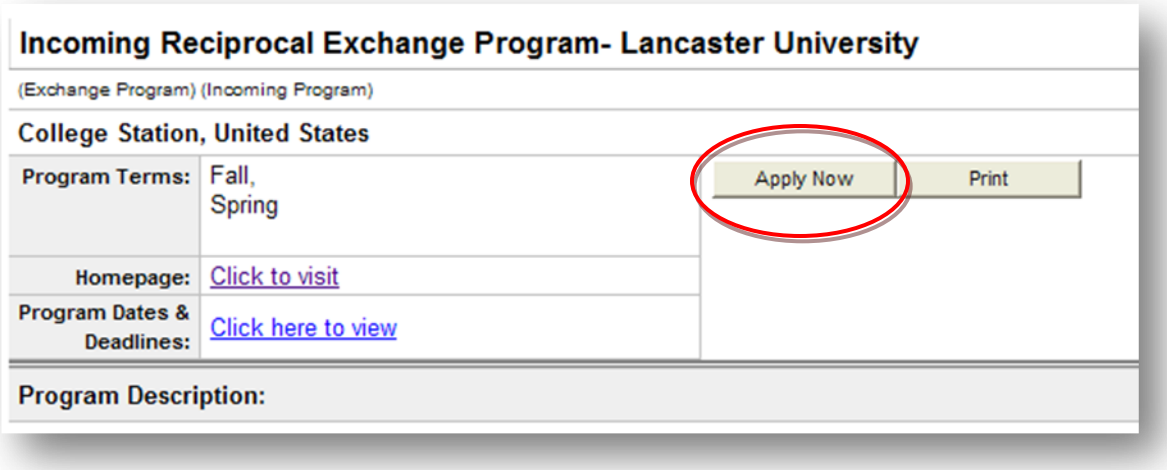
Partner Institution(s)	Program Name	City	Country	Region
Lund University	Incoming Recciprocal Exchange: Lund University	College Station	United States	North America
Swansea University	Incoming Reciprocal Exchange--Swansea University	College Station	United States	North America
MODUL University	Incoming Reciprocal Exchange: MODUL University	College Station	United States	North America
Universitat Hohenheim	Incoming Reciprocal Exchange: Universitat Hohenheim	College Station	United States	North America
University of Adelaide	Incoming Reciprocal Exchange: University of Adelaide	College Station	United States	North America
University of Rome La Sapienza	Incoming Reciprocal Exchange: University of Rome La Sapienza	College Station	United States	North America
Beijing Jiaotong University	Incoming Reciprocal Exchange: Beijing Jiaotong University	College Station	United States	North America
Clausthal University of Technology	Incoming Reciprocal Exchange: Clausthal University of Technology	College Station	United States	North America

NOTE: Hong Kong University of Science & Technology has two entries:

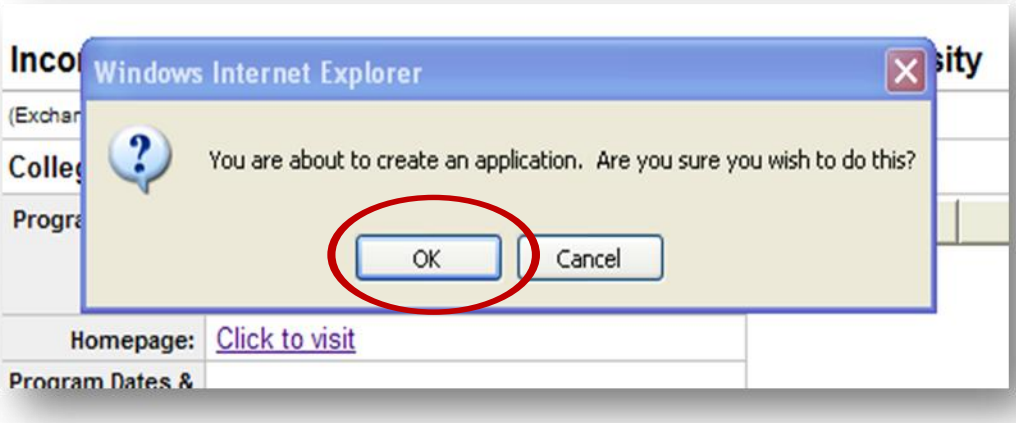
a. One for Business students;
b. One for Engineering students.

Choose Business or Engineering as is appropriate.

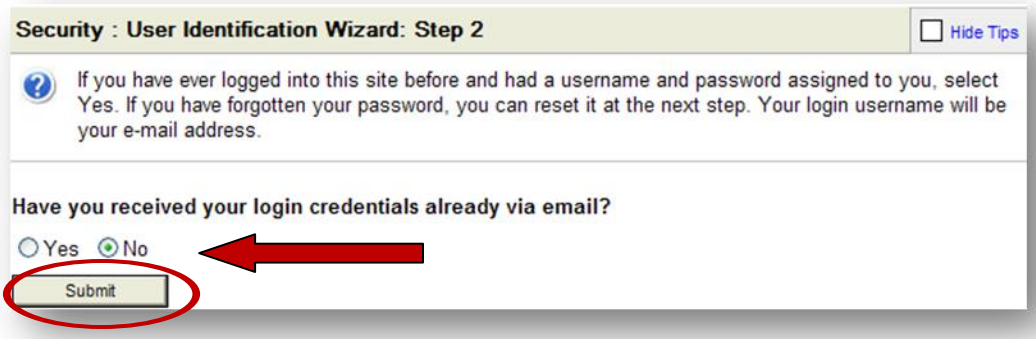
5. On the next screen, click **Apply Now**.



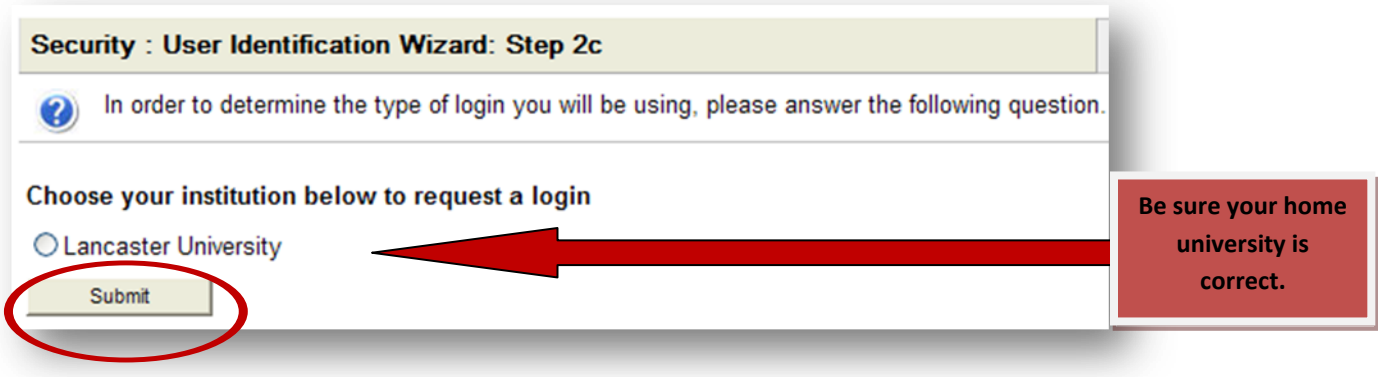
6. In the pop-up box, click **OK.**



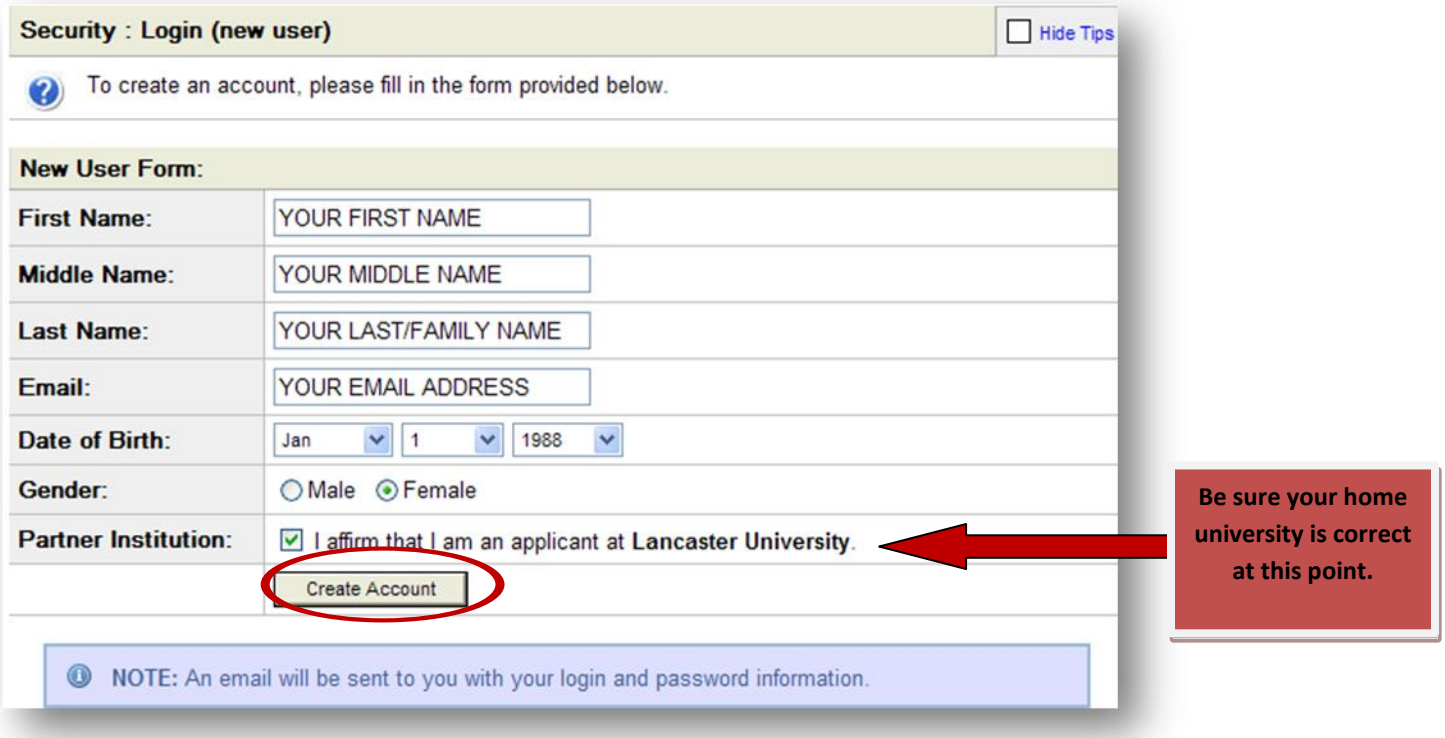
7. Click **No**, and then click **Submit**.



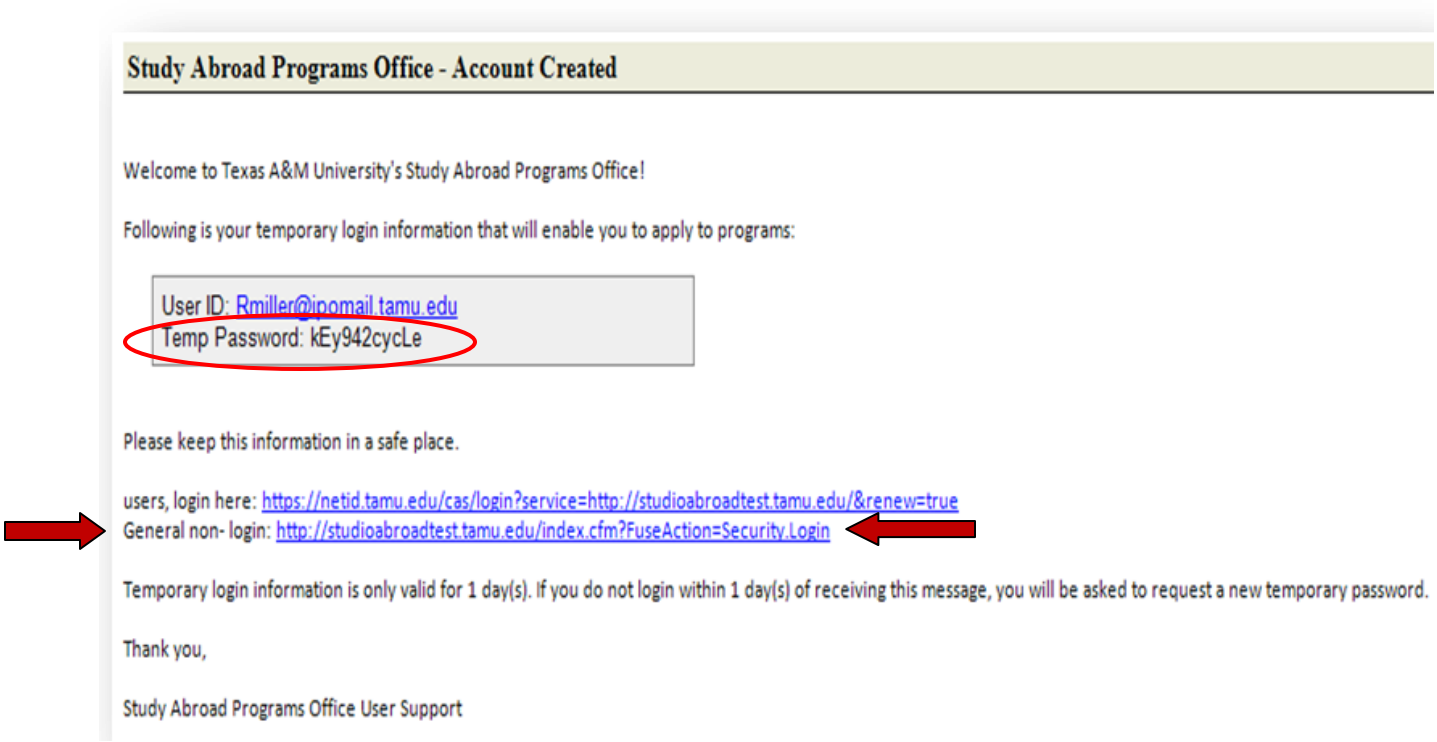
8. Click your home university's name (be sure that it is the name of your university), then click **Submit**.
    - If the university name shown ***is not*** your university, go back to Step **#2**.



9. On the next screen, enter your personal information. **Be sure to use an email address that you commonly use. This will be your User Name to log into your account and for correspondence on your application.** Click **Create Account**.



10. Your **temporary password** will be sent to the personal email address you provided in the screen above. When you receive the email click on the General non-login link. See below.



Study Abroad Programs Office - Account Created

Welcome to Texas A&M University's Study Abroad Programs Office!

Following is your temporary login information that will enable you to apply to programs:

User ID: Rmiller@ipomail.tamu.edu
Temp Password: kEy942cycLe

Please keep this information in a safe place.

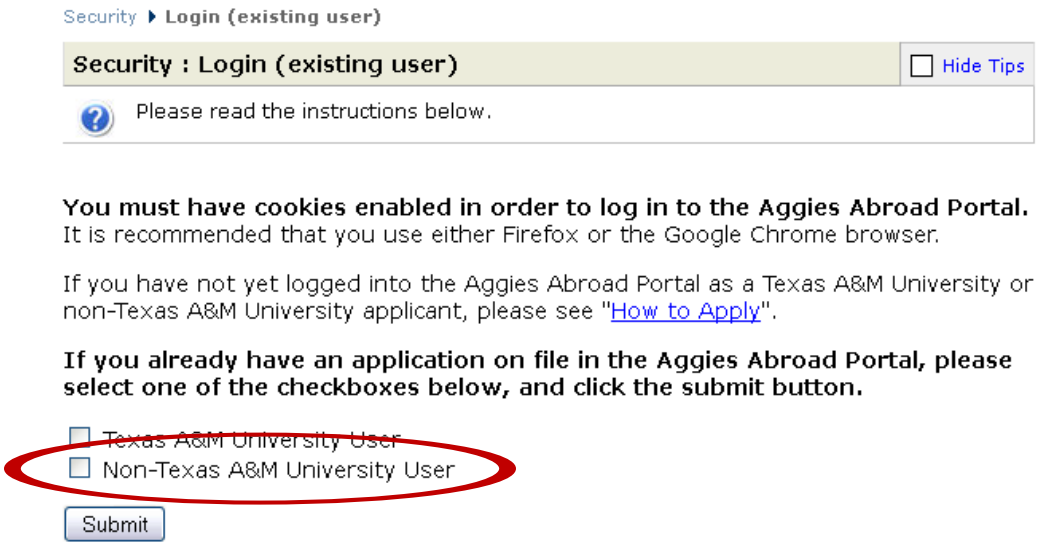
users, login here: https://netid.tamu.edu/cas/login?service=http://studioabroadtest.tamu.edu/&renew=true
General non- login: http://studioabroadtest.tamu.edu/index.cfm?FuseAction=Security.Login

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Study Abroad Programs Office User Support

11. Log in to your new application. Check **Non-Texas A&M University User** and click **Submit.**



Security ▸ Login (existing user)

Security : Login (existing user) ☐ Hide Tips

Please read the instructions below.

You must have cookies enabled in order to log in to the Aggies Abroad Portal.
It is recommended that you use either Firefox or the Google Chrome browser.

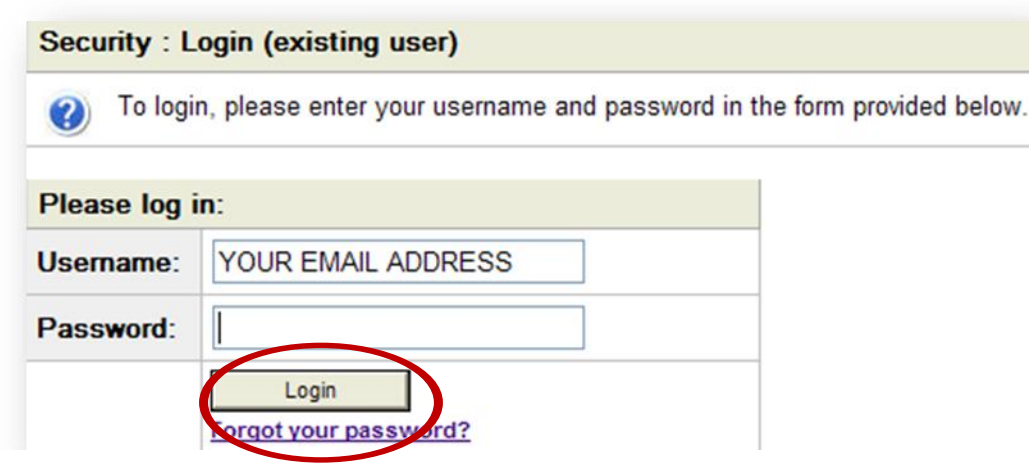
If you have not yet logged into the Aggies Abroad Portal as a Texas A&M University or non-Texas A&M University applicant, please see "How to Apply".

If you already have an application on file in the Aggies Abroad Portal, please select one of the checkboxes below, and click the submit button.

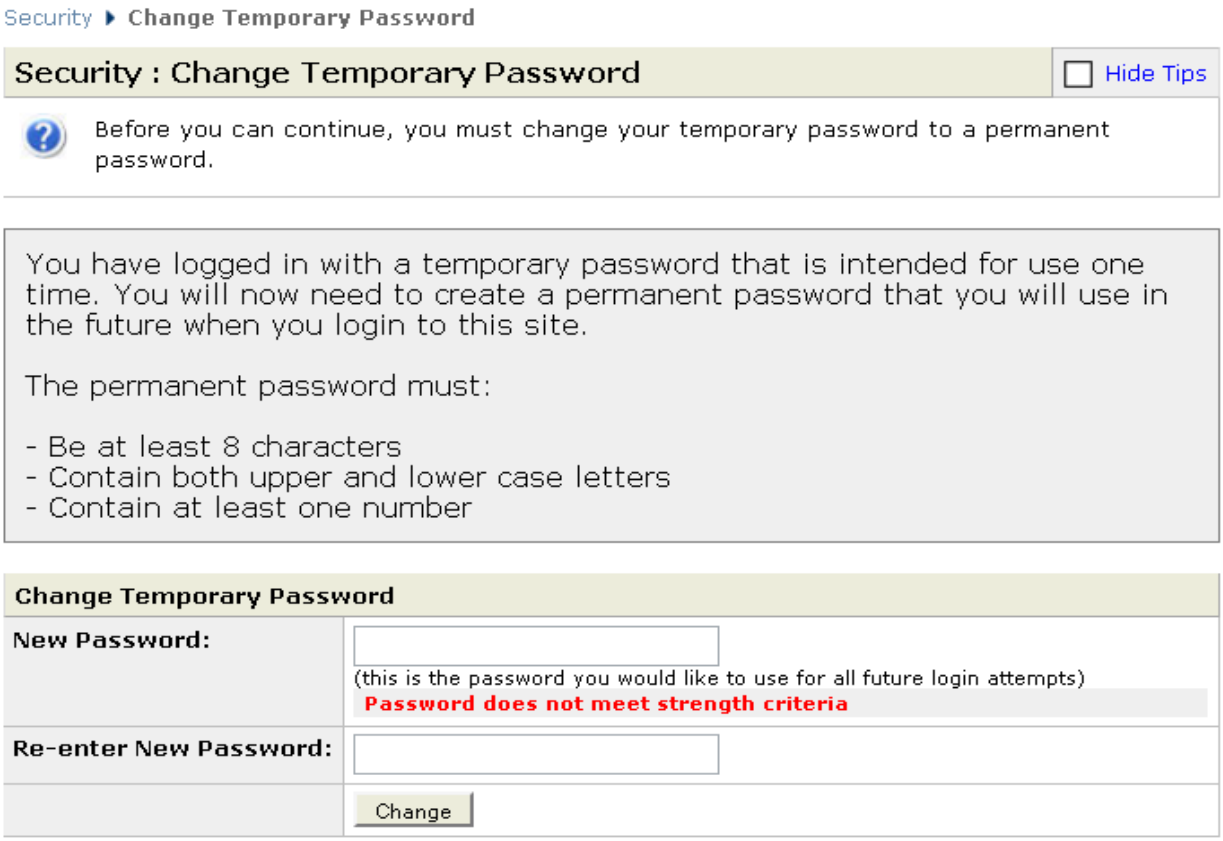
☐ Texas A&M University User
☐ Non-Texas A&M University User

Submit

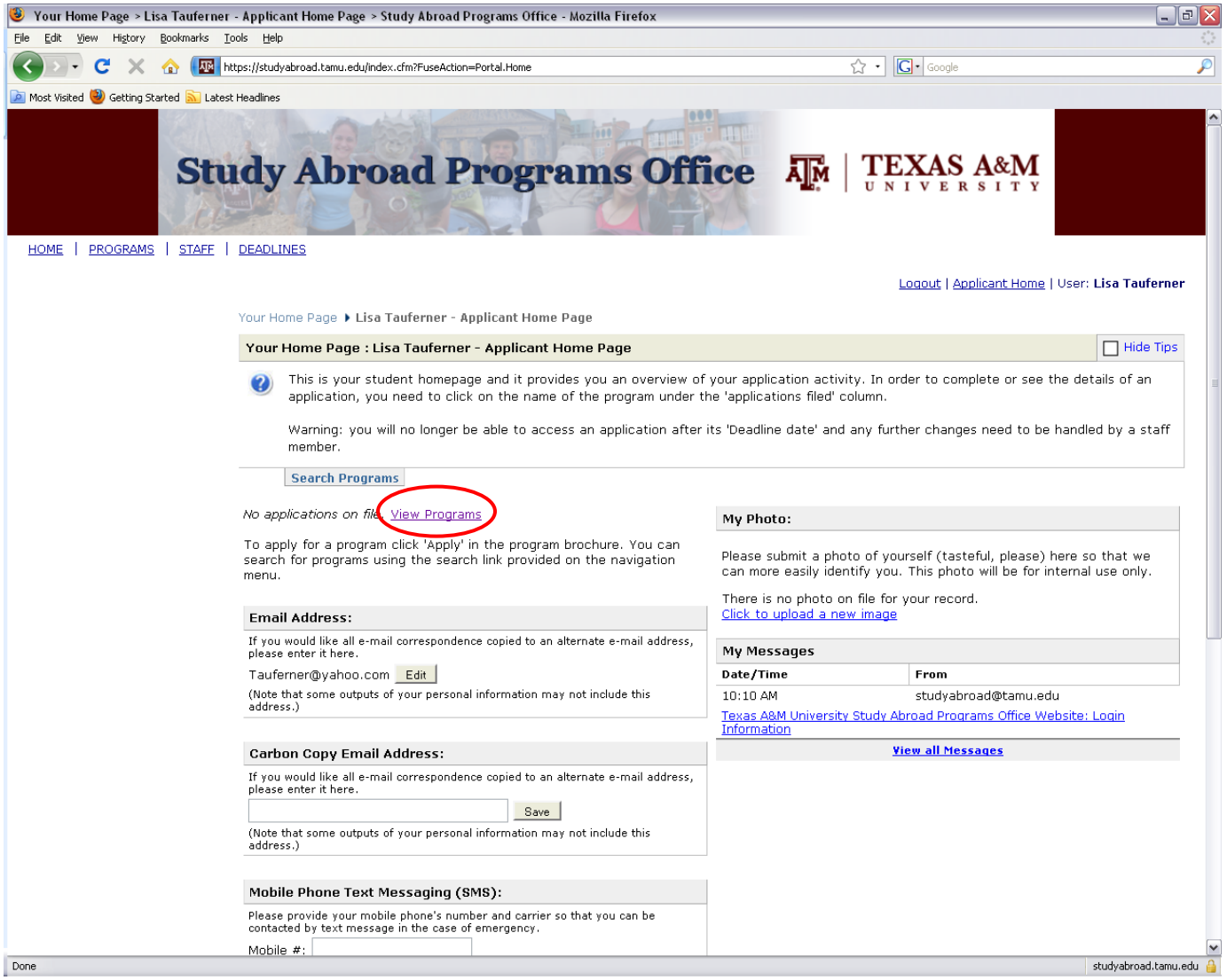
12. Enter your email address as the Username and the new **temporary password** from the confirmation email into the new log-in screen. Click **Login**.



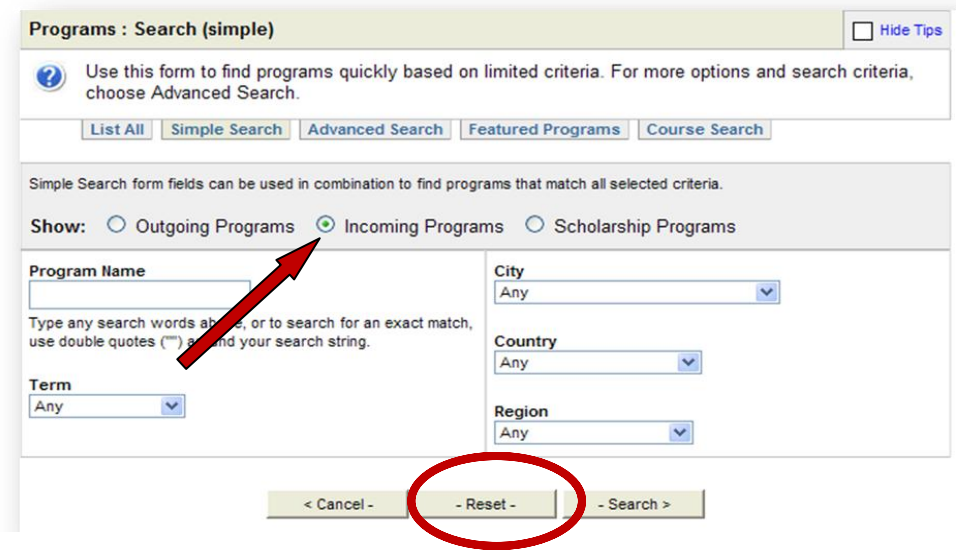
13. You will be prompted to change your password. Pick a new password that you will remember. You will continue to use this new password every time you login in the future.



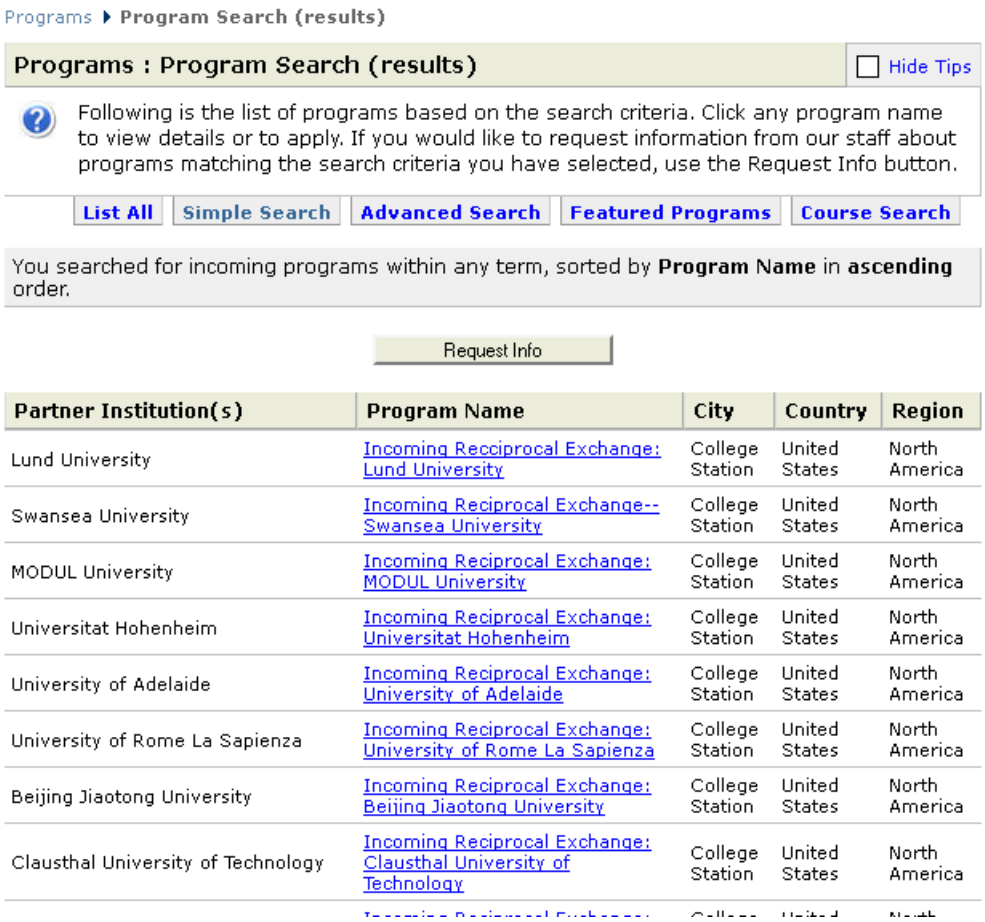
14. Once you log in you will be taken to your "**Applicant Home Page**". Click on View Programs. This will take you back to the program search page.



15. Repeat the steps to select your program.
    a. Select **Incoming Programs**. Then click **Search**.



b. Scroll down the list of **Incoming Reciprocal Exchange Programs** to find your home university (for example, "Incoming Reciprocal Exchange – YOUR UNIVERSITY NAME").
c. Click on the program name.



Programs ▸ Program Search (results)

Programs : Program Search (results) ☐ Hide Tips

Following is the list of programs based on the search criteria. Click any program name to view details or to apply. If you would like to request information from our staff about programs matching the search criteria you have selected, use the Request Info button.

List All | Simple Search | Advanced Search | Featured Programs | Course Search

You searched for incoming programs within any term, sorted by **Program Name** in **ascending** order.

Request Info

Partner Institution(s)	Program Name	City	Country	Region
Lund University	Incoming Recciprocal Exchange: Lund University	College Station	United States	North America
Swansea University	Incoming Reciprocal Exchange-- Swansea University	College Station	United States	North America
MODUL University	Incoming Reciprocal Exchange: MODUL University	College Station	United States	North America
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University of Rome La Sapienza	Incoming Reciprocal Exchange: University of Rome La Sapienza	College Station	United States	North America
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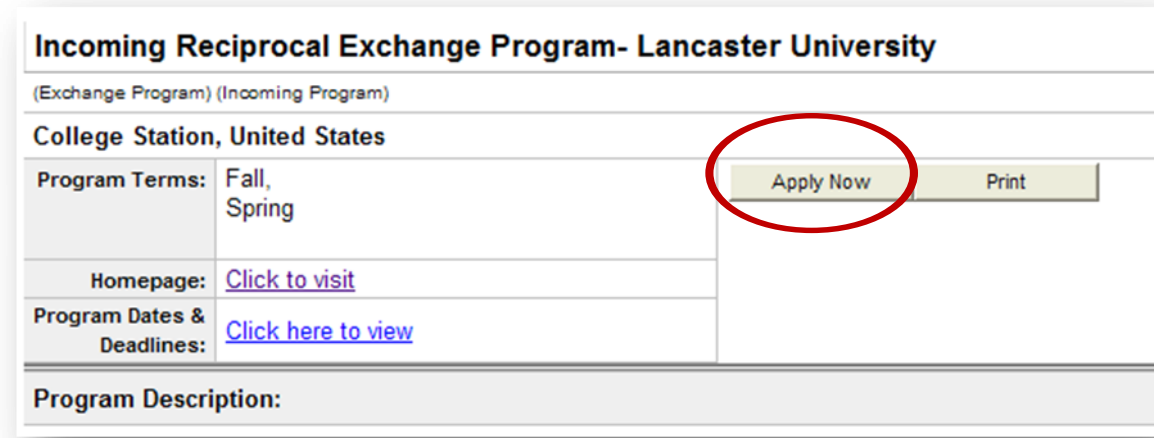
Clausthal University of Technology	Incoming Reciprocal Exchange: Clausthal University of Technology	College Station	United States	North America

NOTE: Hong Kong University of Science & Technology has two entries:

- One for Business students;
- One for Engineering students.
- Choose Business or Engineering as is appropriate.

d. On the next screen, click **Apply Now**.



Incoming Reciprocal Exchange Program- Lancaster University

(Exchange Program) (Incoming Program)

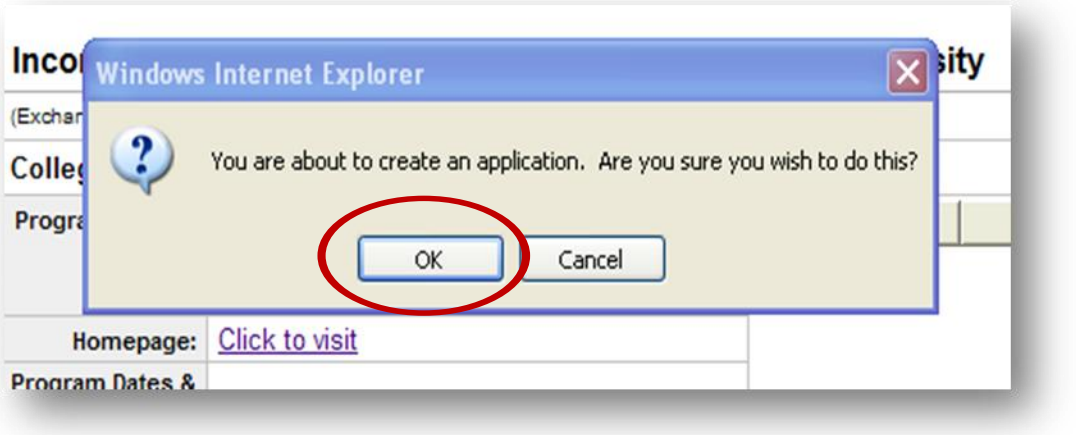
College Station, United States

Program Terms:	Fall, Spring
Homepage:	Click to visit
Program Dates & Deadlines:	Click here to view

Apply Now | Print

Program Description:

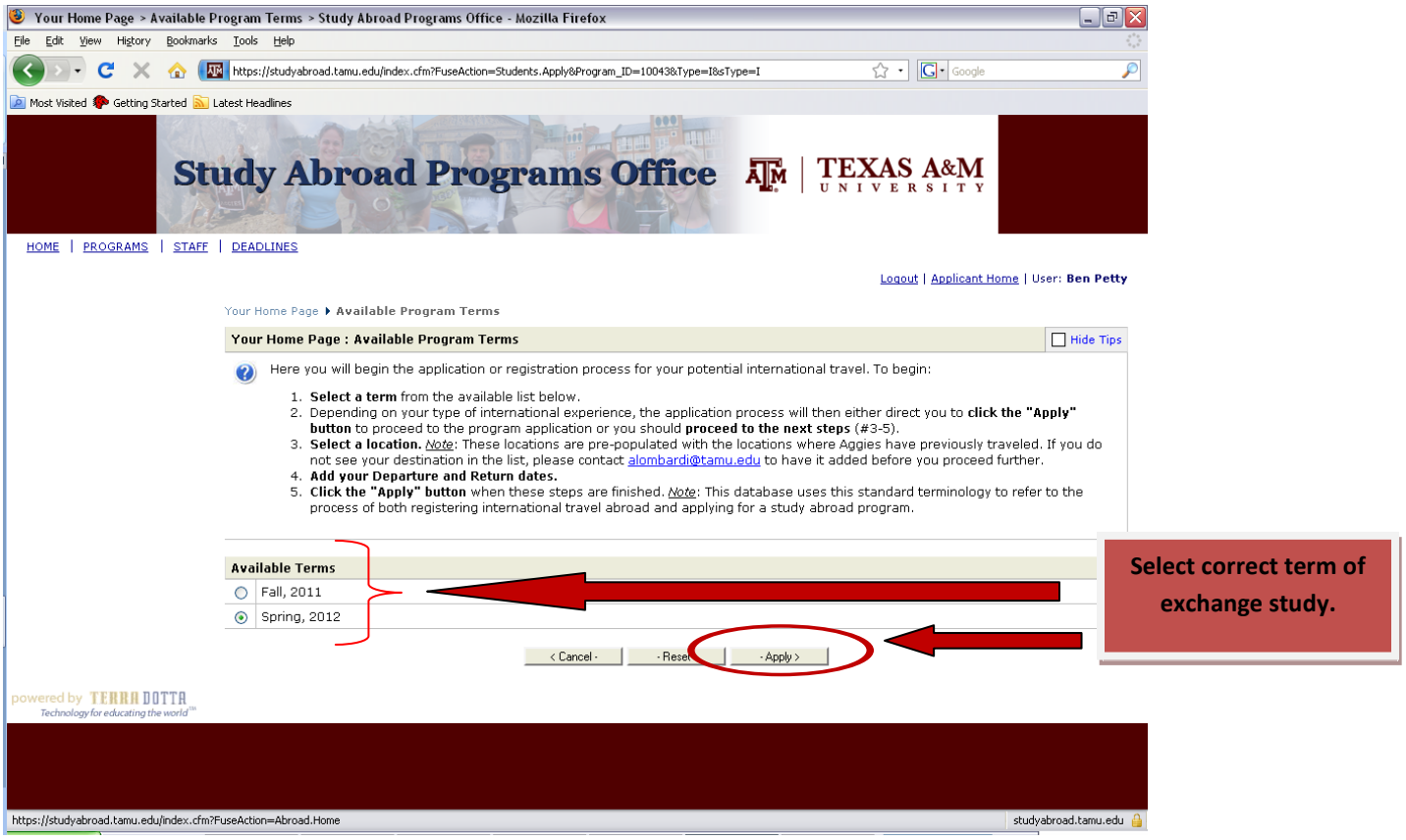
e. In the pop-up box, click **OK.**



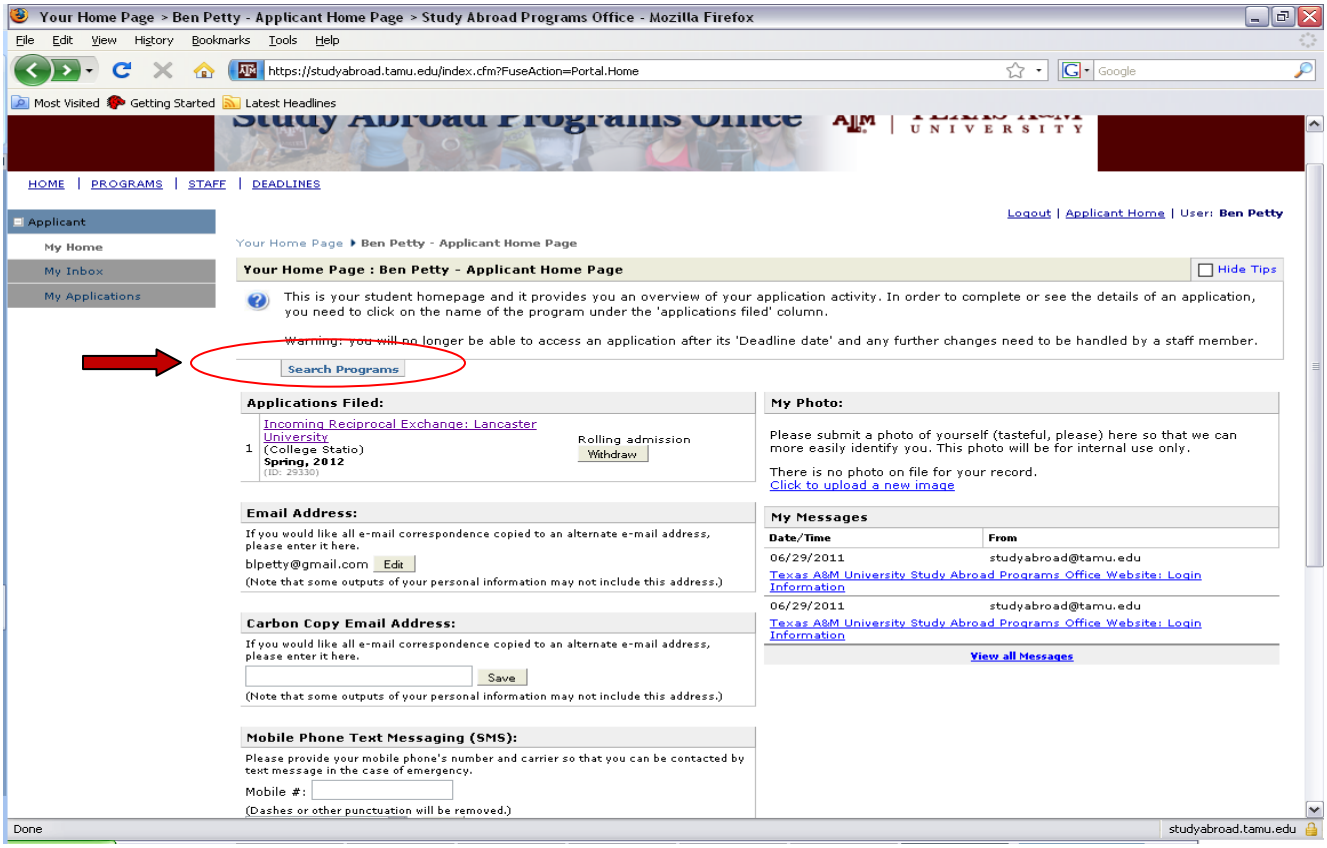
16. Select the *term* for which you are applying to study at Texas A&M.

Fall Semester: August-December
Spring Semester: January-May
Academic Year: August-May

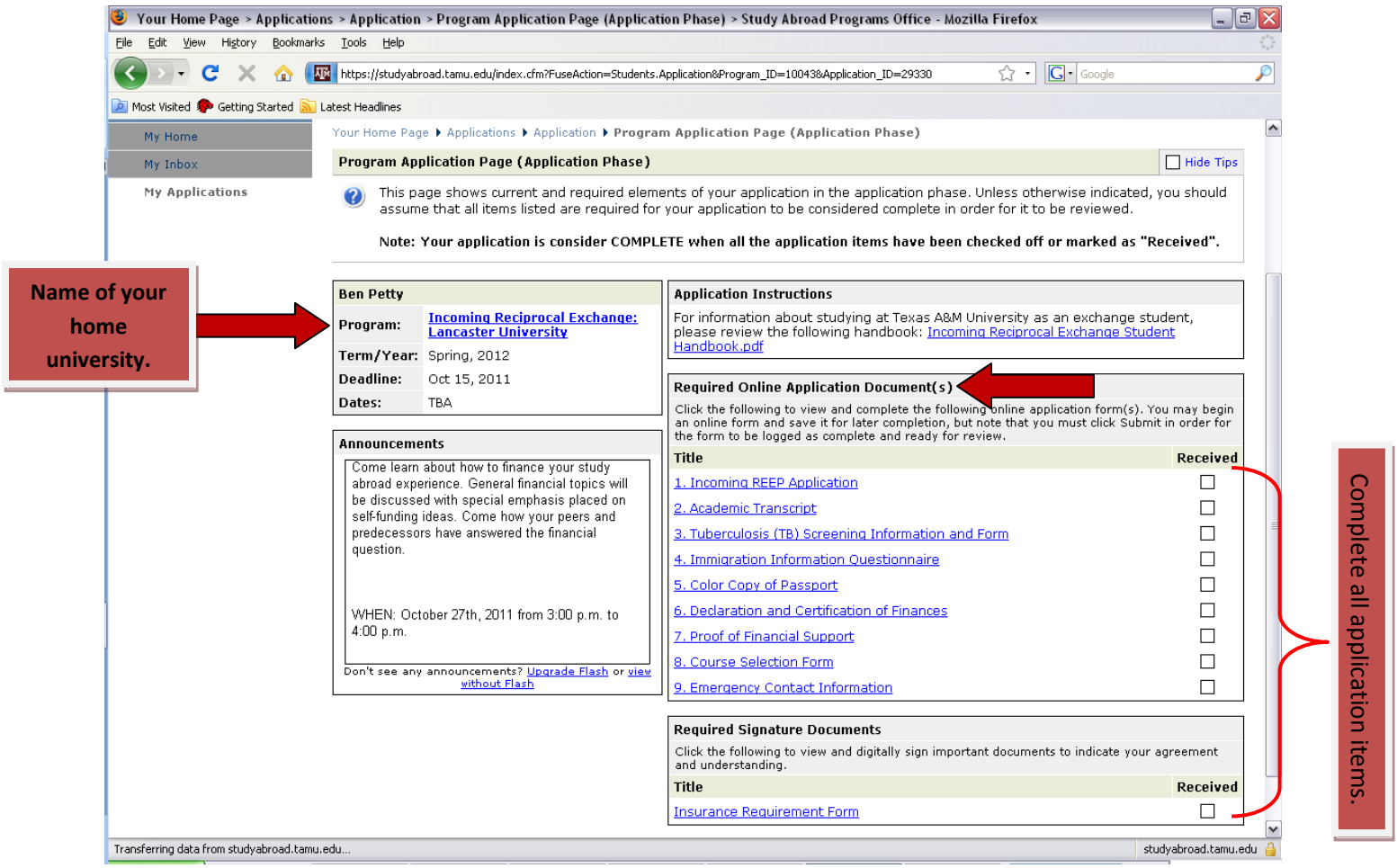
- Click **Apply**



17. Next, click the name of the application on the "**Applicant Home Page**" to access the application:

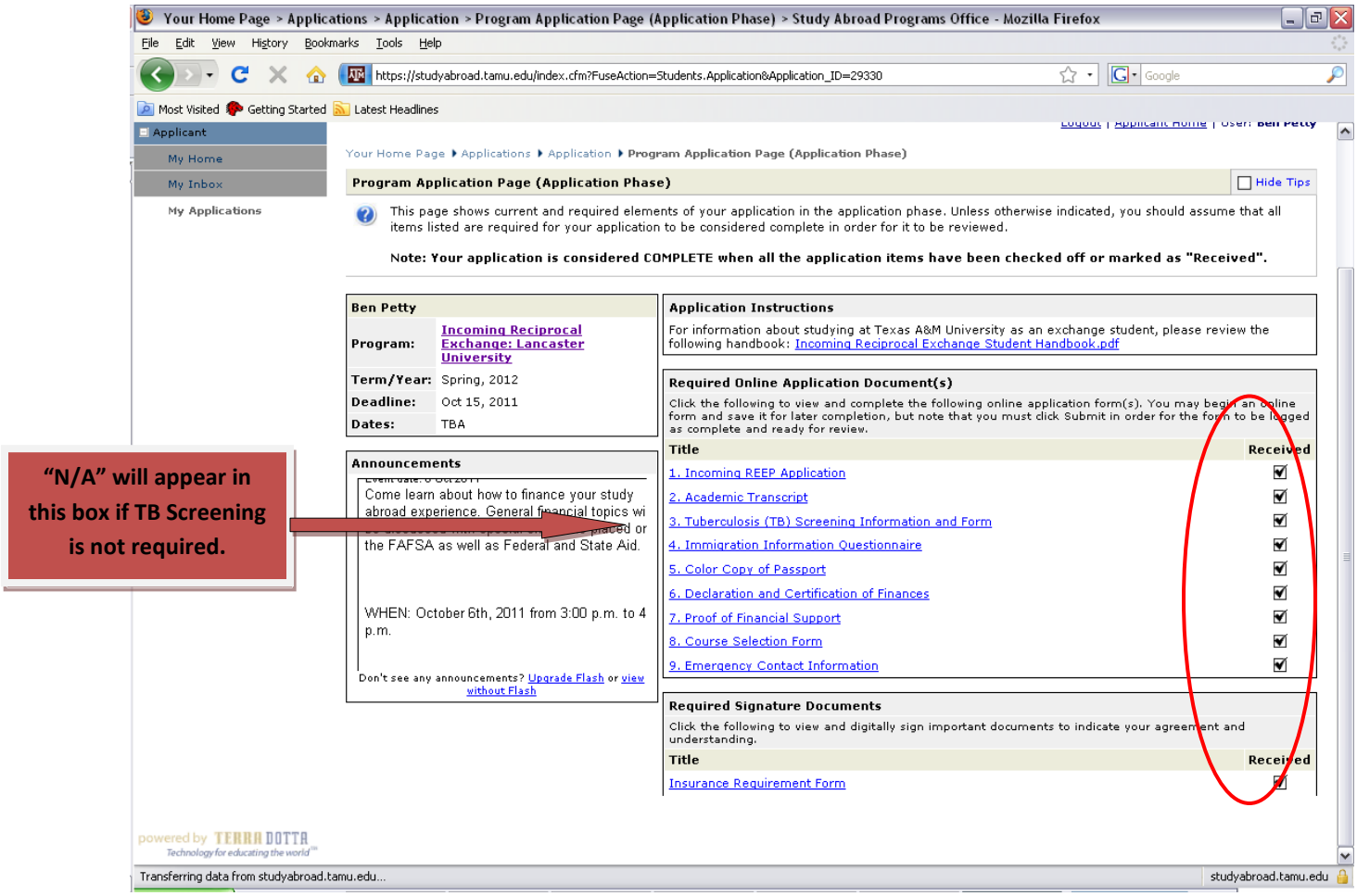


18. Follow the instructions and complete all **"Required Online Application Documents"** and **"Required Signature Documents."** Once the documents are completed, you will then save them to your computer and upload to your application according to the instructions provided. Read the directions for each item and then complete the documents accordingly.
    - Please note that when you have "**Submitted**" the final completed documents, you <u>will not</u> be able to retrieve the document to make any corrections.
    - Thus, if you will need to return to a document to complete at a later time, "**Save**" the document first. You can then return to the document at a later time to complete it.
    - When you have <u>completed</u> a given document or application item, remember to click the "**Submit**" button.



19. You will know that your application is <u>complete</u> when all items are marked as **"Received"** with all boxes checked (√).

    Boxes will be marked as "**Received**" when you have clicked the "**Submit**" button at the end of each application item.



<u>Please note:</u> You will be prompted to add your **Arrival Information** later when you have been officially accepted to the University and have received your visa documents. A new checkbox will appear under the "**Required Online Application Documents**". Please enter this information as soon as you have confirmed your travel itinerary.

**If you have questions, contact Ben Petty (bpetty@tamu.edu) in the Texas A&M Study Abroad Programs Office.