

## 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.

The screenshot shows the website interface for the Study Abroad Programs Office. The browser window title is "Study Abroad Programs Office - Windows Internet Explorer". The address bar shows the URL "http://studyabroad.tamu.edu/index.cfm?FuseAction=Abroad.Home". The navigation bar includes links for "Home", "Programs", "Staff", "Deadlines", and "International Travel". A red circle highlights the "Programs" link, and a red arrow points to it from the left. Below the navigation bar is a "Login" button. The main content area features a large photo of a group of students and faculty, captioned "2009 Europe Rudder Study Abroad group". Below the photo is a "News" section with the heading "STUDY ABROAD ALUMNI PANEL: NOVEMBER 16th" and a bullet point: "Have you thought about maybe studying overseas or doing an internship abroad?---well, this is the event for you!". To the right of the news section is a "Quick Links" section. The footer of the browser window shows "Done" and "Internet" with a 100% zoom level.

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

**Programs : Search (simple)**  Hide Tips

Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

[List All](#) [Simple Search](#) [Advanced Search](#) [Featured Programs](#) [Course Search](#)

Simple Search form fields can be used in combination to find programs that match all selected criteria.

Show:  Outgoing Programs  **Incoming Programs**  Scholarship Programs

**Program Name**  
  
 Type any search words above to search for an exact match, use double quotes ("") around your search string.

**Term**

**City**

**Country**

**Region**

    >

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.

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.

Partner Institution(s)	Program Name	City	Country	Region
Lund University	<a href="#">Incoming Reciprocal Exchange: Lund University</a>	College Station	United States	North America
Swansea University	<a href="#">Incoming Reciprocal Exchange-- Swansea University</a>	College Station	United States	North America
MODUL University	<a href="#">Incoming Reciprocal Exchange: MODUL University</a>	College Station	United States	North America
Universitat Hohenheim	<a href="#">Incoming Reciprocal Exchange: Universitat Hohenheim</a>	College Station	United States	North America
University of Adelaide	<a href="#">Incoming Reciprocal Exchange: University of Adelaide</a>	College Station	United States	North America
University of Rome La Sapienza	<a href="#">Incoming Reciprocal Exchange: University of Rome La Sapienza</a>	College Station	United States	North America
Beijing Jiaotong University	<a href="#">Incoming Reciprocal Exchange: Beijing Jiaotong University</a>	College Station	United States	North America
Clausthal University of Technology	<a href="#">Incoming Reciprocal Exchange: Clausthal University of Technology</a>	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**.

The screenshot shows a web page titled "Incoming Reciprocal Exchange Program- Lancaster University". Below the title, it says "(Exchange Program) (Incoming Program)". The location is "College Station, United States". There are two buttons: "Apply Now" and "Print". The "Apply Now" button is circled in red. Below the buttons, there are links for "Homepage: Click to visit" and "Program Dates & Deadlines: Click here to view". At the bottom, there is a section for "Program Description:".

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

The screenshot shows a "Windows Internet Explorer" dialog box with a question mark icon. The text inside says "You are about to create an application. Are you sure you wish to do this?". There are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

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

The screenshot shows a "Security : User Identification Wizard: Step 2" dialog box. It has a "Hide Tips" checkbox. The text says: "If you have ever logged into this site before and had a username and password assigned to you, select Yes. If you have forgotten your password, you can reset it at the next step. Your login username will be your e-mail address." Below this, there is a question: "Have you received your login credentials already via email?". There are two radio buttons: "Yes" and "No". The "No" radio button is selected and has a red arrow pointing to it. Below the radio buttons, there is a "Submit" button, which is circled in red.

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.

**Security : User Identification Wizard: Step 2c**

In order to determine the type of login you will be using, please answer the following question.

Choose your institution below to request a login

Lancaster University

Be sure your home university is correct.

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**.

**Security : Login (new user)**  Hide Tips

To create an account, please fill in the form provided below.

**New User Form:**

First Name:	<input type="text" value="YOUR FIRST NAME"/>
Middle Name:	<input type="text" value="YOUR MIDDLE NAME"/>
Last Name:	<input type="text" value="YOUR LAST/FAMILY NAME"/>
Email:	<input type="text" value="YOUR EMAIL ADDRESS"/>
Date of Birth:	Jan <input type="button" value="v"/> 1 <input type="button" value="v"/> 1988 <input type="button" value="v"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Partner Institution:	<input checked="" type="checkbox"/> I affirm that I am an applicant at Lancaster University.

Be sure your home university is correct at this point.

NOTE: An email will be sent to you with your login and password information.

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@inomail.tamu.edu](mailto:Rmiller@inomail.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**.

Security : Login (existing user)	
 To login, please enter your username and password in the form provided below.	
<b>Please log in:</b>	
<b>Username:</b>	<input type="text" value="YOUR EMAIL ADDRESS"/>
<b>Password:</b>	<input type="password"/>
<input type="button" value="Login"/>	
<a href="#">Forgot your password?</a>	

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.

Security ▶ Change Temporary Password

Security : Change Temporary Password		<input type="checkbox"/> Hide Tips
	Before you can continue, you must change your temporary password to a permanent password.	

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

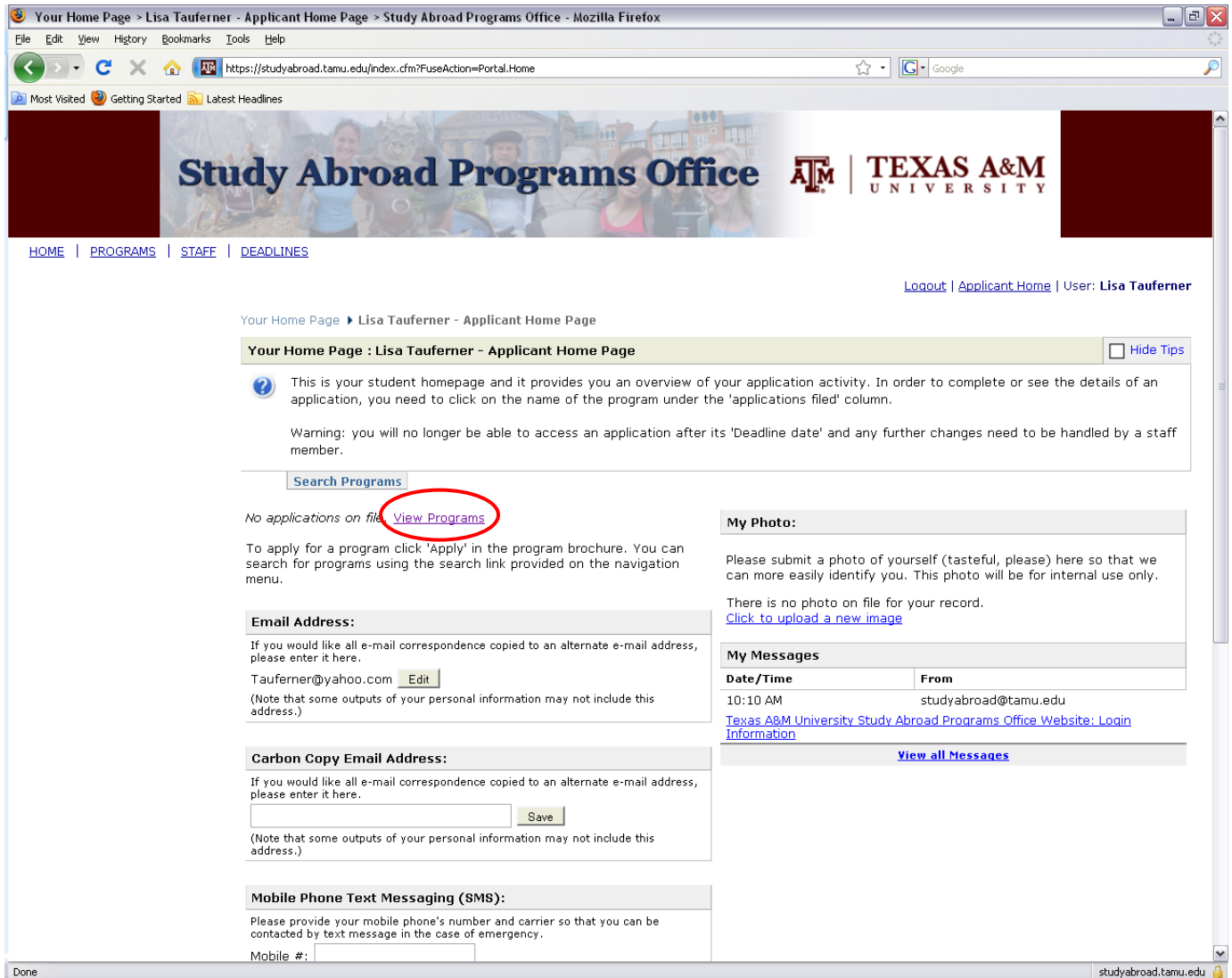
The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

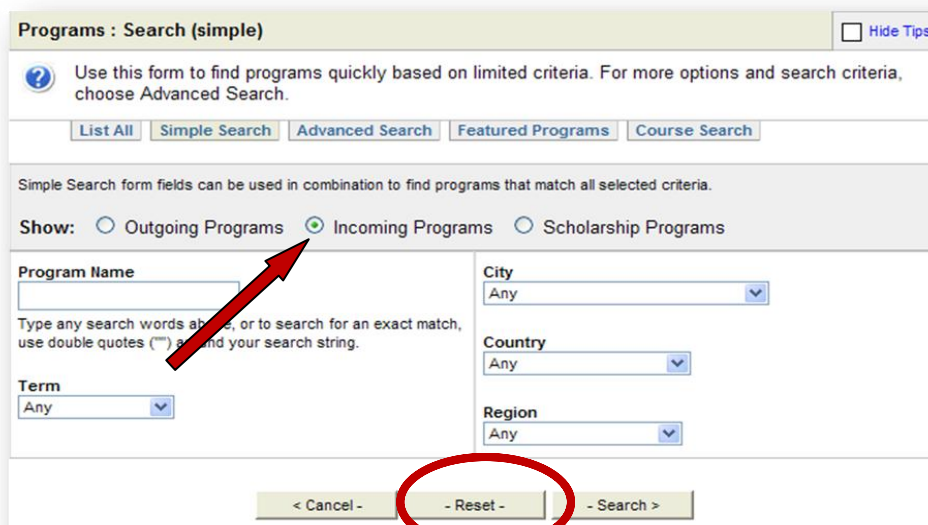
Change Temporary Password	
<b>New Password:</b>	<input type="password"/> <small>(this is the password you would like to use for all future login attempts)</small> <b>Password does not meet strength criteria</b>
<b>Re-enter New Password:</b>	<input type="password"/>
<input type="button" value="Change"/>	



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.

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[Request Info](#)

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University of Rome La Sapienza	<a href="#">Incoming Reciprocal Exchange: University of Rome La Sapienza</a>	College Station	United States	North America
Beijing Jiaotong University	<a href="#">Incoming Reciprocal Exchange: Beijing Jiaotong University</a>	College Station	United States	North America
Clausthal University of Technology	<a href="#">Incoming Reciprocal Exchange: Clausthal University of Technology</a>	College Station	United States	North America
Texas Tech University	<a href="#">Incoming Reciprocal Exchange: Texas Tech University</a>	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)

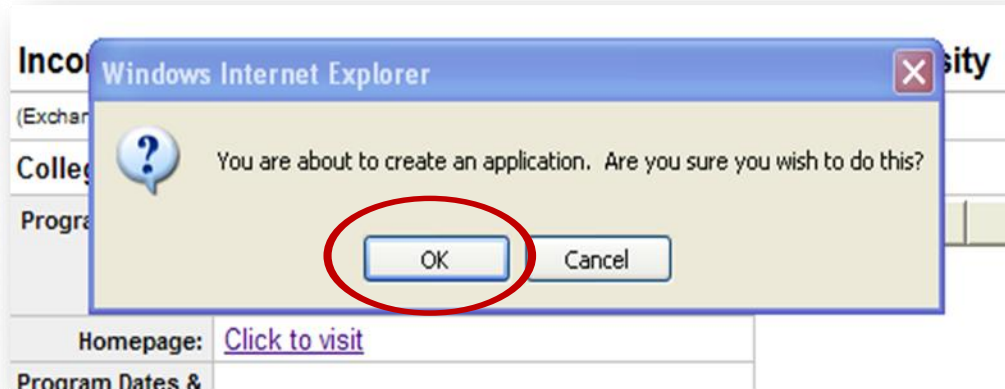
**College Station, United States**

<b>Program Terms:</b>	Fall, Spring	<a href="#">Apply Now</a>	<a href="#">Print</a>
<b>Homepage:</b>	<a href="#">Click to visit</a>		
<b>Program Dates &amp; Deadlines:</b>	<a href="#">Click here to view</a>		

**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:

Your Home Page > Ben Petty - Applicant Home Page > Study Abroad Programs Office - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://studyabroad.tamu.edu/index.cfm?FuseAction=Portal.Home

Most Visited Getting Started Latest Headlines

Study Abroad Programs Office | TAMU UNIVERSITY

HOME | PROGRAMS | STAFF | DEADLINES

Logout | Applicant Home | User: Ben Petty

Applicant

My Home

My Inbox

My Applications

Your Home Page > Ben Petty - Applicant Home Page

Your Home Page : Ben Petty - Applicant Home Page  Hide Tips

This is your student homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

Warning, you will no longer be able to access an application after its 'Deadline date' and any further changes need to be handled by a staff member.

[Search Programs](#)

**Applications Filed:**

<a href="#">Incoming Reciprocal Exchange: Lancaster University (College Station) Spring, 2012 (ID: 29330)</a>	Rolling admission <a href="#">Withdraw</a>
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**Email Address:**  
If you would like all e-mail correspondence copied to an alternate e-mail address, please enter it here.  
blpetty@gmail.com [Edit](#)  
(Note that some outputs of your personal information may not include this address.)

**Carbon Copy Email Address:**  
If you would like all e-mail correspondence copied to an alternate e-mail address, please enter it here.  
 [Save](#)  
(Note that some outputs of your personal information may not include this address.)

**Mobile Phone Text Messaging (SMS):**  
Please provide your mobile phone's number and carrier so that you can be contacted by text message in the case of emergency.  
Mobile #:   
(Dashes or other punctuation will be removed.)

**My Photo:**  
Please submit a photo of yourself (tasteful, please) here so that we can more easily identify you. This photo will be for internal use only.  
There is no photo on file for your record.  
[Click to upload a new image](#)

**My Messages**

Date/Time	From
06/29/2011	studyabroad@tamu.edu
<a href="#">Texas A&amp;M University Study Abroad Programs Office Website: Login Information</a>	
06/29/2011	studyabroad@tamu.edu
<a href="#">Texas A&amp;M University Study Abroad Programs Office Website: Login Information</a>	

[View all Messages](#)

Done studyabroad.tamu.edu

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 will not 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 completed a given document or application item, remember to click the **“Submit”** button.

**Name of your home university.**

**Ben Petty**

**Program:** [Incoming Reciprocal Exchange: Lancaster University](#)

**Term/Year:** Spring, 2012

**Deadline:** Oct 15, 2011

**Dates:** TBA

**Application Instructions**

For information about studying at Texas A&M University as an exchange student, please review the following handbook: [Incoming Reciprocal Exchange Student Handbook.pdf](#)

**Required Online Application Document(s)**

Click the following to view and complete the following online application form(s). You may begin an online form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.

Title	Received
<a href="#">1. Incoming REEP Application</a>	<input type="checkbox"/>
<a href="#">2. Academic Transcript</a>	<input type="checkbox"/>
<a href="#">3. Tuberculosis (TB) Screening Information and Form</a>	<input type="checkbox"/>
<a href="#">4. Immigration Information Questionnaire</a>	<input type="checkbox"/>
<a href="#">5. Color Copy of Passport</a>	<input type="checkbox"/>
<a href="#">6. Declaration and Certification of Finances</a>	<input type="checkbox"/>
<a href="#">7. Proof of Financial Support</a>	<input type="checkbox"/>
<a href="#">8. Course Selection Form</a>	<input type="checkbox"/>
<a href="#">9. Emergency Contact Information</a>	<input type="checkbox"/>

**Required Signature Documents**

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
<a href="#">Insurance Requirement Form</a>	<input type="checkbox"/>

**Complete all application items.**

19. You will know that your application is complete when all items are marked as **“Received”** with all boxes checked (v).

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

**Ben Petty**  
Program: [Incoming Reciprocal Exchange: Lancaster University](#)  
Term/Year: Spring, 2012  
Deadline: Oct 15, 2011  
Dates: TBA

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**Announcements**  
Evening: October 11, 2011  
Come learn about how to finance your study abroad experience. General financial topics will be discussed or the FAFSA as well as Federal and State Aid.  
WHEN: October 6th, 2011 from 3:00 p.m. to 4 p.m.  
Don't see any announcements? [Upgrade Flash](#) or [view without Flash](#)

**“N/A” will appear in this box if TB Screening is not required.**

**Please note:** 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](mailto:bpetty@tamu.edu)) in the Texas A&M Study Abroad Programs Office.