North Carolina State University
Steps to Apply as an Incoming Exchange Student

Step 1 – Initiating the Application
The home university coordinator should collect and submit the following documents for qualified applicants:

- Applicant Cover Page (included at the end of this document)
- Photocopy of Passport identity & validity page(s) (must show the student’s photo and citizenship information.)

Deadlines for nominations are February 15 for fall semester exchange (August-December at NC State), and August 15 for spring semester exchange (January – May). Students will need to complete the online application by March 1 for fall semester exchange and September 1 for spring semester exchange.

Please make sure the information is legible and mail these documents to the Study Abroad Office, Campus Box 7344, Raleigh, NC 27695, USA. The home university coordinator may fax or scan/email these documents by the deadline before mailing the originals.

Step 2 – Creation of Student Account
Once the Applicant Cover Page and Passport identity pages are received by the NC State Study Abroad Office, an online account will be created for the student. Once the account is created, the student will receive an email including a temporary password. This password will expire after 24 hours.

Step 3 - Student Login to Account
The student should go to the NC State Study Abroad Office website at http://studyabroad.ncsu.edu and login using the email address (from the Applicant Cover Page) as the Username, and the temporary password (received via email). At that time the student can select a new password. If the temporary password has expired, please click the “Forgot your password?” link to receive a new temporary password. This password must be used within 24 hours.
In the Username box, enter your e-mail address, and in the Password box, enter the temporary password (received via email).

**Step 4 – Student Addresses**
When logging in the first time, the student will be required to enter permanent, correspondence, and local addresses. The permanent address should be the address of a relative or emergency contact (such as a parent). The correspondence and local addresses should be the location to which the NC State Study Abroad Office will send important mailings. This may include the home university coordinator’s address and/or student residence.

**Step 5 - The Application**
After logging in, the student should see a link to the application for study abroad. This link should include the name of the home university.

After clicking on the link, the applicant will be taken to the application page. The five boxes on this screen indicate the application materials required by the NC State Study Abroad Office.

- The **Signature Verification Form** will be checked off when we receive the Applicant Cover Page and photocopy of passport identity page(s).
- **Material Submissions** are forms or reports that students should mail to the NC State Study Abroad Office. This will include SEVIS registration and Certificate of Financial Responsibility, both required by the U.S. government.
- **Signature Documents** are forms and agreements that students must read and sign electronically. Students will be unable to sign these documents until they have fulfilled the Signature Verification Form requirement.
- **Application Questionnaires** include the incoming exchange student application, statement of purpose, course selection and other questions that the applicant must submit electronically.

The following screenshots are only examples of what you will see. Application requirements will vary from institution to institution.
As the Study Abroad Office receives material submissions, and the signature documents and questionnaires are completed, items are checked off in the student’s online application. The applicant can review his or her status at any time by logging into our website.

<table>
<thead>
<tr>
<th>Material Submissions</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td></td>
</tr>
<tr>
<td>Certificate of Financial Responsibility (CFR) &amp; SEVIS</td>
<td>✔️</td>
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<tr>
<td>English Proficiency</td>
<td>✔️</td>
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<tr>
<td>Transcript</td>
<td>✔️</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Signature Documents</th>
<th>Received</th>
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<tbody>
<tr>
<td><strong>Application</strong></td>
<td></td>
</tr>
<tr>
<td>Conditions of the Exchange</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Your signature verification form has not yet been received. Once it has been received you will be able to sign digital documents.
Conditions of the Exchange

I acknowledge that all my statements are complete and accurate to the best of my ability. I understand the following conditions concerning participation in this exchange if I am accepted:

1. I will be required to participate in an orientation program prior to the beginning of classes. I must remain in continuous enrollment until the end of the semester and complete all final examinations.

2. To meet visa requirements, I will be registered for at least 12 credit hours per semester (undergraduate level) or at least 9 credit hours per semester (graduate level).

3. I will be required to meet the English Proficiency requirements for my program of study.

4. If I fill out the University Housing Application (on-line), I understand that I will be required to sign a housing contract upon arrival in the U.S. and will be responsible for payment of rent for the full period of the exchange. Rent will not be reduced if I move out of the residence hall prior to the end of the full period of the exchange. If I request housing and later cancel my housing request, I will be subject to cancellation penalties. University housing is closed between semesters and during Spring Break, and I will be responsible for finding my own accommodation during that time.

5. While participating in this program I may be photographed or videotaped during program activities. These photographs/videos may be used in marketing and promotional materials, including but not limited to the Study Abroad Office website, brochures, and flyers. I understand I must notify the Study Abroad Office in writing prior to program participation if I do not authorize the Study Abroad Office to utilize photographs or videotapes where I am included.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Student Name: John Lewis
Date: 11/26/2005

CLICK HERE TO SIGN DIGITALLY

Sample Application Questionnaire

Incoming Exchange Student Application

Applicant Name: John Lewis
Program: UNCP: Paraná - Federal University of Paraná in Parana - Multiple Cities, Brazil
Term of Study: Fall, 2007

Questionnaires:
(*) Indicates the question is required.

WARNING: Please remember to save your responses frequently, as your session will time out after 90 minutes.

1. Country of Citizenship (*)
Country of citizenship

2. Legal Permanent Residency
Please select where you are a legal permanent resident only if different from citizenship.

3. INCOMING: Current Visa Information (*)
Are you currently in the United States? If yes, please indicate your current visa status. The Office of International Services will contact you for further information.
Step 6 - Decision of Acceptance
Once all materials are received, the NC State Study Abroad Office will review the applications and decide if the student can be accepted for exchange at NC State University. Student applications to study in the College of Design or the Graduate School will have to be reviewed by the respective university officials before the Study Abroad office can offer acceptance. Once a decision is reached, the student will be notified via e-mail, and students can view the decision via the website.

Step 7 – Post-Acceptance
After students are accepted, additional material submissions, signature documents, and questionnaires will be required. Students must be sure to complete these documents in a timely manner. Any delay in receipt of the required items can result in delays in processing student visa paperwork.

Step 8 – Pre-Arrival
Students will receive pre-arrival information and visa paperwork as soon as these items become available. Pre-arrival information will include issues of arrival dates, housing, health insurance, class registration, etc. After receiving the I-20 or DS-2019 from the U.S., the student should immediately make an appointment at the U.S. Embassy/Consulate regarding the student’s visa.

Step 9 – Arrival & Orientation
The NC State Study Abroad Office requires exchange students to attend orientation prior to the first day of classes. The orientation will include important information about student visa status, classes, and adjustment to the university and U.S. culture.

Step 10 – Exchange at NC State
The Study Abroad Office will continue to provide support and advice during the period of exchange. Students will also find support from academic staff and other service staff on campus. We hope all exchange students will have a successful and pleasant experience at NC State!

QUESTIONS? Contact our office:
NC State University
Study Abroad Office
Campus Box 7344
Raleigh, NC 27695 USA
Phone: (919) 515-2087
Fax: (919) 515-6021
Email: study_abroad@ncsu.edu