

Exchange Student Application Instructions

1. Begin by clicking the “Apply Now” button on the exchange website:
iss.s.umn.edu/students/exchange/apply
2. Click on the “Apply Now” button in the bottom right corner of the page

The screenshot shows the top navigation bar of the University of Minnesota website with a shopping cart icon containing the number 0 and a 'Login' dropdown menu. Below this is the University of Minnesota logo and the slogan 'Driven to Discover'. A navigation menu includes 'Home', 'Courses', 'Certificates', 'Programs', and 'Technical Support'. The main heading is 'UMN Exchange Students Application'. Below this is the 'University of Minnesota Exchange Program Application' section, which states that the application can be completed online and provides three steps: 1. Start the application by clicking the 'Apply Now' button in the lower right portion of the screen. 2. Complete and review your application. 3. Submit your application. It also provides contact information for exchanges@umn.edu. At the bottom of this section are 'Back' and 'Apply Now' buttons. To the right, there is a sidebar with contact information for the University of Minnesota, including the address (3 Morrill Hall, 100 Church St. S.E., Minneapolis MN 55455), phone number (612-625-5000), and links for 'One Stop' and 'MyU for students, staff, and faculty'. Further down, there is contact information for user name and password help (612-301-4357 | HELP@umn.edu), course, conference, or registration help (Contact your Program), and support for the system (844-228-0558 | DORSHelp@umn.edu).

3. Select “I’m new to the University” to create a Guest Account

The screenshot shows the checkout page of the University of Minnesota website. At the top, there is a navigation bar with a shopping cart icon containing the number 0 and the University of Minnesota logo and slogan 'Driven to Discover'. Below this is a 'Checkout' section with a breadcrumb trail: 'My Profile / External Prerequisite / Applications / Options / Shipping Information / Receipt'. The main heading is 'Log In or Create a new Guest Account'. Below this, there is a prompt: 'Please select one of the following options'. There are two large buttons: 'I have a University Internet Account' and 'I'm new to the University'. Under the 'I have a University Internet Account' button, there is a section titled 'I have an account already' with the text: 'Log in using your existing account information.' Below this, there is a paragraph for 'University Alumni' stating: 'If you have not used your University email account in the past 90 days, it is probably inactive. Reactivate your University account to login. Contact University Tech Support at T: 612-301-4357 | HELP@umn.edu. Request to have your "Google email and internet account activated." The other option is to use a non-umn.edu email address and create a "New to the University" guest account.' To the right of this text is a 'Create Account' button. Under the 'I'm new to the University' button, there is a paragraph stating: 'If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant can register.' At the bottom center of the page is a 'Continue' button.

- Complete the Request Guest Account form
This is not the exchange program application, but it is required in order to complete the online application.

The screenshot shows the 'Create Guest Account' form on the University of Minnesota website. The form is titled 'Create Guest Account' and is located under the 'My Account' section. The form includes the following fields:

- Name:**
 - First Name
 - Middle Initial (optional)
 - Last Name
- Contact:**
 - Email Address (with a note: 'This email address will be your University Internet ID')
 - Phone Number
- Address:** (field partially visible)

On the right side of the form, there is a sidebar titled 'ABOUT GUEST ACCOUNTS' which contains a privacy notice: 'The information requested on this screen is used to identify your guest account. It will be used to contact you regarding changes to your guest account. Applications you use at the University of Minnesota may send you email for various purposes. Consult each application's privacy policy for specific details. The University of Minnesota will not reveal this information to third parties except as required by law.'

- Once the Guest Account request form has been completed, you will be prompted to sign in with your internet ID (your full email address used to create the account) and password (you created on the Guest Account request form)
- Complete the My Profile section
 - You only need to complete any of the sections marked with a *
 - You do not need to complete the Employer Information section
 - Once all of the required sections are complete, click on the “Continue Checkout” button

4. From the My Applications page, click “Start”

5. Follow the instructions within the application.

Please note: the “Continue Checkout” button must be clicked upon completion of each page in order to progress to the next page.

Once all Documents have been uploaded, you may click “Submit Application”

6. When all required pages are complete, follow the “Click here to checkout” link

If you have any questions or concerns, please contact exchanges@umn.edu.