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: [http://studyabroad.tamu.edu](http://studyabroad.tamu.edu)

2. Click **Non-TAMU Login** on the top of webpage.
3. Select “**New User Registration**”

   - Select “I do not have login credentials to this site.”

   - Select “Submit”
4. Next, select the third option below: “I am a non-US applicant interested in the following program.”

From the drop-down menu, select the name of your home university. Then, click Submit. 
- NOTE: A few universities have more than one option. For example, Hong Kong University of Science & Technology has two entries:
  - One for Business students;
  - One for Engineering students.
  - Choose Business or Engineering as is appropriate.

Then, select “Submit.”
5. 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 login to your account and for correspondence on your application.
   - Finally, click Create Account.

6. Your temporary password will be sent to the personal email address that you provided in the screen above. Please, check this email to see if a message from Texas A&M Study Abroad was sent to you.
When you check your email, you should find the following message which includes a temporary password.

7. When you receive the email, click on the “General non-Texas A&M University login” link.

8. On this page, select item 2 below: “I have login credentials to this site that I have received by email.” Then, click “Submit.”
9. Insert the username and temporary password from the email notification. Then, click “Login.”

Enter username and temporary password exactly as they appear in the email sent to you.
10. Complete the security questions as appropriate.

Then, click “Update.”
11. Change temporary password to permanent password per instructions below.

**Be sure to remember your password.**

When finished, click “Change.”

Be sure to remember your new password for future use to re-enter your application.
12. This is your profile page. To proceed to the application, click on “View Programs.”
13. A) In the “Program Name” box, type the name of your home university.
   B) From the “Show” drop-down menu, be sure to select “Incoming.”
   Next, select “Search.”
14. Under “**Program Name**,” be sure that your home university is correctly showing.

Next, click on the blue highlights program name (which should be the name of your home university).

The name of your home university should show here.

Open this link to access the application page.
16. On the brochure page (as shown below), click “Apply Now” to access the application.

17. Select your term of exchange study at Texas A&M University. Then, click “Update.”
18. Follow the instructions and complete all “Required Orientation Information,” “Application Questionnaires,” and “Required Signature Document.” 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.

Complete ALL application items!

“N/A” will appear in this box if TB screening is not required per country listing.

This will not appear for students attending TAMU Galveston and students from TAMU-Q will not have this form.
19. You will know that your application is complete 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.

**Please note:**

You will be prompted to log back into our Study Abroad portal once you have been officially accepted to the University. The first will be to access the following document:

- DS-2019 paperwork – a copy will be uploaded to your application portal so you can make a visa appointment as your welcome packet travels in the mail to you

Additionally, you will see new checkboxes appear under the “Application Questionnaires” to provide the following items:

- Arrival (flight) information – please provide as soon as your travel itinerary is confirmed
- Provide your local telephone number (Okay to update after arriving in College Station)
- Provide your local address (Okay to update after arriving in College Station)

** If you have questions, contact our Incoming Exchange team at (incoming@tamu.edu) in the Texas A&M Study Abroad Programs Office. **