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

2. Click Non-TAMU Login on the top of webpage.

Please continue to next page.
3. Select **New User Registration**.

Select: “I do not have login credentials to his site.” And then 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, **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 you provided in the screen above.

   - Ensure your home university is correct at this point.

Your username and temporary password have been emailed to you and should arrive in a few minutes. Use the link provided in that email to return to this site and login. You will then be re-directed appropriately.
The following temporary password message will arrive in your email account as follows.

7. 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: reseating
Temp Password: package5696Soft

Please keep this information in a safe place.
Texas A&M University users, login here: https://cas.tamu.edu/cas/login?
service=https://studyabroad.tamu.edu/&renew=true
General non-Texas A&M University login: https://studyabroad.tamu.edu/index.cfm?
FuseAction=Security Login&url=486305&sig=8c3136bcaaf55fd4d0ac7d21ed887d6139d745c0d268cf17bb9

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

This message was generated automatically

8. On this page, select item 2 below: “I have login credentials to this site that I received by email.”

Then, Submit.
9. Insert the username and temporary password from the email notification. Next, click **Login**.

*Please continue to next page.*
10. Complete the security questions as appropriate. Then, **Update**.
11. Change temporary password to permanent password per instructions below. **Be sure to remember your password.** When finished, click **Change**.

**Security → Change Temporary Password**

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 log in to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

### Note password requirements.

**Change Temporary Password**

<table>
<thead>
<tr>
<th>New Password:</th>
<th>(this is the password you would like to use for all future login attempts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-enter New Password:</td>
<td></td>
</tr>
</tbody>
</table>

Be sure to remember your new password for future use to re-enter your application.

*Please continue to next page.*
12. This is your profile page. To proceed to the application, click on **View Programs**.

**Please continue to next page.**
14. A) In **Program Name** box, type in the name of your home university.  
   **B) From the “Show” drop-down menu, be sure to select “Incoming.”**  
   Next, select **Search**.

15. Under **Program Name**, be sure that your home university is correctly showing.  
   Next, click on the blue highlighted Program Name (which should be the name of your home university).

*Please continue to next page.*
The name of your home university should show here.

Open this link to access the application page.

Please continue to next page.
16. On the Brochure page below, click “Apply Now” to access the application.

17. Select your term of exchange study at Texas A&M University. Click Apply.

Please continue to next page.
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.

Please continue to next page.
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 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.**