

Application Instructions for Engineering Exchange Students using the UW System Electronic Application

- 1) Go to <http://continuingstudies.wisc.edu/advising/apply.htm>
- 2) Click the **Apply** link to be brought to the application system.
- 3) Create an application profile by clicking 'SIGN UP' under the *New Applicants* section.



New Applicants

If this is your first time applying using this application website, please click to sign up below. You will be able to save your in progress applications, and view your previously submitted applications.

SIGN UP

Existing Applicants

If you have already registered for an application account on this website, please sign in here. You can resume in progress applications and view your previously submitted applications.

User ID

Password

SIGN IN

- 4) Fill out your personal info and create a user ID and password. Click on the "Register" button once you complete this section. Write these down so you can return to your application later if needed. You will receive an email from the Division of Continuing Studies after creating your profile.
- 5) Click on "Application Start" to fill out the application.
- 6) The application will walk you through sections on your personal information, contact information, educational history, and other topics. Not every question is mandatory.
- 7) For the Citizenship Status section:
 - a. Select "Currently on visa or need visa" unless you have a different immigration status with regard to the United States.
 - b. Current USA Visa Type (if any): Select **J-1** for your U.S.A. visa type unless you are a U.S. citizen or have an alternate U.S. visa situation.
- 8) Under the Academic Interests section, select the "Admit term" that you will start your time studying at UW-Madison.
 - a. Select for your Student Type: **Formal Exchange Program – International Exchange student UNIS**
- 9) In the Formal Exchange Program section:

- a. Indicate whether you will be taking primarily **undergraduate** or **graduate courses** while attending UW-Madison.
- b. Select **how many semesters** you will be staying in the US
- c. For "*Please tell us about your academic goals and interests for your time at UW-Madison*" simply write:

I am an international exchange student with International Engineering and Studies and Programs.

- 10) Residency Evaluation: All students are required to complete this step. Click on "Evaluate Residency" to complete this section. You will be brought to a new page with two questions to answer. In almost all cases you will NOT be considered a Wisconsin resident and will answer 'NO' to these questions.
- 11) Then electronically sign and click "Sign and submit the application."
- 12) On the next screen, click "Continue" to be brought back to the application.
- 13) Once back on the "Residency Evaluation" section, click on "Continue."
- 14) Check the box indicating that you acknowledge that the information you have provided is correct and click "Submit Application."
- 15) Once you have successfully submitted your application, a pop-up window will appear indicating your application number.
- 16) If you have any problems with the submission of the application or any of these steps, contact the University Special Student Admissions office at advising@dcs.wisc.edu.
- 17) E-mail your U.S. exchange coordinator (**Amanda Hammatt:** hammatt@engr.wisc.edu) that you have successfully submitted your application on-line. In your email, please include your full name and indicate your home institution. You do not need to print out and send a copy of the on-line application.
- 18) Within a few business days of submitting your online application, you will receive an email from ACSSS giving you your 10 digit campus ID number. You will need this number to later activate your "My UW" account in order to enroll for classes at a future date.