UW-EAU CLAIRE ONLINE APPLICATION

Step-by-Step Instructions for International Exchange and Grant Students

Dear Exchange and Grant Students,

Thank you for considering UW-Eau Claire!

This packet will help you complete your exchange student application at UW-Eau Claire. We have provided notes and explanations about each part of the application process.

Work with your school to submit all application documents.

Application questions? Contact the Center for International Education at international@uwec.edu.

We look forward to welcoming you to the UW-Eau Claire campus!

Sincerely,

Center for International Education (CIE)
University of Wisconsin-Eau Claire

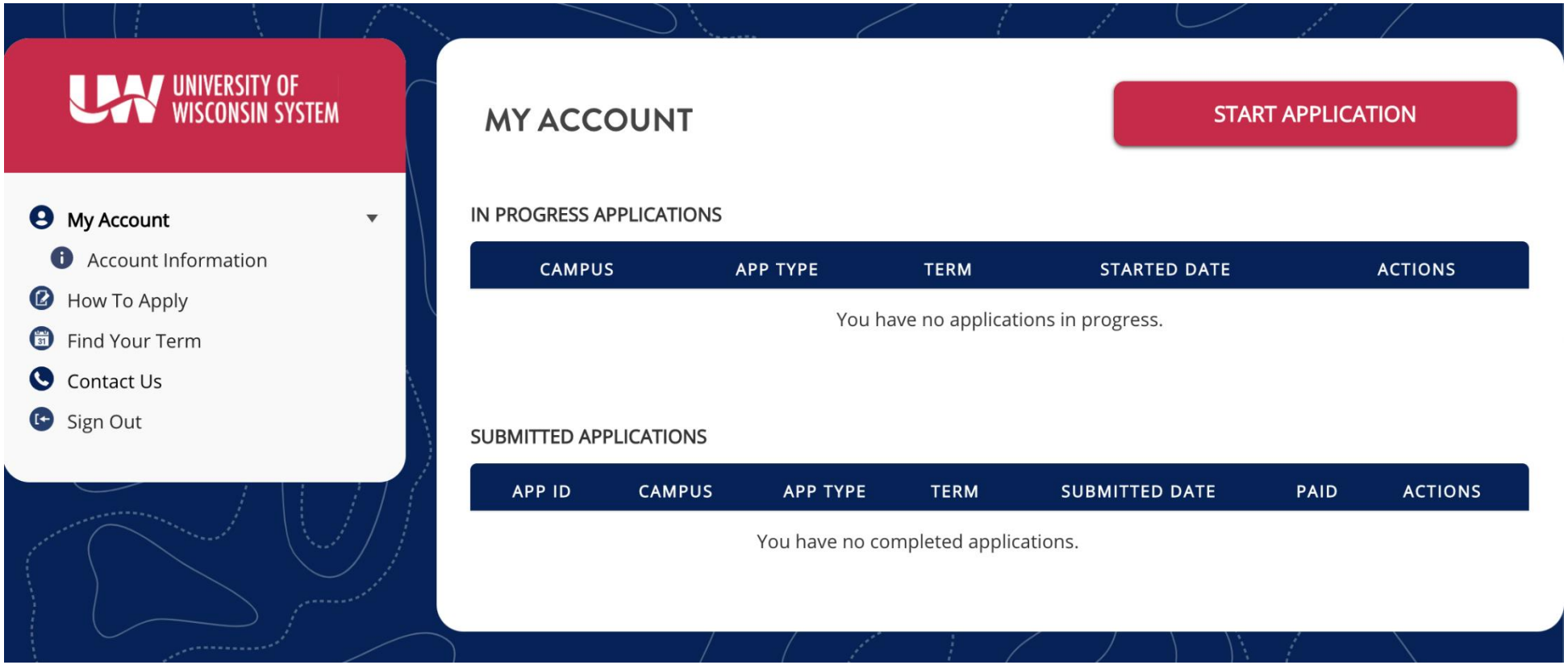
STEP 1: CREATE AN ACCOUNT

Create an online account at: https://apply.wisconsin.edu/

Once you have confirmed that the information is correct, continue to the next section of the application.

STEP 2: CREATE AN APPLICATION

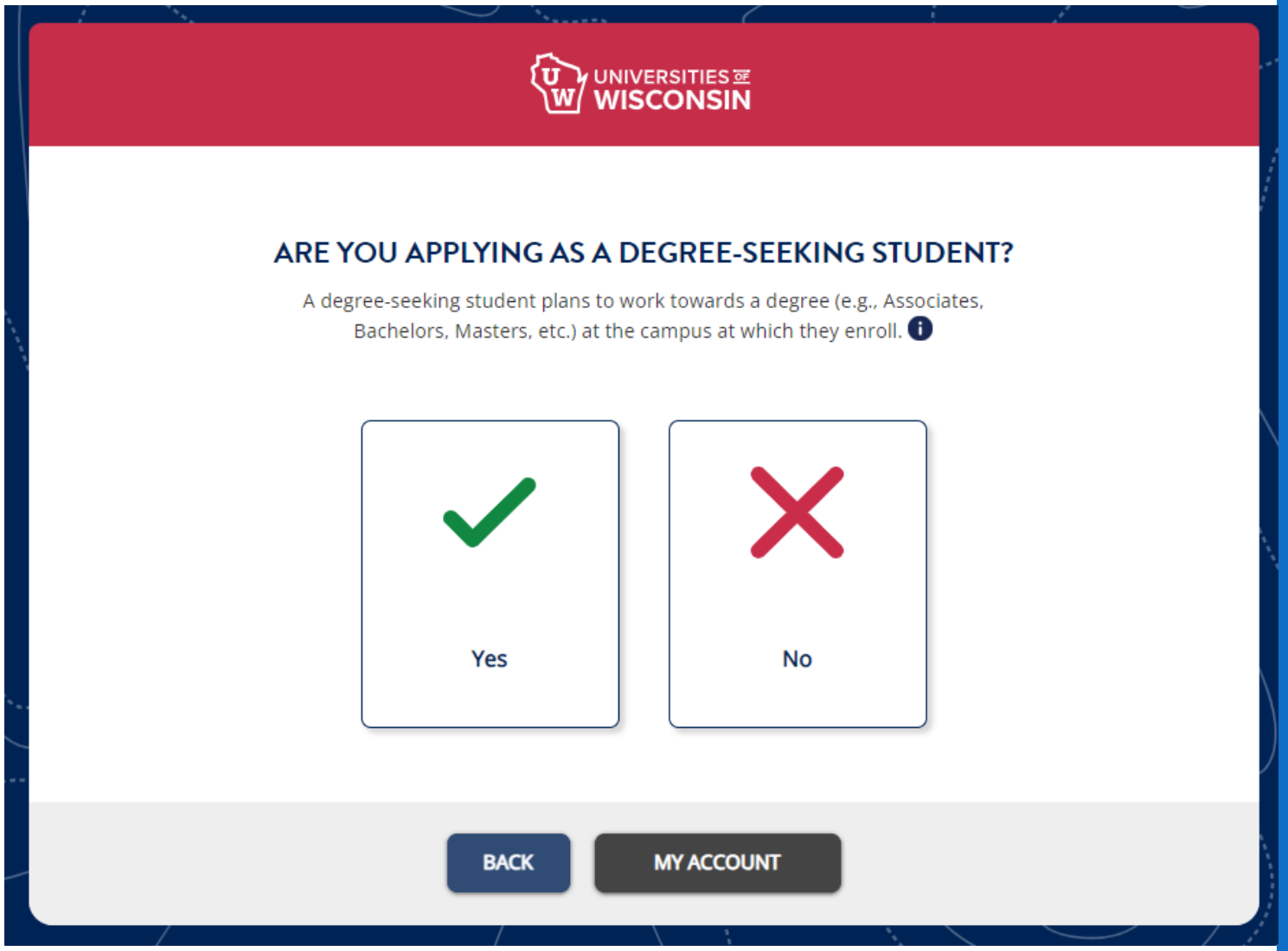
Select **Start Application** to begin the application.



Make the following selections:

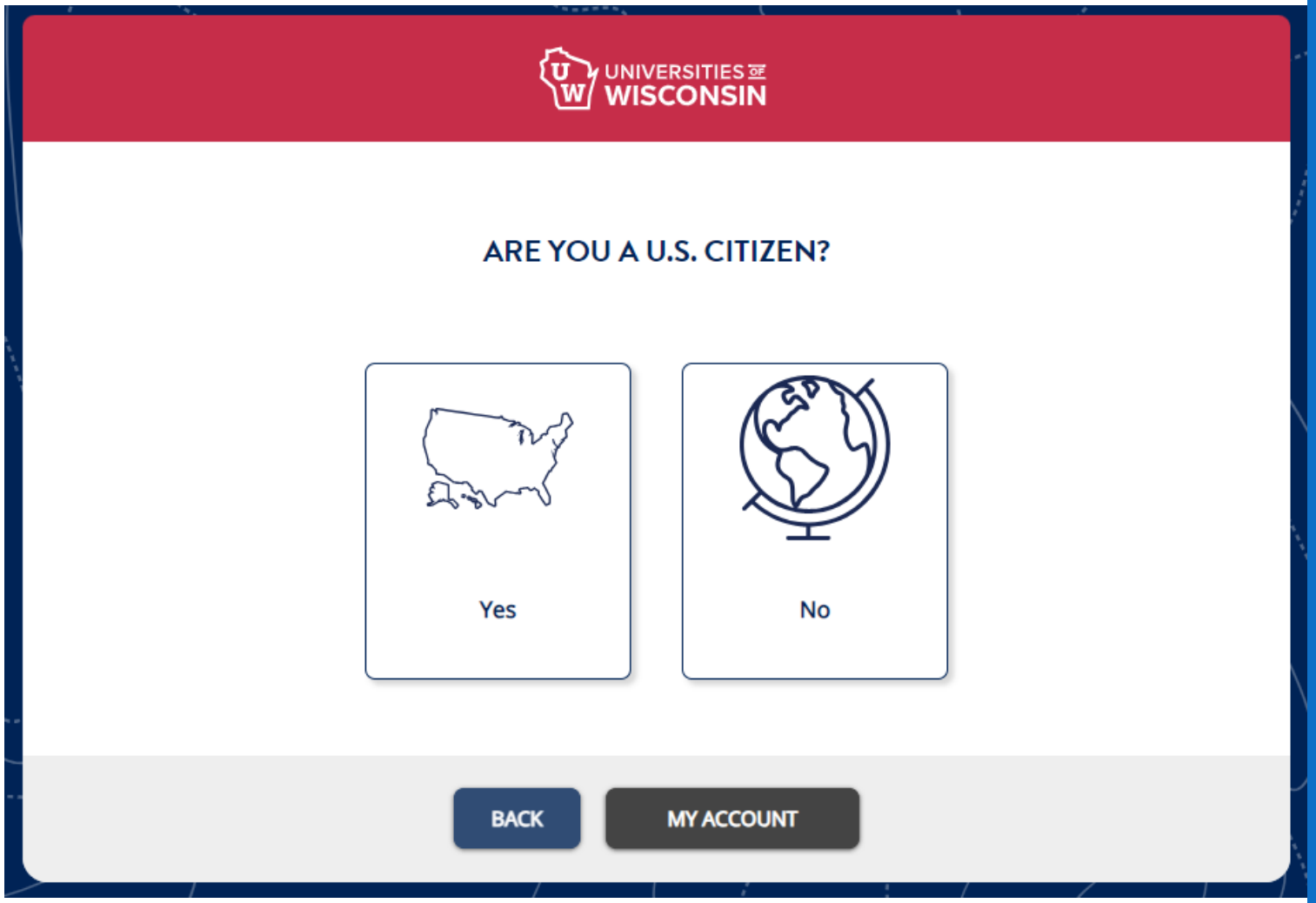
Are you applying as a degree-seeking student?

Click **No**



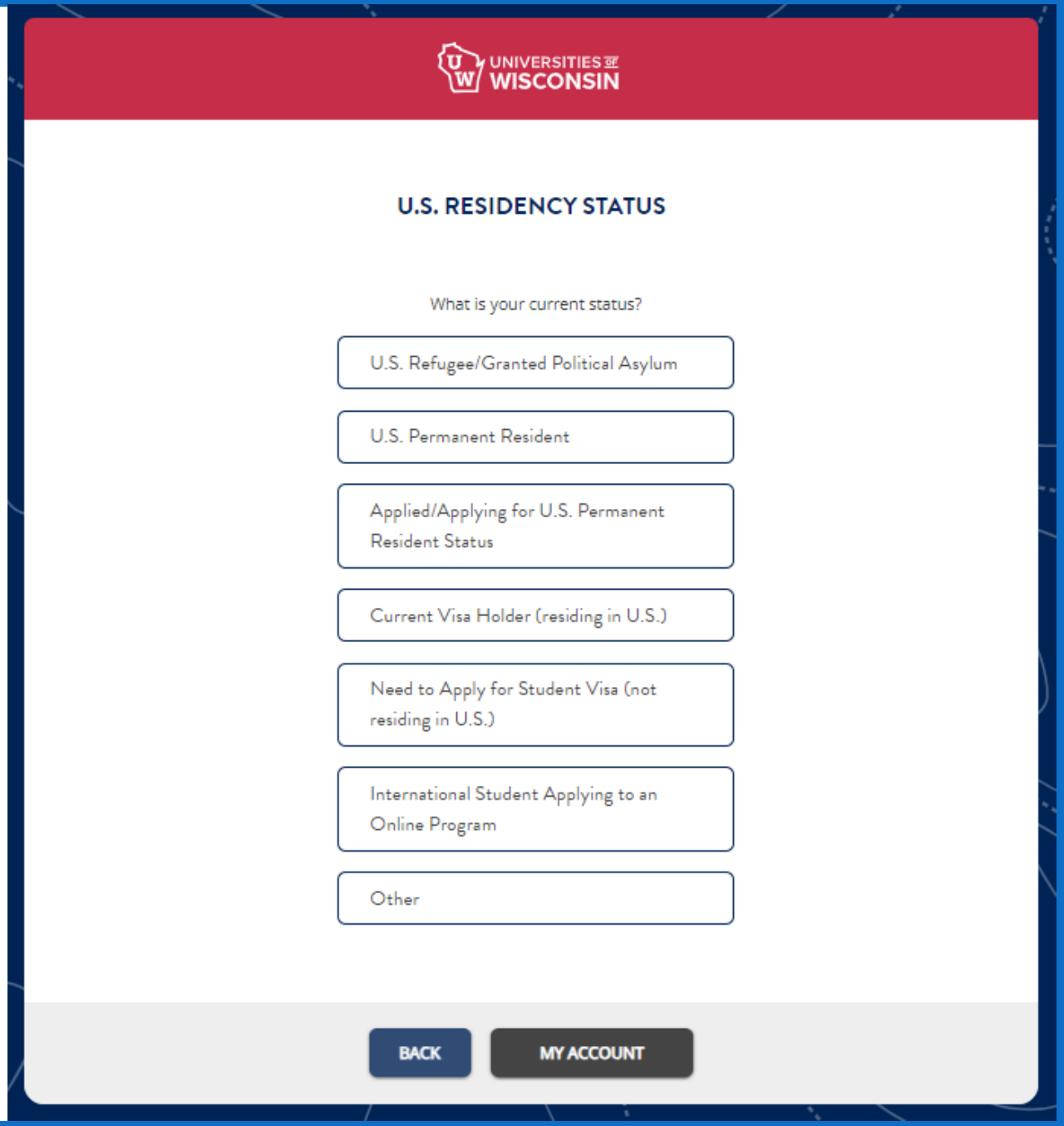
Are you a U.S. Citizen?

Click **No**



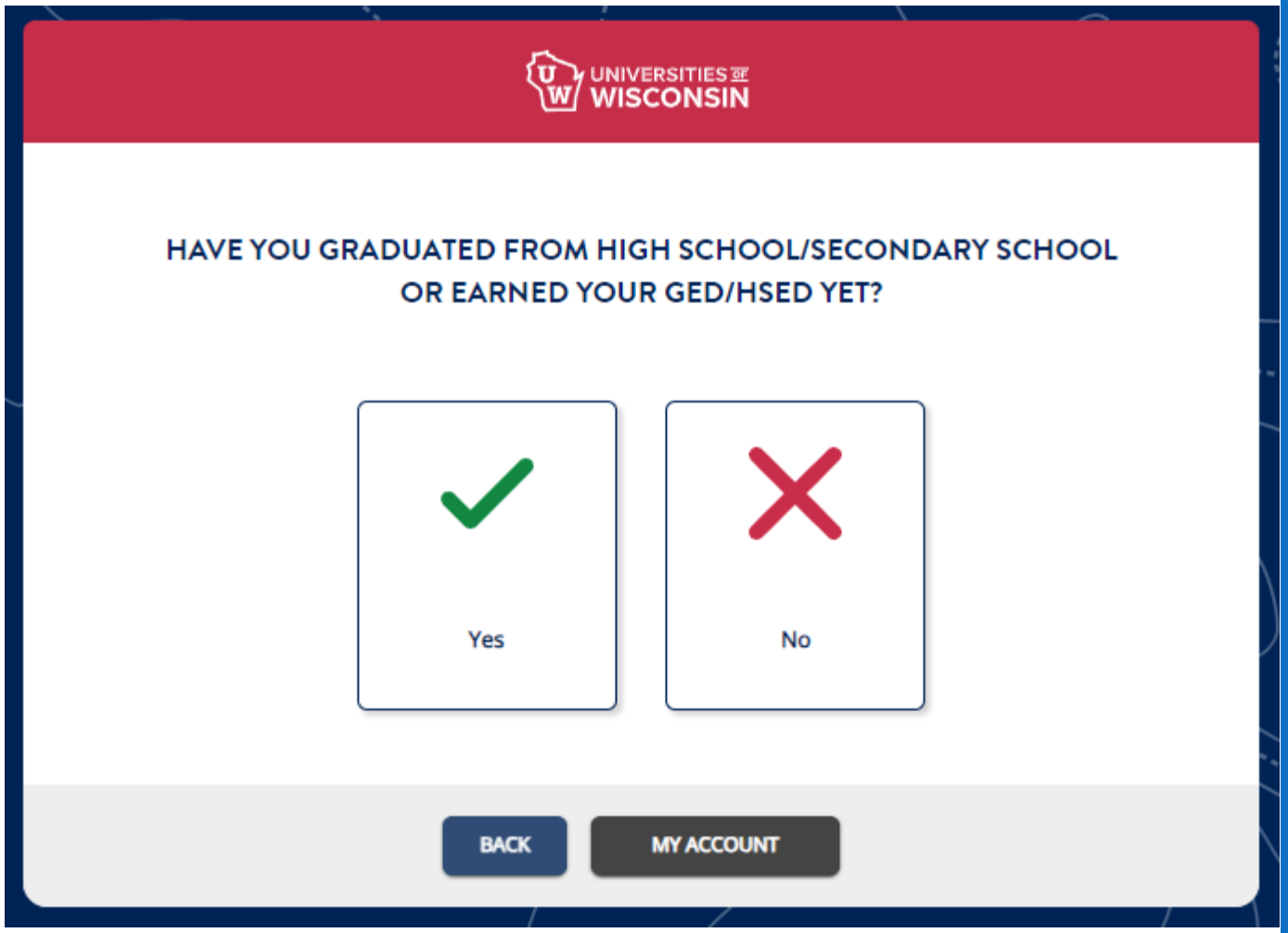
What is your current status?

Click **Need to Apply for Student Visa (not residing in U.S.)**



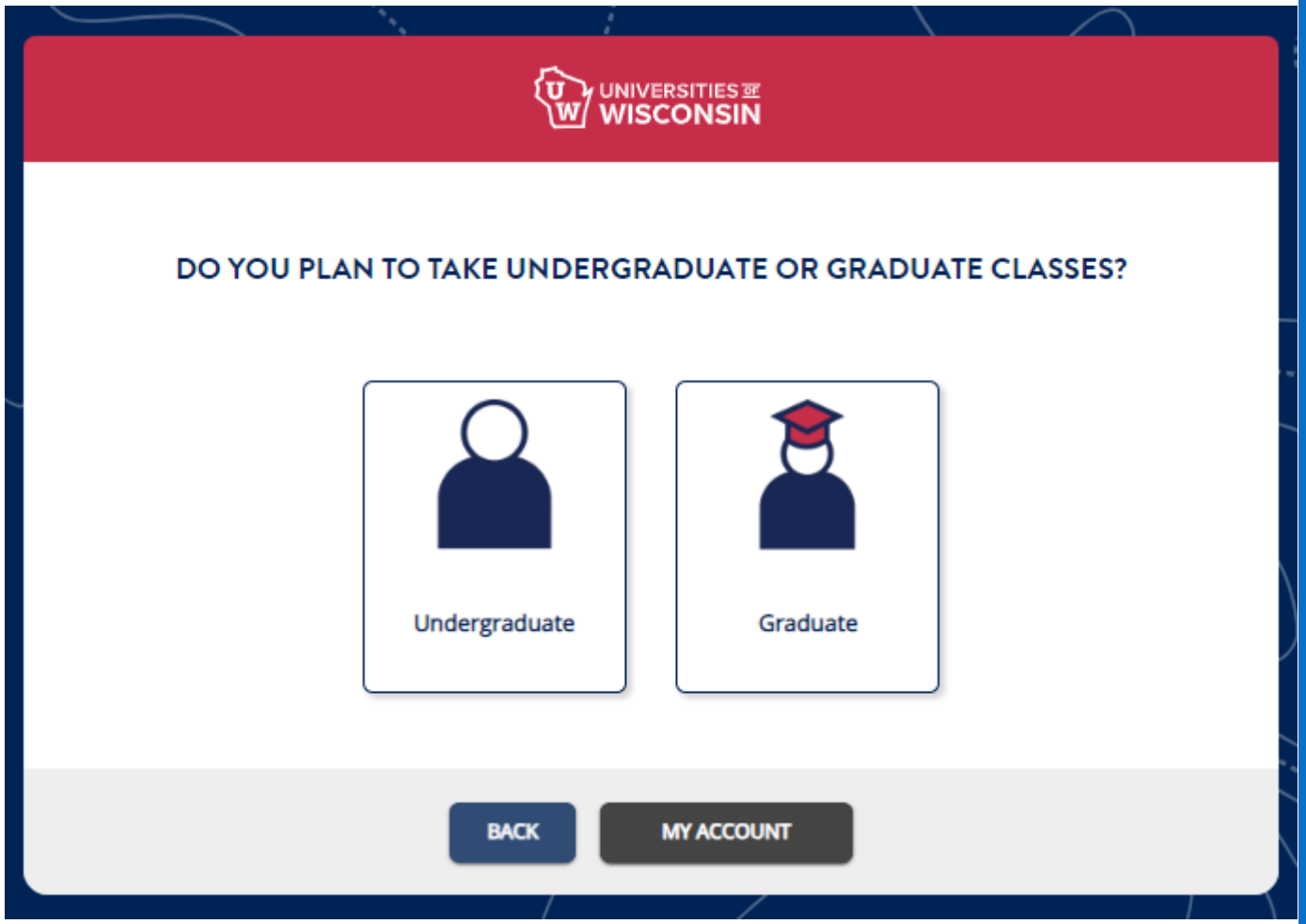
Have you graduated from high school/secondary school or earned your GED/HSED yet?

Click **Yes**



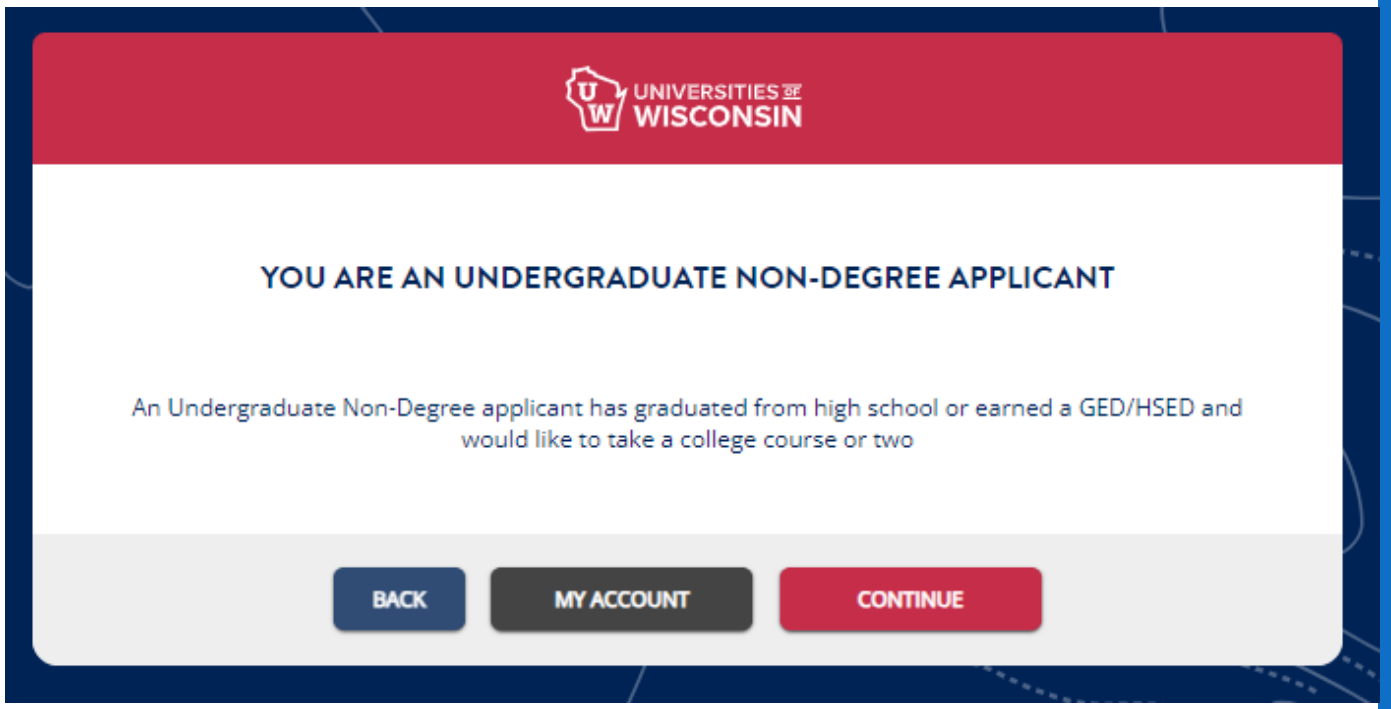
Do you plan to take undergraduate or graduate classes?

Click **Undergraduate**



You are an undergraduate non-degree applicant. An Undergraduate Non-Degree applicant has graduated from high school or earned a GED/HSED and would like to take a college course or two.

Click **Continue**

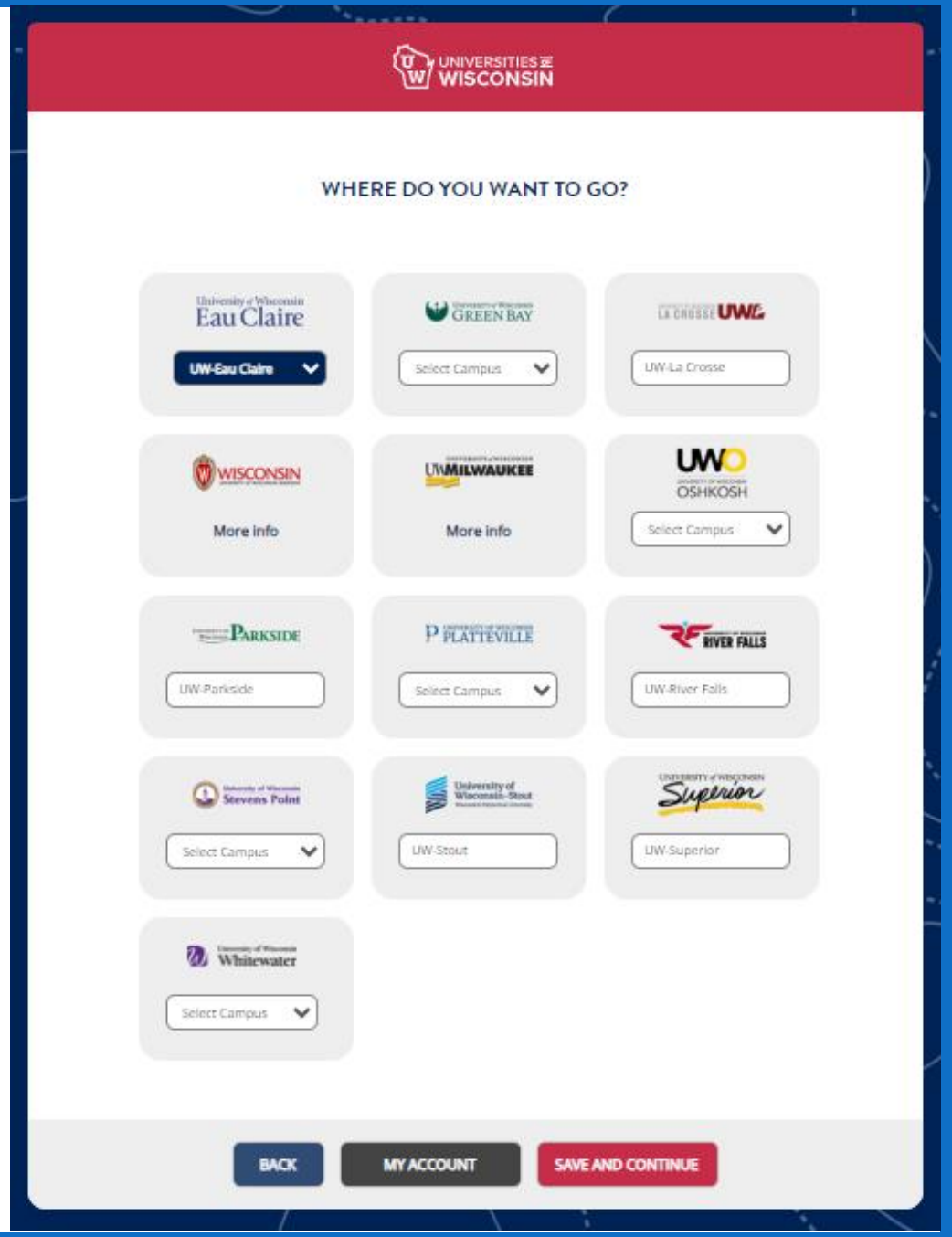


Where do you want to go?

(Select the drop-down menu under the University of Wisconsin Eau Claire logo)

Click **UW-Eau Claire**

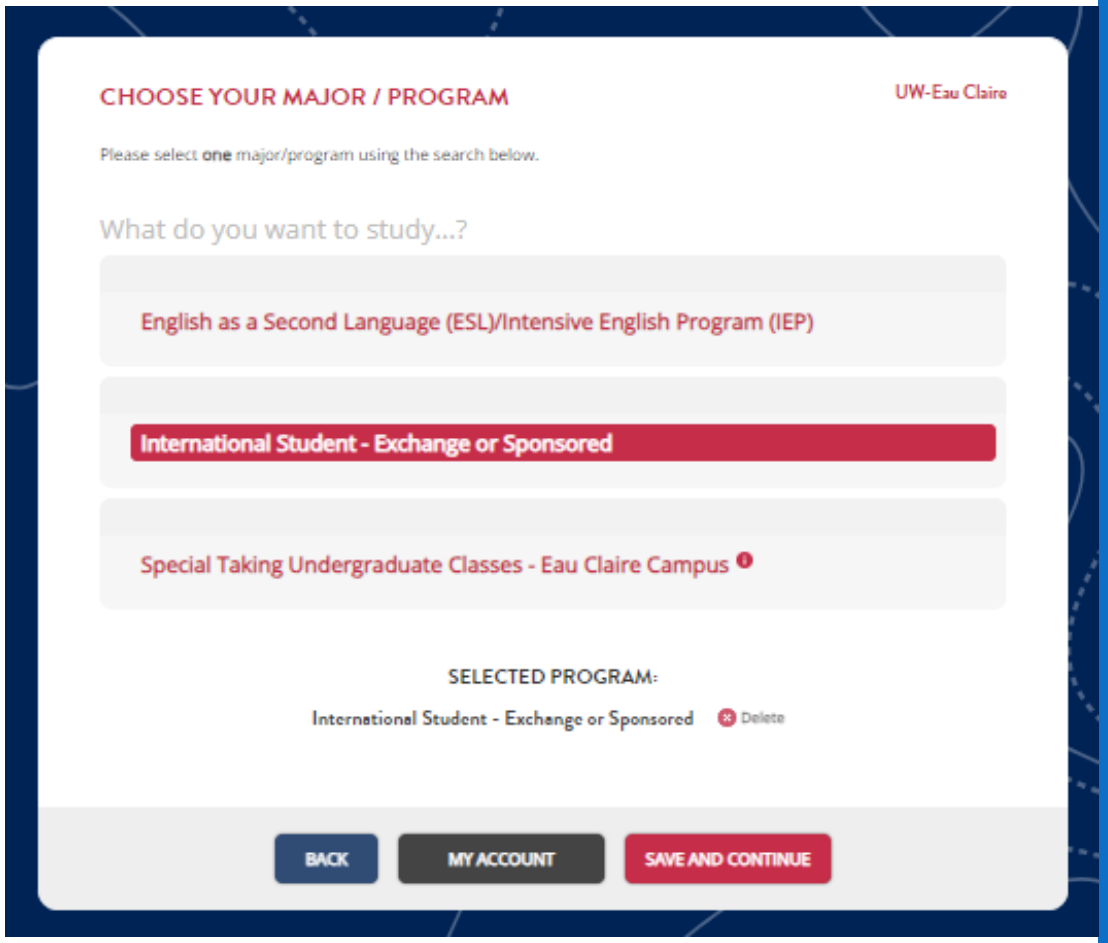
Click **Save and Continue**



What do you want to study?

Click **International Student – Exchange or Sponsored**

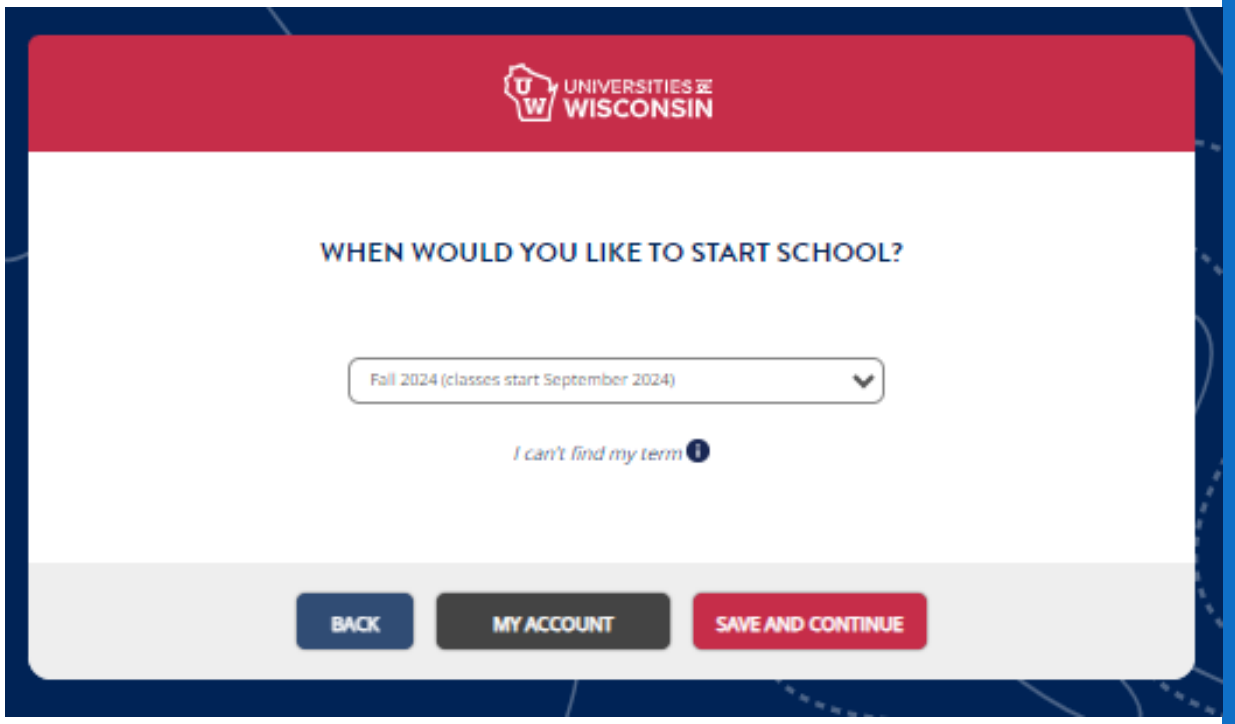
Click **Save and Continue**



When would you like to start school?

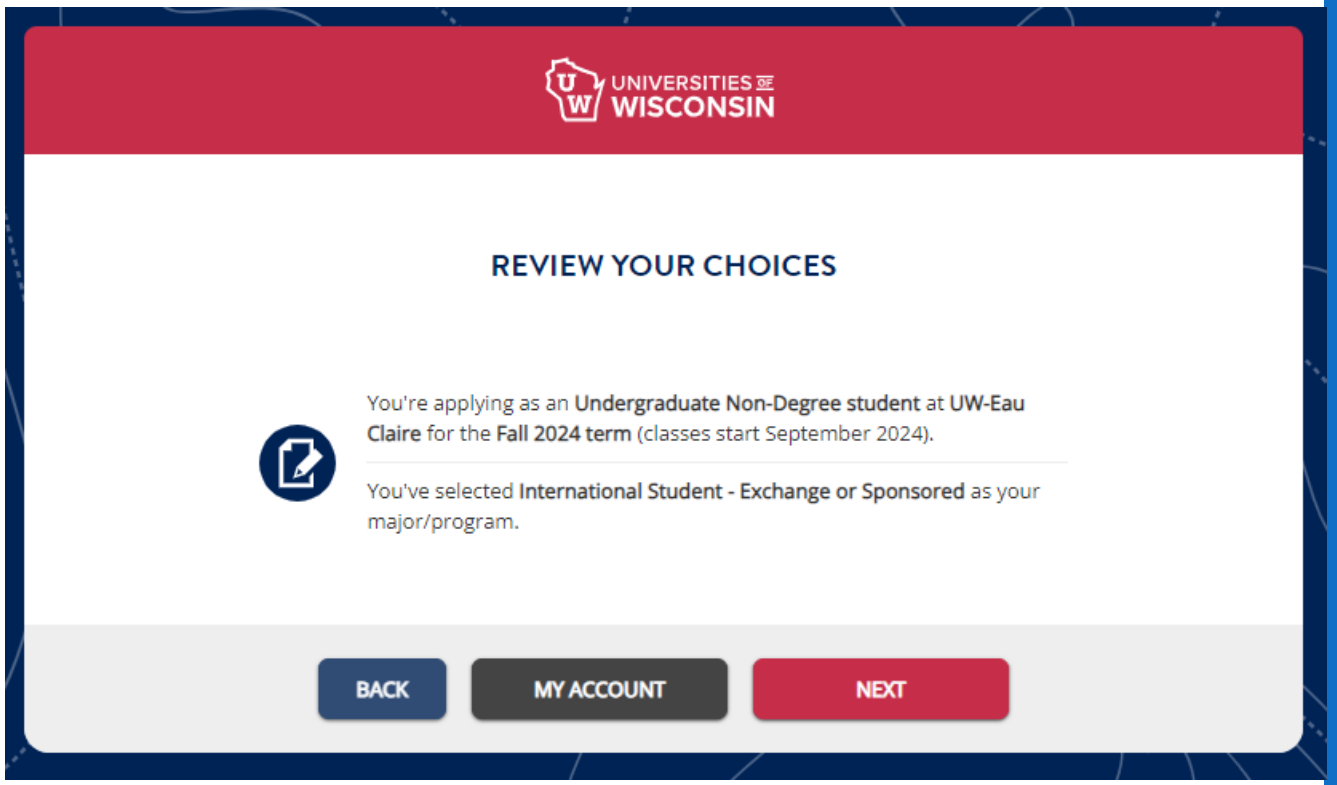
Use the dropdown menu to select the **correct term and year** that you plan to attend.

Click **Save and Continue**



Review Your Choices

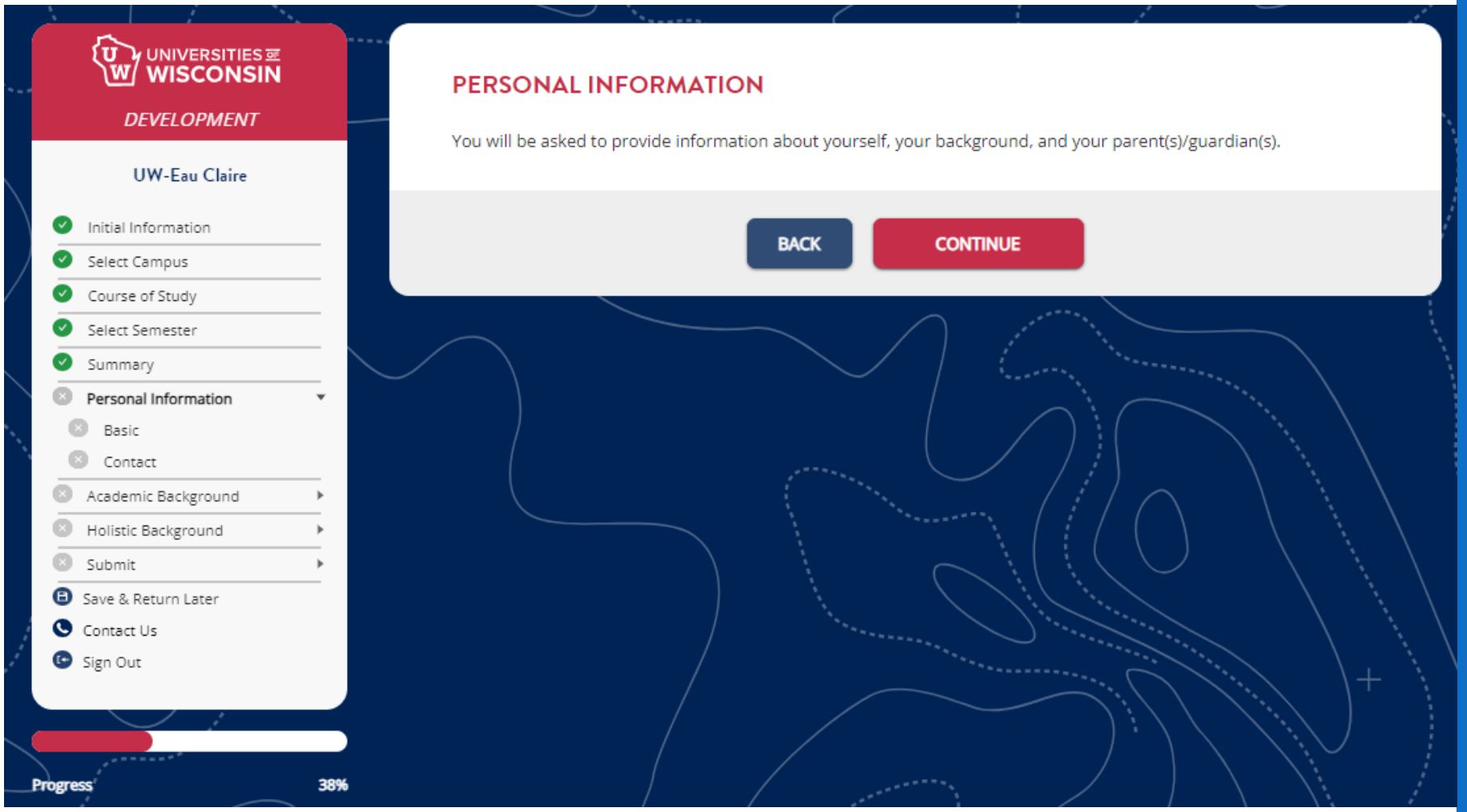
Click **Next**



Personal Information

Click **Continue**

Note: Once you reach the Personal Information, you can save your application at any point, and continue later.



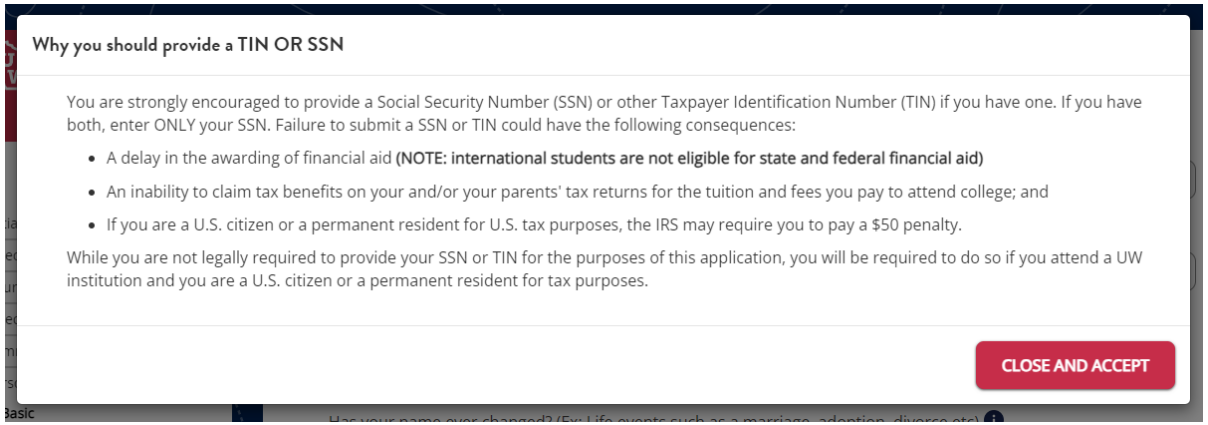
Basic Information

Provide the **required information**.
You may only skip portions that are (Optional).

Which form of identification can you provide?

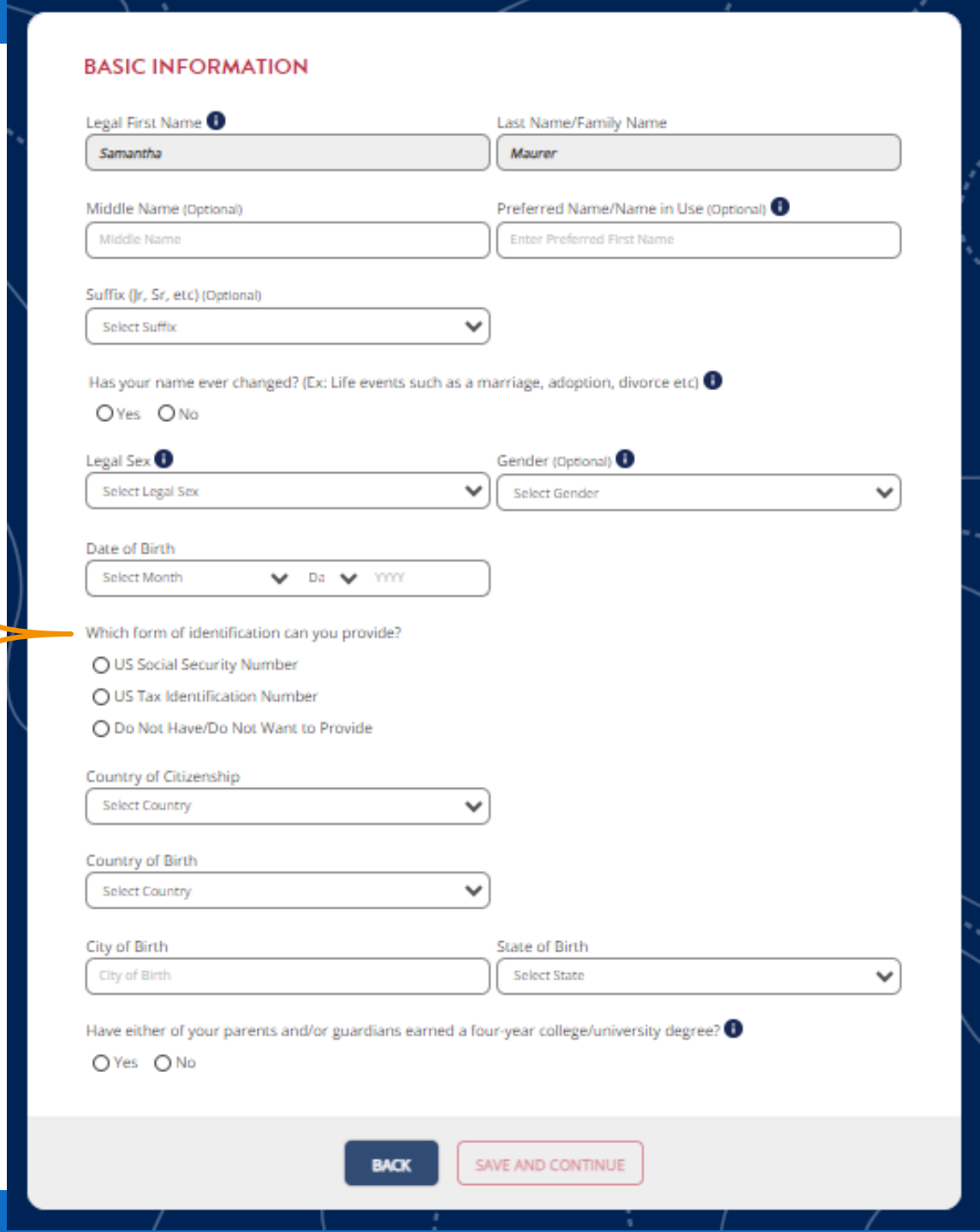
Click **Do Not Have/Do Not Want to Provide**

(Pop up will appear)



Click **Close and Accept**

Click **Save and Continue**



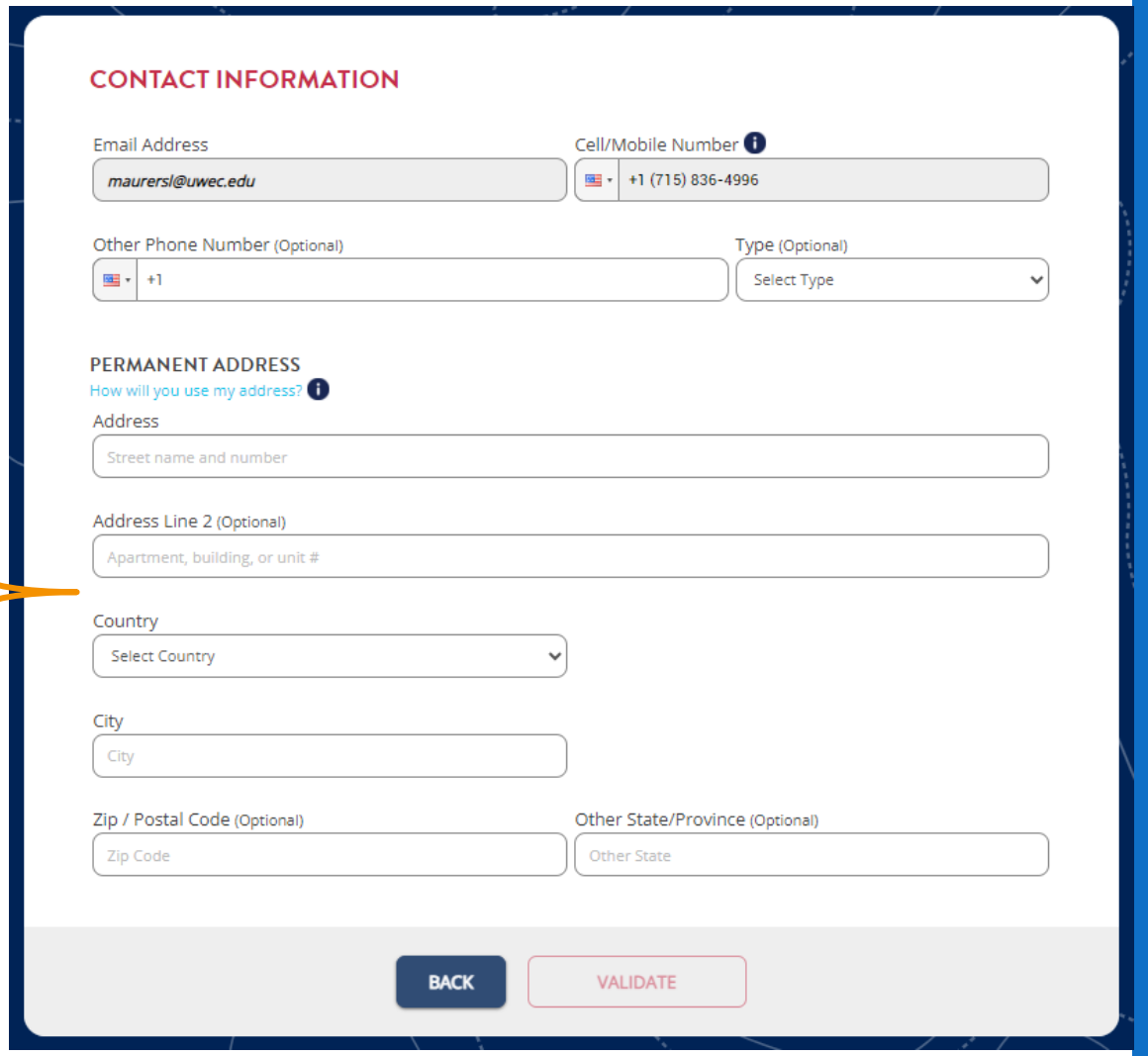
Contact Information

Provide the **required information**.
You may only skip portions that are (Optional).

Permanent Address

Provide the **address you live at in your home country**.

Click **Validate**



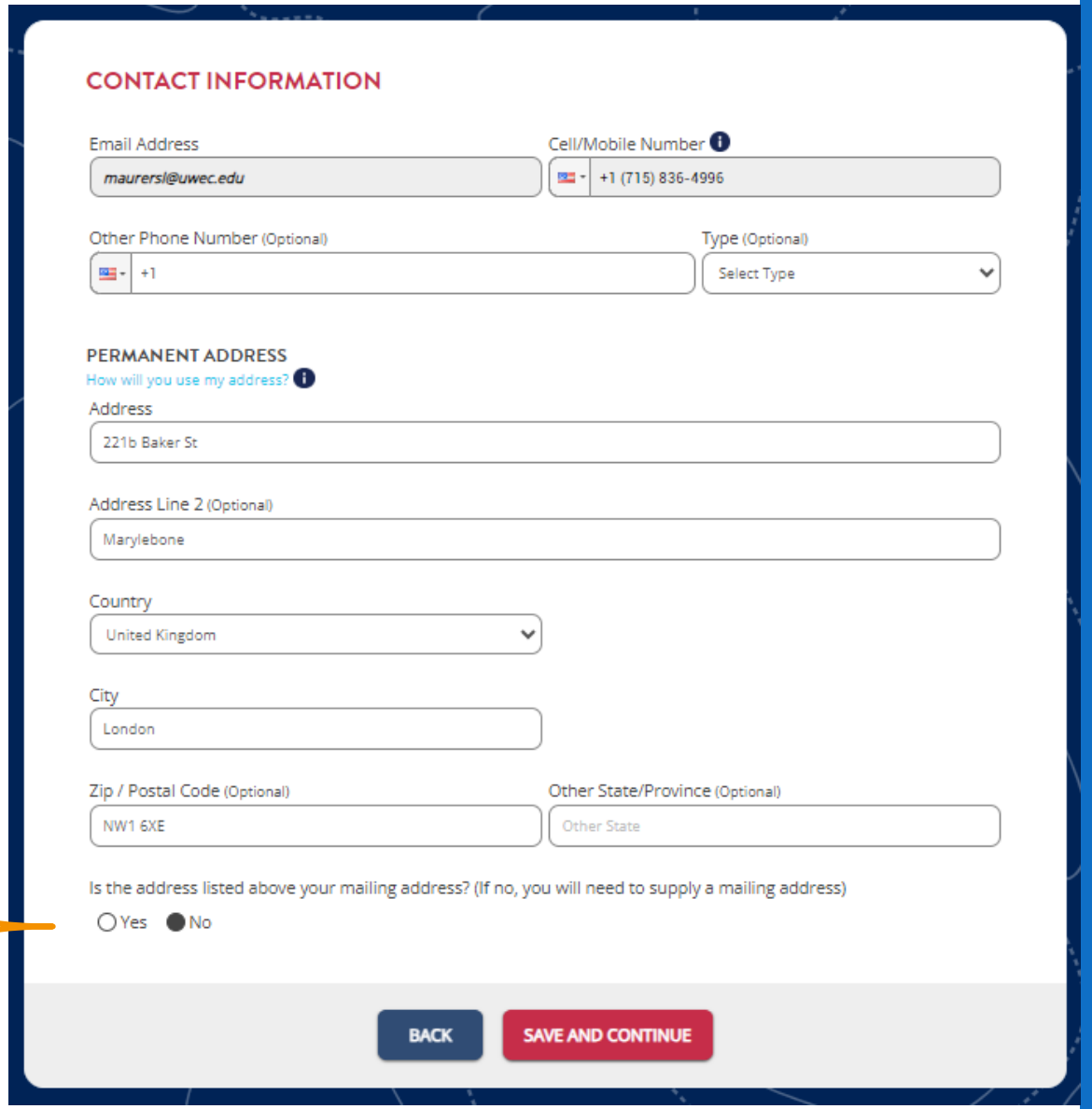
Contact Information (Continued)

Provide the **required information**.
You may only skip portions that are (Optional).

Is the address listed above your mailing address? (If no, you will need to supply a mailing address)

Your mailing address is **an address you can readily receive mail** before you arrive to UW-Eau Claire. Answer Yes or No.

Click **Save and Continue**



Contact Information (Continued)

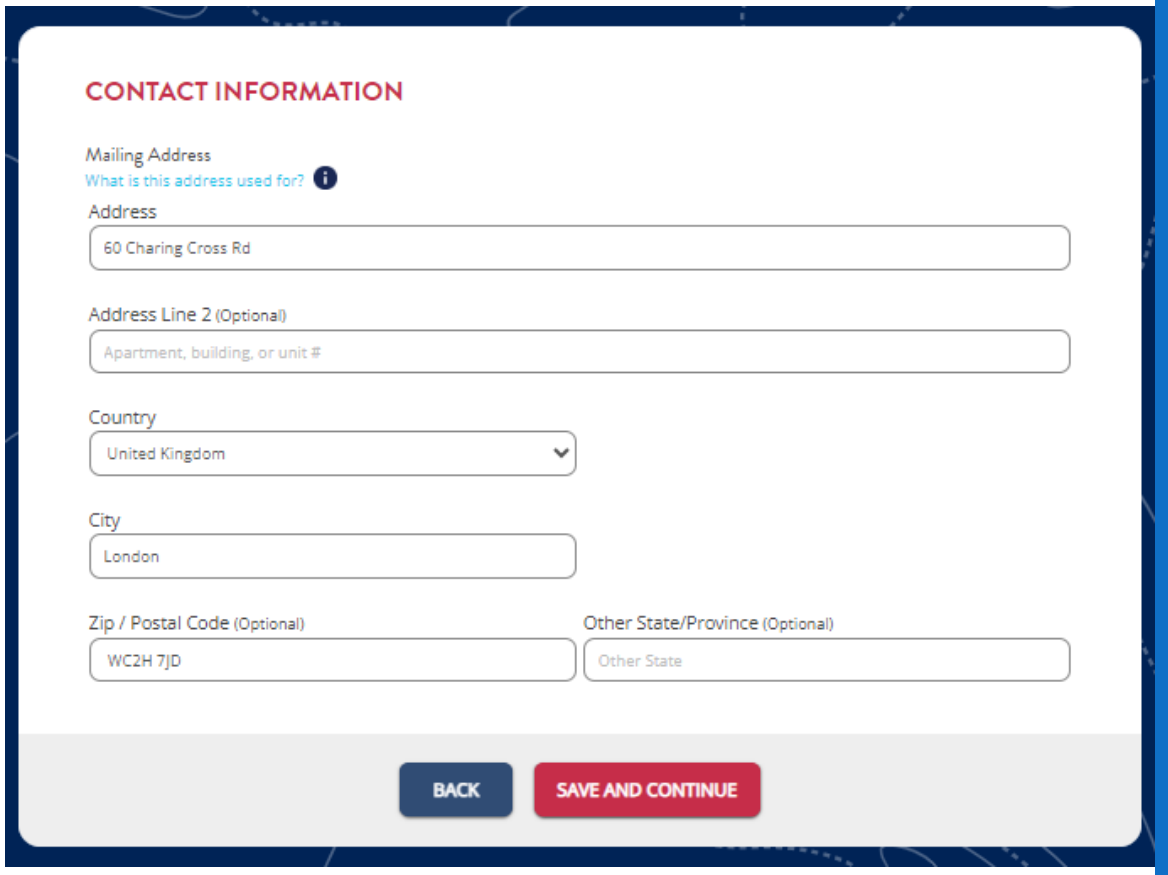
Provide the **required information**.
You may only skip portions that are (Optional).

Mailing Address

This page will **only** appear if you selected
"No" to the question "Is the address listed above your mailing address?" from the previous page.

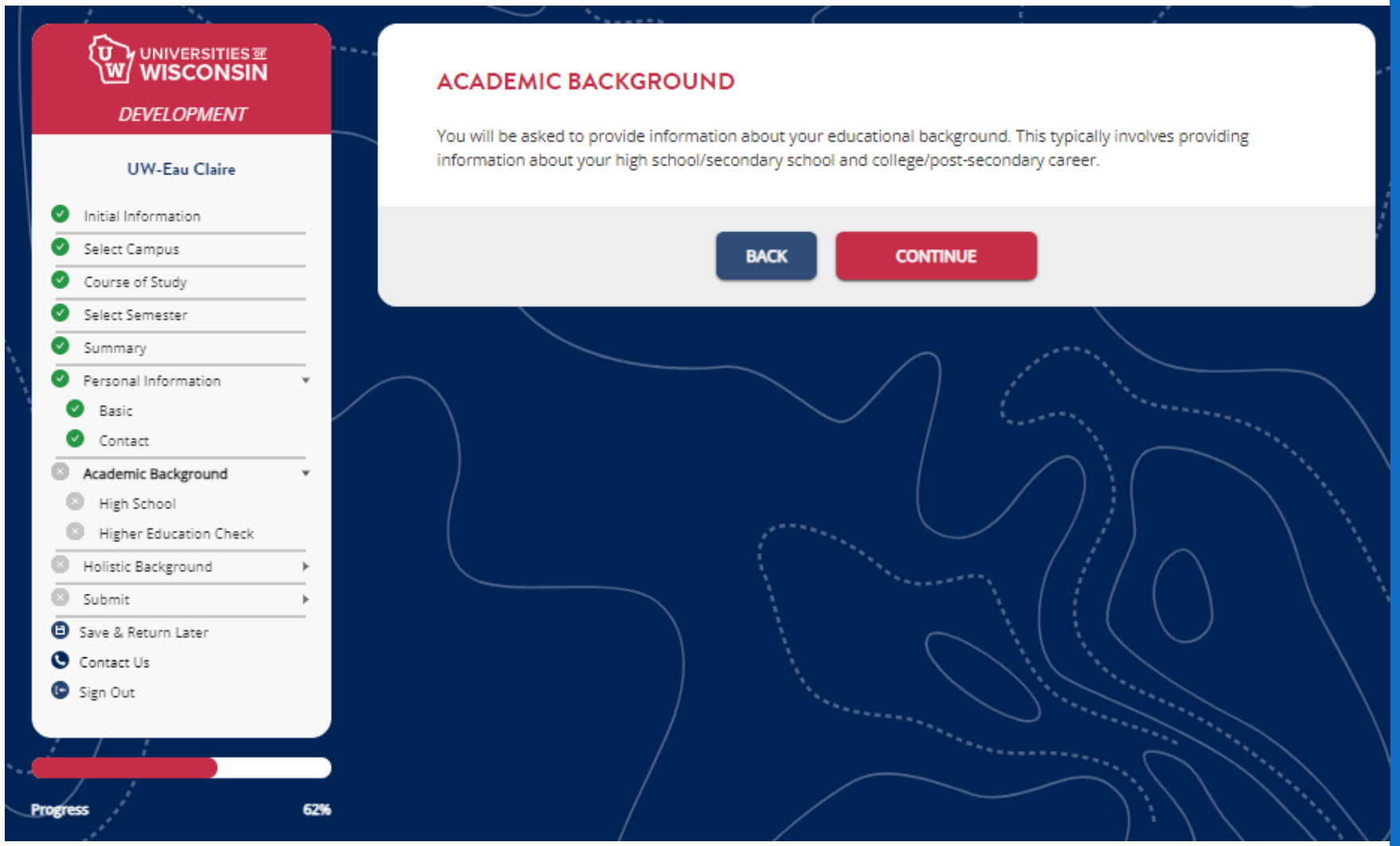
Type the **address you will receive mail at** before you arrive to UW-Eau Claire.

Validate
Save and Continue



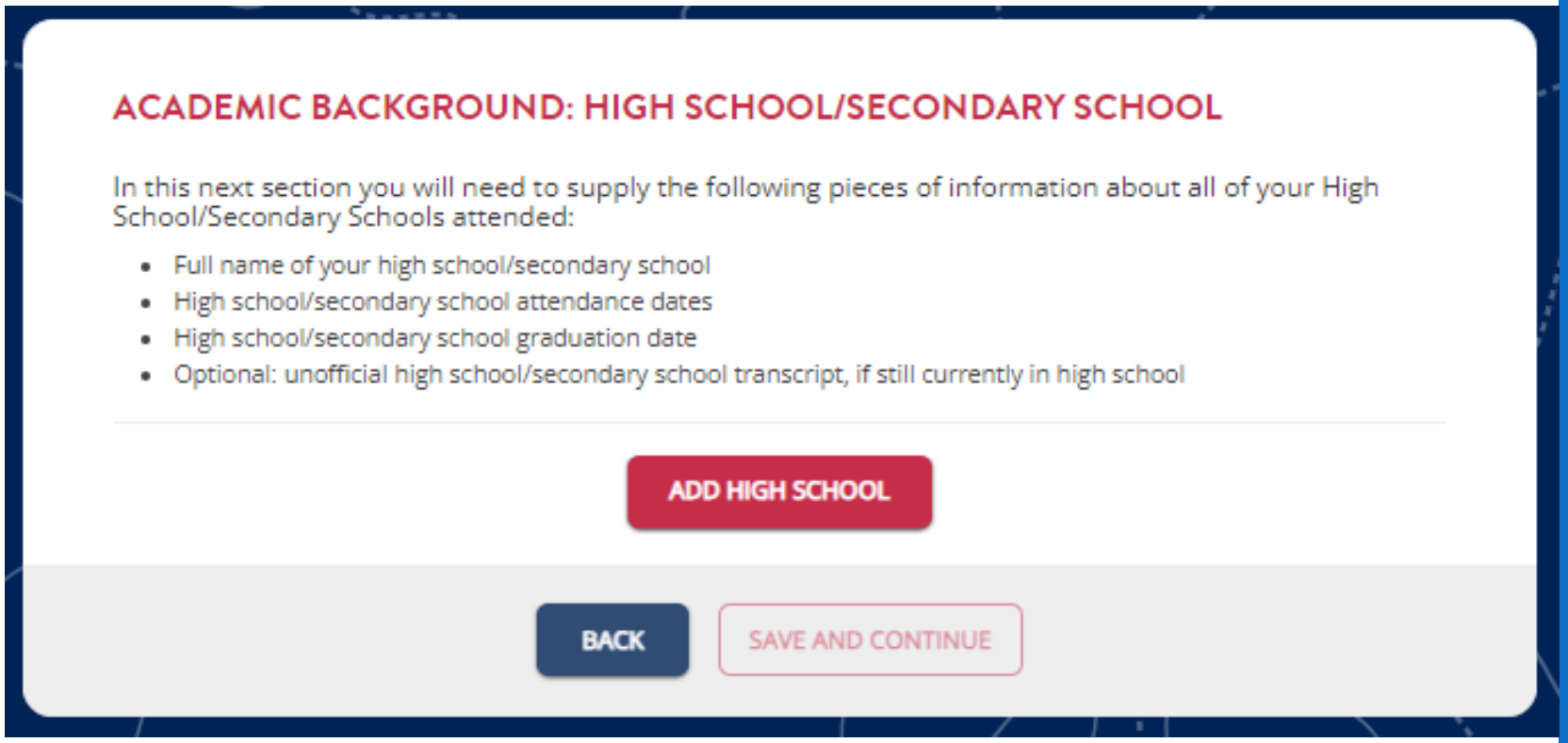
Academic Background

Click **Continue**



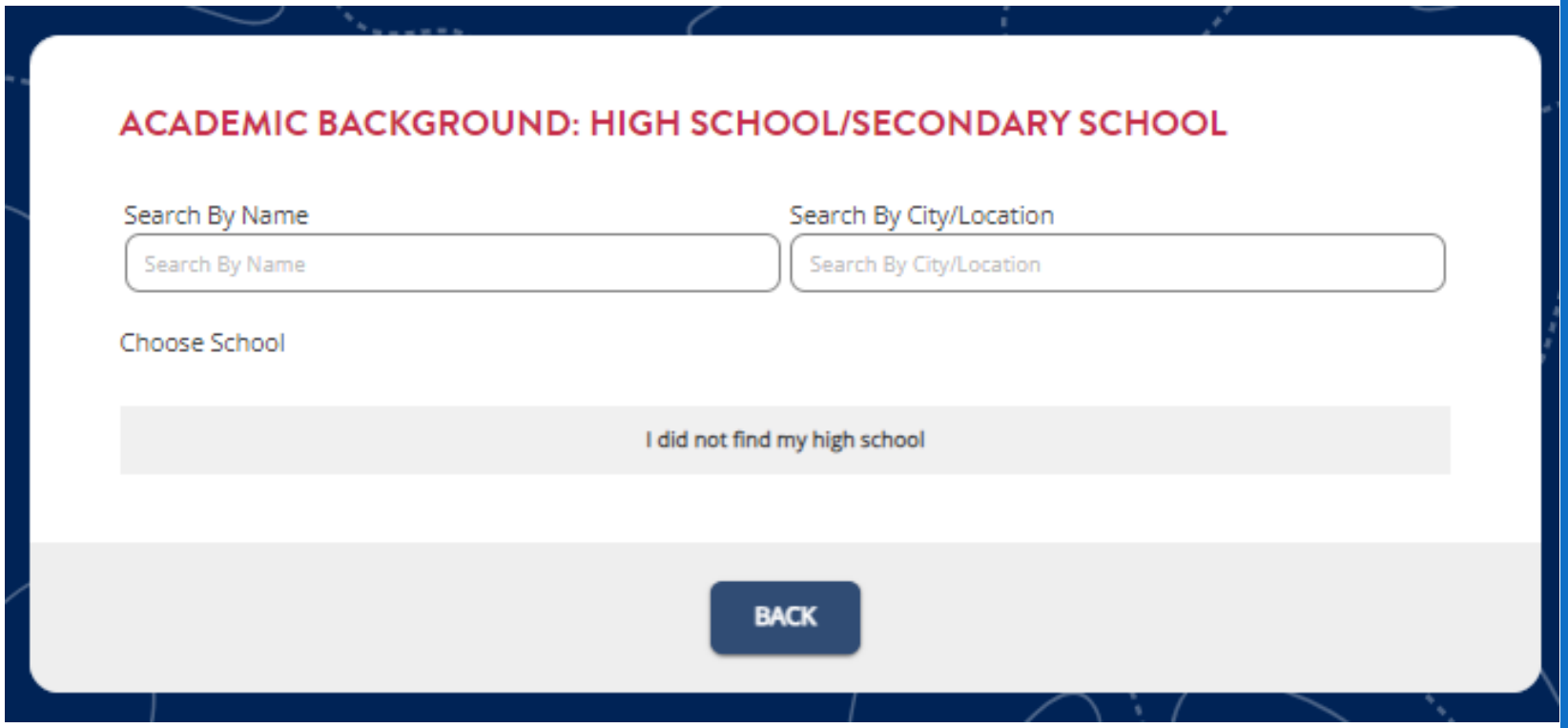
Academic Background: High School/Secondary School

Click **Add High School**



Academic Background: High School/Secondary School

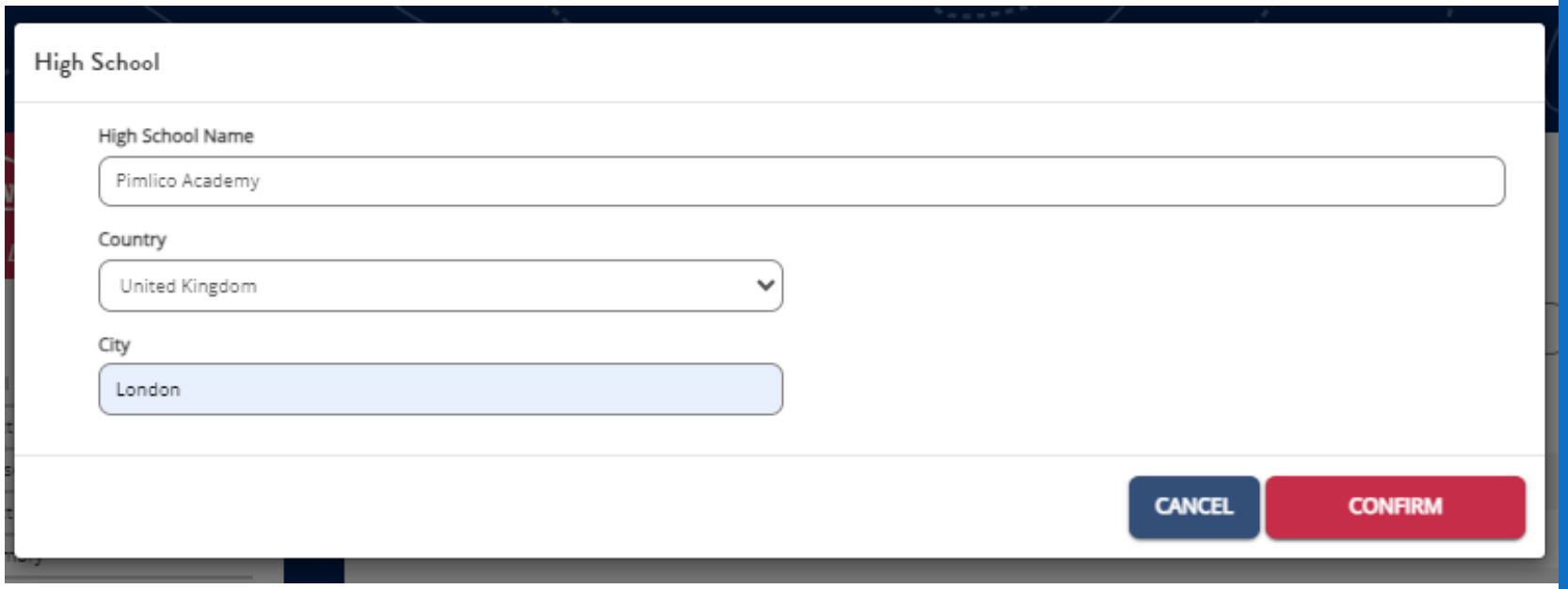
Click **I did not find my high school**



High School

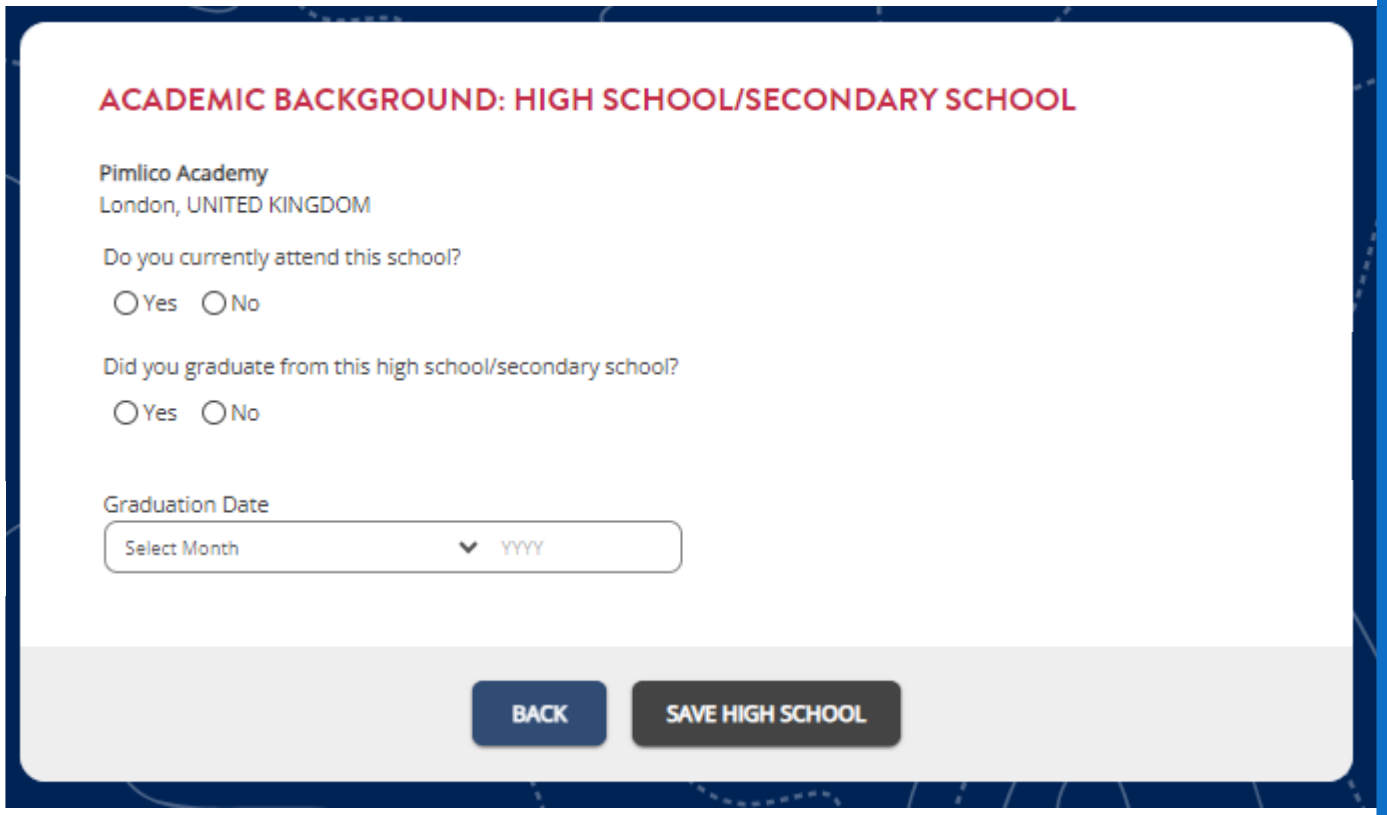
Type in the **Name, Country, and City** of the high school/secondary school you attended.

Click **Confirm**



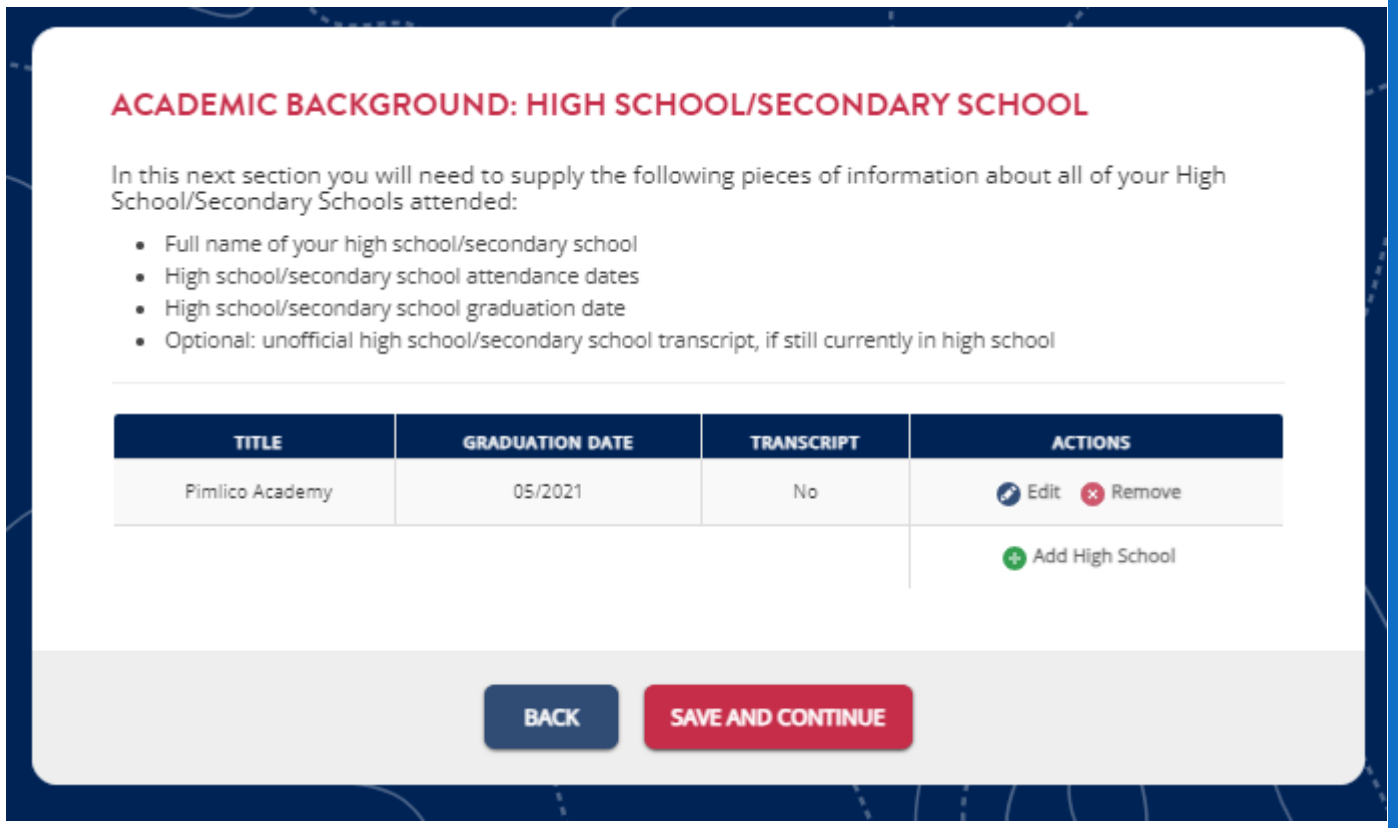
High School

Provide the **required information**.



Academic Background: High School/Secondary School

Click **Save and Continue**

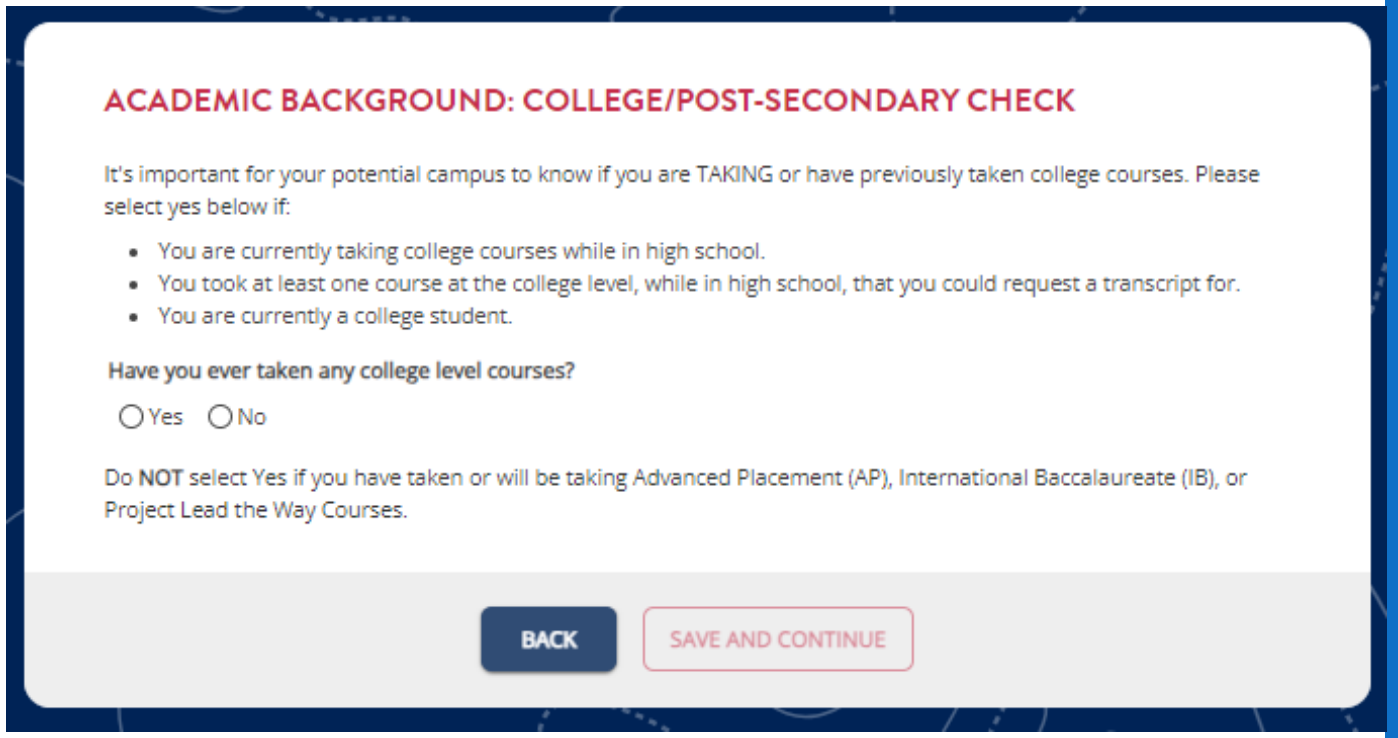


Academic Background: College/Post-Secondary Check

Have you ever taken any college level courses?

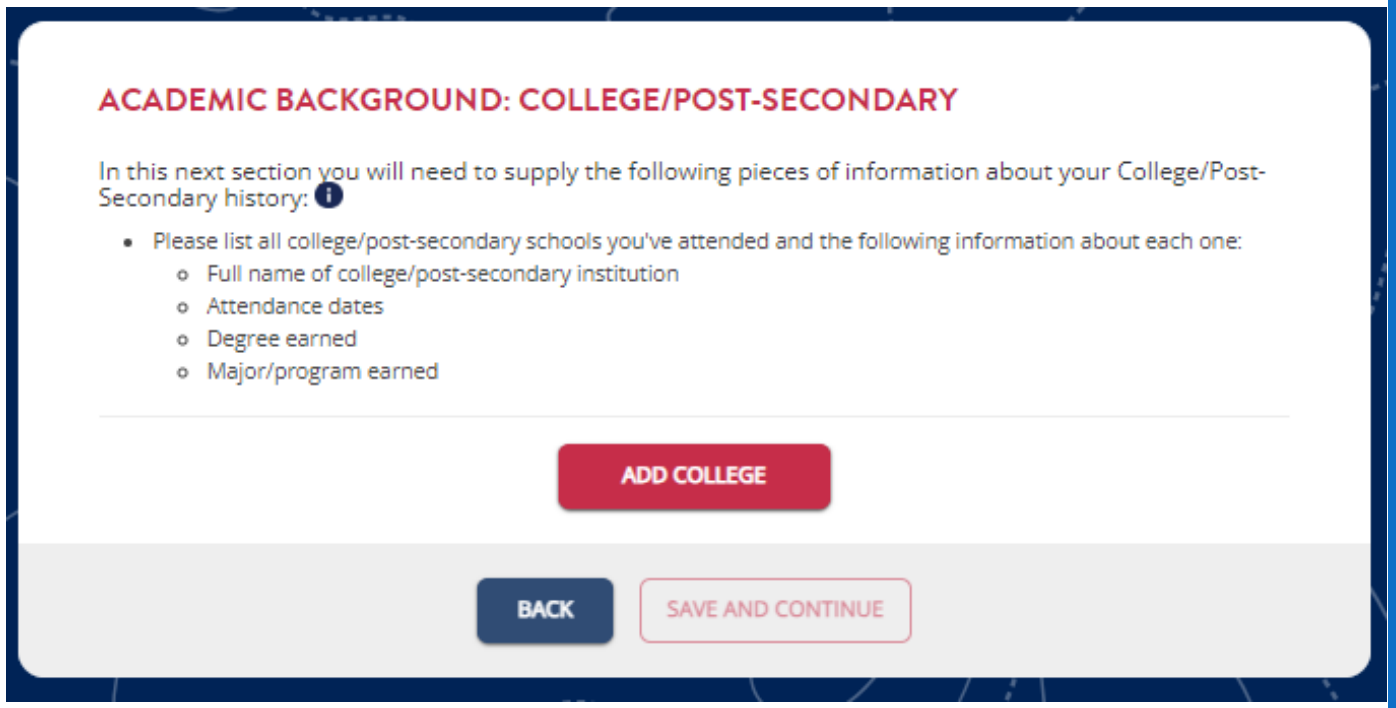
Provide the **required information**.

Click **Save and Continue**



Academic Background: College/Post-Secondary Check

This page will **only** appear if you selected "Yes" to the question "Have you ever taken any college level courses?" from the previous page. If you selected "No" you'll continue to the next section of the application.



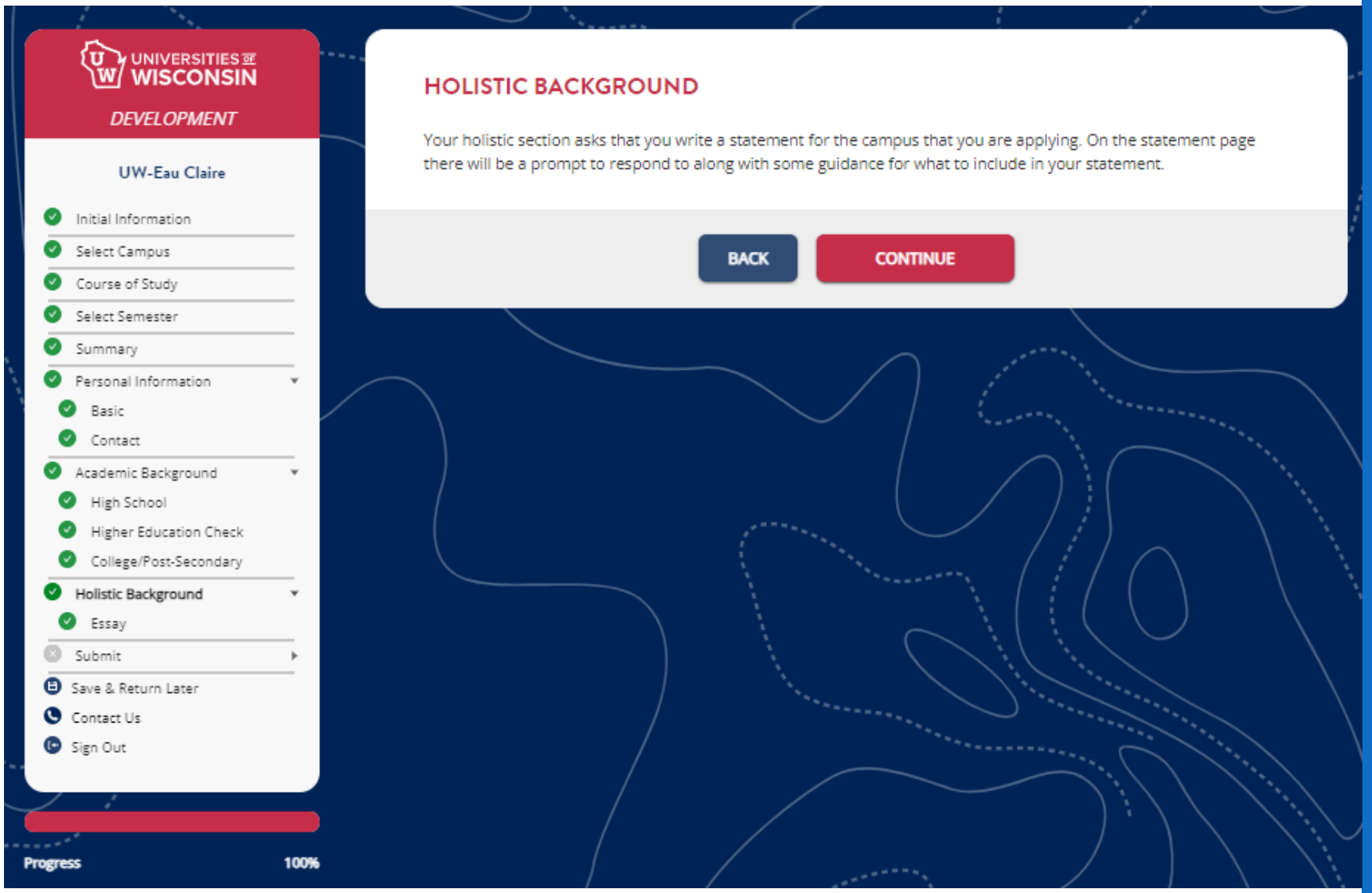
Follow the same procedure as adding your high school/secondary school information, but this time input your college/university's information.

Provide the **required information**.

Click **Save and Continue**

Holistic Background

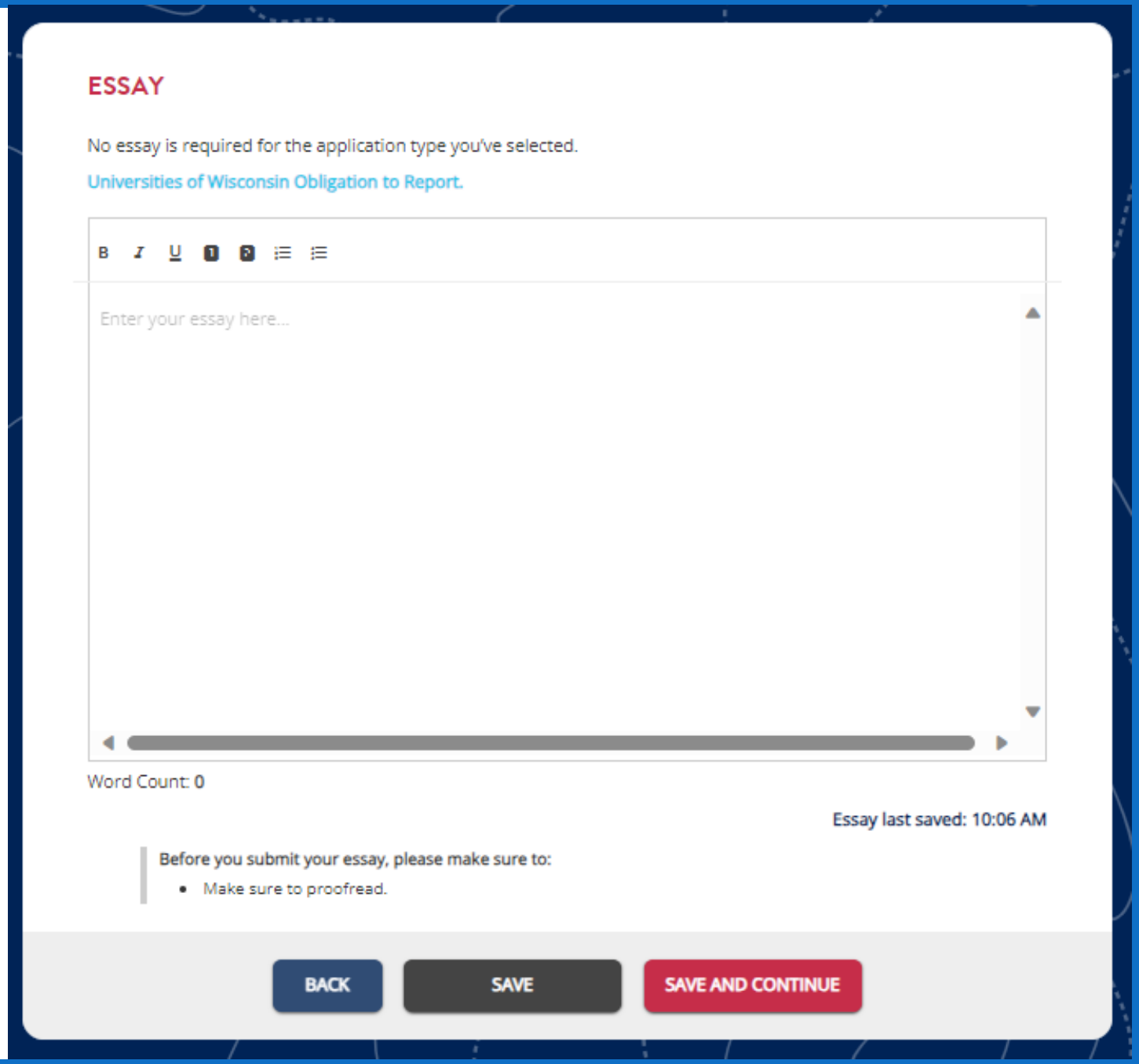
Click **Continue**



Essay

You are not required to write an essay. Skip this section.

Click **Save and Continue**

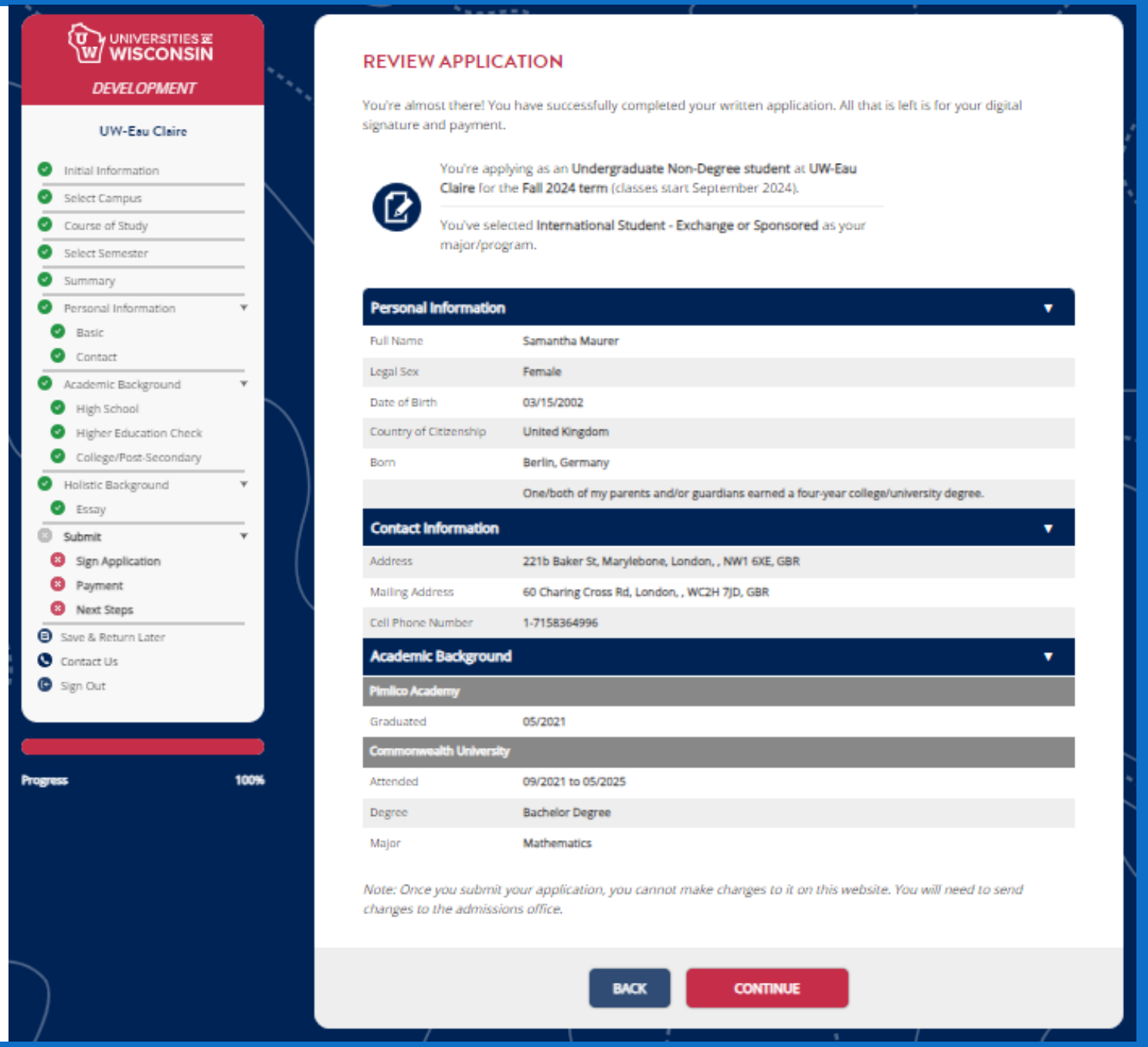


Review Application

Carefully read all the information you provided including Personal Information, Contact Information, and Academic Background.

If you need to change something, use the menu to access the section that needs correction. Return to this page once everything is correct.

Click **Continue**



STEP 3: REVIEW APPLICATION

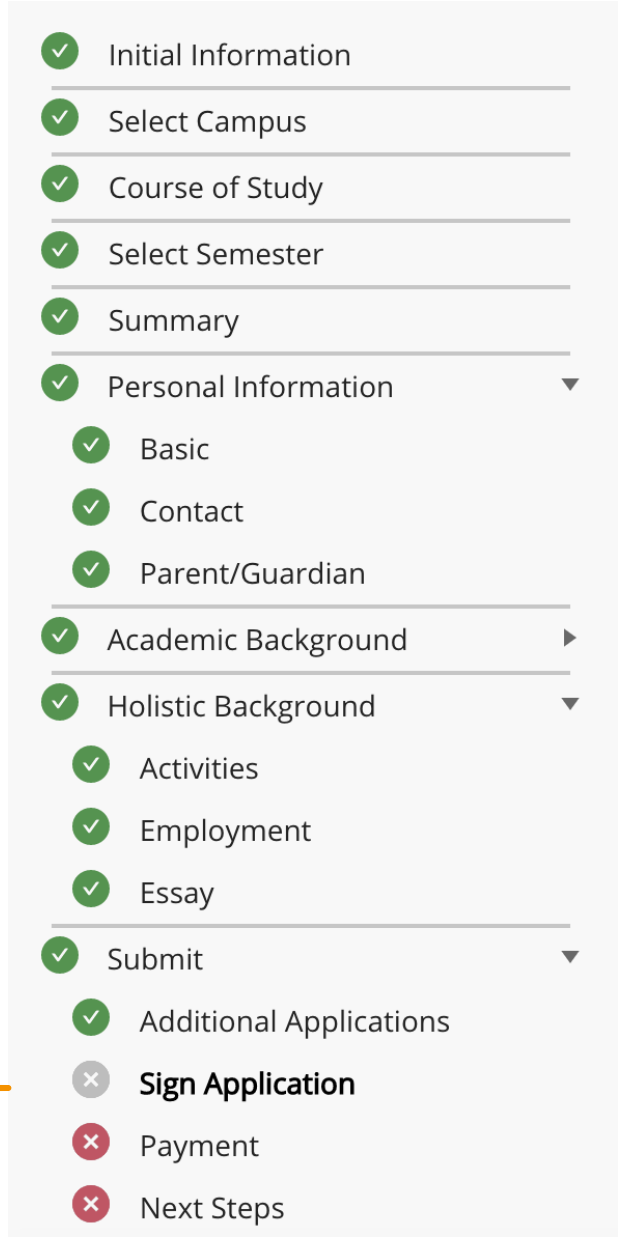
Review the progress of your application

Each of the categories should have a green check mark next to them to indicate you have finished the section.

Finish any that still need to be completed before you proceed.

Sign Application, Payment, and Next Steps tabs will be checked later.

For now, everything above it needs to be completed.



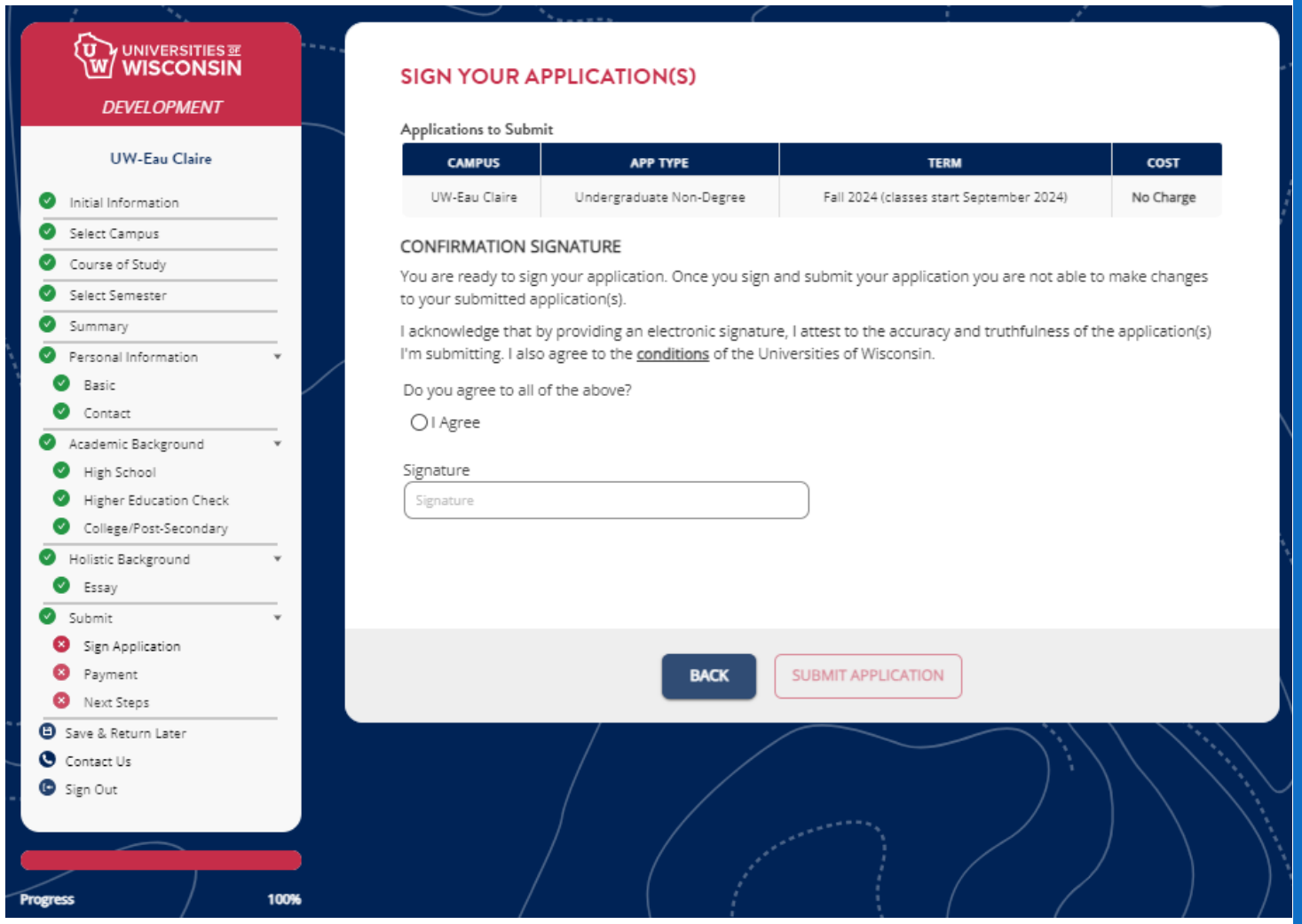
Sign Your Application(s)

Once you complete this step your application is turned in. No changes can be made after clicking the submit button. When you are ready, read the Confirmation Signature agreement

Click **I Agree**

Type your **full name** in the Signature box

Click **Submit Application**



STEP 4: KEEP TURNING IN MATERIALS!

You're not done yet!

After you have completed your UW-system application, there are still steps you must take to complete your international exchange application.

Next steps include sending in your:

- Evidence of English Proficiency
- Financial Verification Form
- Certified Financial Supporting Documents
- University Academic Records
- Passport Copy
- Ensure your home university sends the CIE your official transcript

Questions? Contact the Center for International Education at international@uwec.edu.

We look forward to welcoming you to the UW-Eau Claire campus!