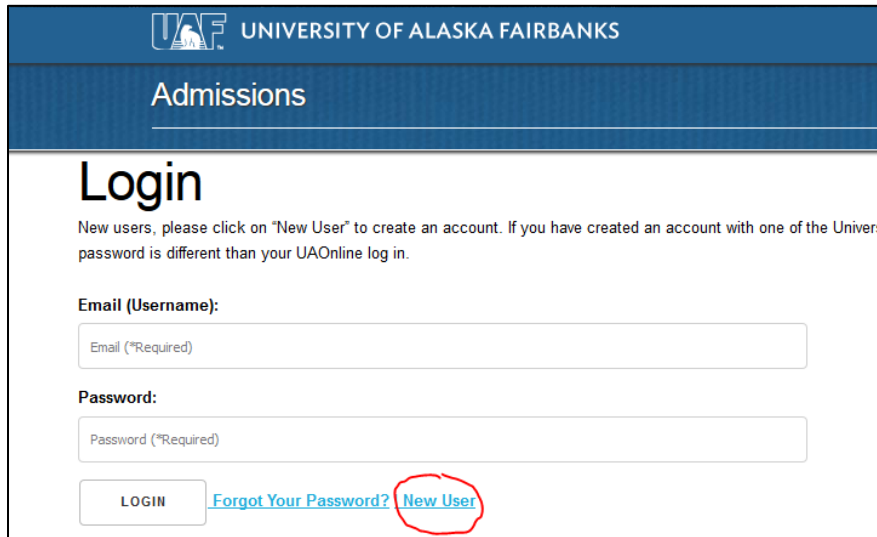# Before you start your application, please be prepared with the following:

- Home Coordinator Information – Name and Email
- Program Objective – this is the intended area of study you wish to take the majority of your classes within at UAF. In order to find what areas you can study please follow the instructions below:
  - Go to catalog.uaf.edu
  - Select the level you plan to be at UAF from the following:
    - Undergraduate students:
      - Under 'Undergraduate' heading in the menu, click 'Degree Programs: Majors & Minors'. In right hand panel, search using the following:
        - Degree Type (check one): Certificates, Associates, or Bachelor's
        - Study Type: On Campus
        - Campus (check one): Fairbanks or Community and Technical College (most classes located in downtown Fairbanks; requires a bus ride)
      - Select the program you believe the majority of your classes taken at UAF will be related to
    - Graduate students:
      - Under the 'Graduate' heading in the menu, click 'Degree Programs & Designated Emphases'. In right hand panel, search using the following:
        - Degree Type: Graduate
        - Study Type: On Campus
      - Select the program you believe the majority of your classes taken at UAF will be related to
  - Choose the subject you believe the majority of your classes taken at UAF would relate to; this will be your 'Program Objective'
    - Please note that you are not restricted to taking only the courses that apply to that degree program. You can take any course listed under that subject in the 'Course Descriptions' or within a subject that relate to the program objective (for example, a Program Objective of Biology could take courses in: Chemistry, Natural Resources Management, Wildlife, etc.). You are also allowed to take a few credits that have no relation to your Program Objective if you wish, as long as the majority of your credits DO relate to your Program Objective (Recreation courses, for instance).

Instructions for the Online Application

*Do not use special characters. It is important that you do not use special characters for any aspect of your application answers such as in your name or your address. Using special characters will lead to delay of your immigration documents.

1. Start at the Application link: https://university-alaska.force.com/UAF/Portal_Login

2. Click on 'New User':

3. Create your account by completing the required fields

4. Once complete, this will bring you to the application portal. (You may log in and out of your application at any time. You can log in again by going to the application link above and entering your username and password that was just created).

5. Click 'My Profile' in the menu:
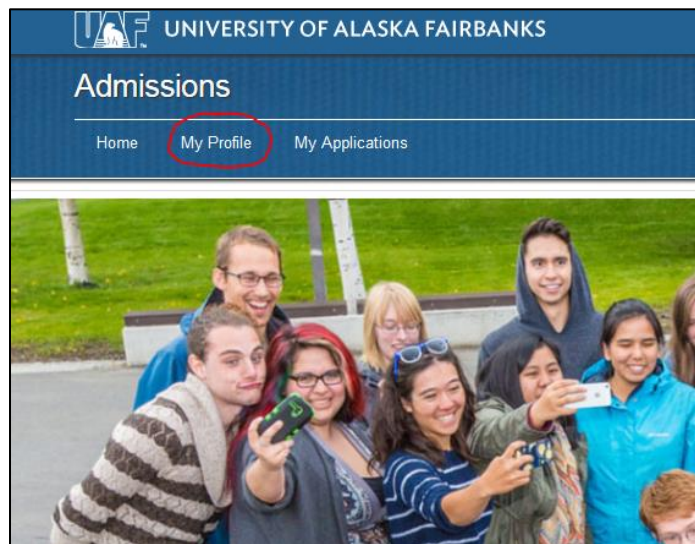
Complete all the following pages as requested. Make sure to check the 'Section Complete' box at the bottom of each section. Click 'Save and Next' between each page.

1. Personal Information:
   a. **Your name must be filled out exactly as it appears in your passport;** do not use special characters
   b. Your date of birth will be MONTH-DAY-YEAR
   c. Your Intended immigration status will be **J-1 Student, Scholar or Professor Visa**
   d. If are a US citizen or permanent resident, do NOT mark yes on this question, as it will ask you about your social security number and your state of residence. Mark 'NO' for this question and notify me by email if you intend to enter the U.S. on your U.S. passport.

2. Program Information:
   a. You will choose one of the following (even if you are a study abroad student):
      i. Undergraduate Exchange Applicant (if you currently have undergraduate standing at home campus)
      ii. Graduate Exchange Applicant (if you currently have graduate standing at home campus)
   a. Exchange Program: Choose which program you are participating in:
      a. Students from Canada on the NSE program should choose NSE
      b. ISE students will have a follow-up question to choose which level of courses they plan to enroll in at UAF
   b. Intended area of study at UAF: this is your Program Objective
   c. Home institution – You need to click little magnifying glass

   1. Search for your university name

   2. If you cannot find your university with the search, select 'College Not Found' and enter the details of your home university

3. Coordinator Approval: be prepared to provide the coordinator's info (name and email) from your home university

4. Agreement: write your name and check the box to sign and submit application

After you sign and submit your application, you are done with the online portion, however **you are not finished with your application until you or your coordinator submit the following by email to nmbalazs@alaska.edu:**

    a. Financial Statement
    b. Financial Documents (in English)
    c. Copy of Passport
    d. Transcript (in English)
    e. Coordinator Approval

We do not need originals of these documents.

If you have any questions or concerns, please contact the Study Away Advisor:
    Nicole Balazs, International Programs & Initiatives
    nmbalazs@alaska.edu, +1-907-474-6516