

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

- Your 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. Available program objectives:

### Undergraduate students:

- Alaska Native Studies/Languages
- Business Administration  
(Accounting, Economics, Sport Management, Homeland Security/Emergency Management, or other business-related fields)
- Anthropology
- Art
- Biological Sciences
- Chemistry
- Communication/Journalism
- Computer Science/Information Systems
- Construction Management/Drafting Technology
- Culinary Arts & Hospitality
- Education
- Engineering (Civil, Electrical, Engineering Science, Mechanical, Mining, or Petroleum)
- English
- Film & Performing Arts
- Fisheries
- Foreign Languages
- Geography
- Geology/Geophysics/Geoscience
- History
- Linguistics
- Marine Science (limited courses)
- Mathematics/Statistics
- Music/Music Education (*MUS* courses may require audition)
- Natural Resources & Environment
- Physics
- Political Science
- Psychology (limited courses)
- Rural Development (limited courses)
- Wildlife Biology & Conservation (limited courses)

### Graduate students:

- Anthropology
- Applied Linguistics (limited courses)
- Arctic and Northern Studies
- Atmospheric Science (limited courses)
- Biological Sciences
- Chemistry
- Communication (limited courses)
- Computer Science (limited courses)
- Counseling (limited courses; cannot participate in practicums nor internships)
- Education (Secondary Education, Special Education)
- Engineering (Civil, Electrical, Science, Management, Environmental, Geological, Mechanical, Mining, Petroleum)
- English
- Fisheries
- Geophysics/Geoscience
- Marine Science
- Mathematics
- Natural Resources & Environment (limited courses)
- Physics
- Political Science
- Statistics
- Wildlife Biology & Conservation

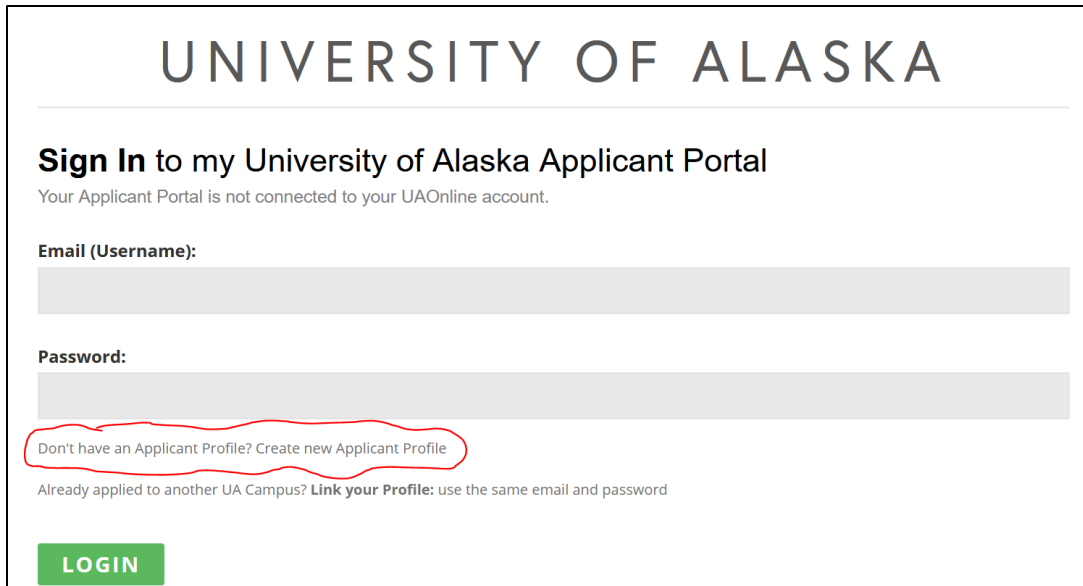
## Choose the subject you believe the majority (75%) of your classes taken at UAF would relate to; this will be your 'Program Objective'

- 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 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 (75%) of your credits DO relate to your Program Objective (you are allowed to take Recreation courses, for instance).

## Instructions for the Online Application

**\*Do not use special characters** (ø, ü, å, æ, etc). **It is important that you do not use special characters for any aspect of your application answers.** Using special characters will lead to a delay of your immigration documents.

1. Start at the Application link: [https://university-alaska.force.com/formbuilderalaska/ERx\\_Forms\\_Portal\\_Login](https://university-alaska.force.com/formbuilderalaska/ERx_Forms_Portal_Login) . 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 you create.
2. Click on 'Create New Applicant Profile':



**UNIVERSITY OF ALASKA**

**Sign In to my University of Alaska Applicant Portal**  
Your Applicant Portal is not connected to your UAOnline account.

**Email (Username):**

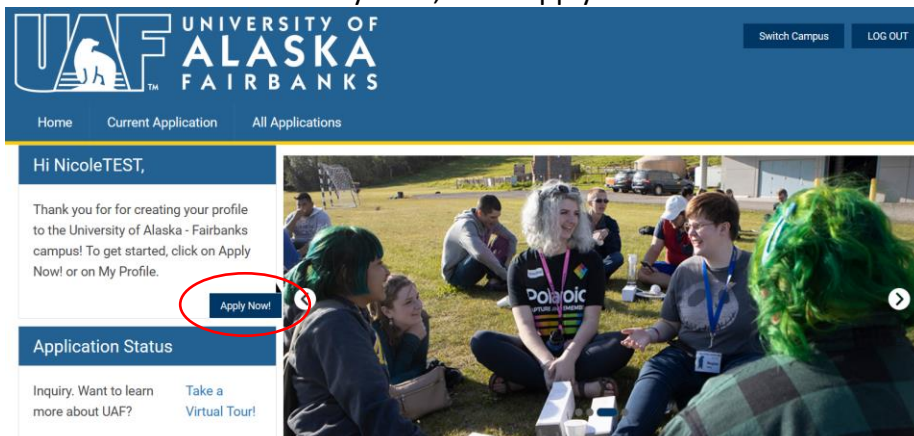
**Password:**

[Don't have an Applicant Profile? Create new Applicant Profile](#)

Already applied to another UA Campus? **Link your Profile:** use the same email and password

**LOGIN**

3. Create your account by completing the required fields.
4. Once complete, this will bring you to the application portal. Be sure to select **UAF** as your primary campus.
5. If the application does not automatically start, click 'Apply now':



Complete all the following pages as requested. Make sure to click 'Save and Continue' between each page.

1. My Profile:
  - **Your name must be filled out exactly as it appears in the scan-able section of your passport** (the bottom of the passport info page containing your name without special characters); **do not use special characters in your name nor in location information**
2. Personal Information:
  - Your date of birth will be MONTH-DAY-YEAR
  - If are a US citizen or permanent resident, **mark NO for this question**. Do NOT mark yes on this question; it will require you to enter your social security number. Mark 'NO' for this question and notify me by email if you intend to enter the U.S. on your U.S. passport.
  - Your Intended immigration status will be **J-1 – Non-degree seeking exchange student**
  - **You must enter your city of birth.**
3. Additional Information: this section is optional
4. Program Information:
  - You will choose one of the following for 'I am applying as' (even if you are a study abroad student):
    - Undergraduate Exchange Applicant (if you currently have undergraduate standing at home campus)
    - Graduate Exchange Applicant (if you currently have graduate standing at home campus)

5. Exchange Program:
  - Choose which program you are participating in:
    - Students from Canada on the NSE program should choose National Student Exchange (NSE)
    - International Student Exchange (ISE) students will have a follow-up question to choose which level of courses they plan to enroll in at UAF (Graduate students can choose to take classes either at the Master's, PhD, or undergraduate level)
  - Intended area of study at UAF: this is your **Program Objective**
  - Home institution contact: Please provide the name and email of your home university exchange coordinator. This should be the name of who nominated you to UAF.
6. Agreement: write your name and and date to sign and submit application

After you sign and submit your application, you are done with the online portion.

**You are not finished with your application until you or your coordinator submit the following by email to [nmbalazs@alaska.edu](mailto:nmbalazs@alaska.edu):**

- a. Nomination Form (from home coordinator)
- b. Financial Statement
- c. Financial Documents (in English)
- d. Copy of Passport
- e. Transcript (in English)
- f. English proficiency confirmation

We do not need originals of these documents.

If you have any questions or concerns, please contact the Study Away Program Manager and Advisor:  
Nicole Balazs, UAF Study Away Program  
[nmbalazs@alaska.edu](mailto:nmbalazs@alaska.edu), +1-907-474-6516