

# Completing the Incoming International Exchange Application (for students)

## Overview

International students need to follow the step-by-step instructions below to complete the International Exchange Application.

## Instructions

### Step 1

Go to the Incoming International Exchange Student Application.

### Step 2

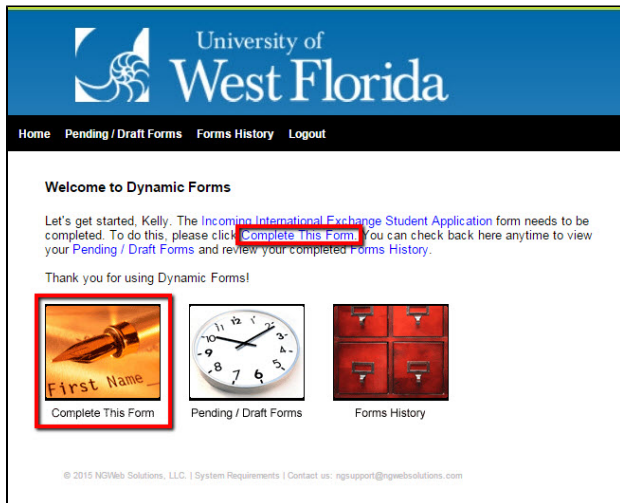
Log in to Dynamic Forms.

#### First time logging in

If this is the first time you are logging in, you have to create a Dynamic Forms account.

### Step 3

Click the **Complete This Form** link.



### Step 4

Click the **Enter contact information** link.

## Incoming International Exchange Student Application

### Instructions

For UWF to comply with 22 CFR 62.10(a) of the NAFSA: Association of International Educators Adviser's Manual, we need your advisor from your home institution to verify that you possess sufficient proficient in the English language and are able to successfully participate in your program and function on a day-to-day basis.

Please click "Enter contact information" below, enter your home institution advisor's name and e-mail address, and click the Save button.

After verifying that the contact information that you entered is accurate and click the "Continue to form" button.

### Form Participants

	Relationship	Contact Information		
<a href="#">Enter contact information -&gt;</a>	Home Institution Advisor			

- Enter the appropriate information for your advisor at your home university
- Click the blue **Save** button.

## Incoming International Exchange Student Application



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After verifying that the contact information that you entered is accurate and click the "Continue to form" button.

### Form Participants

	Relationship	Contact Information	Save	Cancel
Home Institution Advisor		<input type="text"/> First name <input type="text"/> Last name <input type="text"/> Email <input type="text"/> Re-enter Email <input type="text"/>		

- Click the **Continue to form** button.

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### Form Participants

	Relationship	Contact Information		
<a href="#">Enter contact information -&gt;</a>	Home Institution Advisor			
<a href="#">Continue to form</a>				

## Step 5

Complete all information for Pages 1 - 7.

 Office of International Education and Programs  
Incoming International Exchange Application

**This form is for non-resident aliens attending UWF (up to one academic year) under a formal partnership agreement.**

This form contains ten sections, nine of which will be completed by you, the student, and the tenth by your advisor:

1. Personal Information
2. Emergency Contact
3. Academic Information
4. Citizenship Status
5. History of Misconduct
6. Verification of Employment
7. Review and Agreement to Non-Degree Student Classification Conditions for Non-Resident Aliens
8. Verification of Degree Intention (Completed by Advisor)
9. Verification Checklist (Completed by UWF)
10. Signature

Please continue below to complete the Personal Information section.

### Personal Information

Surname:  Given Name:   
(as it appears on your passport) (as it appears on your passport)

Email Address:  Date of Birth (Month/Day/Year):  Gender:  Please Select -->

Enter your permanent address. All correspondence will be mailed to this address.

Street Address or PO Box:  City:  Province/State:   
County:  Zip Code:

Phone Number:   
(Include country code)

### Attention Advisors

To help directly in the Verification of English Proficiency section, check the box below before clicking the "Next" button.

Save Progress  Next  Do not check this box.

## Step 6

Click the **Next** button to skip through Pages 8 - 9.

**\* Students: Click Next**

### Verification of English Proficiency (completed by the advisor)

In your best judgment as this student's current advisor, do you certify that this student possesses sufficient proficiency in the English language, is able to successfully participate in his or her program, and can function on a day-to-day basis in an English-speaking environment?

*Please visit 22 C.F.R. Section 62.10 of the NAFSA Adviser's Manual for more details concerning the English requirements for international students.*

-- Please Select -- ▾

### Verification of Academic Readiness (completed by the advisor)

In your best judgment as this student's current advisor, do you certify that this student possesses the academic ability to make successful academic progress in his or her program and that the coursework taken at UWF while on exchange will be beneficial for the completion of the student's academic requirements in his or her home institution?

Academic Readiness Verification -- Please Select -- ▾

Previous Save Progress **Next**

**\* Students and Advisors: Click Next**

### Admission Decision (completed by OEDIA / Office of the Registrar)

This student is ready for processing.

-- Please Select -- ▾

This student has now been processed by the Registrar's Office. Their UWF ID number is:

Previous Save Progress **Next**

## Step 7

Submit your Electronic Signature.

### Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Previous **Sign Electronically**

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

## Step 8

Please e-mail copies of your passport, transcripts, and other supporting documentation to the UWF international advisor assigned to your home

school. Your advisor's name can be found at the [Equity, Diversity & International Affairs: Exchange Program Admission](#) webpage.