

# 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.

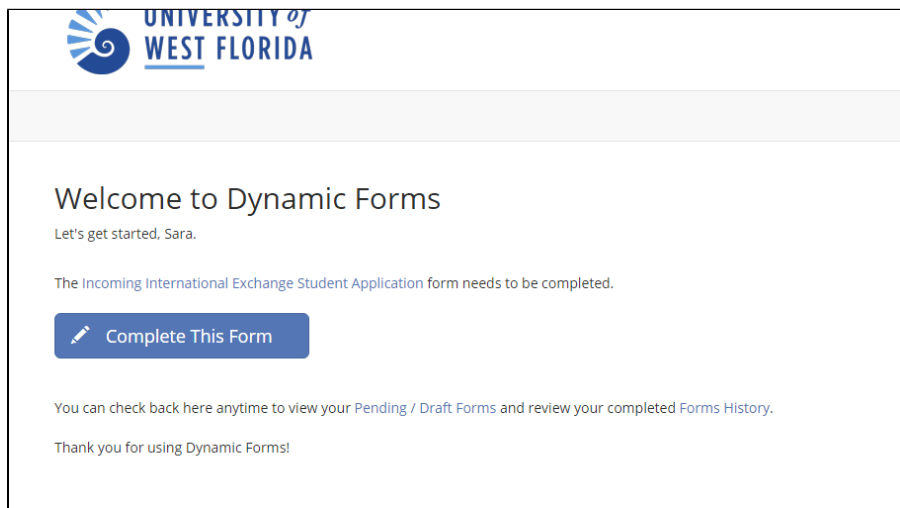


#### First time logging in

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

Enter the Name and email for your home institution advisor. This is the person who nominated you or will affirm your application. After entering the information, click the **Continue** button.

**Form Participants**

Home Institution Advisor

First Name  Last Name  Email

**Continue**

**Step 5**

Complete all information for Pages 1 - 7.

University of West Florida  
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. Country of Residence
5. History of Residence
6. Verification of Entered Date
7. Review and Agreement to Non-Degree Student Classification Conditions for Non-Resident Aliens
8. Verification of English Proficiency (completed by advisor)
9. Admission Decision (completed by UWF)
10. E-Signature

Please continue below to complete the Personal Information section.

**Personal Information**

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

Email Address  Date of Birth (showing MM/DD/YYYY format)  Gender  -- Please Select --

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

Street Address or PO Box  City  Phone Area Code

Country  Postal Code

Phone Number (include country code)

**Attention Advisors**

To avoid identity 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 --

\*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.