Application Instructions for Incoming Reciprocal Exchange Students

If you have been approved by your home university to apply for exchange study at Texas A&M University for a semester or academic year, please follow the steps below to complete the Texas A&M application.

1. Go to the application website: https://studyabroad.tamu.edu

2. Click Programs on the top of webpage.

Please continue to next page.
3. Select Incoming Programs.

NEXT: Scroll to the bottom of the page and click the Search button.
4. Scroll down the list of **Incoming Reciprocal Exchange Programs** to find your home university (for example, “Incoming Reciprocal Exchange – YOUR UNIVERSITY NAME”).
   - Click on the program name

   **NOTE:** Hong Kong University of Science & Technology has two entries:
   a. One for Business students;
   b. One for Engineering students.
   Choose Business or Engineering as is appropriate.

5. On the next screen, click **Apply Now**.

![Image of Incoming Reciprocal Exchange Program search results](image)

![Image of Apply Now button](image)
6. In the pop-up box, click **OK**.

7. Click **No**, and then click **Submit**.

8. Click your home university’s name (be sure that it is the name of your university), then click **Submit**.
   - If the university name shown is **not** your university, go back to Step #2.

---

*Please continue to next page.*
9. On the next screen, enter your personal information. Be sure to use an email address that you commonly use. This will be your User Name to log into your account and for correspondence on your application. Click Create Account.

10. Your temporary password will be sent to the personal email address you provided in the screen above. When you receive the email click on the General non-login link. See below.

Study Abroad Programs Office – Account Created
Welcome to Texas A&M University’s Study Abroad Programs Office!

Following is your temporary login information that will enable you to apply to programs:

User ID: rachael2@1exchange.tamu.edu
Temp. Password: arR50aDLX

Please keep this information in a safe place.

Texas A&M University users, login here: https://cas.tamu.edu/cas/login?service=https://studyabroad.tamu.edu&renew=true
General non-Texas A&M University login: https://studyabroad.tamu.edu/index.cfm?FuseAction=Security.Login&func=360824&sig=ECA37A7E6254A6B513AD59033F61B8EA6E865AC62C1EDE78319A760C45F10AF

Temporary login information is only valid for 3 day(s). If you do not login within 3 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you.
Study Abroad Programs Office User Support

Please continue to next page.
11. Enter your email address as the Username and the new **temporary password** from the confirmation email into the new log-in screen. Click **Login**.

12. You will be prompted to change your password. Pick a new password that you will remember. You will continue to use this new password every time you log in in the future.
13. Once you log in you will be taken to your “Applicant Home Page”. Click on View Programs. This will take you back to the program search page.

14. Repeat the steps to select your program.
   a. Select Incoming Programs. Then click Search.
b. Scroll down the list of **Incoming Reciprocal Exchange Programs** to find your home university (for example, “Incoming Reciprocal Exchange – YOUR UNIVERSITY NAME”).

c. Click on the program name.

NOTE: Hong Kong University of Science & Technology has two entries:
- One for Business students;
- One for Engineering students.
- Choose Business or Engineering as is appropriate.

*Please continue to next page.*
d. On the next screen, click **Apply Now**.

![Image of the 'Apply Now' button highlighted](image)

15. Select the term for which you are applying to study at Texas A&M.
   - Fall Semester: August-December
   - Spring Semester: January-May
   - Academic Year: August-May

   - **Click Apply**

   ![Image of a pop-up asking if you are sure you wish to create an application](image)

   - **OK**

   - **Cancel**

   ![Image of the pop-up with the 'OK' and 'Cancel' buttons highlighted](image)

   *Please continue to next page.*
16. Next, click the name of the application on the “Applicant Home Page” to access the application:

![Applicant Home Page Screenshot]

Please continue to next page.
17. Follow the instructions and complete all “Required Online Application Documents” and “Required Signature Documents.” Once the documents are completed, you will then save them to your computer and upload to your application according to the instructions provided. Read the directions for each item and then complete the documents accordingly.

- Please note that when you have “Submitted” the final completed documents, you will not be able to retrieve the document to make any corrections.
- Thus, if you will need to return to a document to complete at a later time, “Save” the document first. You can then return to the document at a later time to complete it.
- When you have completed a given document or application item, remember to click the “Submit” button.

Name of your home university.

Complete all application items.

Please continue to next page.
18. You will know that your application is complete when all items are marked as “Received” with all boxes checked (✓).

Boxes will be marked as “Received” when you have clicked the “Submit” button at the end of each application item.

Please note: You will be prompted to add your Arrival Information later when you have been officially accepted to the University and have received your visa documents. A new checkbox will appear under the “Required Online Application Documents”. Please enter this information as soon as you have confirmed your travel itinerary.

**If you have questions, contact Ben Petty (bpetty@tamu.edu) in the Texas A&M Study Abroad Programs Office.