

# Instructions for International Academic Program Exchange Students Using the Electronic Special Student Application Form

- 1) Go to <https://apply.wisconsin.edu/>
- 2) Click on the "Register as new user" button and set up a Logon ID and Password. Write these down so you can return to your application later if needed.
- 3) Click on "Create a New Application."
- 4) Select "Applied/Applying for student visa (F-1 or J-1)" unless you have a different immigration status with regard to the United States.
- 5) Select "Nondegree student" for "reason for applying."
- 6) Select "Formal exchange program for some international students (UNIS-9)" as your nondegree student classification.
- 7) In the next section ("I have the following academic plans: specify course if known")
  - a. Write that you are "**An international exchange student with the International Academic Programs.**"
  - b. State **how many semesters** you will be staying in the US
  - c. Indicate whether you will be an **undergraduate, graduate or dissertator** level student when you begin your study in the US.
- 8) Complete the rest of the online application. Select visa type "J-1" for the type of US visa you will be requesting.
- 9) If you have any problems with the submission of the application or any of these steps, contact the UW System Help desk at [eapp@learn.uwsa.edu](mailto:eapp@learn.uwsa.edu).

If you are still having difficulties with the electronic application, e-mail the Adult and Student Services office at [assc@dc.wisc.edu](mailto:assc@dc.wisc.edu). Adult and Student Services will be receiving your electronic application and will be working with International Academic Programs to admit you as an exchange student.

- 10) E-mail your U.S. exchange coordinator ([abroad@bascom.wisc.edu](mailto:abroad@bascom.wisc.edu)) that you have successfully submitted your application on-line. You do not need to print out and send a copy of the on-line application.