Dear Exchange and Grant Students,

Thank you for considering UW-Eau Claire! This packet will help you complete your exchange student application at UW-Eau Claire. We have provided notes and explanations about each part of the application process. Your first step is to create an online account at: https://apply.wisconsin.edu/. We recommend that you use your email name as your “Login ID” for your account, since it will be easy to remember. Once you begin at Screen 14 (Personal Information), you can save your application at any point, and continue at a later time.

Please discuss your application with your Study Abroad Adviser before submitting your application. Once you have completed and submitted your application, you will be prompted to pay an application fee. DO NOT pay the application fee. As an exchange student, you are waived of this fee. Reimbursements are not available.

Your application will be evaluated after submission of the following documents:

1. Official records from colleges and universities attended showing courses taken and grades assigned each year (in the original language and English translation). Photocopies of official international records are acceptable if they have been certified by an authorized university, government, or public official. These must have officially certified translations (if not in English).

2. Certification of degrees and dates granted

3. Financial Statement and proof of financial support

4. Official transcripts of all study taken in U.S., including language courses

5. Payment of $150 registration fee

6. Course Selection form

7. Payment Plan Agreement

8. Copy of photo page of your passport

Application questions? Contact the Center for International Education at inted@uwec.edu.

We look forward to welcoming you to UW-Eau Claire!

Sincerely,

Center for International Education
University of Wisconsin-Eau Claire
Screen 1: Create an Account

Click here to begin and to create an account.

Screen 2: User Registration

We recommend that your Login ID be the same as your email address.

Screen 3: Account Details

You must anglicize your name.

For example, if you have an umlaut in your name, you must spell your name without that symbol and add in the appropriate letters as on your passport.
Screen 4: Create an Application

Click on “Create a new application”

Screen 5: Create an Application

Select “UW-Eau Claire” from the drop-down menu.

Screen 6: U.S. Citizenship Status

Select “No”
Screen 7: U.S. Residency Status

Select “Need to Apply for Student Visa”

Screen 8: Secondary School

Select “Already graduated”
Select “Some college course”

Select “Undergraduate degree” because you will study with other degree students at UW-Eau Claire.
Screen 11: Applying As

Select “Transfer”

Screen 12: Program of Study

Select the topic that you most want to study at UW-Eau Claire.

If the topic is not listed, choose a topic that is similar.

Do not choose “undeclared”

You may take courses in many different topics while at UW-Eau Claire. The topic here indicates your main choice.
Select the term that you will be attending UW-Eau Claire.

Fall (August-December) or Spring Term (January-May)

Check that your summary has this information.

This indicates that you will complete the “Eau Claire, Undergrad, International” application.

If information is correct, click on “commit” to continue your application.

If some information is incorrect, click on “Previous” to review and correct your answers on screens 5-12.
Screen 15: Personal Information

Please read the notes throughout the application to help you answer some of the questions.

Your name as it appears in your passport

Check this box if you do not have a Social Security Number

Month / Day / Year

Select J1

Select “Next Section” to continue.
Use the address in your country of legal permanent residence.

Your mailing address is where we will send your acceptance packet. You probably want to use the address for your international adviser.

Only fill out this section if your mailing address is different from your permanent home address.

You must include the Country Code first.

Select “Next Section” to continue.
High (Secondary) Education - Graduation

Are you currently enrolled in high (secondary) school?

No

High (Secondary) School of Graduation:

City:  
U.S. State:  
- Select a value -
Country:  
- Select a value -
- or - specify Country:

Click “Refresh” to populate the School list (after entering City, State and Country above):  
Refresh School List

School :

If not listed, verify City, State and Country above (or try leaving City blank) then click “Refresh.”  
If still not listed, enter the school and ACTIETS code below.

Name of School:  
ACTIETS Code (If School not listed):  

Date of High (Secondary) School Graduation:

(<<mm/yyyy>>)

Have you taken or will take high (secondary) school exams?

Check all that apply:

☐ Advanced Level Examination
☐ Ordinary Level (GCSE – General Certificate of Secondary Education) Examination
☐ Other

If “Other”, specify:

Other High (Secondary) School(s)

Failure to list all institutions may result in disciplinary action, revision of admission, and/or invalidation of credits or degrees earned.

Have you attended any high (secondary) school(s), beginning with grade 9, other than the school from which you will graduate or have graduated?  
☐ Yes  ☐ No

<< Previous Section | Next Section >>
If you have taken any of these exams, you can provide score information.

You are not required to provide this information in your application.

Select “Next Section” to continue.
Please use the key below to list your current home institution. You must include “exchange” and a “1” or “2” at the end, depending if you will study for 1 semester or 2 semesters at UWEC.

If you have ever attended another institution of higher education, click “Add another Institution” and repeat the above process.

Select “yes” to continue.
Screen 20: Post-Secondary Courses

Please use the key below to list your current home institution. You must include “exchange” and a “1” or “2” at the end, depending if you will study for 1 semester or 2 semesters at UWEC.

School Name Key:
- Ajou University, exchange
- Beijing Normal University, exchange
- City University of Hong Kong, exchange
- CONAHEC, exchange
- Hessen-Wisconsin, exchange
- IREX, grant
- ITESM, exchange
- Kansai Gaidai University, exchange
- Linnaeus University, exchange
- Murdoch University, exchange
- Southern Cross University, exchange
- Stellenbosch University, exchange
- The Hong Kong Polytechnic University
- University of Aberdeen, exchange
- University of Glasgow, exchange
- University of Graz, exchange
- University of Limerick, exchange
- University of Stirling, exchange
- University of Winchester, exchange
- American Councils, grant
- IIE, grant
- IREX, grant
- World Learning, grant

Do not complete this information. It is not required for your application.

Select “no”

Select “Next Section” to continue.
Have you taken off from school for a period of time? Select “yes” or “no.”

If yes, explain here
Screen 22: Statements

You may wish to prepare your statements in a word processor to take advantage of spellcheck and be able to take as much time with them as you need, then copy and paste them below. Note that special formatting will not be retained. Do not use the “greater-than” (> or “less-than” (<) symbols in your statements.

If you type the statements below, be sure to save your work every 15 minutes (click the “Save” link below the box). If the browser session times out, any changes since the last save will be lost.

Statement 1:
The University values an educational environment that provides all members of the campus community with opportunities to grow and develop intellectually, personally, culturally and socially. In order to give us a more complete picture of you as an individual, please tell us about the particular life experiences, perspectives, talents, commitments and/or interests you will bring to our campus. In other words, how will your presence enrich our community?

Statement 2:
Tell us about your academic goals, circumstances that may have had an impact on your academic performance, and, in general, anything else you would like us to know in making an admission decision.

Do not answer the statement 1 and statement 2.

Leave blank.

Select “Next Section” to continue.
Select "Bachelor of Arts (BA)"

Select "Next Section" to continue.
Screen 24: Residency for Tuition Determination

Residency for Tuition Determination

No additional information is needed at this time.

Select "Perform final check for errors" to run a final and complete check for errors on your application.

Screen 25: Application Submission

Application Submission

Please click the "Check for errors" button to run a final and complete check for errors on your application.

Select "Next Section" to continue.
Do not pay the application fee! As an exchange student, you are waived the application fee.

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1. Official records from colleges and universities attended showing courses taken and grades assigned each year (in the original language and English translation). Photocopies of official international records are acceptable if they have been certified by an authorized university, government, or public official. These must have officially certified translations (if not in English).
2. Certification of degrees and dates granted
3. Financial Statement and proof of financial support
4. Official transcripts of all study taken in U.S., including language courses
5. Payment of $150 registration deposit
6. Course Selection form
7. Payment Plan Agreement
8. Copy of photo page of your passport