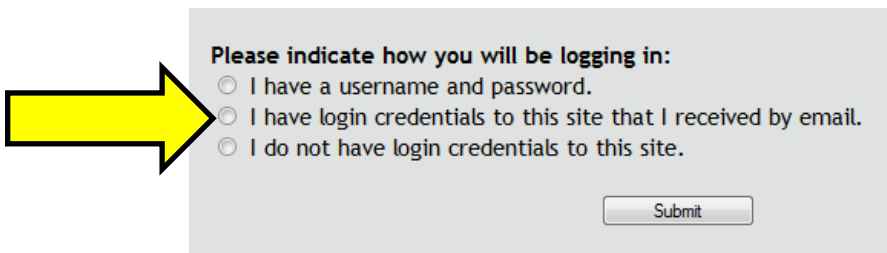


## Setting up Your User Account for the J-1 Exchange Student Online Application

- 1) After the home institution coordinator has sent the University of Memphis Study Abroad Office your nomination for the exchange program and it has been approved, J-1 exchange students will complete the online application.
- 2) Go to the following website and click “apply now” to begin your online application: <https://memphis.studioabroad.com/?go=memphisj1>
- 3) Indicate that you “do not have login credentials to this site.”



Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

- 4) Complete the “New User Form” and select your home institution.

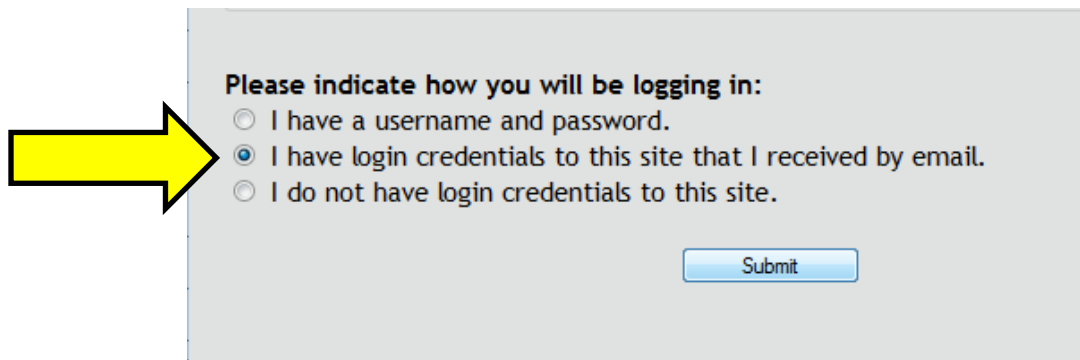
New User Form:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	- Month - ▾ - Day - ▾ - Year - ▾
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Partner Institution:	<input type="radio"/> African and African American Summer Institute <input type="radio"/> Ajou University <input type="radio"/> Alicante <input type="radio"/> Alliance <input type="radio"/> Audencia <input type="radio"/> Bucks University <input type="radio"/> Catholic University of Eichstaett-Ingolstadt <input type="radio"/> Catholic University of Lille

5) Once you have completed the New User Form, your new account will be created and your username and temporary password will be emailed to you. Use the link provided in that email to return to this site and login.

6) In the email sent to you, click the link “General non- University of Memphis user login”:  
<https://memphis.studioabroad.com/index.cfm?FuseAction=Security.Login&urc=24706&sig=99C808A1B04DAEF35E01B515A2F619BE8027AEC13BF1ED3AC73C5FF8795C36AA>

**Important: Be sure to save this link to access your application for completion.**

7) Select “I have login credentials to this site that I received by email” and click submit.

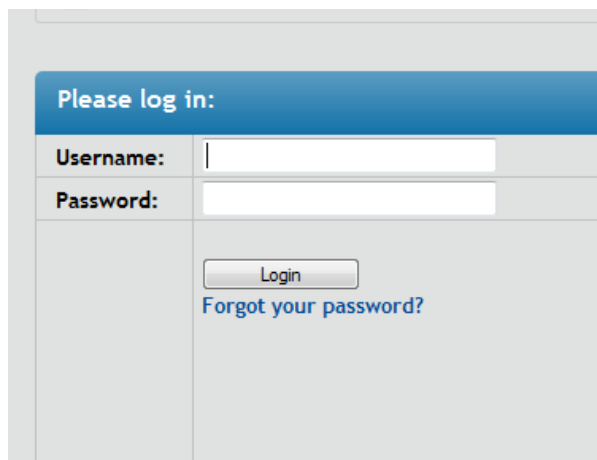


Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

8) Enter the username (your email) and temporary password provided in the email.



Please log in:

Username:

Password:

Login

[Forgot your password?](#)

9) Select your log-in security questions.

**Choose Security Questions** Hide Tips

 In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.


**Select Password Reset Security Questions**

<b>Question #1:</b>	In what city did you meet your spouse/significant other? <input type="text"/>
<b>Correct Response:</b>	<input type="text"/>
<b>Question #2:</b>	What street did you live on in third grade? <input type="text"/>
<b>Correct Response:</b>	<input type="text"/>
<b>Question #3:</b>	What school did you attend for sixth grade? <input type="text"/>
<b>Correct Response:</b>	<input type="text"/>

10) Create a permanent password.

Security > [Change Temporary Password](#)

**Security : Change Temporary Password** Hide Tips

 Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters

**Change Temporary Password**

<b>New Password:</b>	<input type="text"/> (this is the password you would like to use for all future login attempts)
<b>Re-enter New Password:</b>	<input type="text"/>

11) Select the term you are applying for and click “Apply.”

Available Terms	
<input type="radio"/>	Spring, 2016
<input type="radio"/>	Academic Year, 2016-2017
<input type="radio"/>	Fall, 2016
<input type="radio"/>	Spring, 2017
<input type="radio"/>	Academic Year, 2017-2018
<input type="radio"/>	Fall, 2017

12) You will now see your J-1 Exchange Student Application.

<p><b>Jonathan Holland</b></p> <p><b>Program:</b> University of Memphis</p> <p><b>Term/Year:</b> Spring, 2016</p> <p><b>Deadline:</b> 10/01/2015</p> <p><b>Dates:</b> TBA</p>	<p><b>Material Submissions</b></p> <p>Click the following to view instructions and/or printable forms which require the physical submission of materials.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Official Transcript</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Official Transcript	<input type="checkbox"/>				
Title	Received								
Official Transcript	<input type="checkbox"/>								
<p><b>Application Instructions</b></p> <p>Please complete all parts of your application. Each aspect has specific directions, so read carefully. Your requirements will be marked with a check once completed. In addition to the Materials and Questionnaires sections, please read all of the Learning Content as it has important information regarding your application.</p> <p>You are required to show proof of insurance with coverage that meets the terms outlined by the U.S. department of state. The insurance document is included in the application materials.</p> <p>If you are an exchange student, you will not be responsible for meals. However, you will be responsible for housing and meals.</p> <p>Please emails <a href="mailto:tigersabroad@memphis.edu">tigersabroad@memphis.edu</a> if you have any difficulty with the application process.</p>	<p><b>Signature Documents</b></p> <p>Click the following to view and digitally sign important documents to indicate your agreement and understanding.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Housing Payment</td> <td><input type="checkbox"/></td> </tr> <tr> <td>J-1 Student Insurance</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Housing Payment	<input type="checkbox"/>	J-1 Student Insurance	<input type="checkbox"/>		
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