

# ASU Exchange Student

## Step-by-Step Application guide

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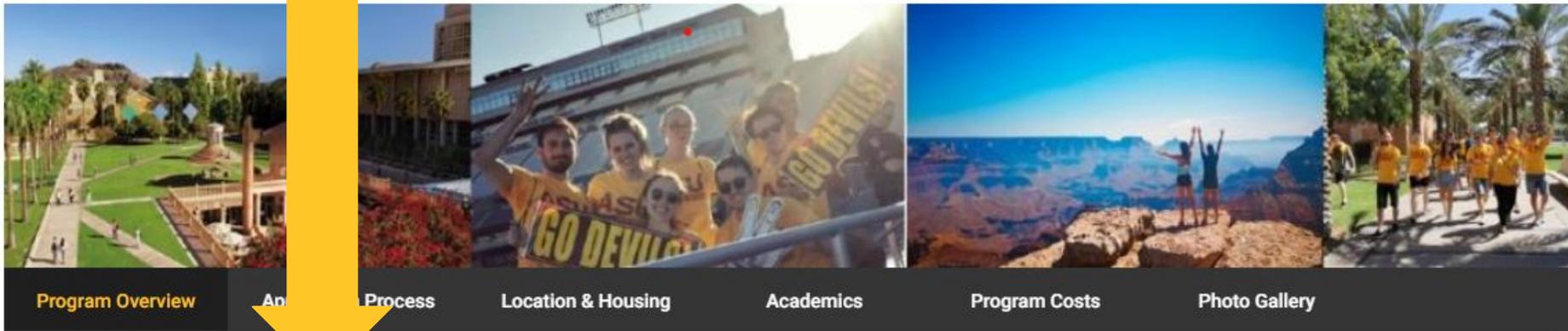
# ASU Exchange Student

## Creating your application

[Click here](#)

Click “Apply Now” button

## Arizona State University



Apply Now

Request Info

Program Snapshot

### Quick Facts

- We are excited for you to join us at ASU where we have approximately 70,000 students enrolled at our Tempe campus location
- ASU prides itself in being ranked #1 in innovation
- ASU offers more than 1,000 student organizations

**ASU** Global Education  
Arizona State University

# Click “Create Account”



## User Login

Log in to MyGEO below.

Log in with ASURITE UserID

Log in with Email Address (Non-ASU)

New User? [Create Account](#)

# Fill in basic information and create password

## Click “Register” when finished

### User Registration

New (non-ASU) user please complete the form below to create your account.

✉ Email \*  
abbynovak@hotmail.com

This will also be your username when logging in

👤 First Name \*  
Test

👤 Middle Name

👤 Last Name \*  
Student

📞 Phone Number (optional)

🏛 Partner Institution \*  
Carlos III University

🔒 Password \*  
.....

🔒 Password Confirmation \*  
.....

✔ Password requires a min. length of 8  
✔ Password requires number  
✔ Password required the use of Uppercase and Lowercase characters

Register

Use an email address you will check frequently!

Do not include a phone number.

Choose your home university from the list. If you do not see it listed, contact [asuexchange@asu.edu](mailto:asuexchange@asu.edu).

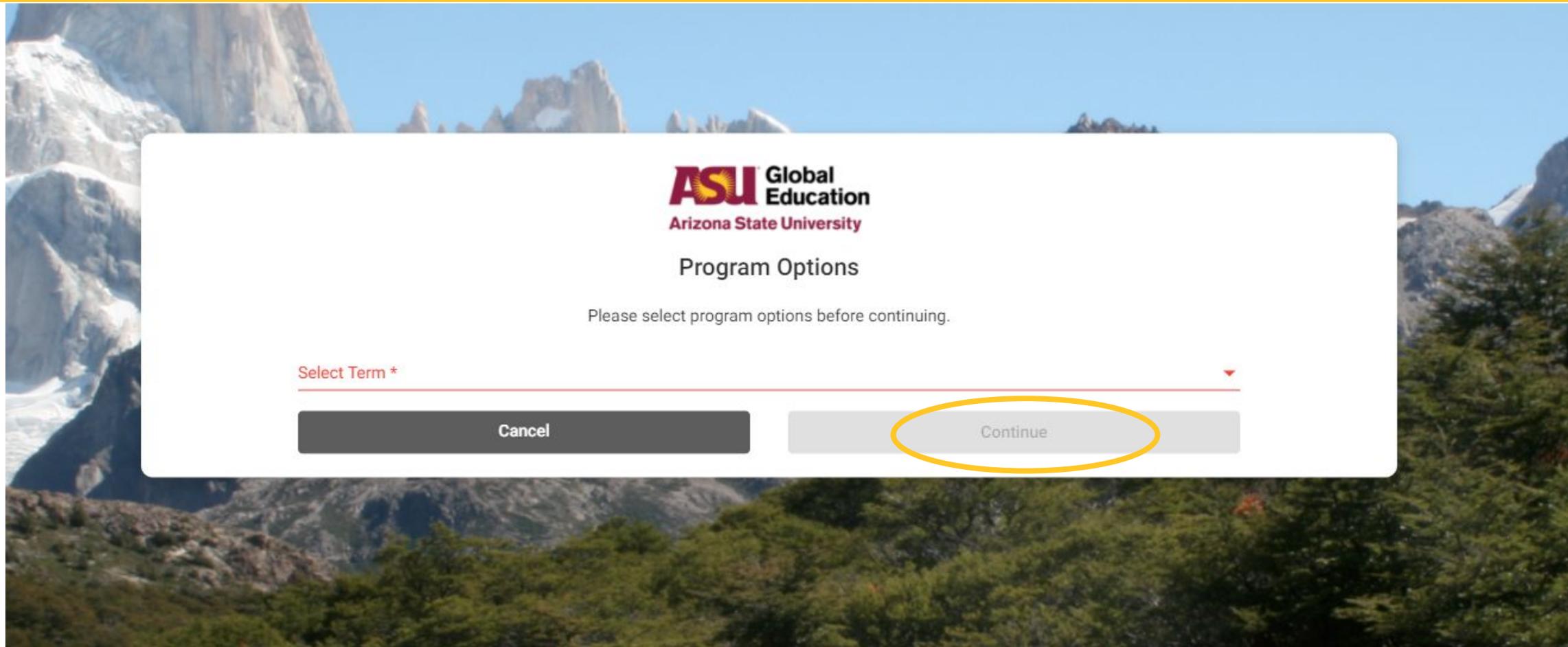
#### When typing your name:

- Do not use special characters
- Do not use all caps
- You do not need to fill in “Middle Name”

Write your password down so you do not forget it!

**Click the dropdown menu and select the term**

**Click “Continue”**



**ASU** Global  
Education  
Arizona State University

Program Options

Please select program options before continuing.

Select Term \*

Cancel Continue

# Enter your “Date of Birth”

# Click “Update”

## Required information

Date of Birth \*  
02/15/2000

Use MM/DD/YYYY format



Update

meet all program eligibility requirements and complete all items listed below.  
The *Resources* listed below include important information for you to review.

Important Dates  
ASU Exchange Student Fact Sheet

If you have any questions about the steps necessary to complete the application process, please contact the ASU Global Education Office - International Exchange Student Team: [asuexchangestudent@asu.edu](mailto:asuexchangestudent@asu.edu).

Verification Form

Get Started!

# You have now created your ASU application!



Application deadline: 09/01/2021

[View program](#)



## Instructions ×

In order to be considered for acceptance to the Arizona State University (ASU) International Exchange Program, you must meet all program eligibility requirements and complete all items below before you will see a "Submit" button appear. **Please note you will NOT be charged a \$50 application fee, even though a message will appear once you are ready to submit indicating this.**

The *Resources* listed below include important information for you to review.

### Important Dates

[ASU Exchange Student Fact Sheet](#)

If you have any questions about the steps necessary to complete the application process, please contact the ASU Global Education Office - International Exchange Student Team: [asuexchangestudent@asu.edu](mailto:asuexchangestudent@asu.edu).

[Verification Form](#)

[Get Started!](#)

## Online Requirements

# First, read the “Instructions”

You will NOT be charged a \$50 application fee

## Instructions ✕

In order to be considered for acceptance to the Arizona State University (ASU) International Exchange Program, you must meet all program eligibility requirements and complete all items below before you will see a "Submit" button appear. **Please note you will NOT be charged a \$50 application fee, even though a message will appear once you are ready to submit indicating this.**

The *Resources* listed below include important information for you to review.

Important Dates

ASU Exchange Student Fact Sheet

If you have any questions about the steps necessary to complete the application process, please contact the ASU Global Education Office - International Exchange Student Team: [asuexchangestudent@asu.edu](mailto:asuexchangestudent@asu.edu).

Online Requirements

**Next, click “Verification Form” and read the message**

**Click “Close” after reading**

### Signature Verification Form

The ASU Global Education Office (GEO) online application process involves electronic signatures. GEO must give you permission to use a digital signature for the remainder of the application process.

#### **Incoming Exchange Students**

Your International Coordinator will grant this permission to you after you have uploaded a valid passport to your online application. Once this item has been marked as *Received*, you will be able to digitally sign any documents within your online application.

#### **Other Non-ASU Applicants**

GEO will require that you send in a photocopy of a valid passport to our office. Please contact your International Coordinator for additional details. If mailing in your passport, please include a return address. Please contact your International Coordinator for additional details. If mailing in your passport, please include a return address. Please contact your International Coordinator for additional details.

Global Education Office  
Arizona State University  
PO Box 874003  
Tempe, AZ 85827-4003



**Only the “Incoming Exchange Students” information applies to you. Do not worry about the “Other Non-ASU Applicants”. Remember, you do not need to mail any materials to our office.**

Applicant Name:

Test Student

**“Verification Form” button will appear in your application until you upload your passport scan and it has been approved by our office**

## Passport Identification Page



**Complete this requirement first!**

Please upload a legible scan of the photo/information page of your valid passport that meets the following requirements: - You may upload a PDF or JPEG document. - You must upload a high-quality COLOR document. - The upload must be a flat scanned copy; pictures of passports will not be accepted. - Your passport scan should not be cut off on any sides and must include the page that is opposite of your photo information page. Do not crop your passport scan so that it is only your photo/information page. - If your signature is on a separate page from the photo/information page, please upload both pages. **Note for US passport holders:** If you are a US passport holder, you must upload a copy of your US passport below. All US passport holders will be required to enter the United States with their American passport and will not be issued visa documents. **Within 7-10 business days of uploading, ASU staff will give you access to electronically sign the Statement of Understanding. It will not happen automatically.**

### 1) Upload File (REQUIRED)

**We will review your passport within 7-10 business days which will give you access to the “Statement of Understanding.” You can work on other application materials while you wait for your passport to be reviewed.**

Drag/drop file here to upload or click to

Browse

Done

# You will not have access to your “Statement of Understanding” until passport scan is submitted

transcript from ASU and must request a copy of my ASU academic performance record from my home institution.

16. If admitted to the International Exchange Program, I must attend the mandatory international student orientation events, which are normally held one to two weeks before the first day of classes.
17. I am subject to ASU's [Privacy Statements](#). I give my consent for the ASU Global Education Office (SAO) to have full access to my educational records/transcripts, as well as any records about me held by ASU, including but not limited to disciplinary records. I understand that the ASU Office of Student Rights and Responsibilities will notify the GEO if I am found to have violated the [ABOR Student Code of Conduct](#). I understand that information from these records may be disclosed to my home institution, ASU's International Students and Scholars Center (ISSC), and the U.S. Department of State, at the discretion of the GEO.



I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.



Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

**“Sign” button is not accessible.**



# Click “Get Started” to submit all other requirements



Application deadline: 09/01/2021

[View program](#)



You can logout at any time and access your application at your convenience.

## Instructions ×

In order to be considered for acceptance to the Arizona State University (ASU) International Exchange Program, you must meet all program eligibility requirements and complete all items below before you will see a "Submit" button appear. **Please note you will NOT be charged a \$50 application fee, even though a message will appear once you are ready to submit indicating this.**

The *Resources* listed below include important information for you to review.

### Important Dates

[ASU Exchange Student Fact Sheet](#)

If you have any questions about the steps necessary to complete the application process, please contact the ASU Global Education Office - International Exchange Student Team: [asuechangestudent@asu.edu](mailto:asuechangestudent@asu.edu).

[Verification Form](#)

[Get Started!](#)

## Online Requirements

# Click on an application item to expand it and follow the instructions

## [-] Proof of English Language Proficiency



### [-] Proof of English Language Proficiency

All applicants must show proof of English language proficiency, unless coming from a country where English is the primary language . If your passport is from a country where English is the primary language, you may leave this section blank. If you need proof of English proficiency, you may upload a PDF document below. Applicants attending an institution where the primary language of instruction is **NOT** English must provide evidence of English language proficiency. The English proficiency requirement may be fulfilled by providing official documentation from one of the English language proficiency exams that are listed on our website [here](#).

#### 1) Upload File (REQUIRED)

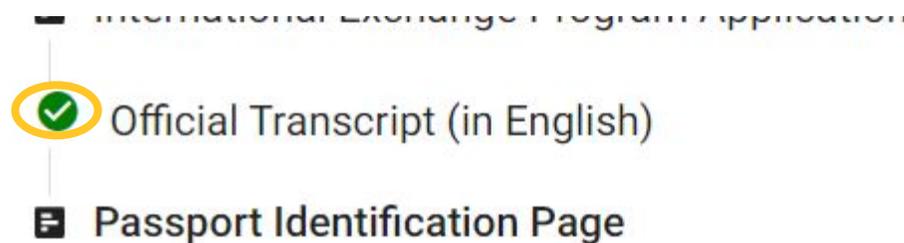
Drag/drop file here to upload or click to

**After completing an application item- click the maroon button that appears**



**You can fill in some items and come back later- the application will auto-save your response!**

**After an item is complete- the application will update to reflect this**



**As you complete items, they will move from “Online Requirements” to the bottom of the screen under “Completed Requirements”**

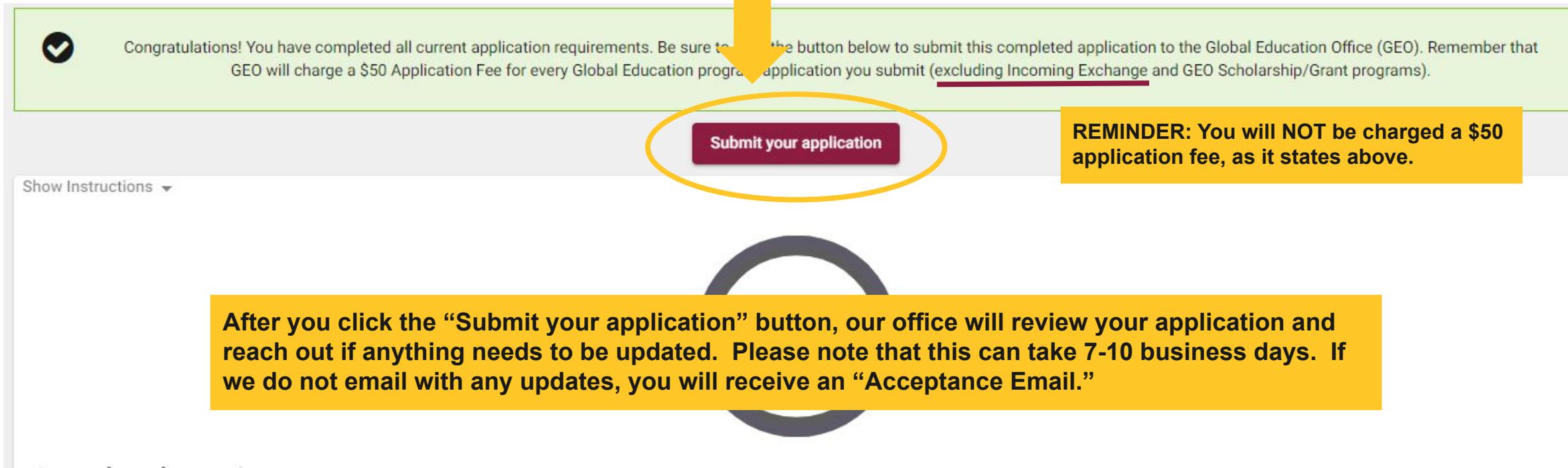
Completed Requirements

You may click on the “👁️” icon to view your responses/uploads, but you will not be able to edit them once you have submitted them. To edit a submitted response/upload, email [asuexchangestudent@asu.edu](mailto:asuexchangestudent@asu.edu).

Type	Name	Date Submitted	Actions
	Application Process Overview & Instructions	07/15/2021	
	Emergency Contact Information	07/15/2021	
	Costs and Financial Preparation	07/15/2021	
	Official Transcript (in English)	07/14/2021	

Once all application items are complete, a “Submit your application” button will appear

Click this button to submit your application for review



✔ Congratulations! You have completed all current application requirements. Be sure to click the button below to submit this completed application to the Global Education Office (GEO). Remember that GEO will charge a \$50 Application Fee for every Global Education program application you submit (excluding Incoming Exchange and GEO Scholarship/Grant programs).

**Submit your application**

Show Instructions ▾

**REMINDER: You will NOT be charged a \$50 application fee, as it states above.**

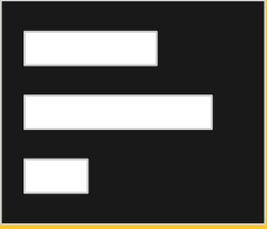
**After you click the “Submit your application” button, our office will review your application and reach out if anything needs to be updated. Please note that this can take 7-10 business days. If we do not email with any updates, you will receive an “Acceptance Email.”**

# ASU Exchange Student

## How to Upload Documents & Forms



The black box with 3 white lines means you will upload a document or fill in a form.



# Uploading Documents

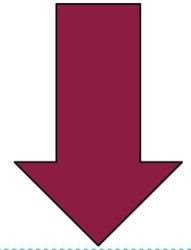
## 1) Upload Transcript (in English) (REQUIRED)

Please upload your Official Transcripts.

Drag/drop file here to upload or click to

**Browse**

Click "Browse" to browse your computer for a document. Select the desired document.



Please upload your Official Transcripts.

File selected. Drag/drop file here to replace or click to

**Replace**

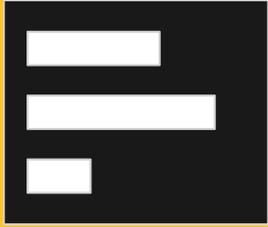
Want to upload a different document? Click "Replace"

Selected File

✓ Psychology of Interpersonal Relationships.pdf

The name of the document will display below showing a successful upload.

**Done**



# Filling in Forms

2) What is the estimated cost for ASU's mandatory health insurance for your term(s) of study? **(REQUIRED)**

Please enter the estimated cost in U.S. dollars below and include the cost of pre-arrival insurance. Use Resource #1 above to find the answer. Note- insurance costs are per academic year.

---

Click on an empty line to type in an answer.

3) Does the mandatory health insurance cover dental insurance? **(REQUIRED)**

Use Resource #2 above to find the answer.

Yes  No

Click in a circle to make a selection.

4) From approximately which date to which date are you covered by the ASU Health Insurance Plan? **(REQUIRED)**

Use Resource #2 above to find the answer.

**(REQUIRED)** means you cannot submit the form until this is filled out. Your responses will be "Auto-saved."

January 9, 2022 - May 9, 2022

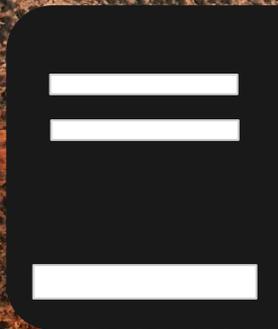
December 4, 2021 - August 15, 2022



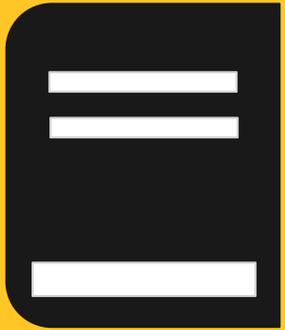
A line with a little arrow at the end will display a list of options from which you will select your answer.

# ASU Exchange Student

## How to Read Resources



The black box that looks like a book will allow you to read some helpful resources.



# Reading Resources

## Online Requirements

### Application Process Overview & Instructions

*Before continuing with the application process, review the following documents:*

- Step-by-Step Guide to Create and Submit Your Application
- ASU Exchange Program Application Flow Charts (prospective and accepted students)

The application process is completely online. Each application task will contain detailed instructions about how to complete the requirement.

Read through the information. Click on the links provided and review those materials.

Click "Mark as read."

Mark as read



Costs and Financial Preparation

# ASU Exchange Student

## How to Digitally Sign Documents



The black icon that looks like a pen signing a document.



# Signing Documents

**Read through the information thoroughly as this is a legal document. Click on the links provided and review those materials.**

16. If admitted to the International Exchange Program, I must attend the mandatory international student orientation events, which are normally held one to two weeks before the first day of classes.
17. I am subject to ASU's [Privacy Statements](#). I give my consent for the ASU Global Education Office (SAO) to have full access to my educational records/transcripts, as well as any records about me held by ASU, including but not limited to disciplinary records. I understand that the ASU Office of Student Rights and Responsibilities will notify the GEO if I am found to have violated the [ABOR Student Code of Conduct](#). I understand that information from these records may be disclosed to my home institution, ASU's International Students and Scholars Center (ISSC), and the U.S. Department of State, at the discretion of the GEO.



I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Click "Sign."

 Sign

# ASU Exchange Student

Logging back in to  
your Application

[Click here](#)

Click on “MyGEO Login”



Global Education Office



ASU Students ▾

Faculty & Advisors ▾

International Students ▾

Parents ▾

MyGEO Login

# Announcing: The Global Education Office

The Study Abroad Office is now the Global Education Office, or ASU GEO.  
Learn more about our office rename.

Learn more

**ASU** Global Education  
Arizona State University

**Click “Log in with Email Address (Non-ASU)”**



## User Login

Log in to MyGEO below.

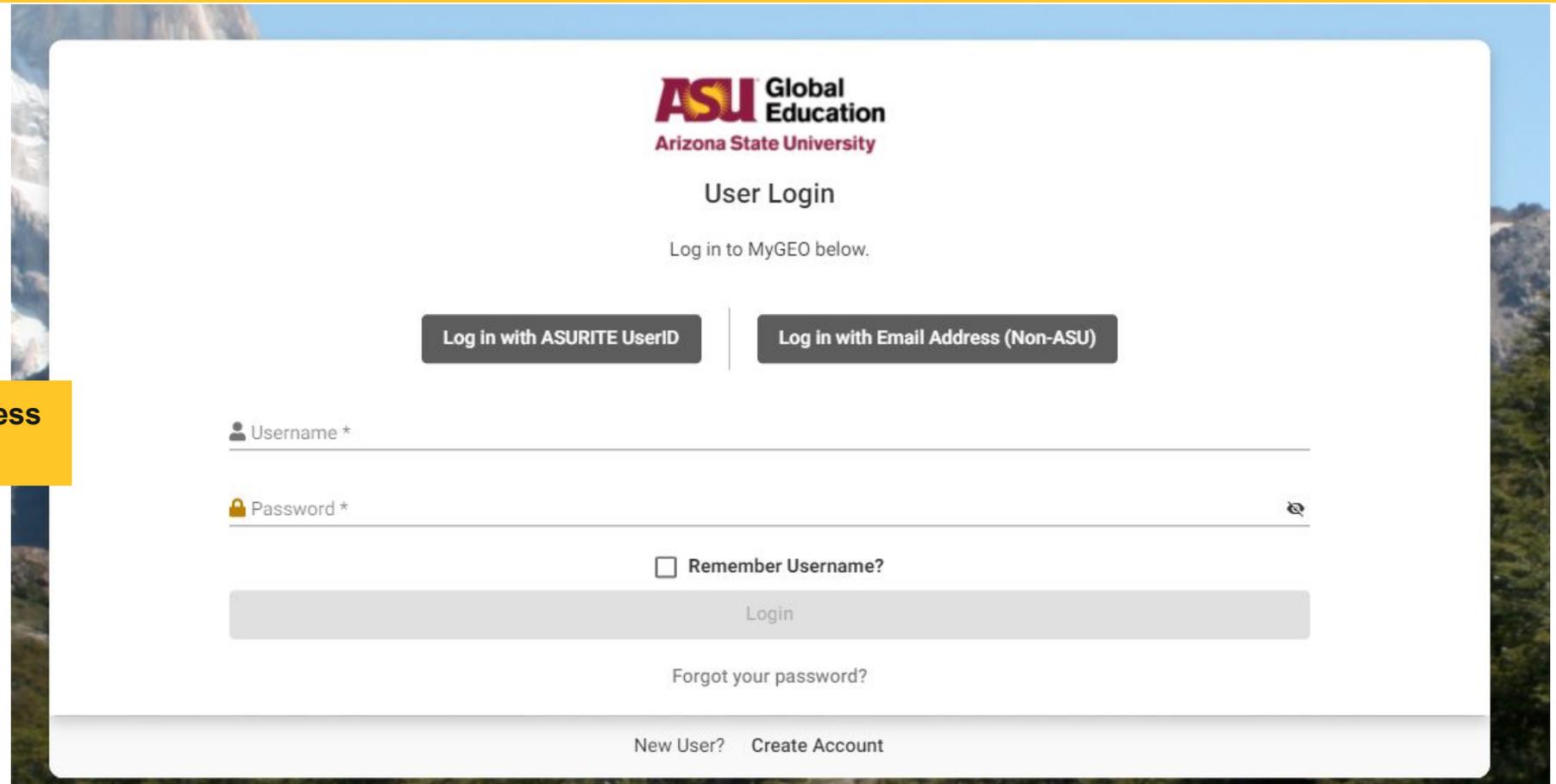
Log in with ASURITE UserID

Log in with Email Address (Non-ASU)

New User? [Create Account](#)

# Enter your “Username” and “Password”

**Hint: Username is your email address used to create the account.**



The screenshot shows the ASU Global Education User Login page. At the top, the ASU Global Education logo is displayed, followed by the text "User Login" and "Log in to MyGEO below." Below this, there are two buttons: "Log in with ASURITE UserID" and "Log in with Email Address (Non-ASU)". The form includes a "Username \*" field with a person icon, a "Password \*" field with a lock icon and a toggle for visibility, a "Remember Username?" checkbox, a "Login" button, a "Forgot your password?" link, and a "New User? Create Account" link at the bottom.

**ASU Global Education**  
Arizona State University

User Login

Log in to MyGEO below.

Log in with ASURITE UserID | Log in with Email Address (Non-ASU)

 Username \*

 Password \* 

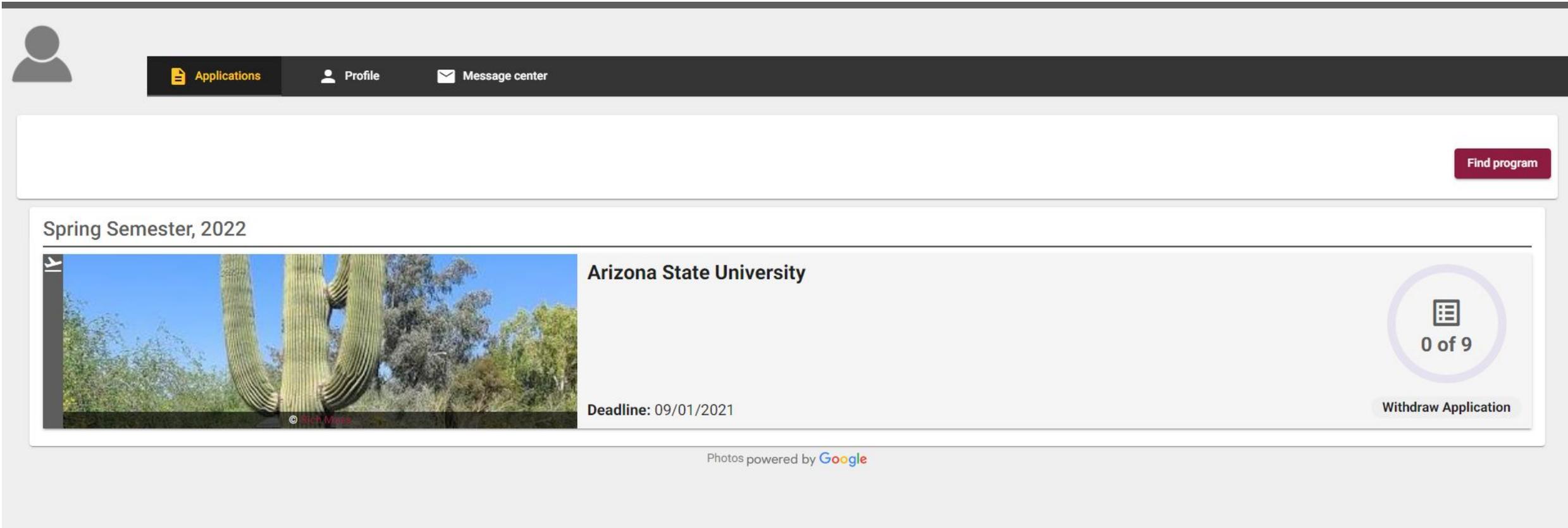
Remember Username?

Login

[Forgot your password?](#)

[New User? Create Account](#)

# Click anywhere on the application to access the application requirements



The screenshot displays a user interface for an application portal. At the top, there is a navigation bar with a profile icon on the left and three menu items: 'Applications' (highlighted with a yellow background), 'Profile', and 'Message center'. Below the navigation bar is a search bar with a 'Find program' button on the right. The main content area is titled 'Spring Semester, 2022' and features a card for 'Arizona State University'. The card includes a photograph of saguaro cacti, the university name, a 'Deadline: 09/01/2021', and a 'Withdraw Application' button. A circular progress indicator shows '0 of 9' items. At the bottom of the card, it says 'Photos powered by Google'.

Applications Profile Message center

Find program

Spring Semester, 2022

Arizona State University

Deadline: 09/01/2021

0 of 9

Withdraw Application

Photos powered by Google