

Exchange Student Application Instructions

1. Begin by clicking the “Apply Now” button on the website:
<https://gominnnesota.umn.edu/apply-undergraduate-semester>
2. Click on the “Apply Now” button in the bottom right corner of the page

The screenshot shows the top navigation bar of the University of Minnesota website with a shopping cart icon and a 'Login' dropdown. Below the navigation bar is a red banner with the University of Minnesota logo and the tagline 'Driven to Discover™'. Underneath the banner is a white navigation bar with links: Home, Courses, Certificates, Programs, and Technical Support. The main content area has the heading 'GO Minnesota Undergrad' followed by 'University of Minnesota Exchange Program Application'. A paragraph states: 'The entire application can be completed online, including uploading documents. You do not need to complete the application in one sitting; save and return as often as you like.' Below this are three numbered steps: 1. Start the application by clicking the "Apply Now" button in the lower right portion of the screen. 2. Complete and review your application. 3. Submit your application. A note follows: 'If you have any questions or concerns, please contact us at gomn@umn.edu.' At the bottom of the main content area are two buttons: 'Back' and 'Apply Now'. Below the buttons is a contact information section with two columns. The left column contains: 'University of Minnesota', '3 Morrill Hall, 100 Church St. S.E., Minneapolis MN 55455', 'T: 612-625-5000', 'One Stop', and 'MyU for students, staff, and faculty'. The right column contains: 'User name & password help: T: 612-301-4357 | HELP@umn.edu', 'Course, conference, or registration help: [Contact your Program](#)', and 'Support for this system: T: 844-228-0558 | DQRShelp@umn.edu'. At the very bottom is a small copyright notice: '© Regents of the University of Minnesota. All rights reserved. The University of Minnesota is an equal opportunity educator and employer.'

3. Select “I’m new to the University” to create a Guest Account

The screenshot shows the 'Log In or Create a new Guest Account' page. At the top is a navigation bar with a shopping cart icon. Below it is a red banner with the University of Minnesota logo and the tagline 'Driven to Discover™'. Underneath the banner is a white navigation bar with links: My Profile / Applications / Options / Shipping Information / Receipt. The main content area has the heading 'Log In or Create a new Guest Account'. Below the heading is a paragraph: 'Please select one of the following options'. There are two large buttons: 'I have a University Internet Account' and 'I'm new to the University'. Below the 'I have a University Internet Account' button is the text 'I have an account already' followed by 'Log in using your existing account information.' Below this is a paragraph for 'University Alumni': 'If you have not used your University email account in the past 90 days, it is probably inactive. Reactivate your University account to login. Contact University Tech Support at T: 612-301-4357 | HELP@umn.edu. Request to have your "Google email and internet account activated." The other option is to use a non-umn.edu email address and create a "New to the University" guest account.' Below this paragraph is a 'Continue' button. Below the 'I'm new to the University' button is a paragraph: 'If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant can register.' Below this paragraph is a 'Create Account' button. At the bottom of the page is a contact information section with two columns. The left column contains: 'University of Minnesota', '3 Morrill Hall, 100 Church St. S.E., Minneapolis MN 55455', and 'T: 612-625-5000'. The right column contains: 'User name & password help: T: 612-301-4357 | HELP@umn.edu', 'Course, conference, or registration help: [Contact your Program](#)', and 'Support for this system: T: 844-228-0558 | DQRShelp@umn.edu'.

- Complete the Request Guest Account form
*This is **not** the exchange program application, but it is required in order to complete the online application.*

The screenshot shows the 'Create Guest Account' form on the University of Minnesota website. The form is divided into sections for Name, Contact, and Address. The Name section includes fields for First Name, Middle Initial (optional), and Last Name. The Contact section includes fields for Email Address and Phone Number. The Address section is at the bottom. A sidebar on the right provides information about guest accounts. The top of the page has the University of Minnesota logo and navigation links.

- Once the Guest Account request form has been completed, you will be prompted to sign in with your internet ID (your full email address used to create the account) and password (you created on the Guest Account request form)
- Complete the My Profile section
 - You only need to complete any of the sections marked with a *
 - You do not need to complete the Employer Information section
 - Once all of the required sections are complete, click on the “Continue Checkout” button

4. From the My Applications page, click “Start”
5. Follow the instructions within the application.
Please note: the “Continue Checkout” button must be clicked upon completion of each page, in order to progress to the next page.
Once all Documents have been uploaded, you may click “Submit Application”
6. When all required pages are complete, follow the “Click here to checkout” link

If you have any questions or concerns, please contact us at gomn@umn.edu.