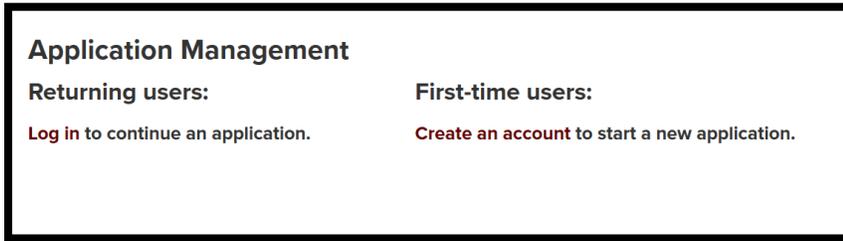


Bellarmine Exchange Application Instructions

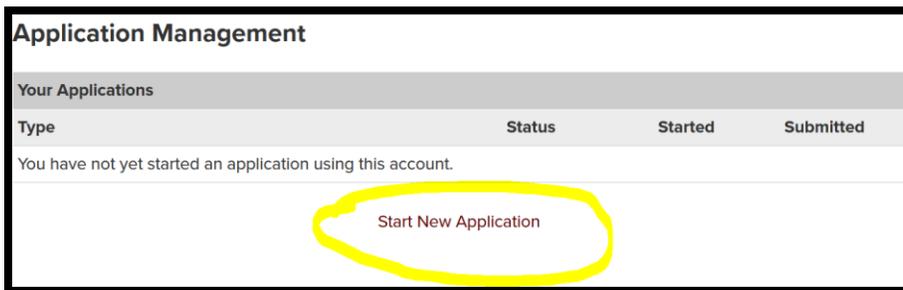
Step 1: Follow this link: <https://application.bellarmino.edu/apply/>

Step 2: Click “Create an Account” under first-time users.

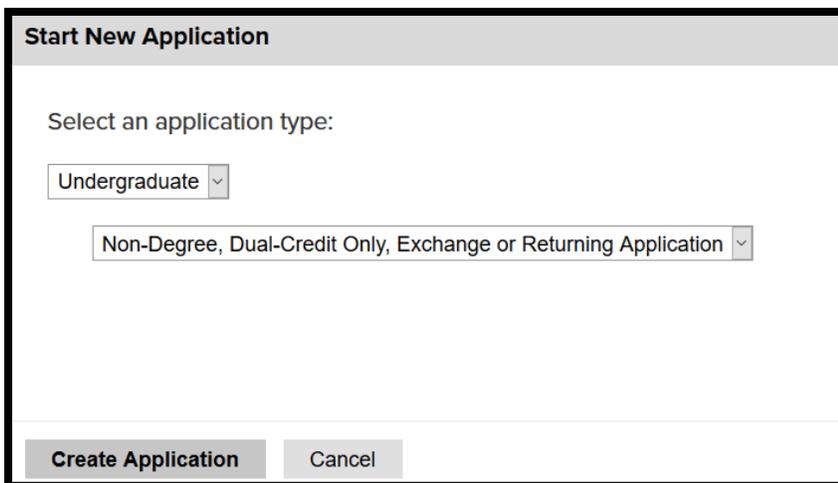


Step 3: Follow the directions to set up an account – make sure you save your password and log in information.

Step 4: Application Management – click “start new application”



Step 5: Select “undergraduate” for application type, then select “Non-Degree, Dual-Credit Only, Exchange or Returning Application” and then click “create application.”



Step 6: Complete the Personal Information Section

Bellarmino Exchange Application Instructions

Step 7: Complete the Academic Plans Section

- For ***What type of student will you be?*** select “Exchange”
- For ***When will you be starting at Bellarmine?*** Select the appropriate option:
 - Fall (Starting in August)
 - Spring (Starting in January)

Step 8: Complete the Academic History by clicking on “Add Institution” please add all institutions that you have attended at the higher education level.

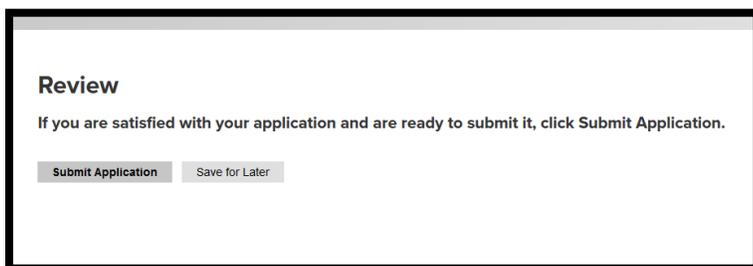
Step 9: Complete the Test Scores Section

- Upload TOEFL, Duolingo, or IELTS results
- If you come from an English speaking country ***and*** university you may skip this section

Step 10: Complete the Disciplinary History and Application Certification

Step 11: Sign the document by typing your full name under the agreement and then select “confirm”

Step 12: Review your application and then select “Submit Application” when you confirm you have entered correct information.



Step 13: Important! You must submit supporting documentation for your application to be considered complete. Please see information about supporting documentation here: <https://www.bellarmino.edu/admissions/undergraduate/bilateralexchange/>

Once you complete the initial application, you will be able to log in and out as you collect your supporting documentation. As you begin to upload supporting documentation it may not show as complete on your checklist right away, the system can take some time to update the checklist.