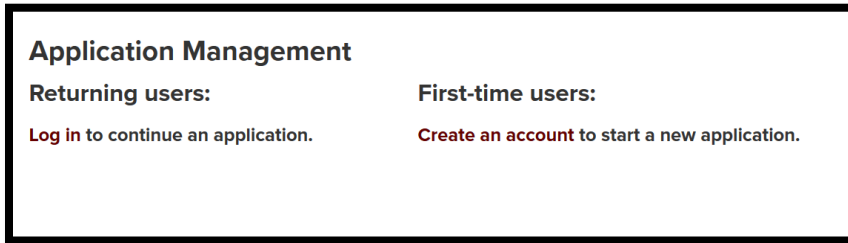


Bellarmine Exchange Application Instructions

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

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



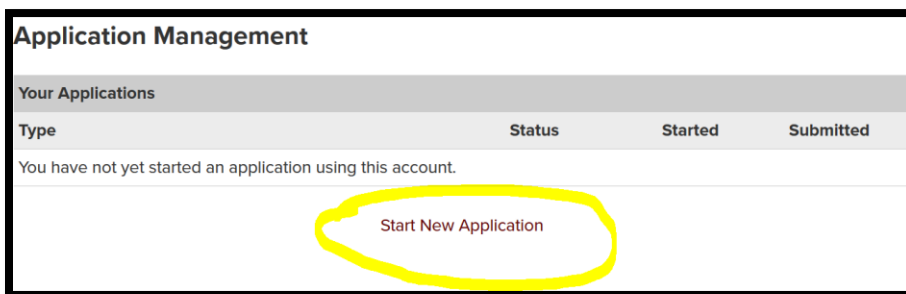
Application Management

Returning users: [Log in](#) to continue an application.

First-time users: [Create an account](#) to start a new application.

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”

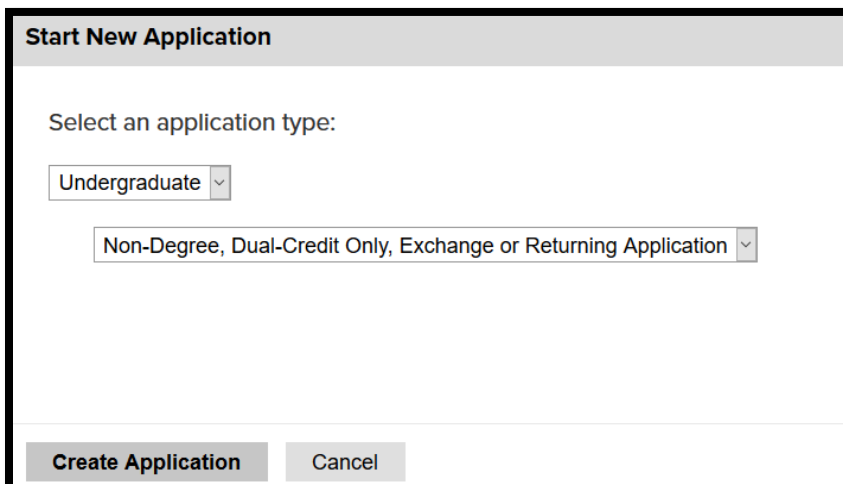


Application Management

Your Applications

Type	Status	Started	Submitted
You have not yet started an application using this account.			
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.”



Start New Application

Select an application type:

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.

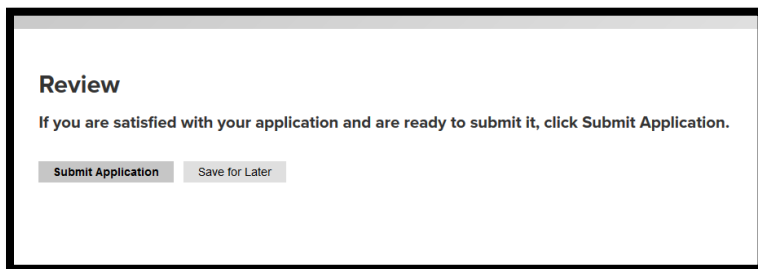
Step 9: Complete the Test Scores Section

- 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.

A screenshot of a web application interface. At the top, the word "Review" is displayed in a bold, dark font. Below it, a line of text reads: "If you are satisfied with your application and are ready to submit it, click Submit Application." At the bottom of the section, there are two buttons: "Submit Application" and "Save for Later". Both buttons have a light gray background and dark text.

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.