



Exchange
Student
Services

UF International Center
UNIVERSITY of FLORIDA

UF Exchange Student Services | Nomination Guide | Updated April 2025

PARTNER SCHOOL NOMINATION GUIDE

In order to submit a nomination online, Partner Schools must first have login credentials to the nomination platform. If you have not yet received these by email, please request access by contacting the Exchange Coordinator at atica@ufic.ufl.edu. If you have previously received login credentials, but do not remember the password, please request an account reset by contacting atica@ufic.ufl.edu.

REQUIRED INFORMATION:

Nominations require partners to include the following for each student individually:

- Partner institution name
- Partner institution contact
- Student biographical information (full name, date of birth, gender)
- Student contact information (email address)
- Student degree level/academic level
- Student field of study
- Verification of English Proficiency

Please note, information will not be saved until you submit the nomination. Please have the above information available while completing the nomination.

STEPS TO SUBMIT NOMINATION

1. Select “**Add Nomination**” linked here or on our [website](#).
2. Under the **New User** section, nominators will be directed to input the student’s email address. Please note, the email address listed will be where students receive application instructions. Select **Add**.

Create non-UF User

In addition to searching for an existing user above, you may also add a non-UF user with the form below.

Do not use this feature for J-1 Research Scholars, Professors, Short-Term Scholars, Student Interns, F-1/J-1 degree-seeking international students, or F-1 Certificate students.

Note: The user you enter using this method will not be able to login with their Gatorlink credentials. Our system will send an email to the user with the non-UF login instructions.

Email:

Add Cancel

3. Users will be directed to the New User Form below.

OneStep : New User

To create an account, please fill in the form provided below. ✕

New User Form:

First Name:	<input type="text" value="Global"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Gator"/>
Email:	<input type="text" value="test@test.com"/>
Date of Birth:	<input type="text" value="01/01/2000"/>
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other:
Choose Partner Institution:	<input type="text" value="- Choose Partner Institution -"/>

An email will be sent to the user with login and password information.

4. Complete all fields. Please ensure the name used matches the students name as it appears on their passport. Select **Create New**.

5. The next screen includes auto-fills of the student's name and email address. Under the **Information** section please input the below information.

OneStep : Request

New Exchange Student Request - Proxy Registration Form

Profile

First Name:

Global

Last Name:

Gator

Email Address:

test@test.com

CC Email Address:

Information

Exchange Student Type:

Undergraduate

Exchange Student Field of Study: *

Business

Term of Participation:

Fall

6. Scroll to complete information related to English Language Proficiency. Please note, if partners already have supporting documents (test scores, institutional letter, ect.), upload in the final field. Otherwise, the student can upload supporting documents in their application based on the selection of the nominator.

Exchange Student English Verification:

Instructions:
The nominated student will be required to apply for a J-1 exchange visitor visa to come to the U.S. One of the requirements of the J1 visa status is to verify the students have proficient English level. Verification is indicated by the home university at the time of the nomination.
Please indicate what type of verification applies to the student.

(*) Indicates the question is required.

1. Is the exchange student applicant a citizen of a country where English is an official language? (*)
To find the list of eligible countries click [here](#).

Please select one

2. Has the student attended a university in a country where English is an official language? (*)
To find the list of eligible countries click [here](#).

Please select one

3. Has this student achieved sufficient scores on one of the English language competency exams? (*)
Here is the list of acceptable English language competency exams and the minimum required scores:

- IELTS: 6.0 overall
- MELAB: 77
- TOEFL iBT: 80
- TOEFL PBT: 550
- Verbal GRE (if taken after August 2011): 140

Please select one

4. Do you confirm the student has the ability to navigate daily life and complete their program at UF? (*)
By answering yes to this question on behalf of the home university, you confirm it has been verified that the student has the ability to navigate daily life and complete their academic program at UF. The exchange student applicant's home university has conducted a live, in-person, interview evaluation (Skype or remote interview is acceptable).
Home University can select this option in the questionnaire or submit an accompanying letter using the upload document field at the end of this questionnaire.

Please select one

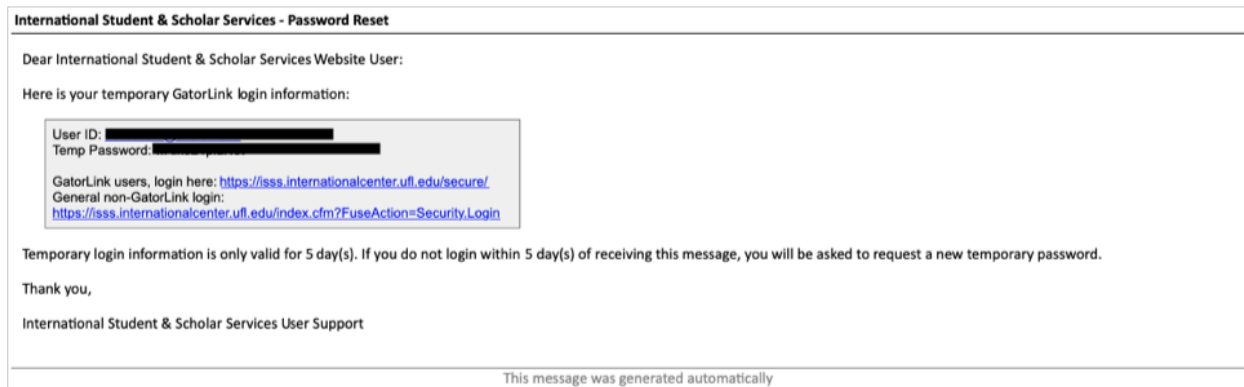
5. Upload document (1)

Upload a file

Drop file here

7. Select **Update** to submit the nomination.

8. The student will receive two automatic emails: The first email contains temporary log-in credentials.



The second email provides instructions and Coordinator contact information. Students have five days to update their login information.

