



Exchange
Student
Services

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 ccesarotti@ufic.ufl.edu. If you have previously received login credentials, but do not remember the password, please request an account reset by contacting ccesarotti@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**.

OneStep : Choose / Create Proxy User

Use the form below to search for a user record from within your system. Once you find the person you wish to proxy OneStep Register for, click the Register button next to their name. x

Search

Use these search fields to find the user. Keywords can be a first/last name or email address.

Keywords:

UFID:

Enter the UFID for the person you wish to add. Note that the UFID may not be the login username of the person. This installation uses user_id as the key column.

Directory to Search: SIS HR

New User

In addition to searching for an existing person at UF, you may also add a user with the form below:

Email:

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:	<input type="text" value="Global"/>
Last Name:	<input type="text" value="Gator"/>
Email Address:	<input type="text" value="test@test.com"/>
CC Email Address:	<input type="text"/>

Information

i Exchange Student Type:	<input type="text" value="Undergraduate"/>
i Exchange Student Field of Study: *	<input type="text" value="Business"/>
i Term of Participation:	<input type="text" value="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](#).

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](#).

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

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.

5. Upload document (1)

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.

International Student & Scholar Services - Password Reset

Dear International Student & Scholar Services Website User:

Here is your temporary GatorLink login information:

User ID: [REDACTED]
Temp Password: [REDACTED]

GatorLink users, login here: <https://iss.internationalcenter.ufl.edu/secure/>
General non-GatorLink login:
<https://iss.internationalcenter.ufl.edu/index.cfm?FuseAction=Security.Login>

Temporary login information is only valid for 5 day(s). If you do not login within 5 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,
International Student & Scholar Services User Support

This message was generated automatically

The second email provides instructions and Coordinator contact information. Students have five days to update their login information (***adjusted since below email***).

International Student & Scholar Services - Exchange Student Nomination

You have proxy registered the following application. The applicant has been notified and a copy of that email is below:

Global Gator

Congratulations on being nominated to participate in the University of Florida Exchange Program!

You should have received an email invitation to create your non-UF login to our application system with a temporary password that is valid for only 2 days. Please click on the "General non-GatorLink login" link to complete your login credentials and open your New Exchange Student Request.

Once you set up your account, you'll have access to complete your application. Thorough instructions regarding document and requirements are provided in the application. You will be able to save and return to the application until you are ready to submit.

Please see our website <https://internationalcenter.ufl.edu/international-students-scholars/new-international-students/i-20ds-2019-process-non-degree-students-0> for application instructions, semester dates, and other information.

You can contact Carolyn Cesarotti at ccesarotti@ufic.ufl.edu for any questions about your application.

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