

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, yo	u 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.		
UF login instructions.	e able to login with their Gatorinick credentials. Our system will send an email to the user with the non-	
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 p	rovided below.	×
New User Form:		
First Name:	Global	
Middle Name:		
Last Name:	Gator	
Email:	test@test.com	
Date of Birth:	01/01/2000	
Gender:	• Male	
Choose Partner Institution:	- Choose Partner Institution -	\$
	Create New Cancel	
An email will be sent to the user with login a	nd 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.

· ·	
ew Exchange Student Request ·	- Proxy Registration Form
rofile	
First Name:	Global
Last Name:	Gator
Email Address:	test@test.com
CC Email Address:	
nformation	
 Exchange Student Type: 	Undergraduate \$
• Exchange Student Field of Study: *	Business

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: Instruction: 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. (1) Indicates the question is required. 1. Is the exchange student applicant a clitzen of a country where English is an official language? (1) To find the list of eligible countries click here. Please select one a 2. Has the student attended a university in a country where English is an official language? (1) To find the list of eligible countries click here. Please select one a 3. Has the student attended a university in a country where English is an official language? (1) To find the list of eligible countries click here. Please select one a 3. Has this student achieved sufficient scores on one of the English language competency exams? (1) Here is the list of acceptable English language competency exams and the minimum required scores: - IELTS 4.0 overall - MELAE. 77 - OFCH IBT: 80 - OFER IBT: 80	
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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 bein information:		
User ID: Temp Password: Internet and Temp Pass		
General non-GaterLink login		
https://isss.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.

