

## Application Instructions for Non-Adelphi Students

*Congratulations on taking your first steps toward studying abroad!* The Center for International Education at Adelphi University is pleased to offer a wide-range of programs abroad to help get you out of the classroom and into the world in order to put an added spin on your academic career. We're sure that you'll find your experiences rewarding and life-changing.

1. In order to apply through our website, first select the program you are interested in and select **APPLY NOW** in the upper right-hand corner of the page.
2. You will be asked if you are a registered user at Adelphi, select **NO**.
3. On the next screen, select **NO** again if you've never applied before through our office.
4. On the New User Form, enter information in each section, indicating your current institution (or OTHER/NOT FOUND if you are not currently enrolled in a university) and select **CREATE ACCOUNT**.
5. You will then need to check your email within 7 days for your Login Information (User ID & Temporary Password) Please click on **GENERAL NON-LOGIN** in the body of your email. Your login credentials will expire within 7 days if you do not access the system within that time.
6. Once the application log-in page comes up, enter your ID & Password in the center of the page. There is another button up on the right that says LOGIN but that is for applicants who are already in the system. You will then be asked to select some Security Questions. On the next page, you will change your password. On the next page, select the session and click **APPLY**.
7. You will then be re-directed to the Applicant Information page where you must fill in all of the fields before selecting **SAVE**.
8. You will now be on your individual application page which will show the name of the program, the term, the deadline and the dates of the program. Your next step is to click on the **Signature Verification Form** on the right-hand side of the page. You will need to print this form and sign it. It is important that you scan the signed form along with a copy of your passport and email it to [cie@adelphi.edu](mailto:cie@adelphi.edu) as soon as possible. This form is required in order to give you access to the rest of the application.

If you have any difficulties along the way, please do not hesitate to contact our office at 516 877 3487.