Go to https://spartanlink.uncg.edu
Click on “Create My SpartanLink Account”

Fill in all required fields – outlined here in the red boxes
Click “Next”
• If you cannot find your school click, “Can’t find your school? Click to manually enter.”
• Enter in all required information – outlined in red boxes.
• Click “Next”

Please take a moment to tell us about yourself and your interests. This information will be treated confidentially and will only be used by the Office of Admissions. We apologize but we cannot mail to addresses outside of the US. If you have submitted an application to UNCG, you already have a SpartanLink account. Do not create a new account. Please check the email you provided on your application for an account information email or use the “Forgot your username or password?” on the main SpartanLink page.

Primary Contact Information

Country: Japan
Address Line 1: 123 Main St.
Address Line 2: Apt B
City: High Point
State: NC
Zip/Postal Code: 27262
Permanent Phone Number: (336) 555-5555

• Enter in information into all required fields – outlined in re boxes.
• Click “Next”

Please take a moment to tell us about yourself and your interests. This information will be treated confidentially and will only be used by the Office of Admissions. We apologize but we cannot mail to addresses outside of the US. If you have submitted an application to UNCG, you already have a SpartanLink account. Do not create a new account. Please check the email you provided on your application for an account information email or use the “Forgot your username or password?” on the main SpartanLink page.

Confirmation

Check all checkboxes below to verify that your data is correct.

- Full Name: Alyssa Davis\n- Date Of Birth: 10/15/1990
- Email Address/Username: ibinac@earthlink.net
- Are you a freshman, transfer or international: Transfer Student
- What major interests you: Environmental Studies
- What is the school’s name: Toyo Eiwa University

• Check all boxes to verify the data you provided is correct
• If correct, go through and click all boxes.
After verifying all information click, “Create Account”

After hitting “Create Account” a screen should emerge stating, “Thank you for taking the time to tell us about yourself. We will be sending you an email shortly that will provide you with directions on how to validate your account. We appreciate your interest in UNCG.”

Check the email you provided for a verification email so you can access your account and begin your application.

Click, “Login” to activate account
Follow the instructions and create a password for your account.

All instructions must turn green before moving forward.

When all instructions light up green, click "Confirm Account."
After confirming your account you will be brought to your SpartanLink account. On the left hand side of the screen there are different sections for visiting UNCG, applying, etc.

To start your application click, “Apply To UNCG”
From there click, “Online Application”

Click “Create” to start your application.
- From this page, please click “International Student Applicants”
• In this box, click “Yes” from the drop down menu, even if you are currently in the U.S. on a different visa category. Answering “No” redirects you to the Undergraduate Admissions application for domestic students. If you are unsure, please contact the Undergraduate International Admissions Office at ipc_adm@uncg.edu after you submit your application.

• Read each description carefully.
• When you locate the description that best suits your needs, select that hyperlink. For this example, we will proceed with “Freshman/full admission”.

Freshman/full admission is best suited for international applicants who completed, or are in the process of completing high school, have not attended a college or university, and have proof of English proficiency such as official SAT/ACT, TOFEL, or IELTS test scores.
Application Deadlines for Students Applying for Full Admission

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (August) Semester</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring (January) Semester</td>
<td>December 1</td>
</tr>
</tbody>
</table>

Application Deadlines for Students Applying for Conditional Admission (To first attend INTERLINK)

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (August) INTERLINK Term</td>
<td>July 1</td>
</tr>
<tr>
<td>Fall (October) INTERLINK Term</td>
<td>September 1</td>
</tr>
<tr>
<td>Spring (January) INTERLINK Term</td>
<td>December 1</td>
</tr>
<tr>
<td>Spring (March) INTERLINK Term</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer (May) INTERLINK Term</td>
<td>April 15</td>
</tr>
</tbody>
</table>

To be considered for full admission for the fall (August) semester, all application materials MUST be received by IPC on or before August 1st. To be considered for full admission for the Spring (January) semester, all application materials MUST be received by IPC on or before December 1st.

Application fee: A non-refundable application fee of $55 is required to complete your application. Applications received without the fee enclosed will not be processed. Do not send cash. You may pay your application fee in one of the following ways:

1. Online credit card payment (VISA, MasterCard, American Express, Discover) by selecting the "Pay by Credit Card" option.
2. Complete the payment information on the application receipt provided upon selection of the "Pay by Check" option. Print this receipt and provide either a credit card number (VISA or MasterCard only) or a non-refundable $55 check or money order payable to UNCG, issued through a U.S. bank.

Mail the form with either method of payment to:

UNCG International Programs Center
207 Foust Building
Greensboro, NC 27402-6170 USA

3. Wire transfer through Travelx by selecting the "Pay by Wire Transfer" option:
UNCG has contracted with Travelx to provide international students with an alternative to paying their $55 application fee by wire transfer. Travelx offers a competitive rate of exchange and low fees for processing payments in many international currencies. Please ensure all required information is provided on the Travelx form including name, email address, etc.

Academic records: Submit official academic records from each high school (secondary school) from grades nine to graduation. Include examination results, if applicable. Submit official academic records for each college, technical/vocational school, or university you have attended. Academic records must be submitted in the native language with a professional English translation. Official means original documents or photocopies with the original stamp or seal of the institution and the signature of a school or government official. From certain countries, we reserve the right to require original documents sent directly from the issuing institution.

English Proficiency: Applicants whose official native language is not English must prove English proficiency by one of the following means: TOEFL, IELTS, MELAB, or SAT test. UNCG offers conditional admission to academically eligible students who have not met the English proficiency requirement. Conditionally admitted students first enroll in the INTERLINK Language Center at UNCG to improve their English language skills. Upon successful completion of INTERLINK, applicants
apply for full admission to UNCG. Students who successfully complete INTERLINK are NOT required to take the TOEFL, IELTS, MELAB, or SAT test.

UNCG reserves the right to require the submission of official TOEFL, IELTS, MELAB, SAT or ACT test scores from any international applicant.

Applicants attending a U.S. high school and freshmen international students are required to submit SAT or ACT test scores.

Application submission: Submit the online application, and then mail any required documents applicable in your case, including all academic records, copy of visa or passport, English proficiency results, and INTERLINK application (if you are applying for conditional admission) to UNCG International Programs Center, 207 Foust Building, Greensboro, NC 27402-8170, USA.

If you have questions, contact us at info.adlim@uncg.edu. Please note: We will contact you after admission concerning your F-1 student visa application.

Contact Information:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCG International Programs Center</td>
<td>(336) 228-5444</td>
<td><a href="http://www.lis.ncstate.edu">www.lis.ncstate.edu</a></td>
</tr>
<tr>
<td>INTERLINK Language Center at UNCG</td>
<td>(336) 334-4700</td>
<td><a href="http://www.uncg.edu/ipl/interlink">www.uncg.edu/ipl/interlink</a></td>
</tr>
<tr>
<td>TOEFL (Test of English as Foreign Language)</td>
<td>(800) 921-9096</td>
<td><a href="http://www.esol.unc.edu">www.esol.unc.edu</a></td>
</tr>
<tr>
<td>SAT (College Board SAT-UNCG)</td>
<td>(919) 715-7706</td>
<td><a href="http://www.collegeboard.com">www.collegeboard.com</a></td>
</tr>
<tr>
<td>IELTS (International Language Testing System)</td>
<td></td>
<td><a href="http://www.ielts.org">www.ielts.org</a></td>
</tr>
<tr>
<td>MELAB (Michigan English Language Assessment Battery)</td>
<td>(704) 786-2413</td>
<td><a href="http://www.las.unc.edu/estimating/melab">www.las.unc.edu/estimating/melab</a></td>
</tr>
</tbody>
</table>

English Proficiency: Conditionally admitted students first enroll in the INTERLINK Language Center at UNCG to improve their English language skills. Upon successful completion of INTERLINK, applicants apply for full admission to UNCG. Students who successfully complete INTERLINK are NOT required to take the TOEFL, IELTS, MELAB, or SAT test.

Students applying for conditional admission will need to complete both the International Undergraduate Application and the INTERLINK application: [www.uncg.edu/ip/interlink](http://www.uncg.edu/ip/interlink).

Note: The INTERLINK application fee will not be charged unless you are offered conditional admission to UNCG.

- Read all instructions carefully.
- Once you have done so, click “Next”
- Fill in all text boxes marked (required) → you will not be able to proceed until all (required) fields are answered.
- Click “save changes” → this will save all your entries should you need to stop at any point and resume completing your application later.
- Click “Next”
• Fill in all boxes marked **(required)**.
• Click “Save Changes”
• Click “Next”
After completing the last section you will be required to enter in your education information. Please enter your high school information, college or university information, or both.

Add in all information pertaining to your education history, then save. Including dates of enrollment, graduation date, etc.

Please enter in any information pertaining to current courses being taken. If you are not currently enrolled in courses, please click "I am not currently enrolled in any high school courses."
Answer “Yes” or “No” to all questions by clicking on the drop down menu.

If you have been out of school for longer than 3 months, you must enter your activities during the time you have been out of school into the text box outlined in red. These activities could include volunteering, working, traveling, staying with family, etc.

Once you have reviewed your answers, click “Save Changes.”

Click “Next”
Enter in your password you used when you created your online application account into both text boxes.

Click “Submit Application”

Application Fee Payment Instructions

- Please note that you do not have to pay your application fee in order to submit your application.

- If you are having trouble paying the application fee online, please contact ipc_adm@uncg.edu and we will provide you with an alternate payment method.

- If you encounter any difficulty while entering your online application, please contact ipc_adm@uncg.edu. We look forward to helping and working with you!