



ACADIA  
UNIVERSITY

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**LIKE NOWHERE ELSE**



## Application Guide

Use our step-by-step guide to submit an application as an inbound exchange student:

1. Begin the process, go to the [Undergraduate Application Portal](#).
2. Next, click the "Create an account" button.

**Undergraduate Application Portal**

First time here? Welcome! To get started, click on "Create an Account" below. After setting up your account, choose "Start New Application" to start your application.

Returning user? Welcome back! To continue your application, simply login below.

**Have you attended an event or school visit?**  
If so choose the "Returning" section to start or access your application.

**Returning users:**  
[Log in](#)

**First-time users:**  
[Create an account](#)

**Need Help?**  
Contact the Admissions Office at [admissions@acadiau.ca](mailto:admissions@acadiau.ca) or contact an Enrolment Advisor.

3. On the next screen you will enter your email address for the application, your first and last name, along with your date of birth, then click the "Continue" button. A temporary pin will be sent to the email address that was entered.

## Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

[Continue](#)



4. To activate the account, go to your email and retrieve the temporary pin that was sent. Enter the required information and click the “Login” button.

## Login

Login with your email address and password supplied for your application to Acadia University.

### Have you attended an event or school visit?

If so use the forgot password to setup your password for the first time.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email  [switch](#)  
Account   
Temporary PIN   
Birthdate

[Login](#)

5. You will be prompted to set a password. Enter a new password for the application and click the “Set Password” button.

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password   At least one letter  
New Password (again)   At least one capital letter  
 At least one number  
 Be at least 12 characters  
 New passwords must match

[Set Password](#)

6. You will be taken to the Application Management page. Once here, click the “Start New Application” button.

## Undergraduate Application Portal

To start an Undergraduate application, click “Start New Application” below.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)



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7. Read the information in the pop-up window, then click the “Start New Application” button.

**Undergraduate Application Portal**

To start an Undergraduate application, click "Start New Application".

**Your Applications**

Type	Status
You have not yet started an application using this account.	Started Submitted

**Start New Application**

By starting an application, I agree to receive electronic messages about academic programs, campus stories, important admissions and scholarship information, invitations to university related events, and more from Acadia University. I reserve the right to opt out of these electronic messages any time.

2023-2024

**Start New Application** Cancel

**Need Help?**

Contact the Admissions Office at [admissions@acadiau.ca](mailto:admissions@acadiau.ca) or contact an Enrolment Advisor.

8. You have now started the application and can go through each step to input the required information.

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## Personal Background

**Name**

* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name/Family Name	<input type="text"/>
Suffix	<input type="text" value="v"/>
Preferred First Name (if different from "First Name" above)	<input type="text"/>

### Important Application To-Do & Notes:

- In the "Personal Background" section of the application, under "Citizenship Information," please select "Canada" as your country of citizenship. Your correct citizenship will be updated manually by Acadia admission staff.

**Citizenship Information**

* Country of Citizenship	<input type="text" value="Canada"/>
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**Continue**



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- In the "Program Information" section of the application, under "Select the session for which you wish to apply," please select the exchange term you were nominated for.
  - For Full Academic Year (Semester 1 & 2) and Semester 1 (Fall: September - December) exchange terms, select "Fall (September)"; For Semester 2 (Winter: January - April) exchange term, select "Winter (January)."

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## Undergraduate Program Information Page

Please note: Degree programs begin in the Fall and Winter Sessions (September and January) only; it is not possible to apply to a degree program in Summer.

\* Select the session for which you wish to apply

\* Please select your desired program. Applicants to the BEd program must be completing or already have an undergraduate degree to be considered for admission.

\* Select your course load

**Continue**

- For the remaining drop-down menus in the "Program Information" section, select "Independent (No Program)" for "Please select your desired program" and "Full Time" for "Select your course load."

\* Select the session for which you wish to apply

\* Please select your desired program. Applicants to the BEd program must be completing or already have an undergraduate degree to be considered for admission.

Independent (No Program) ▾

\* Select your course load

Full Time ▾

**Continue**

- When you are entering your educational information in the "Academic History" section, free type the school information into the application if a school does not come up as an auto populated option.

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## Academic History

**IMPORTANT:** All high schools and post-secondary institutions you have attended or are currently attending must be listed below in order for you to be considered for admission to an undergraduate program. The University reserves the right to withdraw an application or offer of admission or to terminate an active registration if it is determined that relevant information has been misrepresented or withheld.

**Institution**

**Degree**

**Dates Attended**

[Add Institution](#)

**Continue**



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- In the "Further Information" section of the application, under "Additional Information," please indicate that you are an exchange student, and specify the exchange term & year you were nominated for. Please also note your citizenship. See examples below:
  - Exchange (Citizenship - Insert): Full Academic Year (Semester 1 & 2) - 2023-2024
  - Exchange (Citizenship - Insert): Semester 1 (Fall: September - December) - 2023
  - Exchange (Citizenship - Insert): Semester 2 (Winter: January - April)] - 2024

## Additional Information

Please use the space below to include any additional information that you would like us to consider when reviewing your application.  
Maximum 500 words.

500 words remaining

- The application Fee (\$40.00 CAD) will be waived. There is no cost to submit an application to Acadia University as an incoming exchange student.

9. After the application has been submitted, complete the [Admission Information Form](#) to confirm your exchange nomination information and provide your Acadia application reference number.

10. Request that your home institution email your official academic transcript to [admissions@acadiau.ca](mailto:admissions@acadiau.ca). Please ensure your home institution includes your application reference number when sending along your transcript.

11. Once your citizenship has been manually updated by Acadia admission staff, based on the information provided in the "Additional Information" section, you will have access to upload a copy of your passport to your status portal.

- Please note that citizenship will be manually updated on a rolling basis. You may experience a delay, upwards of 3-4 weeks, in obtaining access to upload a copy of your passport.

**Once officially admitted, you will receive a Confirmation of Acceptance letter.**

### Key Action Items:

- Submit admissions application
- Complete [Admission Information Form](#)
- Have official academic transcript emailed to [admissions@acadiau.ca](mailto:admissions@acadiau.ca) by your home institution with your application reference number
- Upload copy of passport