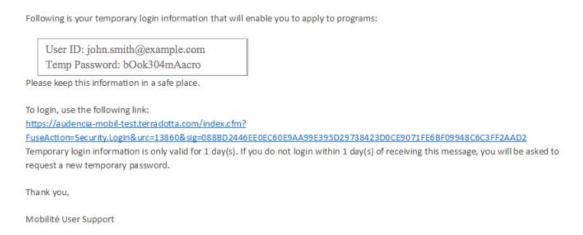
# Step 1: Login

You should have received an email with login instructions and a temporary password for apply.exchangestudents.audencia.com. Follow the instructions within that email to login and create a permanent password. *If you did not receive that email, or are otherwise unable to login, please contact iro@audencia.com.* 



After initial login, follow these steps to login and access/complete your application:

- Go to apply.exchangestudents.audencia.com
- Click LOGIN

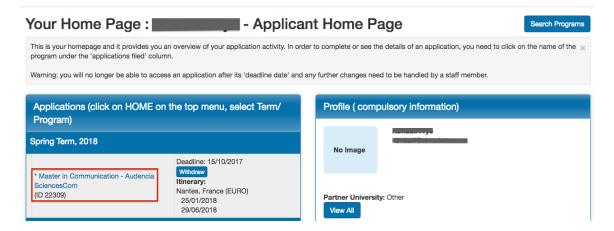




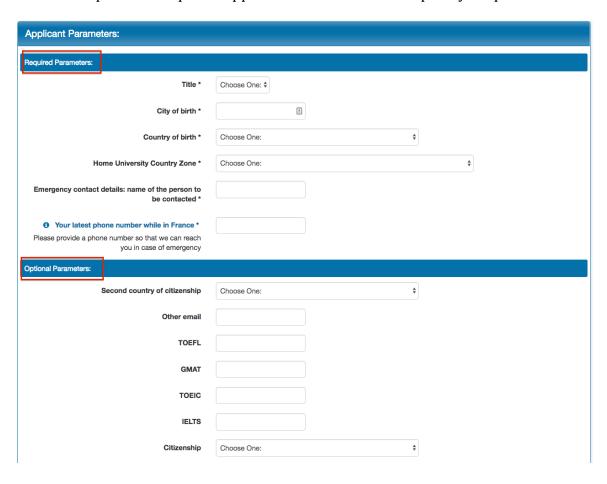
#### INSTRUCTIONS FOR ACCESSING EXCHANGE PROGRAM APPLICATION

## Step 2: Access your application

- Once logged in, you will be taken to your Applicant Home Page.
- Confirm that your program is correct. Contact <u>iro@audencia.com</u> if incorrect.
- Click the name of your exchange program application



• Complete the required Applicant Parameters to complete your profile

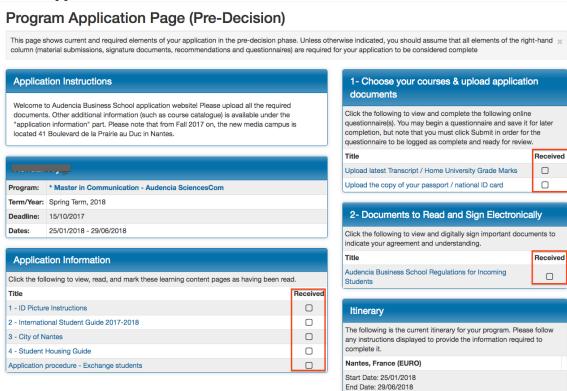




#### INSTRUCTIONS FOR ACCESSING EXCHANGE PROGRAM APPLICATION

### Step 3: Complete your application

- Click into each application requirement in the following categories:
  - o Application Information
  - o Choose your courses & upload application documents
  - o Documents to Read and Sign Electronically
- Follow the instructions within the individual requirement to complete the requirement
- You must have a checkmark in each "Received" box to complete your application



Thank you!
The International Relations Team

