

Incoming Exchange Application Instructions

1. Receive Nomination

Before you apply to our exchange program, you must be nominated by your home institution. Please contact the exchange office at your home institution for information about their nomination process.

Note that you must be enrolled as a full-time degree student at one of ArtCenter's partner institutions in order to apply to the exchange. Unfortunately, we cannot consider applications from students that do not attend one of ArtCenter's partner institutions.

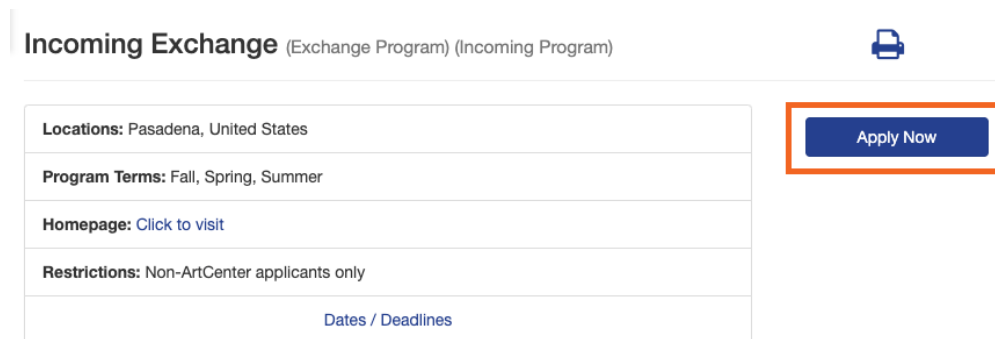
2. Create Account

After your home institution submits your nomination to the Exchange and Study Away office, you may create your account in our online system and begin your application. Please note that you will not apply through ArtCenter's Office of Admissions.

Select the "Apply Now" button on the incoming exchange student website:

<https://www.artcenterstudyaway.com/exchange-application>

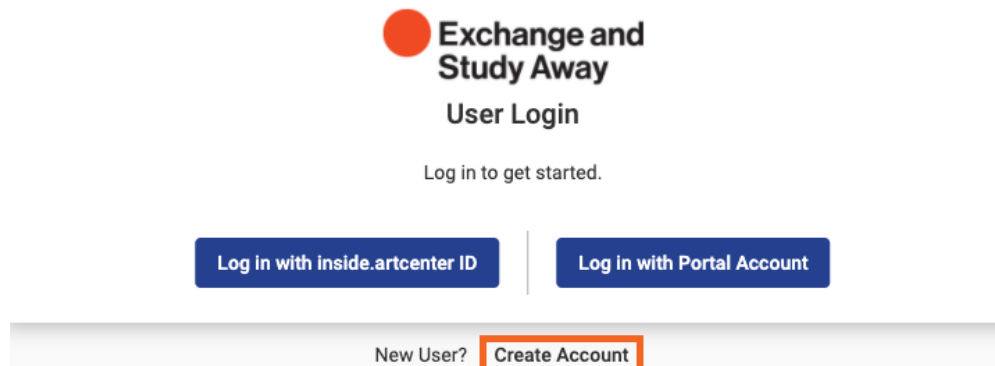
Select the "Apply Now" button again:



The screenshot shows a web page titled "Incoming Exchange (Exchange Program) (Incoming Program)". On the right side, there is a blue "Apply Now" button highlighted with an orange border. Below the title, there is a table with the following information:

Locations: Pasadena, United States
Program Terms: Fall, Spring, Summer
Homepage: Click to visit
Restrictions: Non-ArtCenter applicants only
Dates / Deadlines

Select "Create Account".



The screenshot shows the "Exchange and Study Away User Login" page. It features a "Log in to get started." prompt and two buttons: "Log in with inside.artcenter ID" and "Log in with Portal Account". At the bottom, there is a "New User?" link and a "Create Account" button highlighted with an orange border.

Complete the User Registration Form, select your home institution, and select “Register”.

3. Log In

After you create your account, you will receive an email with temporary login credentials. Select the “general non-inside.artcenter account login” link in the email to log in with your temporary credentials.

Exchange and Study Away - Account Created

Welcome to ArtCenter College of Design's Exchange and Study Away!

Following is your temporary login information that will enable you to apply to programs:

User ID:	[REDACTED]
Temp Password:	[REDACTED]

Please keep this information in a safe place.

inside.artcenter account users, login here: <https://acid.artcenter.edu/acid/login?service=https://studyaway.artcenter.edu>

General non-inside.artcenter account login: [https://studyaway.artcenter.edu/index.cfm?](https://studyaway.artcenter.edu/index.cfm?FuseAction=Security.Login&urc=1090070&sig=6AE451E86310B86B59CC213F4A702DB255CCD91F1A829ED21348B8C408E946B4)

[FuseAction=Security.Login&urc=1090070&sig=6AE451E86310B86B59CC213F4A702DB255CCD91F1A829ED21348B8C408E946B4](https://studyaway.artcenter.edu/index.cfm?FuseAction=Security.Login&urc=1090070&sig=6AE451E86310B86B59CC213F4A702DB255CCD91F1A829ED21348B8C408E946B4)

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Exchange and Study Away User Support

This time, select “I have login credentials to this site that I received by email.” Enter your temporary username and password. Once you log in, the system will prompt you to create three security questions and change your password.

Note: if you need to log back in to your account at any time, you will continue to use the general non-inside.artcenter account login link or <https://studyaway.artcenter.edu/index.cfm?FuseAction=Security.AngLogin> (select “Log in with Portal Account”). If you have any issues with accessing your account, please contact studyaway@artcenter.edu.

After you update your account, you will be directed to the incoming exchange application.

4. Complete Application

Complete your application by the deadline:

Fall: May 1

Spring: September 1

Required materials:

- a. Online application form
- b. Course interest list

- c. Digital portfolio of work relevant to your major and to your intended host department at ArtCenter. There are two options for submitting your portfolio:
 - i. Submit a link to your website, if you have one.
 - ii. Submit a link to a folder on a file sharing website such as Dropbox or Google Drive that contains your portfolio files. Please change the share settings of the folder to “anyone with the link can view” so the people that review your application will be able to access your portfolio files without logging in to the file sharing website.
- d. Motivation letter
- e. Academic transcript from your home institution (in English)
- f. Proof of English language proficiency. There are a few options for submitting this item:
 - i. Submit an acceptable test score
 - 1. TOEFL score on iBT: score of 80 or better (undergraduate students) or 100 or better (graduate students)
 - 2. IELTS score on Academic: 6.5 or better (undergraduate students) or 7.0 or better (graduate students)
 - 3. Duolingo English Test: score of 115 or better (undergraduate students) or 130 or better (graduate students)
 - ii. Submit a statement of English proficiency provided by your home institution, preferably by your exchange office or an English language instructor.

If you have questions on your application, you are welcome to contact the Exchange and Study Away office at studyaway@artcenter.edu.