WELCOME TO TROY UNIVERSITY
INTERNATIONAL APPLICATION/ADMISSION GUIDE

This document has been created to assist you in the **step-by-step guide** how to apply for International Undergraduate and Graduate admission. Students seeking conditional admission with ESL (English) start should complete the guide below. This document follows the outline below:

- Getting started;
- Learn about TROY;
- How to create your profile;
- Complete your application;
- Required documents check list by level; and
- Checking your application status;
- Document Check List.

- For ESL (English as a Second Language) ONLY application:

This document ONLY relates to International Undergraduate and International Graduate applications. If you wish to apply for ESL ONLY (with no academic program), please contact esl@troy.edu for paper application.

Let's get started – please go to www.troy.edu

Updated December 2016.

Continue on the next page:

GETTING STARTED

Go to your Internet browser and type: www.troy.edu

Click GREEN MARK Admission to follow the direct path on the International Admission… (Next page).

INTERNATIONAL ADMISSION & LEARN ABOUT TROY

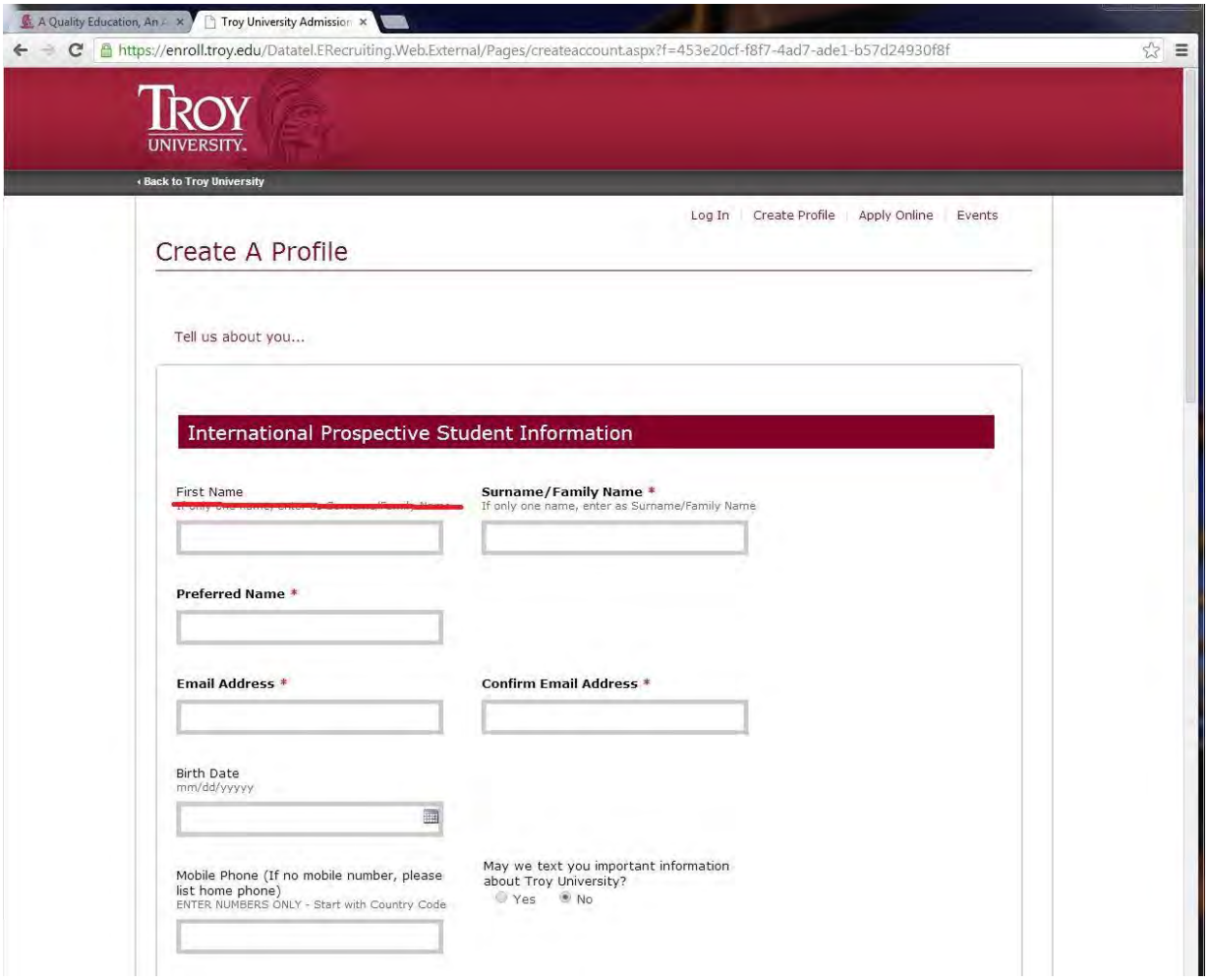
On the International Admission website. Here you can review the general admission process, specific requirements, news feed, check the programs Troy University offer and most important… start your application process by creating your “Apply” in the top right corner:

Click GREEN MARK to start by creating your myTROYu profile, which allows you to apply (next page).

CREATE YOUR MYTROYU PROFILE

This is the top part of the profile creation page…

NOTE: PROFILE MUST BE UNIQUE AND CONTAIN ONLY ONE STUDENTS IDENTIFICATION DETAILS (PLEASE DO NOT ENTER AGENT OR PARTNER CONTACT DETAILS IN THE PROFILE).



Enter your name as it appears on your passport. If you only have one name or no first name, enter your name in the Surname/Family box.

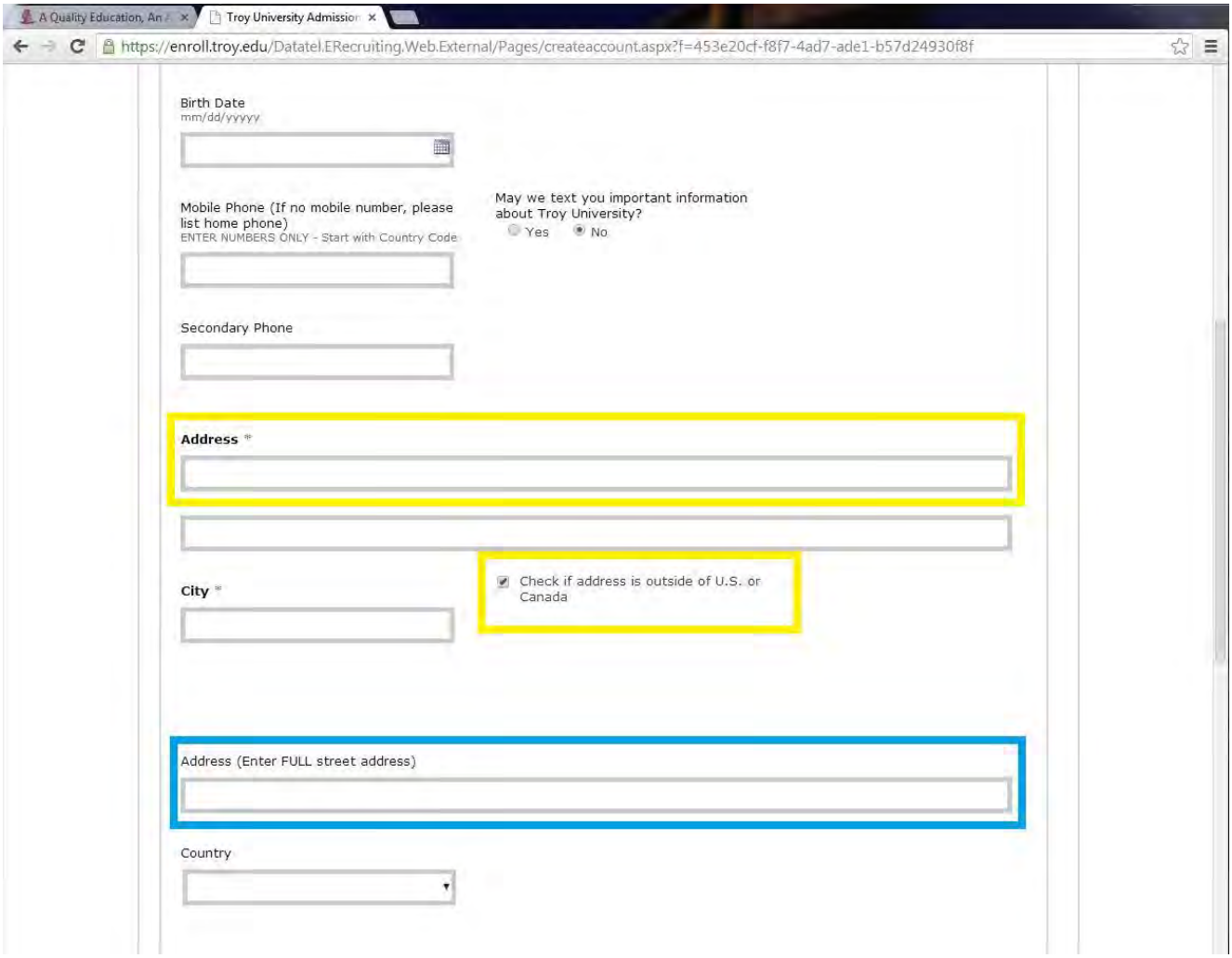
Email Address: The e-mail address you use, must be unique and one that you check regularly as that is how we will communicate with you.

Mobile phone: If you enter a mobile number (F.ex. China: 86……), enter only the numbers, do not enter characters such as +/-/: or space. If you are ok to received text/sms messages check YES, otherwise leave as no

We must have a valid phone as this is required as contact when shipping your documents.

CREATE YOUR MYTROYU PROFILE (Cont.)

Middle part of your profile:



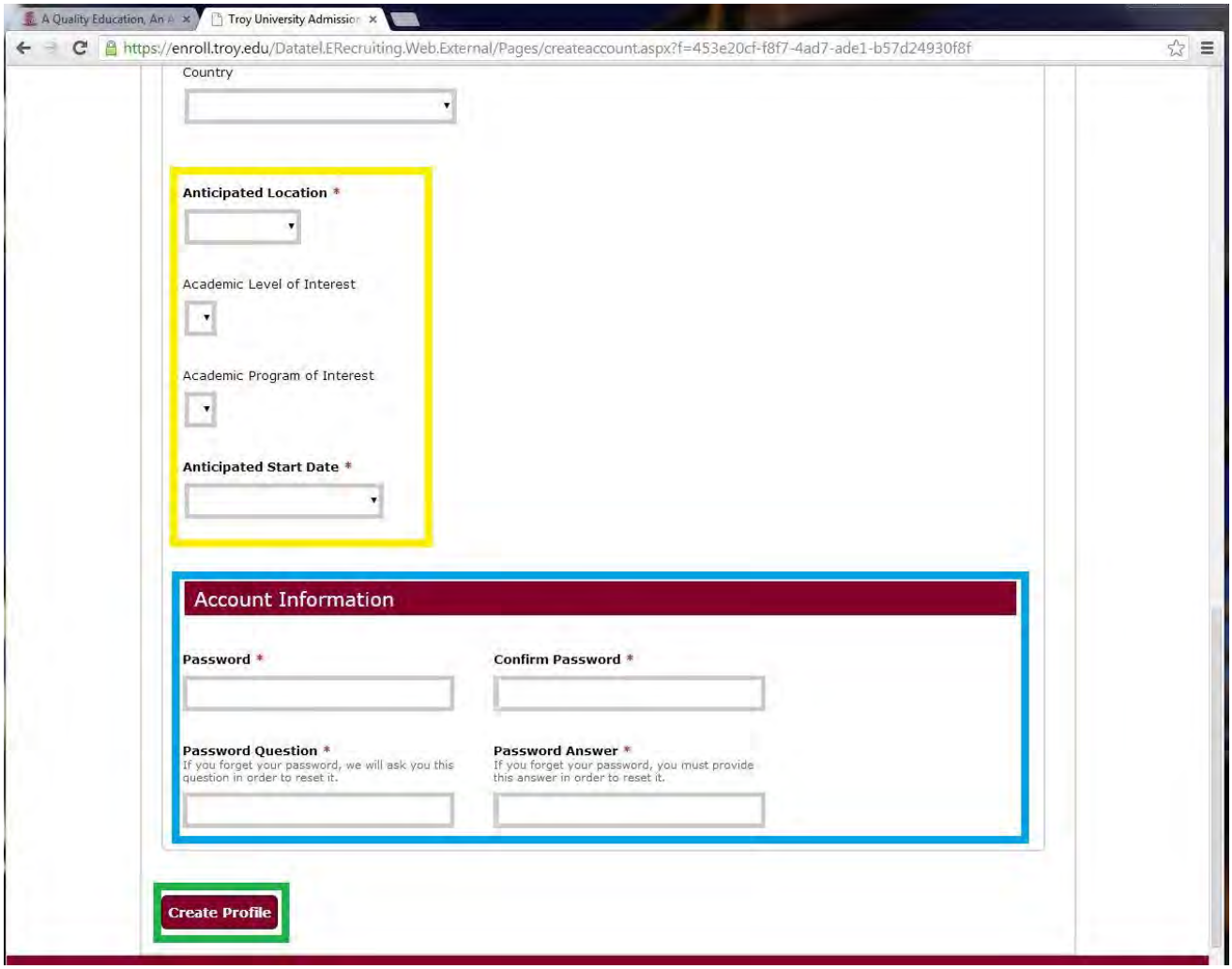
Complete your **home Address** (This cannot be a PO or GPO)

NOTE: Partners, please make sure to enter **student's home address** here.

Re-enter full home Address including: street, number, city, postal/zip code and province/state.

CREATE YOUR MYTROYU PROFILE (Cont.)

Complete the last part of your profile:



Complete your choices in the YELLOW MARK. Learn more about the options on the web. **NOTE: <u>Summer</u>** should ONLY be option if you know you need to study ESL prior to your academic studies.

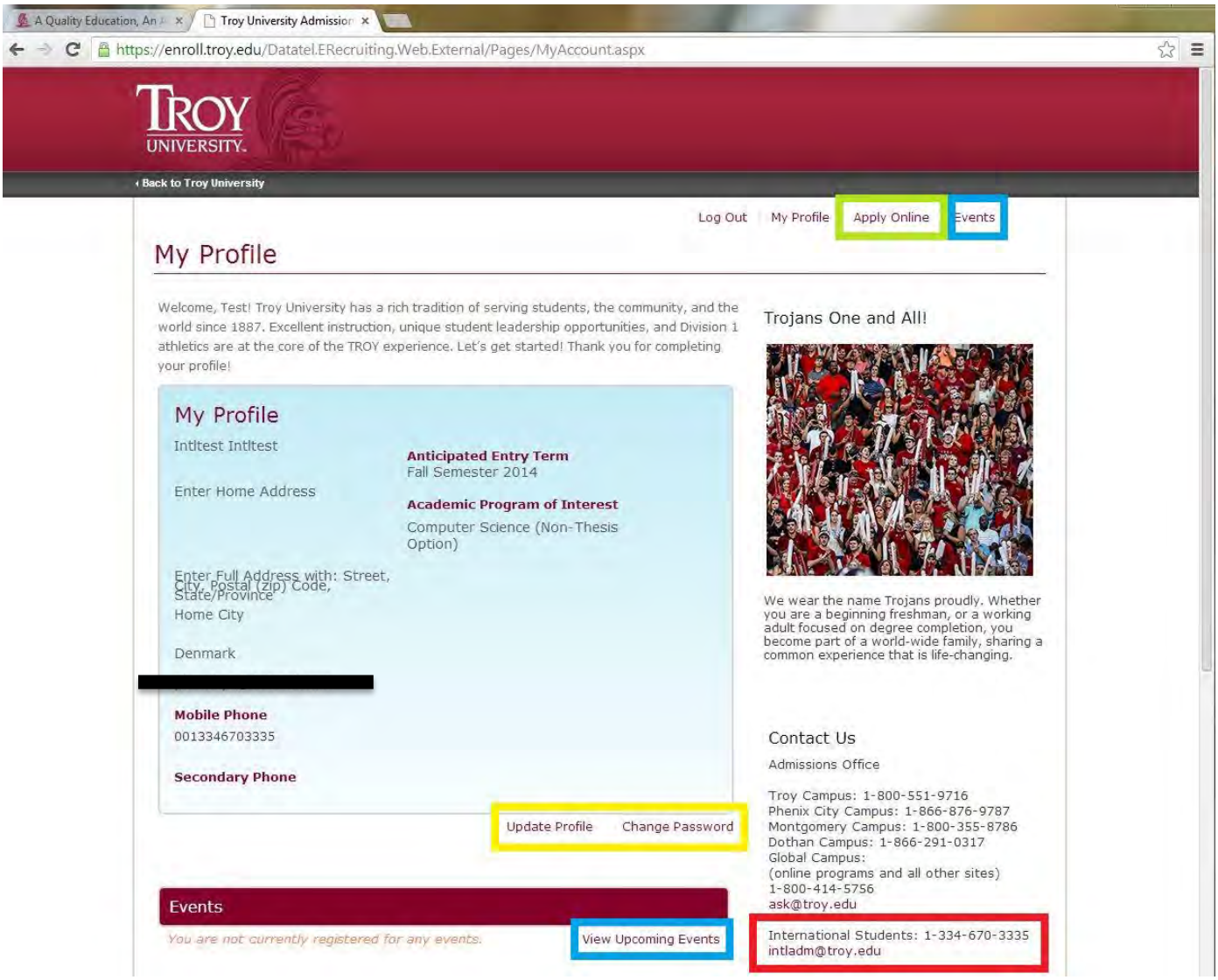
Complete the BLUE MARK section. Note that you can change your password once you are in your myTROYu profile.

Click the GREEN MARK to complete your profile creation.

The next page will be **your myTROYu profile page**. You can continue to explore here, but **REMEMBER** – you still need to complete your application!

YOUR MYTROYU PROFILE (Top View)

Now that you have created your myTROYu profile, there is a number of options for you, most important, make sure to continue and submit your actual application.



Clicking the GREEN MARK to start your application… you must complete the application as a first step in getting admission to Troy University.

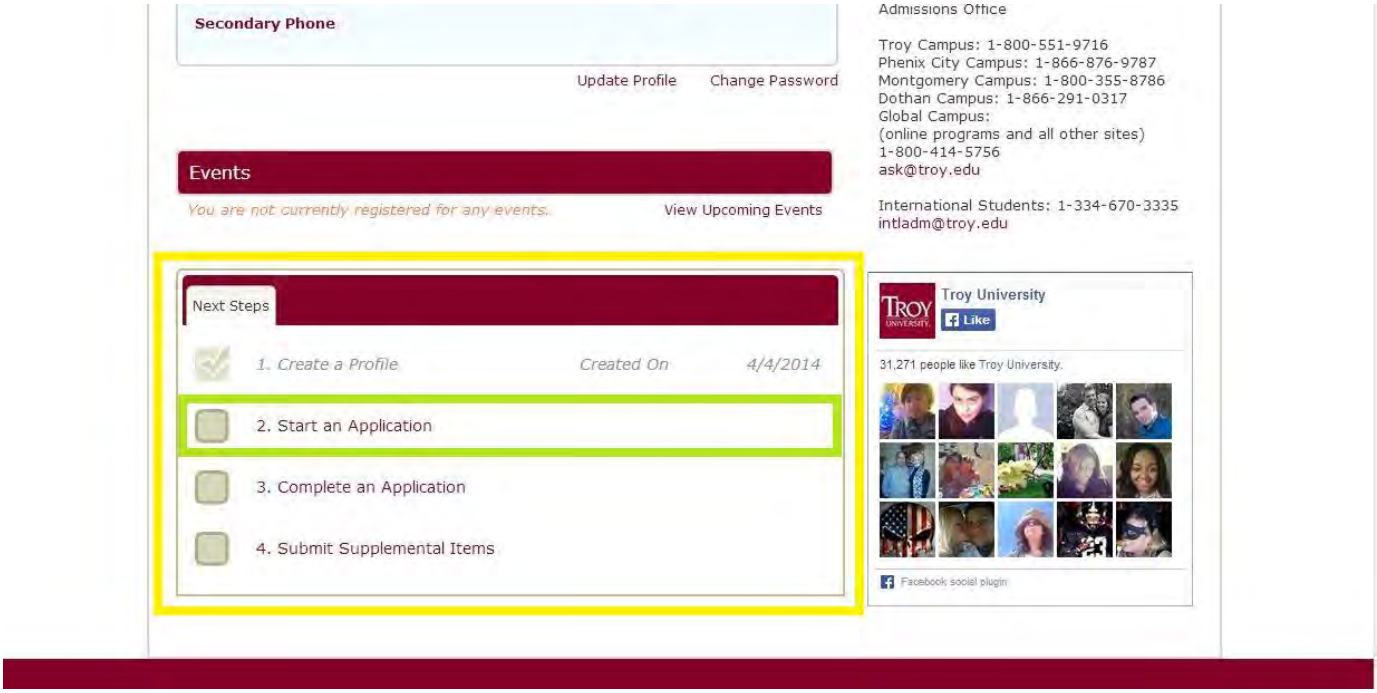
Navigate the YELLOW MARK to change your password or update your profile. Updating profile should be avoided after your application has been submitted.

Click the BLUE MARK to view upcoming events, this may have limited use.

The RED MARK is the contact information to International Office. Please use the e-mail if you have questions… ALL required documents should be sent to intladm@troy.edu

YOUR MYTROYU PROFILE (Lower View)

The lower view of your myTROYu profile will look like this:



The YELLOW MARKED area is your application process… you will see check marks as you develop your application and submit your required documents.

Click on the GREEN MARK area or the apply online reference at the top of the profile page to start your application.

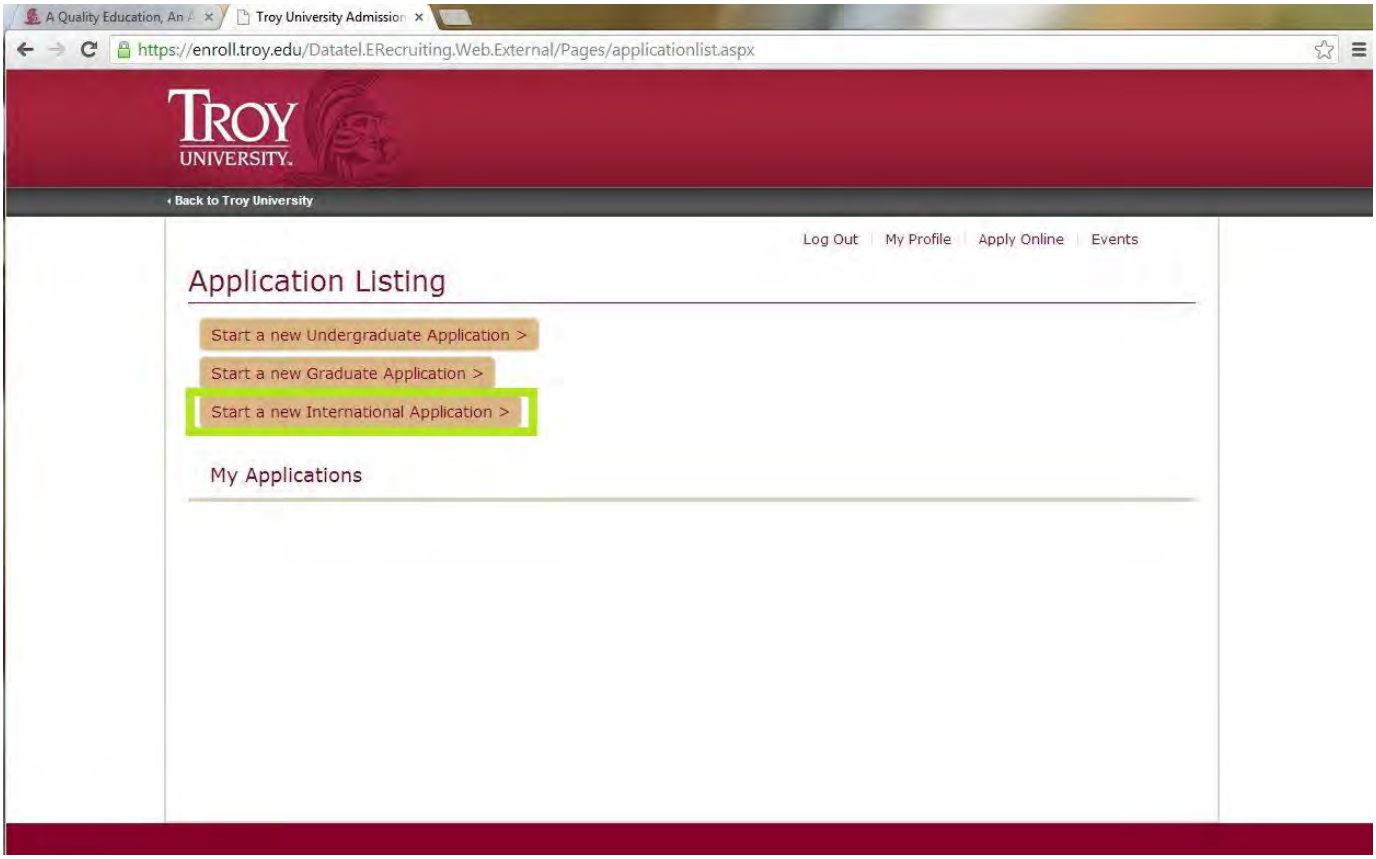
DON'T STOP NOW…

CONTINUE TO START & SUBMIT YOUR APPLICATION…

THE NEXT FEW PAGES EXPLAIN THE ACTUAL APPLICATION:

APPLICATION CHOICES

Before starting your application, you must determine your demographic status:



As a **FOREIGN STUDENT** you are define as **INTERNAIONAL**. If you have or need a student visa to study in the United States, then click the GREEN MARK area to start your application, regardless of what level you plan to study.

If you hold a Legal Permanent Residence status (Green Card) or is a United States national, then please choose the appropriate application level other than **INTERNATIONAL**.

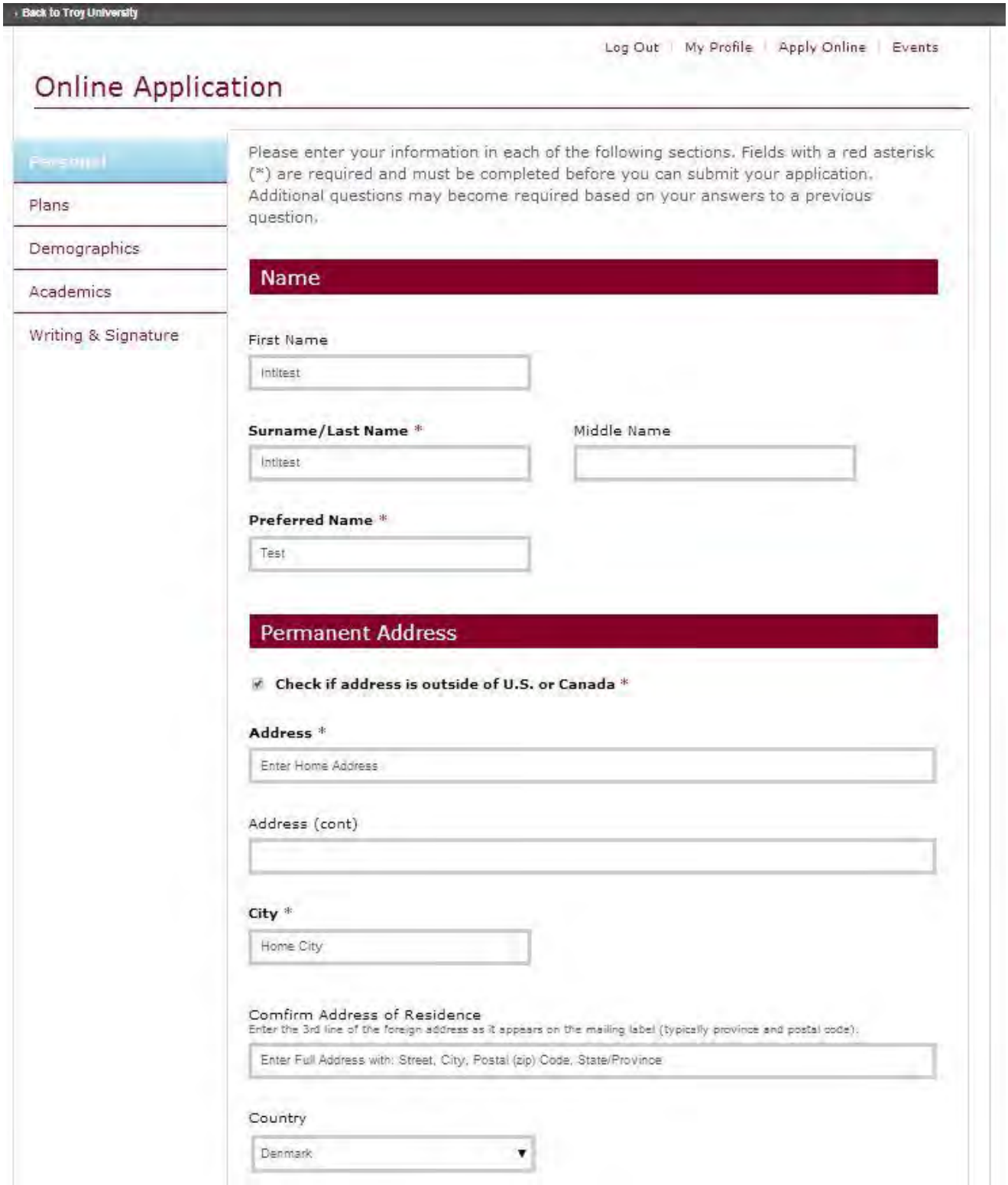
YOUR APPLICATION STARTS ON THE NEXT PAGE…

The application contains five sections, most of which has already been completed in your profile. The sections are: Personal, Plans, Demographics, Academics and Writing & Signature…completing the sections should not take more than 5-10 minutes.

NOTE – ONLY ONE APPLICATION PER PROFILE!!

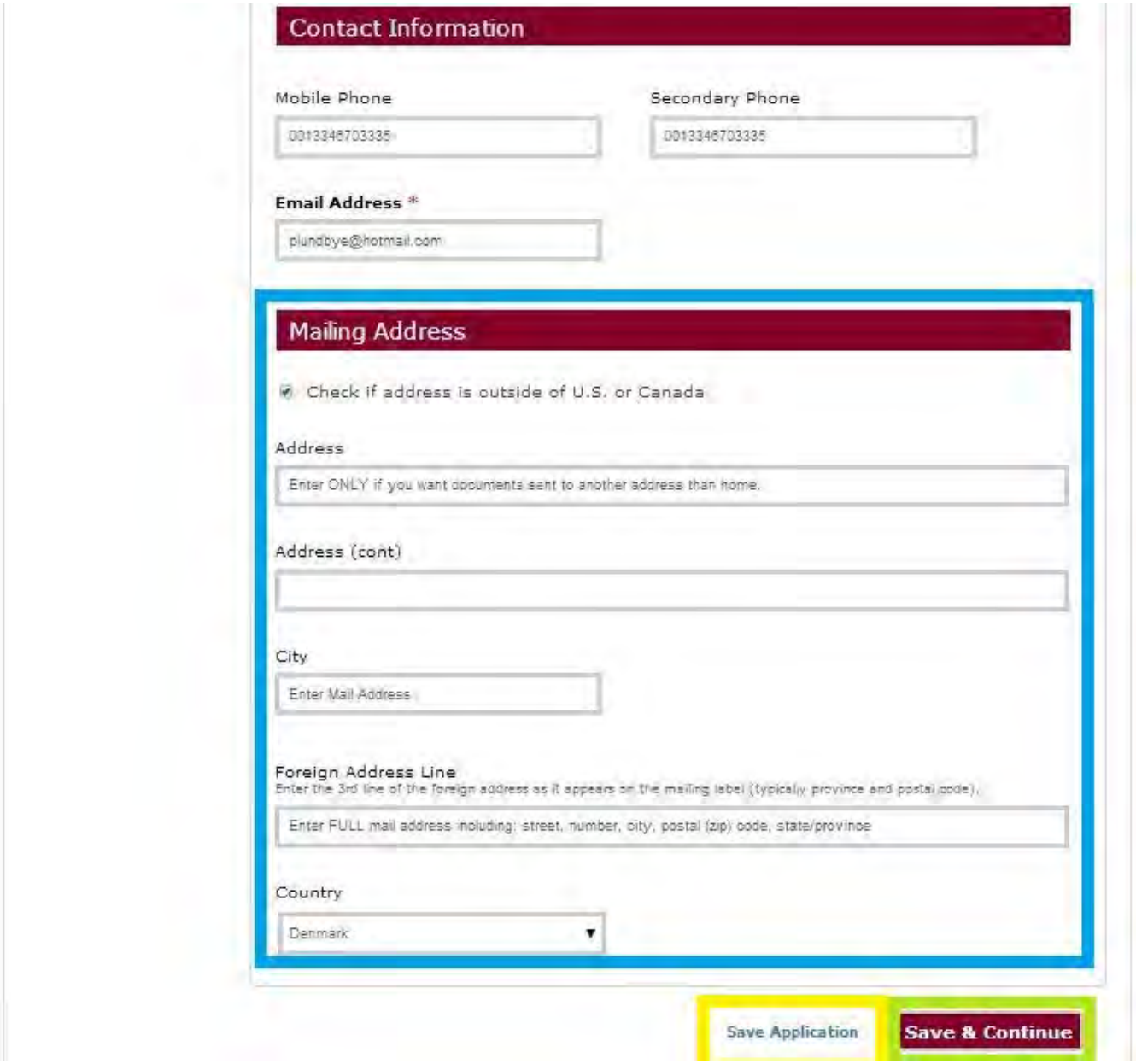
APPLICATION (Personal - Top View)

Review and complete as needed. Again, ensure the address fields have been completed.



APPLICATION (Personal - Low View)

Continue the lower part of the Personal page…



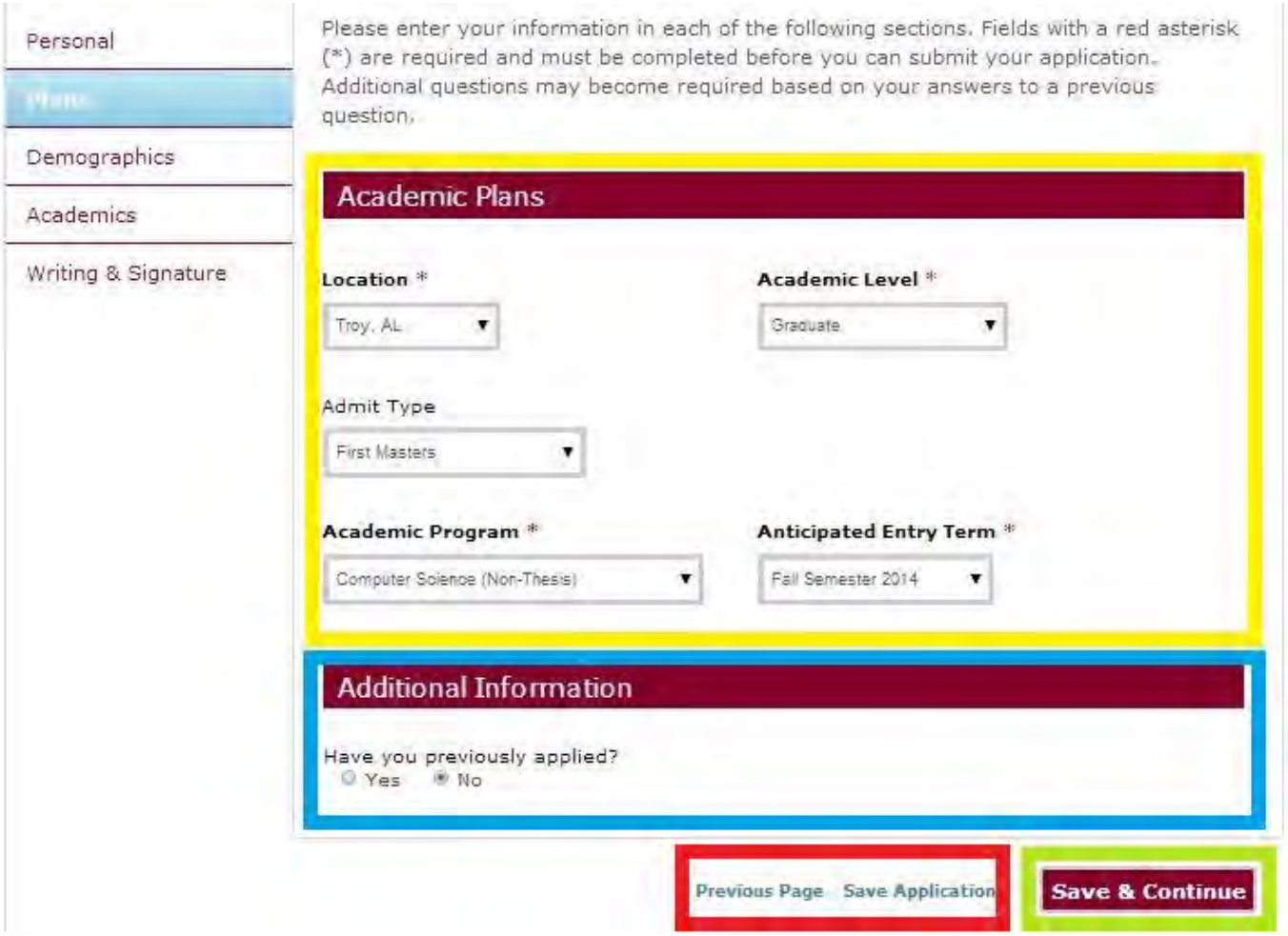
In the BLUE MARK you can enter a Mailing Address if you wish your admission documents sent to another address than your current/home address.

In every section you can Save Application, log out and return later to complete it.

If ready to move on, click the GREEN MARK to save and continue.

Continue Page 2 of the Application

APPLICATION (Plans)



The YELLOW MARK area should already be pre-populated, if incorrect or change is desired, you can make those here.

In the BLUE AREA you can inform us if you have previously applied to Troy University.

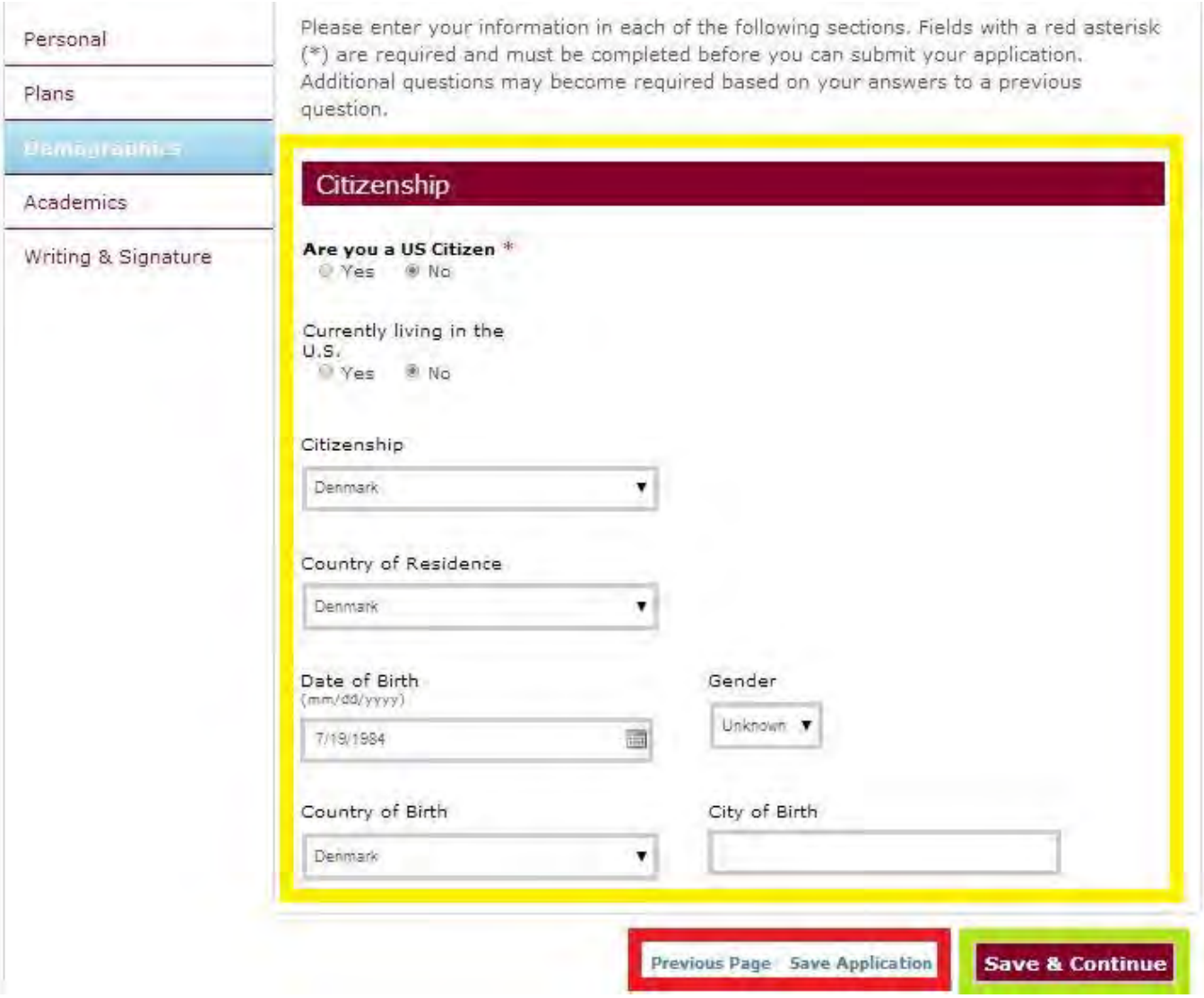
In the RED AREA you can save your application or navigate to previous page.

Click the GREEN MARK to save and continue to the next page.

Continue Page 3 of the Application

APPLICATION (Demographics)

The demographics page is very important. Please complete entire page, the details similar to your passport MUST match as they are used by the US Government for your student visa.



In the YELLOW AREA ensure that ALL details are correct… If you hold a US passport or US Legal Permanent Residence Card (Green Card), then you are on the wrong application – please return to profile and restart the domestic application process. If you are currently in the US on a visa, then complete as needed.

In the RED AREA you can save your application or navigate to previous page.

Click the GREEN MARK to save and continue to the next page.

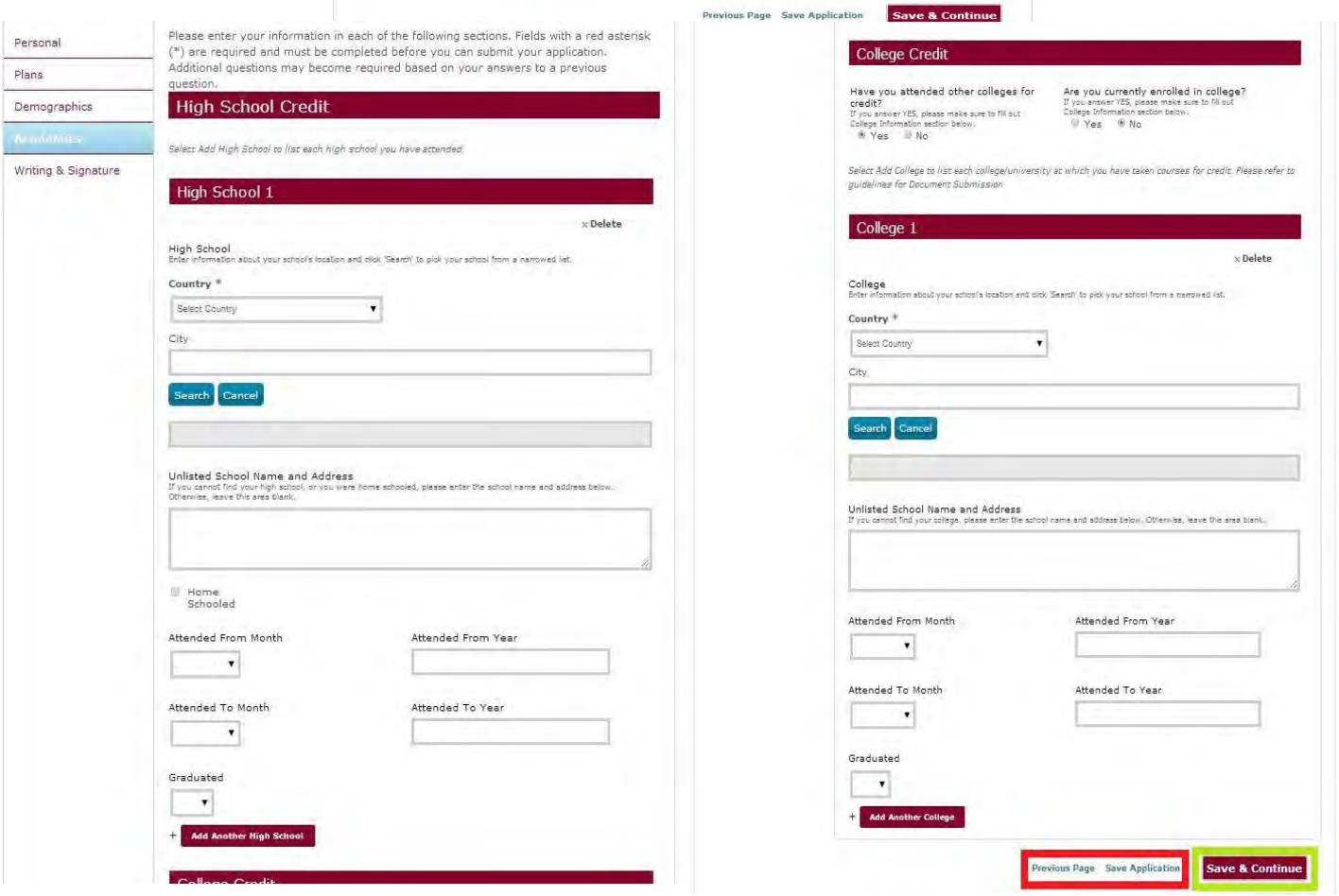
NOTE: DO NOT CHECK YES TO US CITIZEN OR IN THE US UNLESS YOU ACTUALLY ARE!

Continue Page 4 of the Application

APPLICATION (Demographics)

Complete your school details as needed… Don't use the search unless your school was in the United States. Only the last High School you attended is needed… For college enter all university level institutions you attended in order.

High School expanded



College expanded

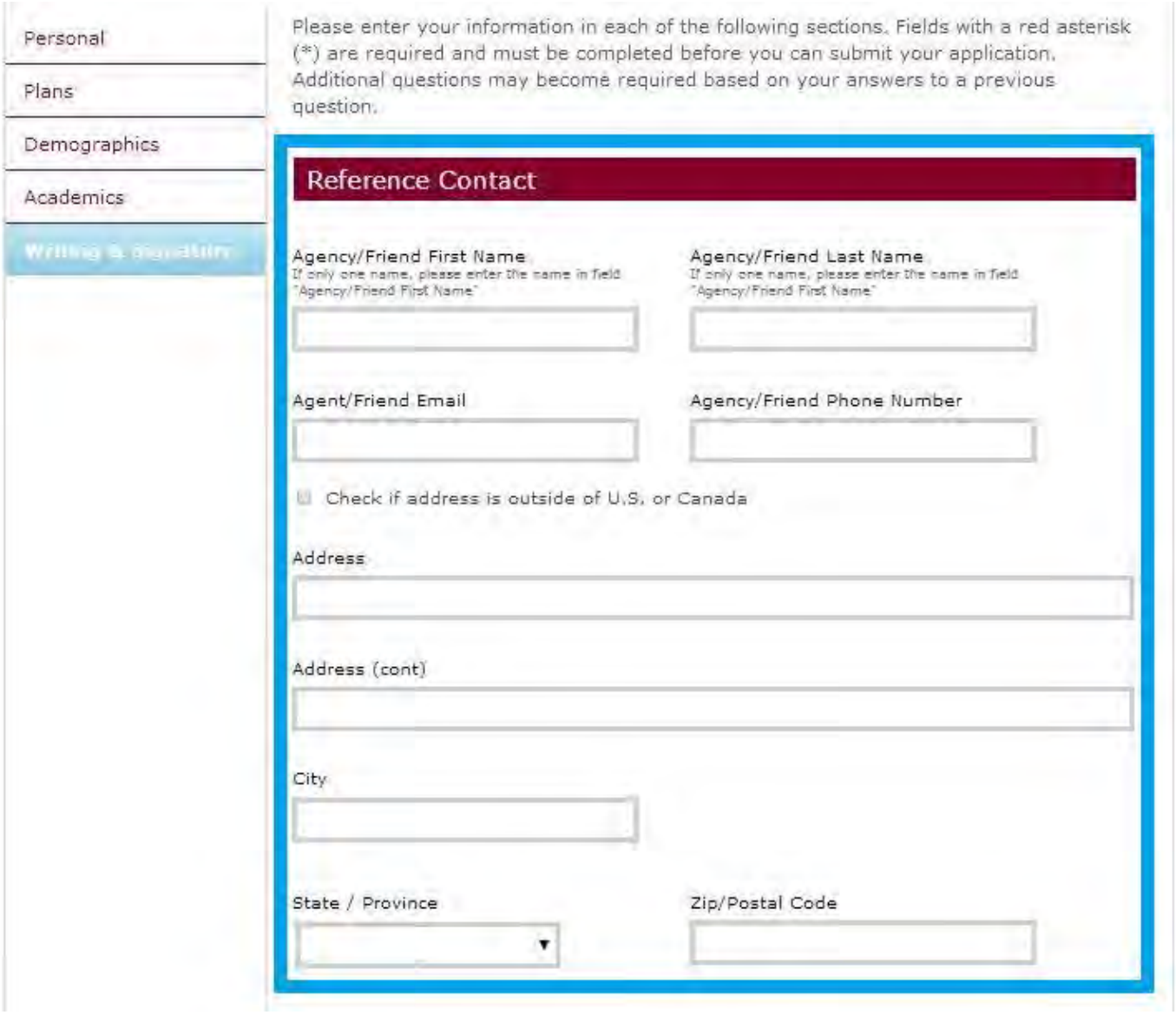
In the RED AREA you can save your application or navigate to previous page.

Click the GREEN MARK to save and continue to the next page.

Continue to the Last Page of the Application

APPLICATION (Writing & Signature - Top View)

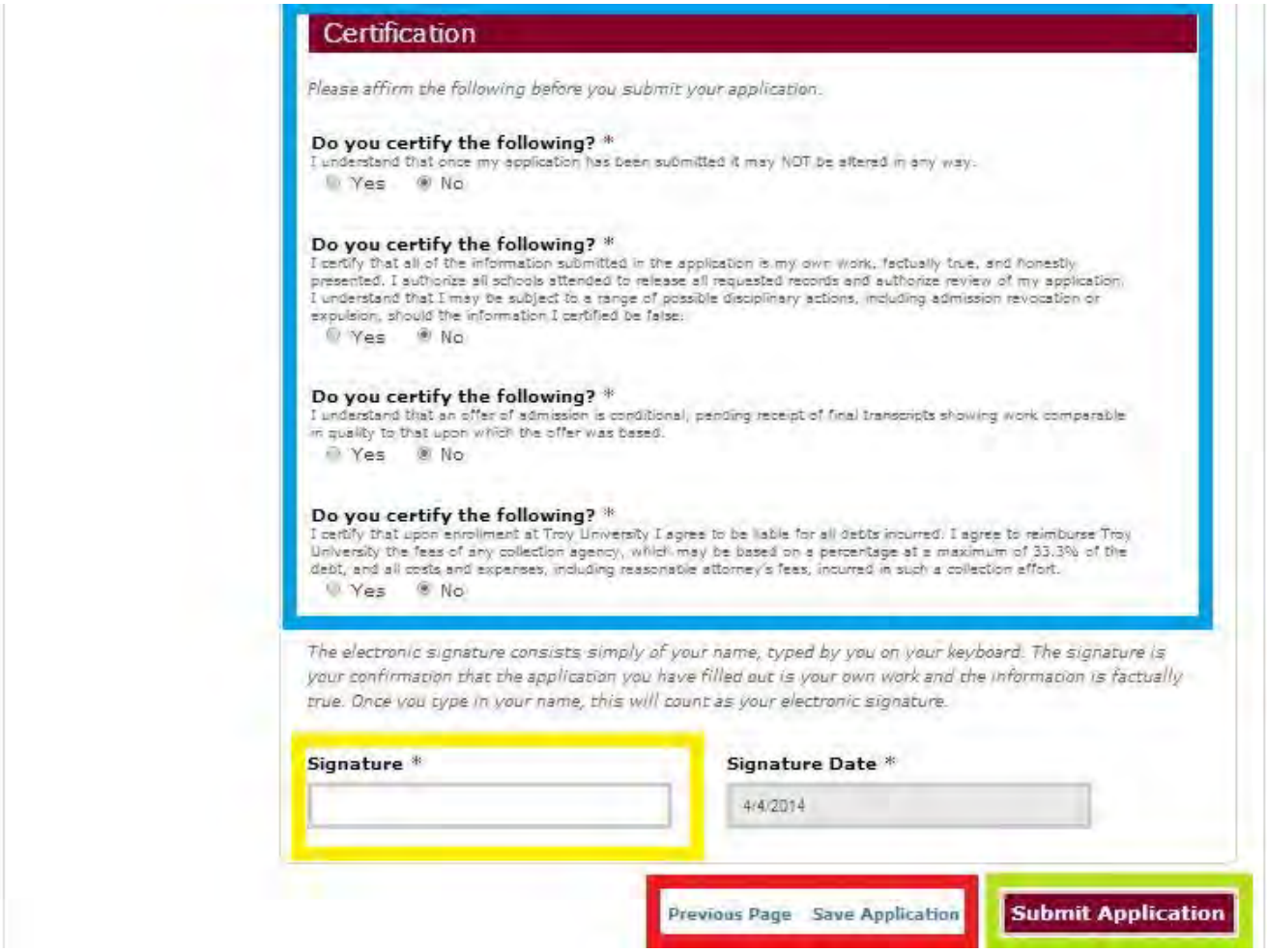
The last page of the application serves two purposes… identifying your reference (if any)…
If you are an **agency** or **partner school**, your official details go in this part.
Please ensure the address entered for the student is not your office address.



Following the BLUE MARK to complete your reference details.

APPLICATION (Writing & Signature - Low View)

The final part of the application before submitting…



The BLUE AREA covers the certification that you must agree too.

You also MUST digitally sign the YELLOW AREA.

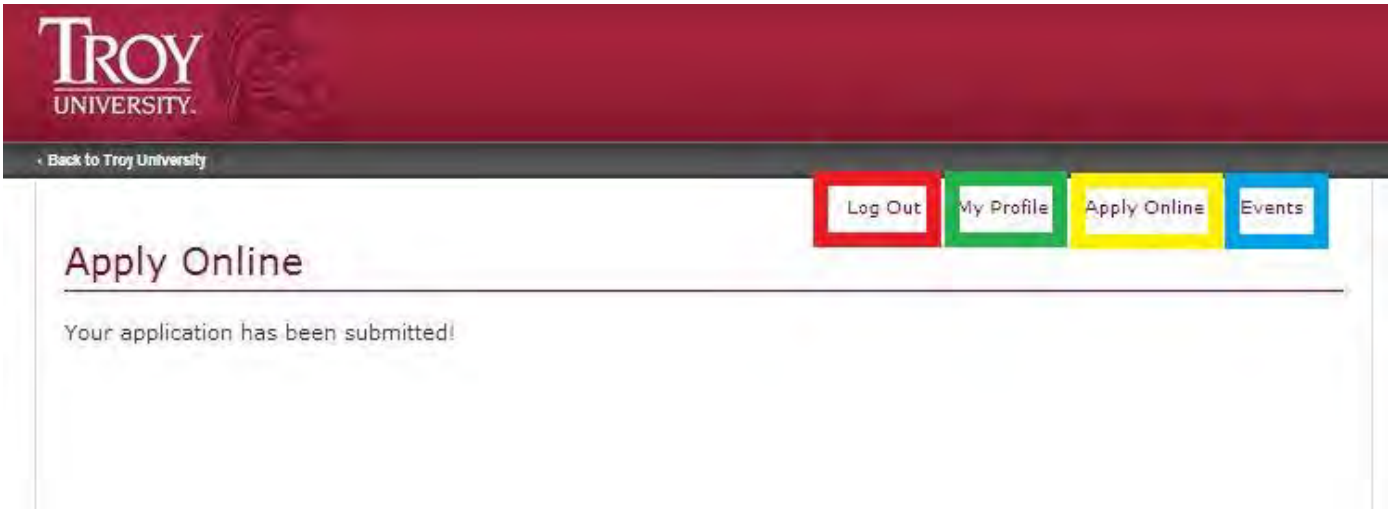
In the RED AREA you can save your application or navigate to previous page.

Click the GREEN MARK to submit your application.

Continue to learn what is next…

CONGRATULATION: APPLICATION SUBMITTED

This is the screen you will see if your application has submitted correct.



Click BLEU MARK for event details… there will be very few international events listed.

If you click the YELLOW MARK you will get to the screen where you can check supplemental items. At the supplemental items, please allow 5-10 working days for evaluation to complete and update your document list.
NOTE: The supplemental items please shows what is required for FULL UNCONDITIONAL ADMISSION when you submit your application.

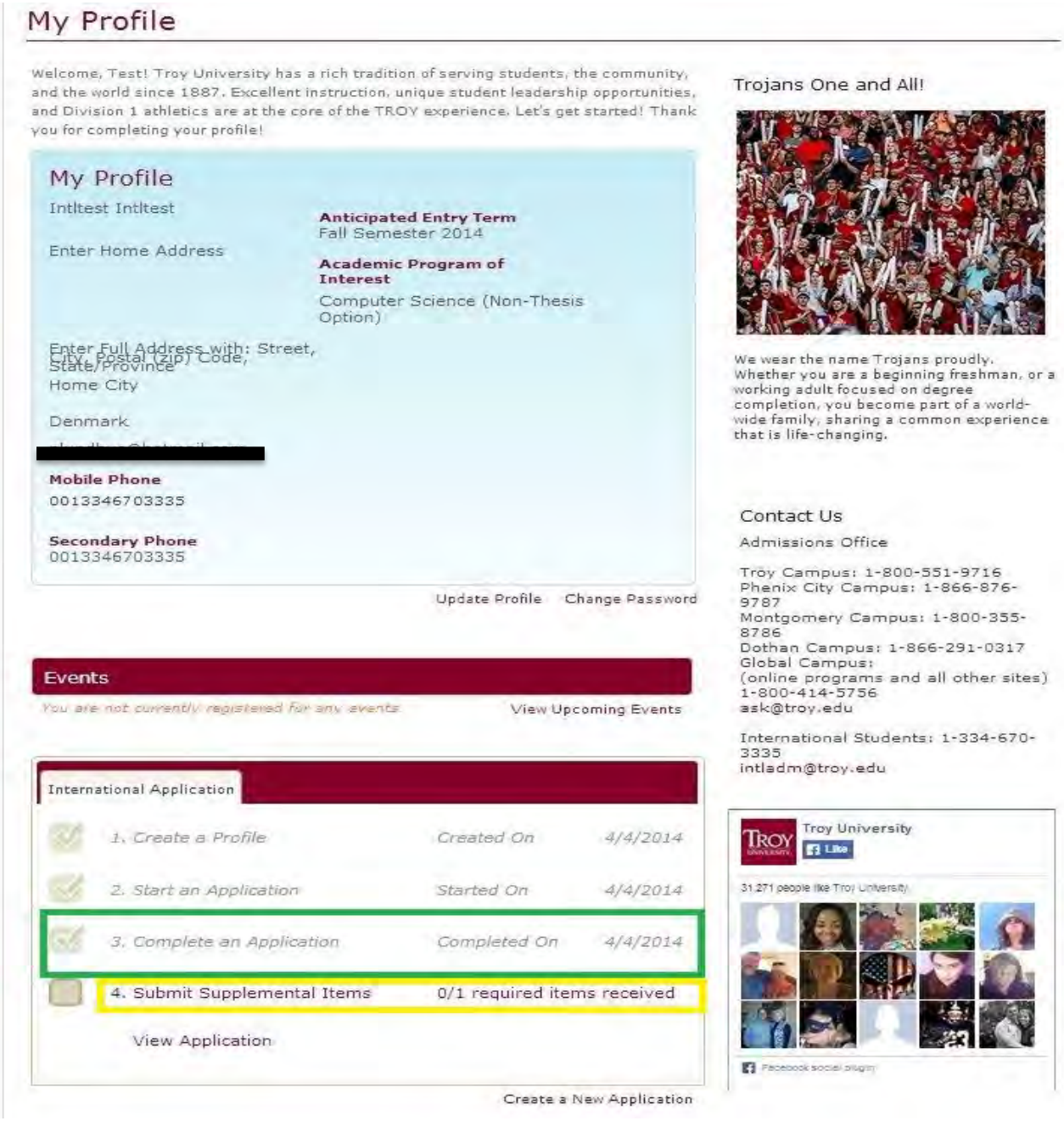
Clicking the GREEN MARK will take you back to your myTROYu profile dashboard screen… You can always return to your profile screen to learn more about TROY and your application. See the next page for screen view.

If you are done for click the RED MARK to log out of your application.

NOTE – IF YOU MADE A MISTAKE AND NOTICE IT AFTER YOU HAVE SUBMITTED YOUR APPLICATION… PLEASE CONTACT INTLADM@TROY.EDU

DO NOT CREATE ANOTHER PROFILE OR APPLICATION!!

YOUR MYTROYU PROFILE: APPLICATION SUBMITTED

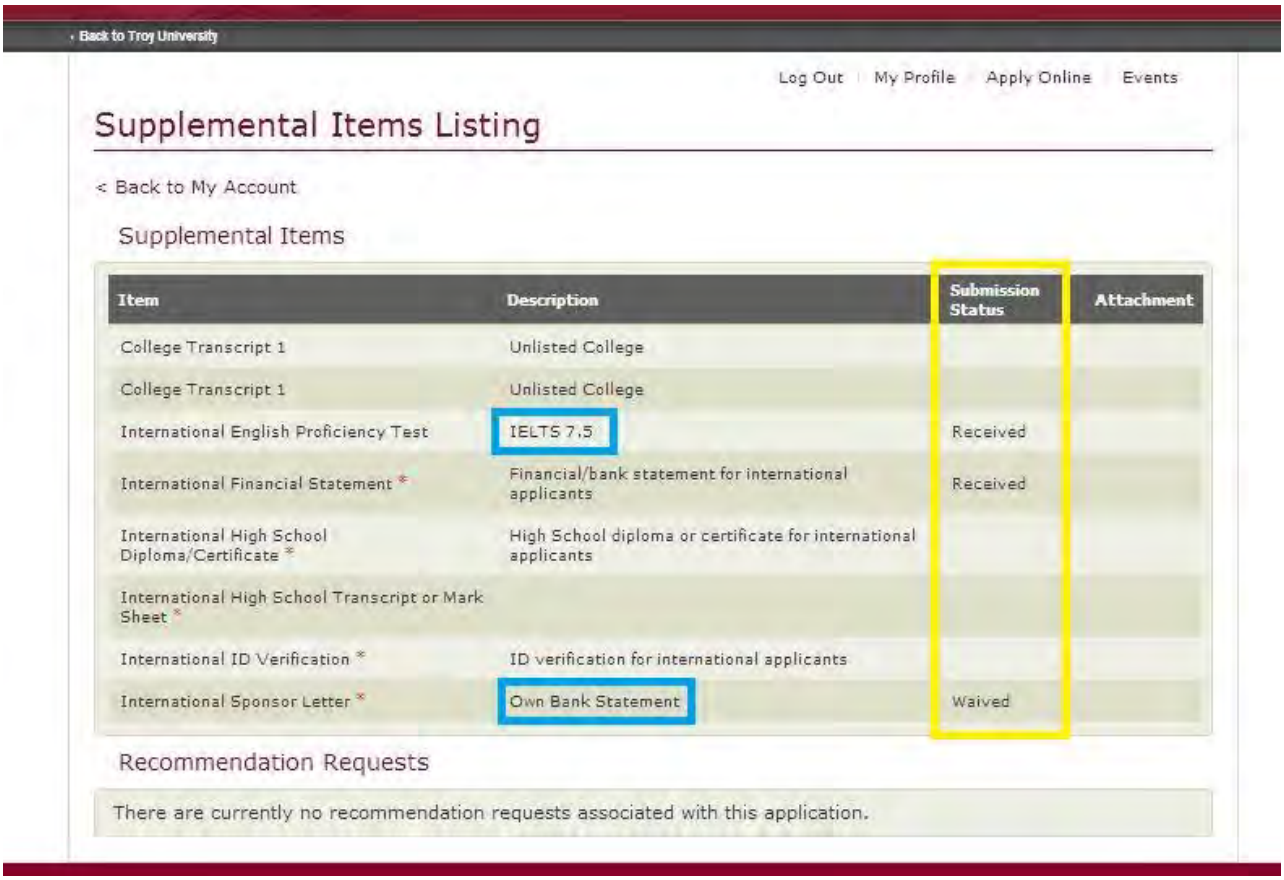


The GREEN MARK will show when you application was submitted.

On the YELLOW MARK you can click and see status of Supplemental Items (required documents needed for admission) – see screen below for view.

YOUR APPLICATION STATUS

Once you start submitting your documents, you can follow the review on the Supplemental Items list…



In the BLUE MARKED description you may find notes from admission.

The YELLOW MARKED area will show the status as updating… please allow 5-10 working days for update from the time you have submitted your documents.

Status terminology:

Blank:	Not evaluated or not yet accounted for. [If showing after 5 days of submission and no receipt confirmation].
Waived:	Not required for admission.
Received:	Has been received and reviewed by admission.
Unofficial:	Unofficial copy received (sufficient for admission).
Official:	Official copy received.

This concludes the admission website… document check list below.

DOCUMENT CHECK LIST – INTLADM@TROY.EDU

Academic Level	Document Description	Check
ESL ONLY	Contact esl@troy.edu for application and details	
	ESL Only paper application form	
	Financial Statement	
	Sponsor Letter	
	Passport Bio-page	
UNDERGRADUATE	Apply Online: (http://admissions.troy.edu/international/)	
	High School Transcript *	
	High School Diploma *	
	Financial Statement (Min. $24,000)	
	Sponsor Letter	
	Passport Bio-page	
Optional	TOEFL / IELTS / SAT / ACT	
	- **Send to intladm@troy.edu**	
GRADUATE	Apply Online: (http://admissions.troy.edu/international/)	
	College / University Transcript *	
	College / University Degree Diploma *	
	Financial Statement (Min. $24,000)	
	Sponsor Letter	
	Passport Bio-page	
	Recommendation Letter(s)	
	Statement of Purpose (for MPA only)	
	Resume / CV (for MPA only)	
Optional	TOEFL / IELTS **	
Optional	GRE / GMAT / MAT **	
	- **Send to intladm@troy.edu**	
Optional Documents	Housing Application: http://trojan.troy.edu/housing/	
	Undergraduate Scholarship Application	
*	If you have not graduated, getting a letter of academic verification and expected graduation from your school is desirable.	
**	Note: **MBA, MS ACC, MS TAX** and **MPA** programs requires passed English proficiency and graduate exam to start their academic level.	