

# Global Programs

## Online Application Instruction Manual

- Dual Bachelor's Master's Degree Applicants

# The Global Programs Online Application

## CREATE Global Programs Account

- Students create an online Global programs account before completing the DBMD form.



## COMPLETE Online DBMD Form

- The DBMD form will collect basic student and academic information, and will ask you to upload your I-20 application materials and DBMD study plan (if applicable).
- About 24-48 hours after submitting the DBMD form, an email will be sent with instructions for applying to the Department application.



## SUBMIT Online Department Application

- An application is complete when the DBMD form, online Department application, and supporting documents have been submitted.
- Global Programs will receive updates on the student's application and will notify the student and home university when an admission decision has been made.
- For accepted students, admission packets and I-20 forms will be mailed to the home university.

For additional DBMD application information, please see our website: <http://www.temple.edu/international/gp/apply/dbmd.html>

# CREATE GLOBAL PROGRAMS ACCOUNT

## Step 1: Create Account

- Visit <https://apply.temple.edu/GLOBAL>
- For first time users
  - Click Create Account
- For returning users
  - Enter Email and Password to access account and application

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# Global Programs

Search

Log In Create Account Apply Online

Log In

LOG IN

Email: \*

Password: \*

Log In

Not registered yet? [Create an account!](#)

[Forgot your password?](#)

## Step 2: Enter Account Information

- Enter required information (denoted by \*).
  - This information is used to create your Temple account.
  - Having a Temple account then allows you to submit an online application.
- Please note for Entry Term, only some departments accept Spring DBMD applicants. If you would like to apply for Spring, please email [global.programs@temple.edu](mailto:global.programs@temple.edu) to confirm.

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Global Programs

Search

Log InCreate AccountApply Online

Create An Account

CONTACT INFORMATION

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Birth Date \*

Gender

Home Phone

Mobile Phone

☐ Outside the U.S. or Canada

Address \*

City \*

State/Province \*

ZIP/Postal Code \*

ENROLLMENT INFORMATION

Entry Term \*

Program of Study \*

ACCOUNT INFORMATION

Password \*

Confirm Password \*

Password must contain: one number, one lowercase letter, one uppercase letter, 8 to 15 characters, and only the special characters \$ or #.

Password Question \*

Password Answer \*

If you forget your password, we will ask you this question in order to reset it.

If you forget your password, you must provide this answer in order to reset it.

Create Account

## My Account

Welcome, Anna! Thank you for beginning your Global Programs application. Now that your account has been created, you can start your application by following the **Next Steps** section below. Should you have any questions, please do not hesitate to contact us at [global.programs@temple.edu](mailto:global.programs@temple.edu). We look forward to welcoming you to Temple University and the city of Philadelphia!

### MY PROFILE

Anna Smith  
anna.smith@gmail.com  
123-456-7890  
  
123 Main Street  
  
Shanghai  
  
  
123 Province  
China

[Update Profile](#) [Change Password](#)

### Next Steps

- ☒ 1. Create a Profile Created On 2/8/2019
- ☐ 2. Start an Application
- ☐ 3. Complete an Application
- ☐ 4. Submit Supplemental Items

## START DBMD FORM

- Your account page will include;
  - Welcome message
  - Your profile details
  - About Global Programs
  - Next Steps
- Click “Start An Application” to begin your DBMD online form.

*\*Please note, the Global Programs application is only your DBMD form. You will still need to submit an actual application to your Department of choice (Step 10).*



### About Us



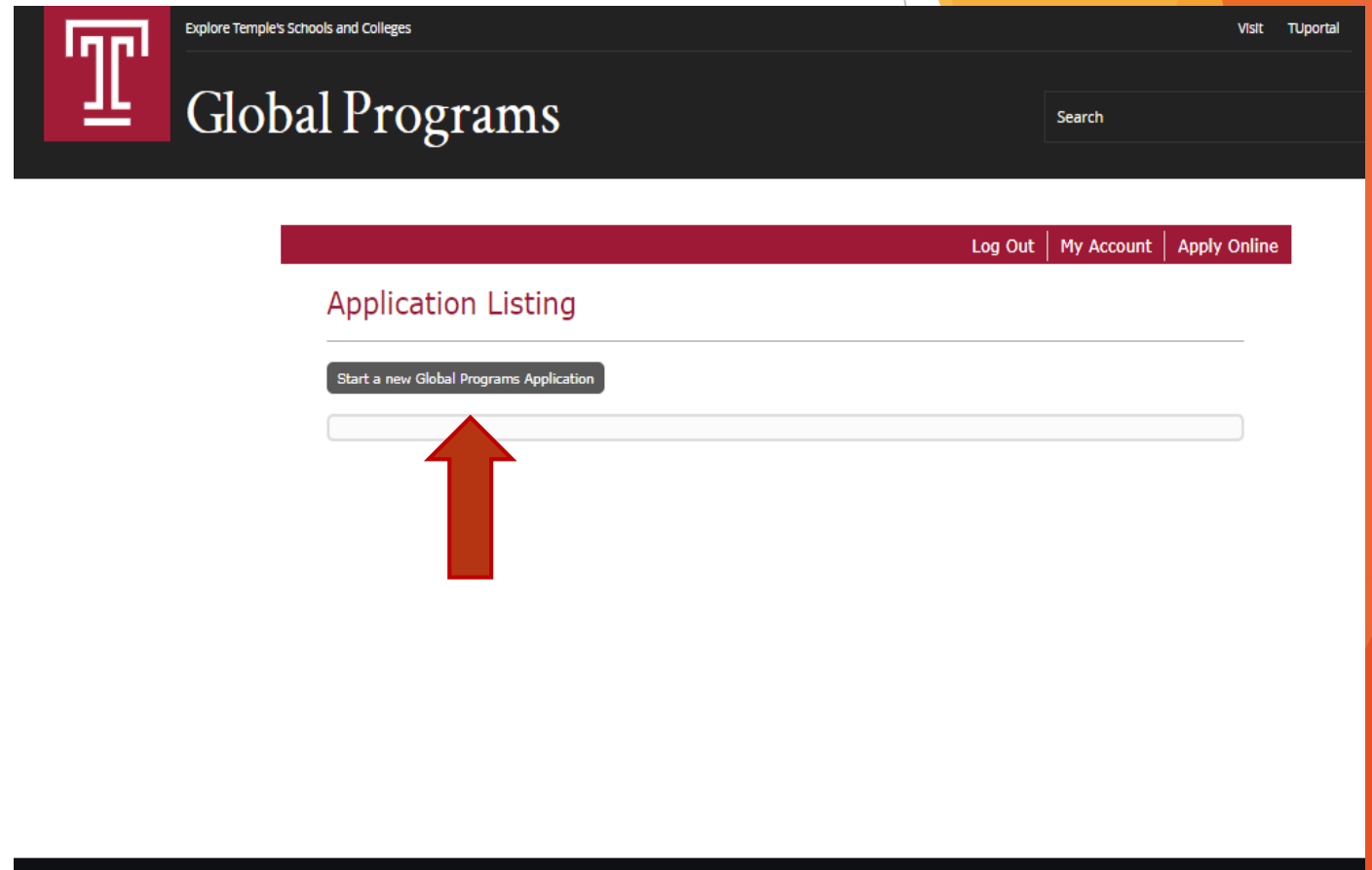
#### Global Programs at Temple University

At Temple University, you will learn from world-class faculty and broaden your knowledge in an academic environment that encourages growth and celebrates differences. Through international study, you will gain a global perspective that will enrich your education and prepare you for professional success.

As the 38th largest university in the U.S., and one of the nation's leading providers of professional education, Temple has over 450 academic degree programs (bachelor's, master's, and PhD), 7 regional campuses, and 2 international campuses in Tokyo and Rome. Our urban location in Philadelphia—the first World Heritage City in the U.S.—provides a unique opportunity to experience American culture.

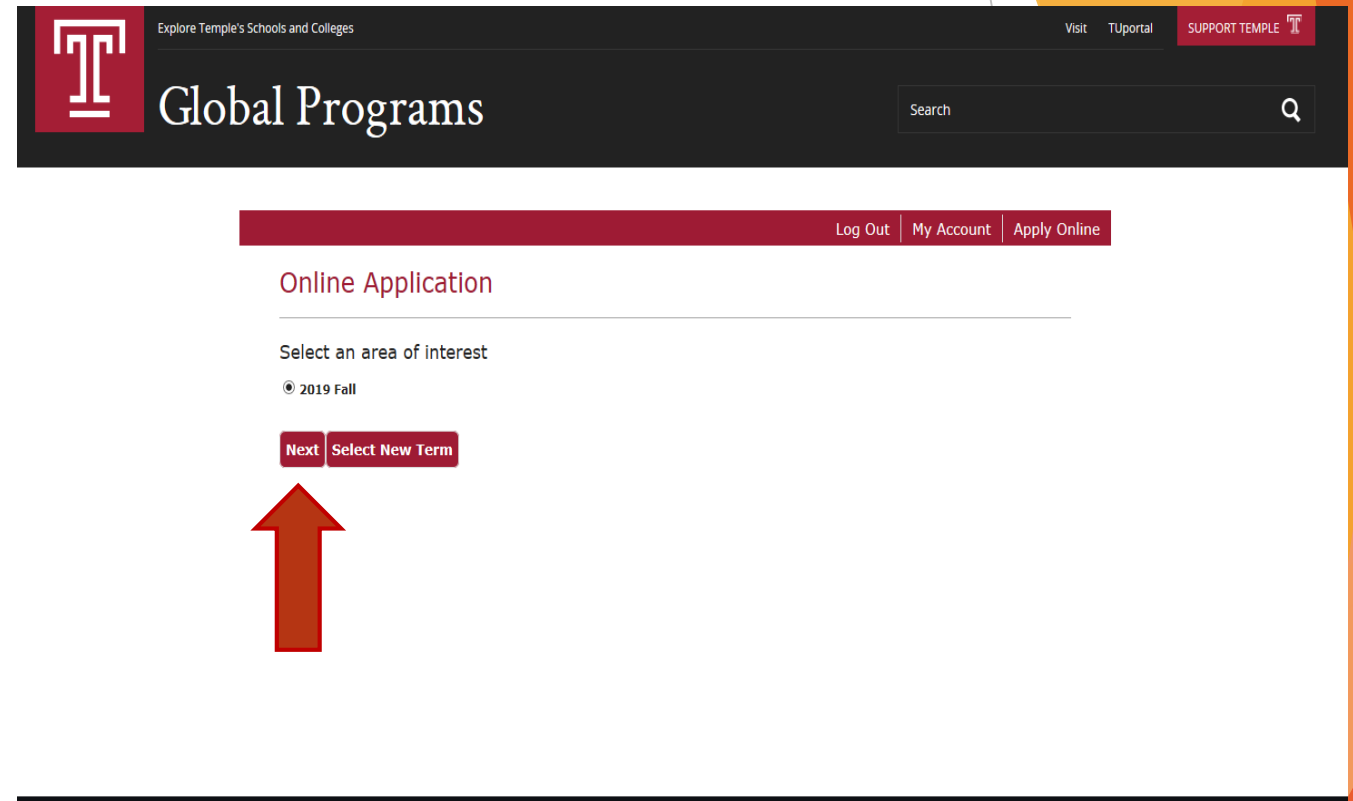
## Step 3: Start Your DBMD Form

- Click 'Start a new Global Programs Application'



## Step 4: Select Area Of Interest

- Select the semester you intend to begin your program at Temple University.
- Click 'Next'



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Global Programs

Search

Log Out My Account Apply Online

Online Application

Select an area of interest

© 2019 Fall

Next Select New Term

## Online Application

Student Information
Biographic Information
Academic Information
Additional Information

NAME

First Name \*
Last Name \*

CONTACT INFORMATION

Email Address \*

Home Phone \*
Cell Phone

PERMANENT ADDRESS

Permanent address outside of U.S. or Canada?

Permanent Address Line 1 \*

Permanent Address Line 2

Permanent Address City \*

Permanent Address Foreign Address Line \*

Permanent Address Country \*

[Save Application](#) [Save & Continue](#)

## Step 3: Student Information

- Confirm the student information that you have previously entered and correct any mistakes or any changes that may have happened
- Fill out your First and Last Name, Home Phone, Permanent Address, Permanent Address City, Permanent Address Foreign Address Line, Permanent Address Country
- Click Save and Continue



## Online Application

### Step 4: Biographic Information

- Select your Country of Birth
- Select your Country of Citizenship
- Select your Citizenship Status
  - Most applicants will be “Non-Resident Alien”
- Click Save & Continue

Student Information

**Biographic Information**

Academic Information

Additional Information

**BIO INFORMATION**

Country of Birth \*

Country of Citizenship \*

Citizenship Status \*

U.S Citizen (I hold a U.S. passport)


Non-Resident Alien (I do not hold a U.S. Passport)

Permanent Resident (I am a "Green Card Holder")

Save Application

Previous Page

Save & Continue



## Online Application

### Step 5: Academic Information

- After Selecting “Dual Bachelor’s and Master’s Degree” under Program of Study
- Select your Entry Term
- Select your Home University Country
- Select your Home University
- Select Your Academic Program
- Click Save and Continue

**PROGRAM INFORMATION**

Student Information

Biographic Information

**Academic Information**

Additional Information

**Program of Study \***

**Entry Term \***

**Country \***


**Home University \***

**Academic Program \***

Save Application

Previous Page

Save & Continue



## Online Application

### Step 6: Additional Information

- Read over the “Do you certify ...” and check “Yes” when you are done with all three
- Type your name under signature
- The signature date should automatically be filled in
- Click Submit Application once you are done!

Student Information
Biographic Information
Academic Information
Additional Information

CERTIFICATION

**Do you certify the following?** \*I understand that Temple University admissions personnel will have access to my Temple University student record and that withholding requested information or giving false information will make me ineligible for admission to the university and subject to dismissal if admitted.

☐ Yes ☒ No

**Do you certify the following?** \*I certify that the above statements are correct and complete and, if admitted, I agree to abide by the published policies, rules, and regulations of Temple University. I further understand that from the time I file my application, it is my responsibility to know all the rules, requirements, and exemptions for my intended degree program.

☐ Yes ☒ No

**Do you certify the following?** \*In the event that I am not admitted into the program for which I hereby apply, I understand that I will not be entitled to any tuition refund for any course taken while my application was under consideration.

☐ Yes ☒ No

Signature \*
Signature Date \*

[Save Application](#)
[Previous Page](#)
[Submit Application](#)


## Step 7: Department Email

- In the next 24-48 hours, you will receive an email with instructions for completing your online Department application and submitting your supporting application materials (e.g., transcripts, letters of recommendation, etc.).
- If you have any questions, or do not receive this email within 48 hours, please contact Global Programs at [global.programs@temple.edu](mailto:global.programs@temple.edu).

## Apply Online

### Thank you!

Your application for admission to Global Programs at Temple University has been received.

#### **Dual Bachelor's Master's Degree program**

Step 1 of your applicant for admission to the DBMD program at Temple University has been received. Please check your email for instructions on completing Step 2 of your application.

#### **Study Abroad and Exchange Programs**

Your application will be reviewed to ensure all required information and supplemental items have been submitted. You will be notified by email of your admission and your acceptance packet, including I-20 document, will be mailed directly to your home university office.

Please contact us at [global.programs@temple.edu](mailto:global.programs@temple.edu) with any questions or concerns and we would be happy to assist you.

[Click to check your application status](#)

## Step 8: Supplemental Documents

- Click on “My Account” after you submit your DBMD form.
- You will be brought back to your main profile page. Click on “Submit Supplemental Items” to submit your I-20 application documents and DBMD study form.
- Once on your profile page, you may have to hit “refresh” or F5 on your keyboard to see this listing at #4.

### Apply Online

Thank you!

Your application for admission to Global Programs at Temple University has been received.

#### Dual Bachelor's Master's Degree program

Step 1 of your applicant for admission to the DBMD program at Temple University has been received. Please check your email for instructions on completing Step 2 of your application.

#### Study Abroad and Exchange Programs

Your application will be reviewed to ensure all required information and supplemental items have been submitted. You will be notified by email of your admission and your acceptance packet, including I-20 document, will be mailed directly to your home university office.

Please contact us at [global.programs@temple.edu](mailto:global.programs@temple.edu) with any questions or concerns and we would be happy to assist you.

[Click to check your application status](#)

[Update Profile](#) [Change Password](#)

#### 2019 Fall - DBMD/Non-Degree Seeking

- |                                     |                              |                       |
|-------------------------------------|------------------------------|-----------------------|
| <input checked="" type="checkbox"/> | 1. Create a Profile          | Created On 3/7/2019   |
| <input checked="" type="checkbox"/> | 2. Start an Application      | Started On 3/7/2019   |
| <input checked="" type="checkbox"/> | 3. Complete an Application   | Completed On 3/7/2019 |
| <input type="checkbox"/>            | 4. Submit Supplemental Items | 0/4 required          |

[View Application](#)

will gain a global perspective that will enrich your education and prepare you for professional success.

As the 38th largest university in the U.S., and one of the nation's leading providers of professional education, Temple has over 450 academic degree programs (bachelor's, master's, and PhD), 7 regional campuses, and 2 international campuses in Tokyo and Rome. Our urban location in Philadelphia—the first World Heritage City in the U.S.—provides a unique opportunity to experience American culture.

#### Contact Us

Office of Global Programs  
1938 Liacouras Walk, Suite 203  
Philadelphia, PA 19122  
(215) 204-9570

## Step 9: Upload Supplemental Documents

- Upload the following documents:
  - Biographical Page of Passport
  - Financial Documents
  - I-20 Application
  - DBMD Study Plan
- Since it can take a few weeks to gather the above materials, it is okay to submit them after completing your Department application (Step 10).

## Step 10: Complete Department Application

- Follow the email instructions for completing your Department application and submitting your application supporting documents (e.g., transcripts, letters of recommendation, statement of goals, etc.). If you do not receive this email, please contact us at [global.programs@temple.edu](mailto:global.programs@temple.edu).

Log Out | My Account | Apply Online

### Supplemental Items Listing

[Back to My Account](#)

Item	Description	Submission Status	Attachment
Biographical Page of Passport *		Not Received	<a href="#">Choose File</a> No file chosen
Financial Documents *		Not Received	<a href="#">Choose File</a> No file chosen
I-20 Application *	Please complete <a href="#">this form</a> and then upload it.	Not Received	<a href="#">Choose File</a> No file chosen
School/College Application *	Please complete the secondary college specific application. Once the secondary application is complete, this will be marked as received.	Not Received	
Study Plan	Please complete <a href="#">this form</a> if you still need to complete undergraduate requirements after arriving at Temple.	Not Received	<a href="#">Choose File</a> No file chosen

## Application Questions?

For any questions you have about submitting your DBMD form, Department application, or supporting application documents, please contact us at [global.programs@temple.edu](mailto:global.programs@temple.edu).

Please also visit our DBMD application website at <http://www.temple.edu/international/gp/apply/dbmd.html>.