Incoming Exchange Instructions for Atlas

Welcome to Atlas: Western's international experience portal. This system manages applications and student information for both our outgoing and incoming exchange students. At this point in the process, Western has already confirmed your offer of admission to study on exchange. The information we are requesting in Atlas will allow us to create your student file, manage our exchange balance and facilitate the course approvals process.

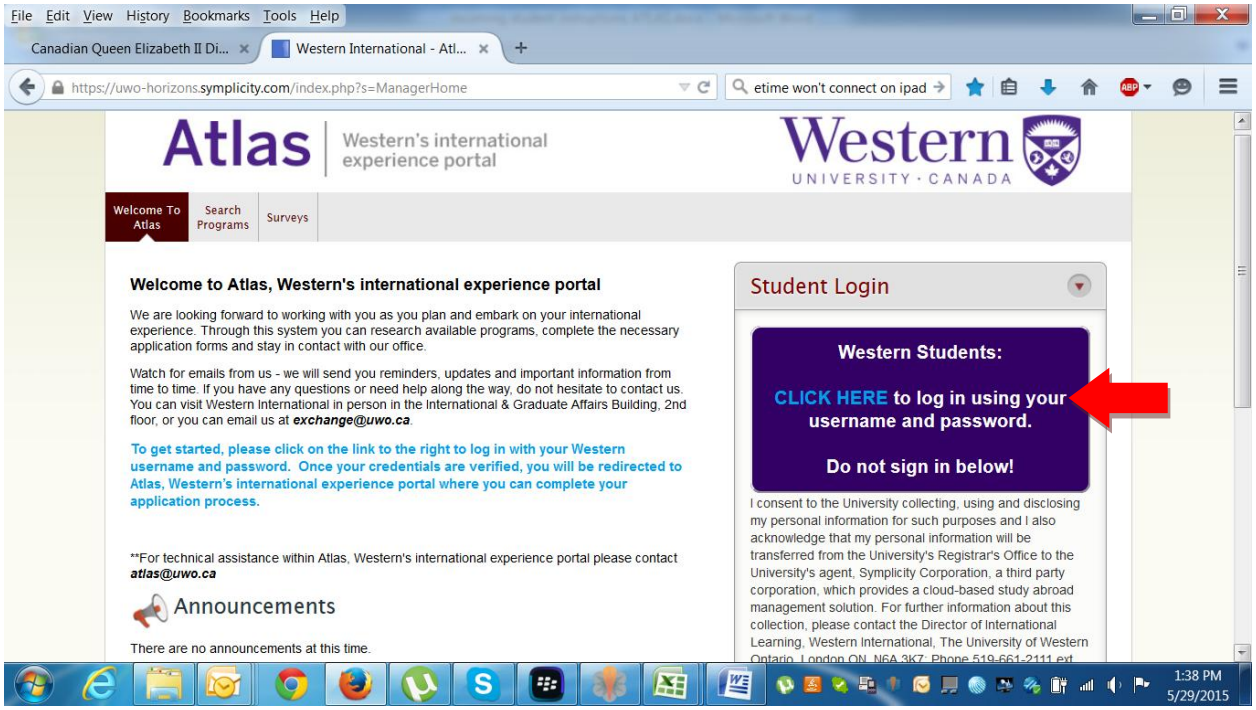
Within the system you will see that the following terms are used: Application, Pre-Acceptance, Acceptance. Please note that these are system terms and do not impact your status as an incoming exchange student. **You have already been Accepted to Western** – we just need to collect a bit more information in order to set up your student file. Apologies for any confusion these terms may cause.

The following instructions will take you step by step through the Atlas process for incoming exchange students. If you have any questions or require any assistance please contact us at exchange@uwo.ca

Atlas can be accessed from the International Learning website http://www.uwo.ca/international/learning/ by clicking on the Search Programs button on the left; OR by clicking on the following link https://uwo-horizons.symplicity.com/index.php?au=&ck

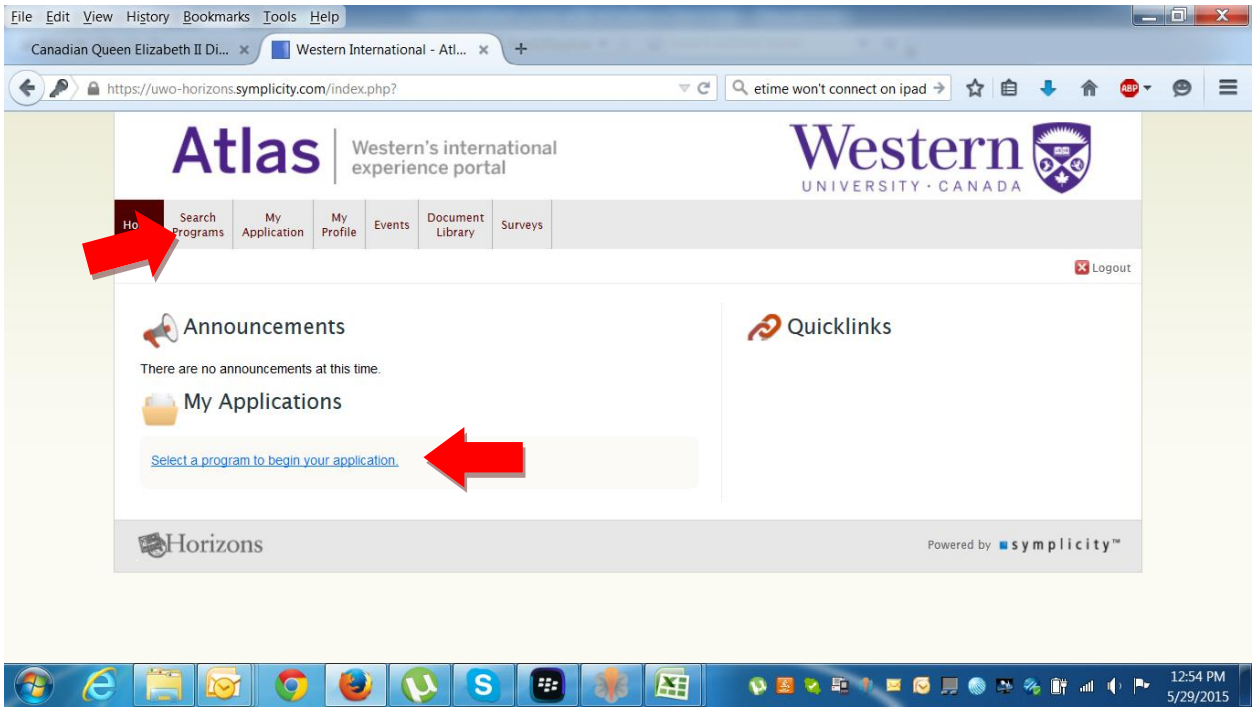
We look forward to welcoming you to Western!

Step 1:



Login using the information for Western Students in the purple box. "**Click Here**" and then enter your Western username (ie. If your western mailing address is rsmith2@uwo.ca your username would be: rsmith2) and password

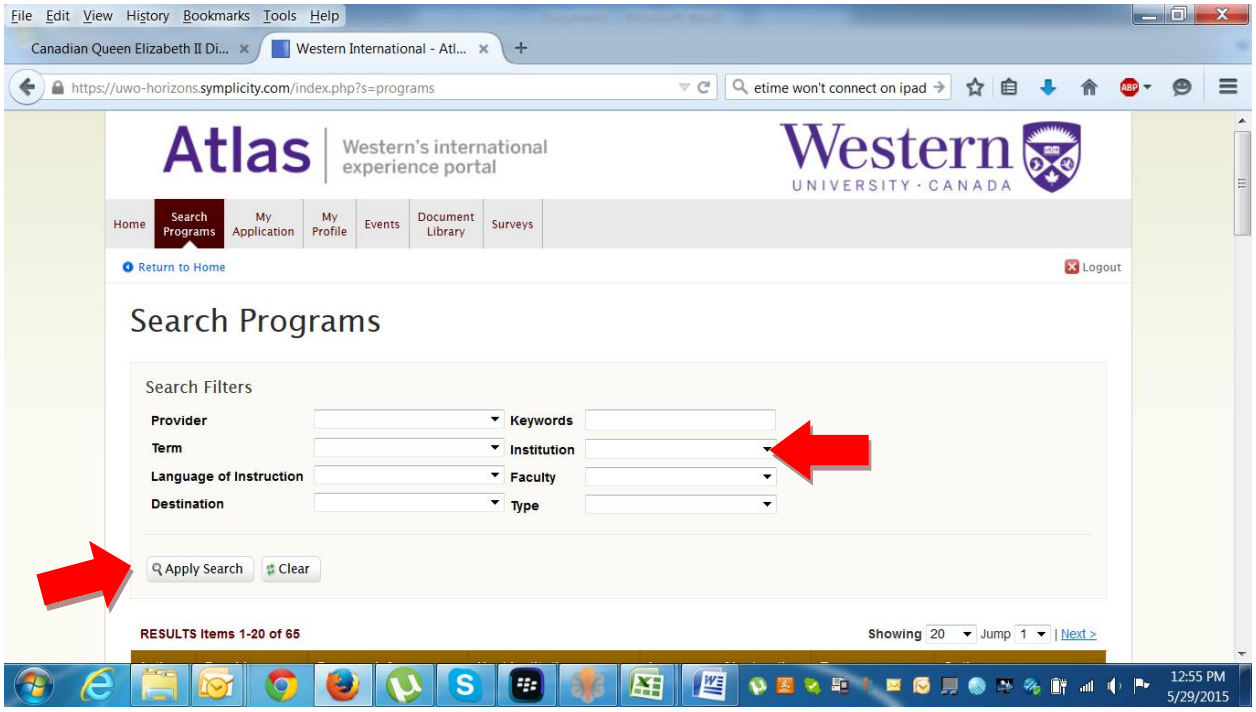
Step 2:



Click on blue hyperlink "Select program to begin your application"

OR click on "Search Programs" tab

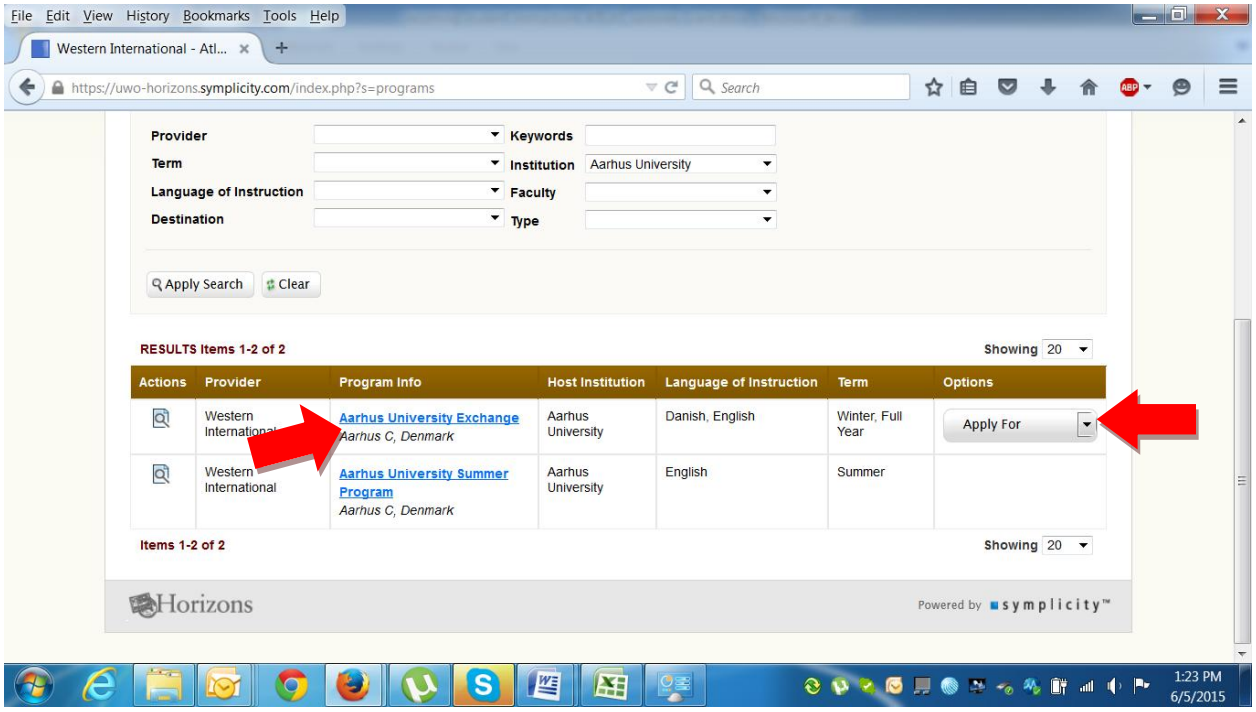
Step 3:



Using the “Institution” filter, click on the arrow to get a drop down menu and select your home institution. If you are participating in a consortium program (OMG; OJS; ORA; OBW; Killam) then your specific institution will not be displayed. Pick the appropriate consortium program that you are participating in.

Click “Apply Search”

Step 4:

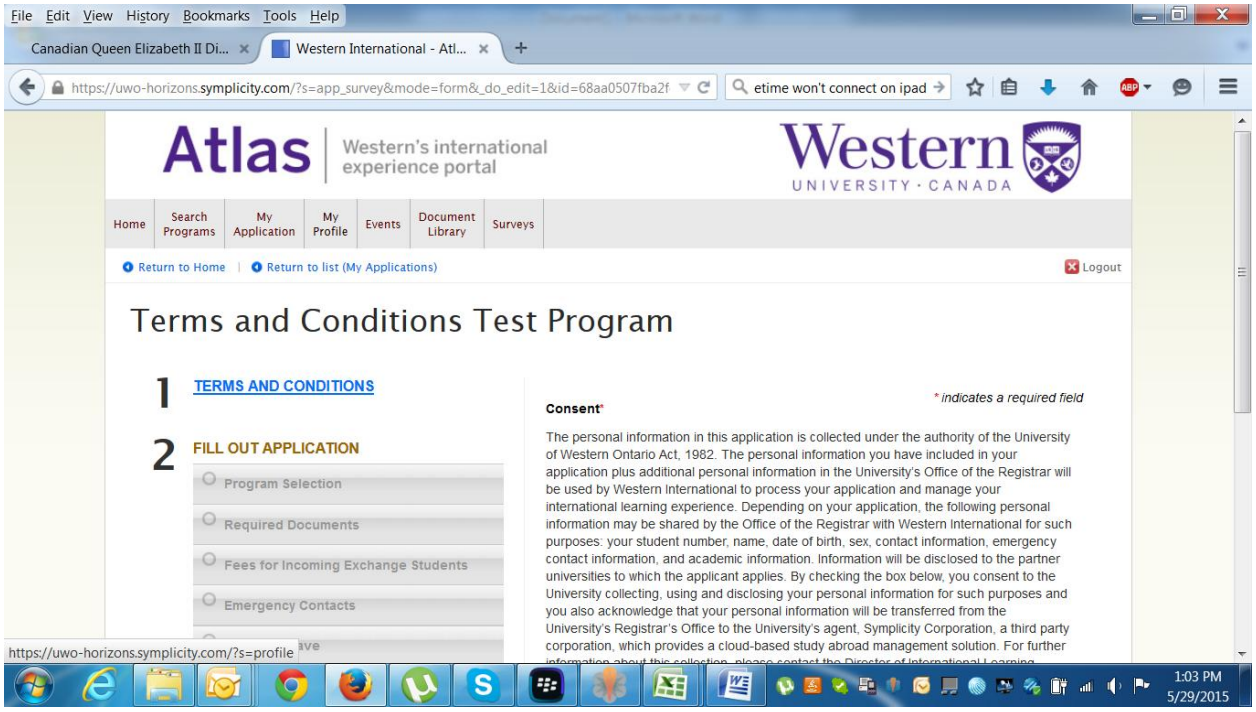


The name of your home University or Consortium program will be displayed, **select the term** that you will be studying at Western and Click "**Apply For**" button.

If more than one program is displayed, click on the one that says "Exchange"

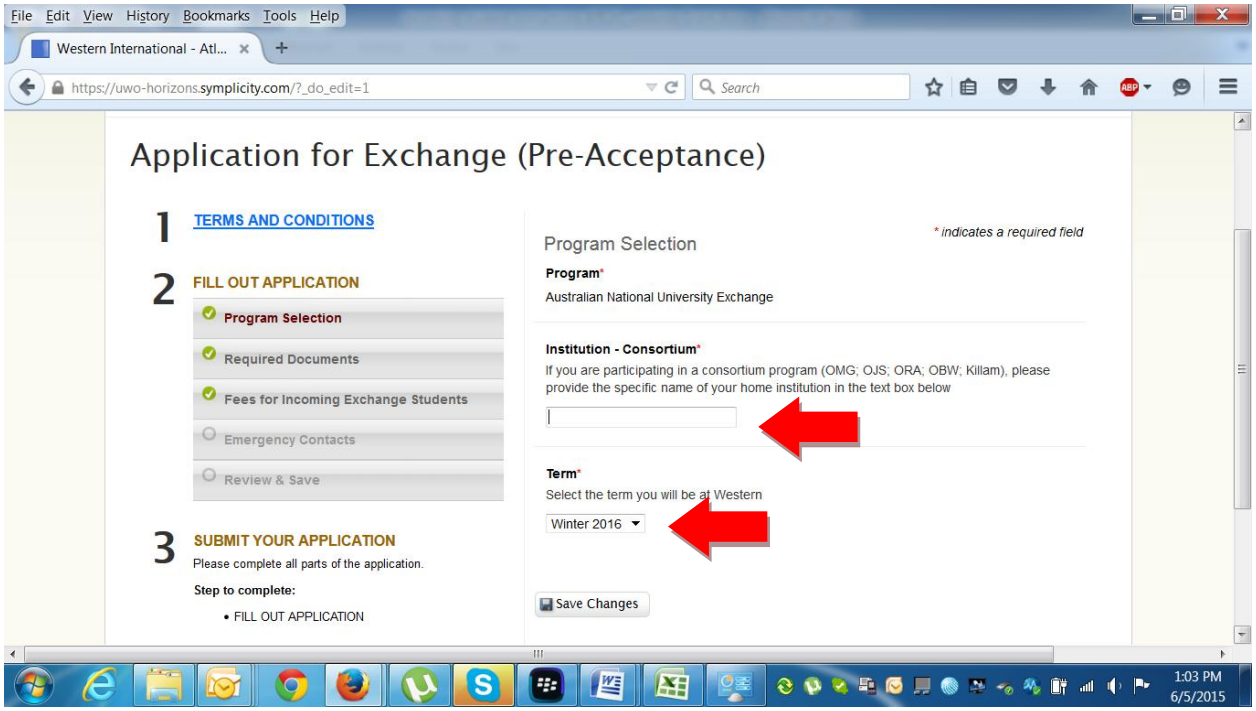
Note: The information on your home university under "Program Info" is intended for our outbound students, please disregard.

Step 5:



Read and agree to the Terms and Conditions (data collection) by checking the box at the bottom and then click "**Save & Continue"**

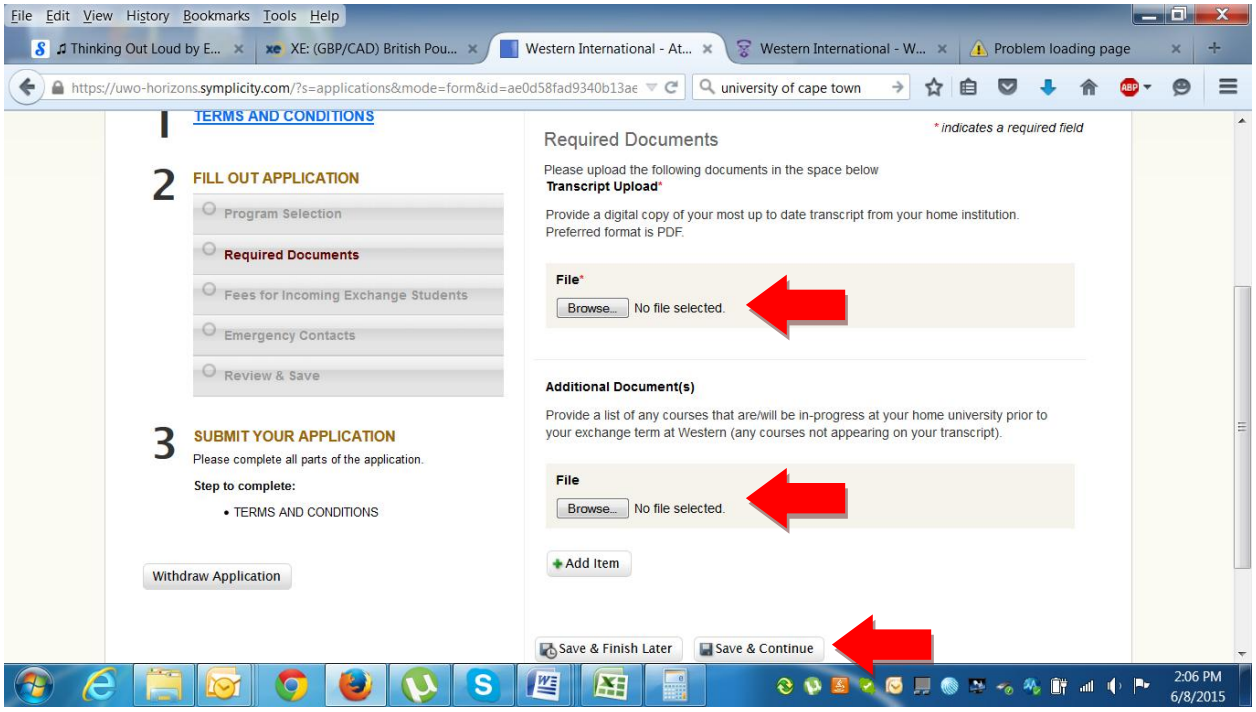
Step 6:



If you are studying at Western through a consortium program (OBW, ORA, OJS, OMG, Killam) please list the **name of your home university** in the text box provided. If the name of your home university already appears on this page, you can leave this box blank.

Confirm the term that you will be studying at Western and click “Save & Continue”

Step 7:



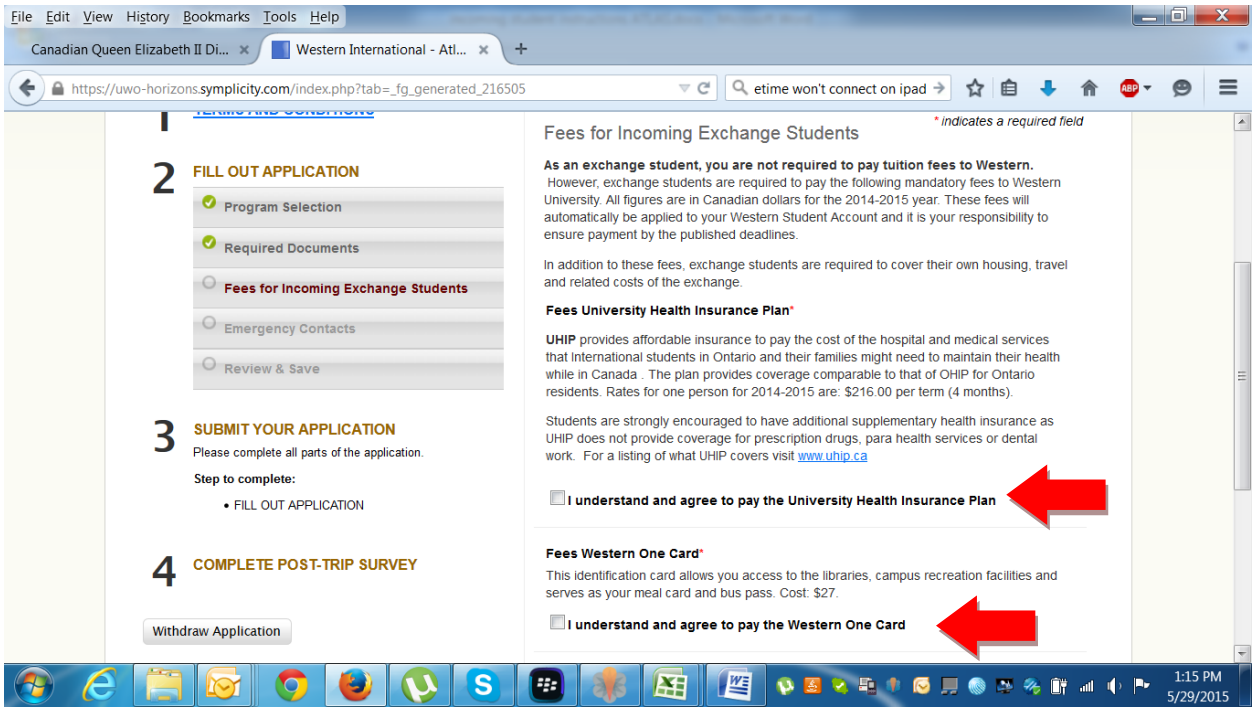
Upload an electronic copy of your **most recent transcript** from your Home University by clicking "Browse" and selecting your file.

Upload a list of any courses that are or will be in-progress at your home university prior to your exchange term at Western under "Additional Documents". We require a full list of ALL courses you have taken, including those that are in-progress at your home institution. If you have more than one file to upload in this section, click on "+Add item". ***If your transcript represents ALL courses you have taken including those in-progress at your home institution, you do not need to upload an additional document.***

If you add the wrong file by accident there will be an opportunity in the final step "Review & Save" to go back and edit and change the file.

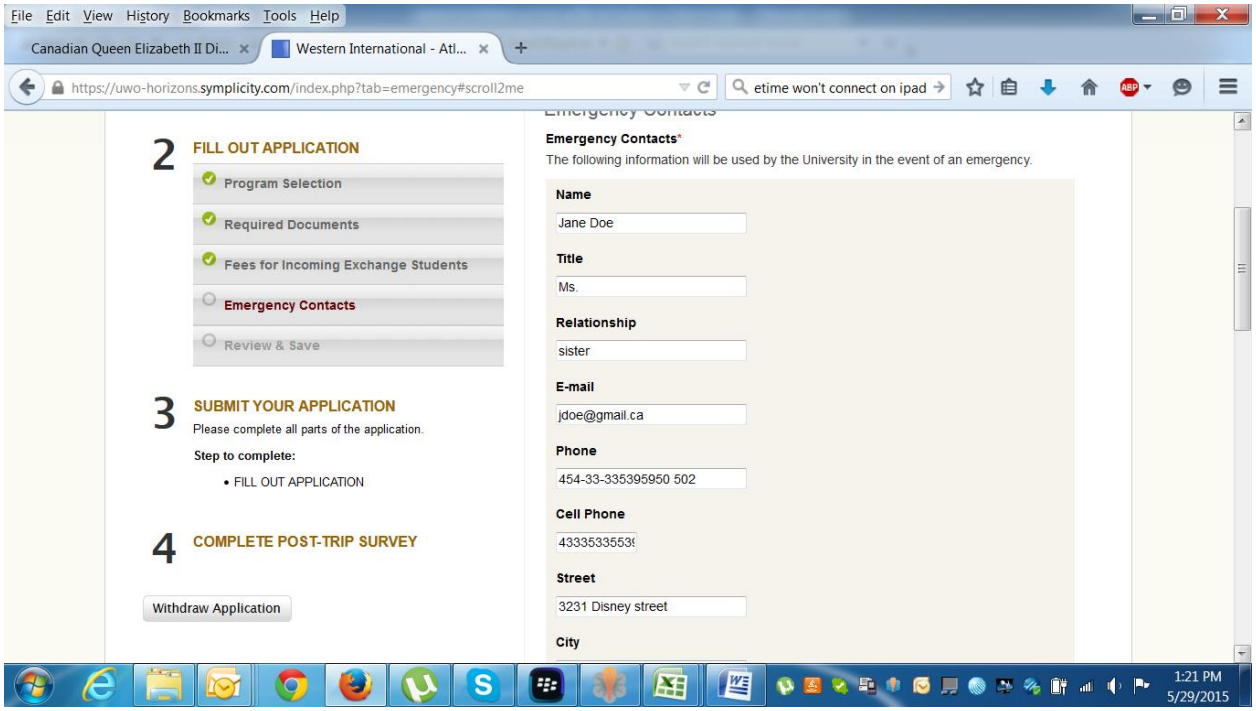
When you are finished uploading your documents, click "Save & Continue"

Step 8:



Please read the fees information, in order to continue you need to check all three boxes related to fees for incoming exchange students. If you have any questions about these fees please contact exchange@uwo.ca Click “Save & Continue”

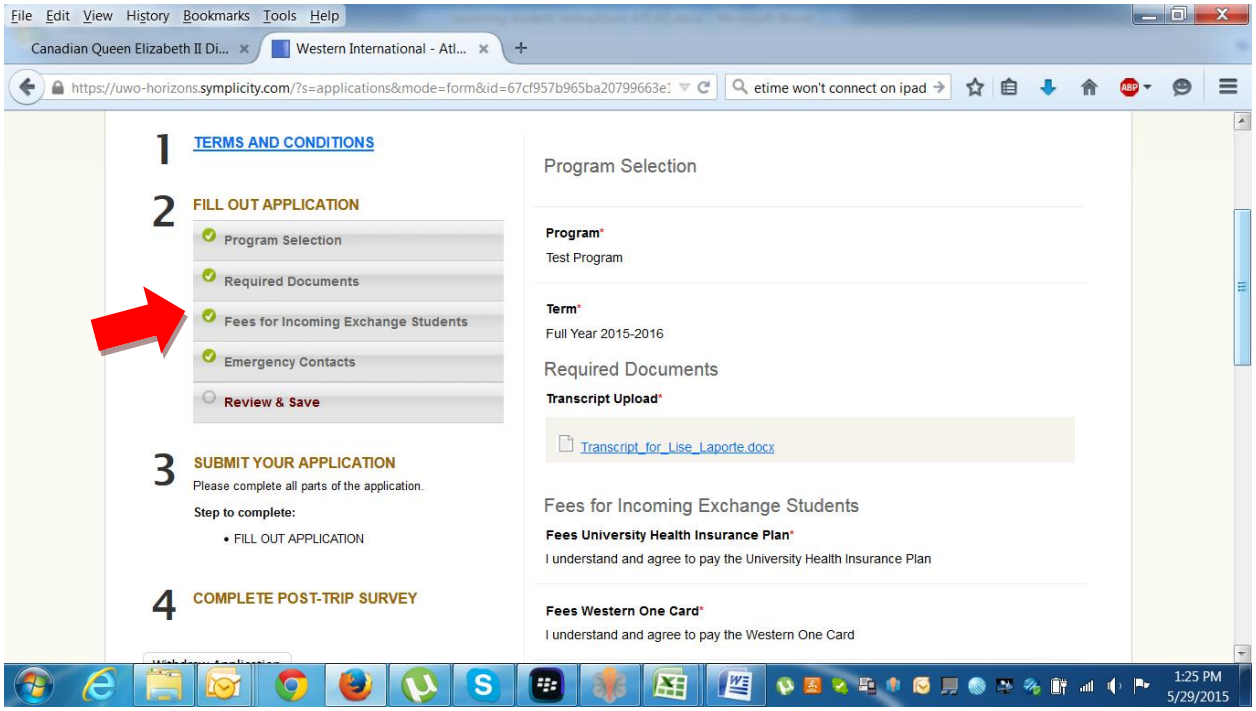
Step 9:



Complete the information for at least ONE Emergency Contact. Click “Save & Continue” at the bottom of the page.

If you wish to list additional Emergency Contacts, click on “Add Emergency Contact” at the bottom of the page.

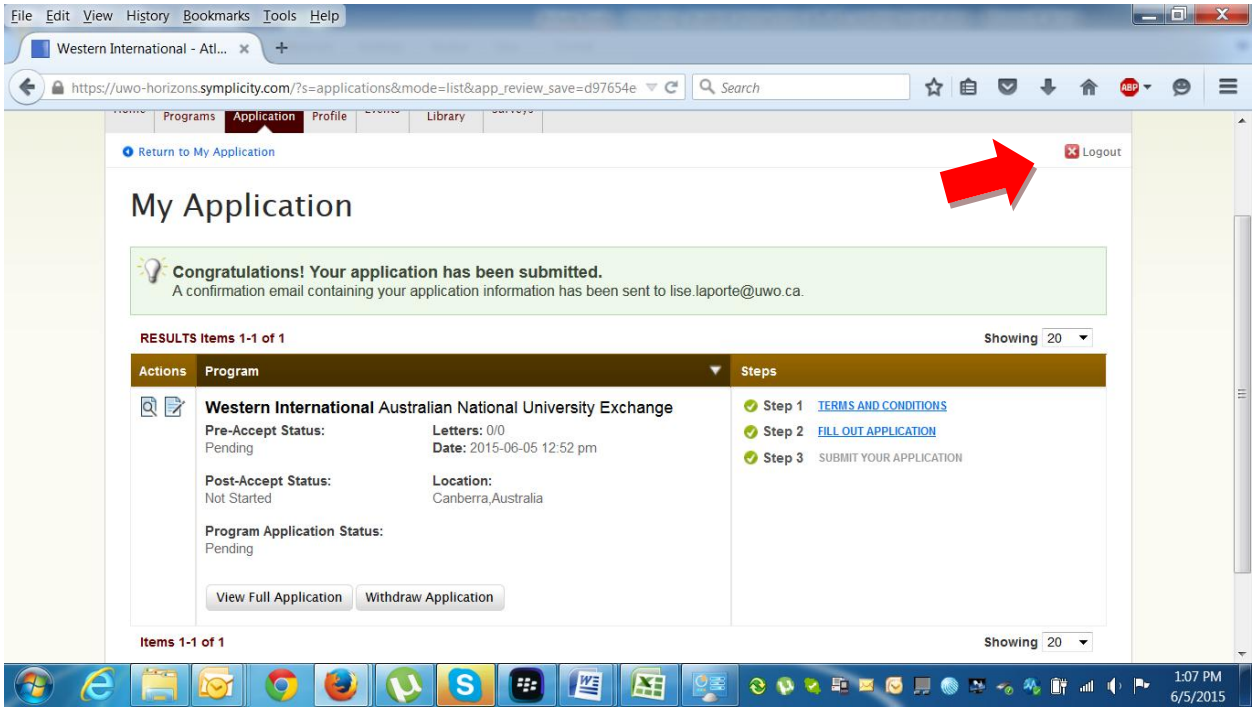
Step 10:



Review your submission. If you would like to make **any changes**, click on the Steps outlined **on the left hand side** under "Fill out Application"; and click "Edit" to make any changes. Once you have made the change, click on "Review & Save" on the left and you will be brought back to this screen

If you are happy with your submission click "Save Application" at the bottom of the page.

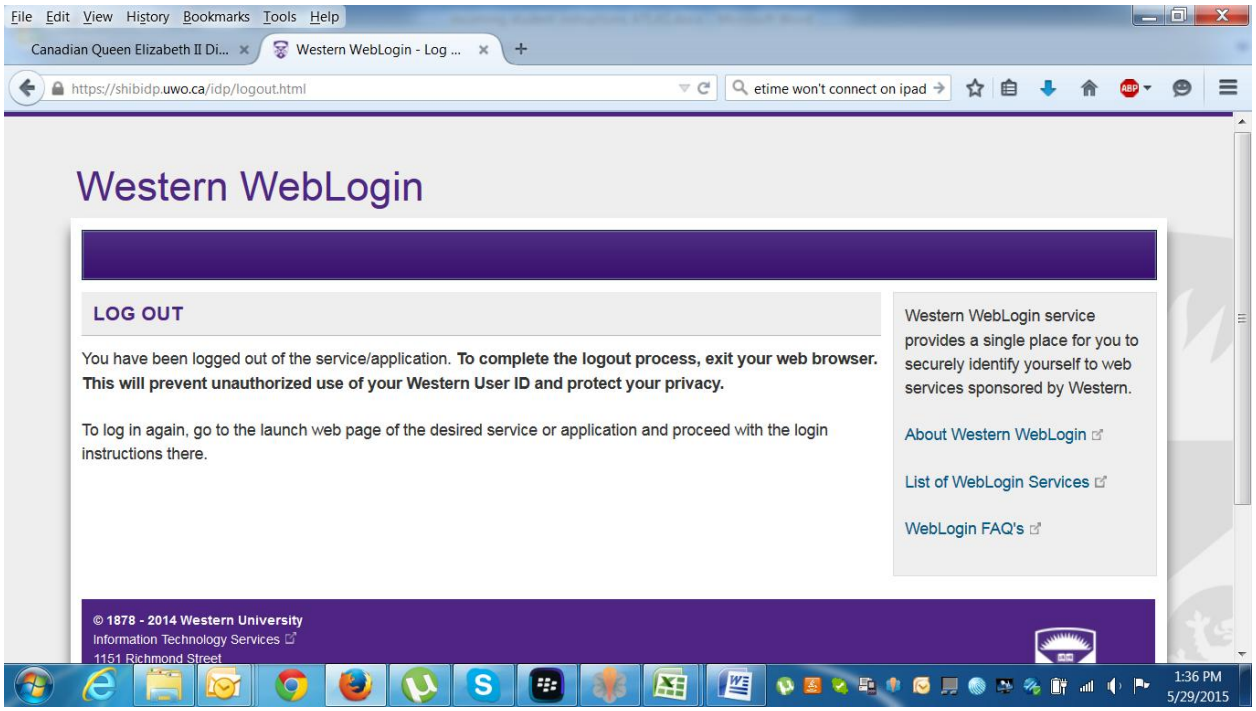
Final Step:



Once you submit your application you will receive an automated message from Atlas@international.uwo.ca. This is a standard system message sent to all users so that you know that your application was submitted successfully. Do not be alarmed that it is not identifying you as an incoming exchange student.

You can click the red X beside “Logout” at the top right hand corner to exit Atlas.

You may login to Atlas at any time to view your application, however there is no further action required by you in the system at this time.


File Edit View History Bookmarks Tools Help
Canadian Queen Elizabeth II Di...
Western WebLogin - Log ...
https://shibidp.uwo.ca/idp/logout.html
etime won't connect on ipad
Western WebLogin
LOG OUT
You have been logged out of the service/application. To complete the logout process, exit your web browser. This will prevent unauthorized use of your Western User ID and protect your privacy.
To log in again, go to the launch web page of the desired service or application and proceed with the login instructions there.
Western WebLogin service provides a single place for you to securely identify yourself to web services sponsored by Western.
About Western WebLogin
List of WebLogin Services
WebLogin FAQ's
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