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](http://www.temple.edu/international/gp/apply/dbmd.html)
CREATE GLOBAL PROGRAMS ACCOUNT

Step 1: Create Account

- Visit [https://apply.temple.edu/GLOBAL](https://apply.temple.edu/GLOBAL)
- For first time users
  - Click Create Account
- For returning users
  - Enter Email and Password to access account and application
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 to confirm.
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).
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’
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.
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
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
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!
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.

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 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.
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.
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.

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