

## **International Exchange Alumni website (alumni.state.gov)** **Registration Forms for Account Setup**

All who wish to have full access to the International Exchange Alumni website (<https://alumni.state.gov>) must have an account. All accounts requested by individuals are subject to verification and approval by administrators. Users can activate accounts on the website through two different mechanisms: manual registration or an automated process.

The following five steps detail the process (the automated process starts at step 3).

- Step 1: [Account Inquiry Form](#)
- Step 2: [Account Inquiry Automated Response](#)
- Step 3: [Activation Email](#)
- Step 4: [Account Activation Form](#)
- Step 5: [Profile Form \(voluntary\)](#)
- Addendum 1: [Terms of Service](#)
- Addendum 2: [Privacy Act Statement](#)

Screenshots for each step follow:

### **Step 1: Account Inquiry Form**

Applicants can request an account via the Account Inquiry on the website. The information on this form is transmitted to a federal government administrative staff via email. The employee uses this information to verify alumni status and then upload to the system via spreadsheet.

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**Account Inquiry**

## Account Inquiry

Use the following form to inquire about an existing account on the website.

\* Email

An email address we can use to get in touch with you.

\* First Name

Middle Name

\* Last Name

\* Home Country

\* Country Traveled To

If the exchange took place in your home country, you can list the same country.

\* Exchange Program Name

Select the name of the program you participated in.

\* Program Start Date

Please enter the month and year you started your exchange program. (MM/YYYY).

**\* Program End Date**

Please enter the month and year you ended your exchange program. (MM/YYYY).

**Email Addresses**

Please list any and all email address you could have used when registering for an account in the past (one address per line).

**Additional Comments**

Any other comments and or questions you may have so our team may better serve you.

**CAPTCHA**

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.



**\* What code is in the image?**

Enter the characters shown in the image.

**SUBMIT →**

## Step 2: Account Inquiry Automated Response

Once the account inquiry is submitted, this window displays next steps.

for members

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**About**

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**Frequently Asked Questions**

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**Terms of Service**

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**Contact Us**

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**Account Inquiry**

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Thank you for providing your information. We will work diligently to verify it! Please allow 2-3 working days for us to respond.

If you have not already done so, please send a scanned copy of your certificate of completion or another form of documentation from your exchange program to [exchangealumni@state.gov](mailto:exchangealumni@state.gov) so that we can verify your participation.

Once we have verified your participation, we can create your account and you will be sent an email with instructions on registering. If you do not have any sort of proof of participation, let us know and we will find another way to verify your participation. We verify users to ensure that only alumni of U.S. government-sponsored programs are on the website.

Please let us know if you have any questions or concerns at [exchangealumni@state.gov](mailto:exchangealumni@state.gov).

[Go back to the form](#)

## Step 3: Activation Email

Once federal government administrative staff verifies a participant's status as a current or past participant of a U.S. government-funded and U.S. government-facilitated exchange program, the account will be created on the website and a user will be prompted by email to click on a link to activate their account and agree to the terms and conditions of the site.

Welcome to the International Exchange Alumni community! Now that you have participated in an exchange program sponsored by the U.S. government, we are thrilled to recognize you as part of this prestigious network of over 1 million people. We invite you to activate your account and create a profile on [alumni.state.gov](http://alumni.state.gov) so that you can connect with fellow exchange alumni; compete for alumni-only funding opportunities; access over 20,000 online magazines, newspapers, and academic journals; research \$44 billion in grants; and keep up to date through our alumni newsletter.

Follow these easy steps to activate your account now.

1. We've taken the first step to create an account for you with this email address: [pwkelly2@gmail.com](mailto:pwkelly2@gmail.com). (Let us know at [exchangealumni@state.gov](mailto:exchangealumni@state.gov) if you would like your account to be set up with a different email address.)

2. Click this link

[https://alumni.state.gov/user/reset/1183283/1567184314/S5\\_jJrPFpSRWuSDle\\_has87V9X1k7xrkKIA9BKE\\_Cfg](https://alumni.state.gov/user/reset/1183283/1567184314/S5_jJrPFpSRWuSDle_has87V9X1k7xrkKIA9BKE_Cfg)



to activate your account and set up your password. You have 24 hours after clicking the link to activate your account before the link expires.

3. Keep your profile up to date by using the "Profile Settings" tab and don't forget to scroll down to the "E-mail Newsletter" section to ensure you get our quarterly newsletter and updates.

Don't wait too long to activate your account, as this link can only be used once and will expire if not activated. If you have any questions regarding your account activation, contact us at [ExchangeAlumni@state.gov](mailto:ExchangeAlumni@state.gov).

Sincerely,

Office of Alumni Affairs  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
Website: [alumni.state.gov](http://alumni.state.gov)  
Email: [exchangealumni@state.gov](mailto:exchangealumni@state.gov)  
Facebook: <https://www.facebook.com/InternationalExchangeAlumni>  
Twitter: <https://twitter.com/exchangealumni>  
#ExchangeAlumni

Go to

<https://alumni.state.gov/about-international-exchange-alumni/terms-service/privacy-notice>

for information about the U.S. State Department's commitment to your privacy.

Did you miss the opportunity to register your membership via this email? Fill out the account inquiry (<https://alumni.state.gov/account-inquiry>) to request an account.

## Step 4: Account Activation Form

Upon clicking on the link in the email, the alumni are taken to this page to activate their account.

*for members*

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## Activate Your Registration

**1** STEP ONE  
Register as an Alumni Member

**2** STEP TWO  
Activate Your Account

STEP THREE  
Create Your Profile

**Set up your account**  
Questions marked with \* are required.

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### ACCOUNT SETTINGS

\* Password Password quality: \_\_\_\_\_

\* Confirm password

### WEBSITE TERMS AND CONDITIONS

\* Agree to terms

I understand and agree to the [Terms of Service](#) for use of the Global Alumni Network website.

\* Privacy

- Do not show my profile to other members
- Show my profile, but hide my email address
- Show my entire profile to other members

\* Contact Preferences

- I want to know about special resources and opportunities available to alumni.
- I don't want to know about special resources and opportunities available to alumni.

If I select "I want to know about special resources and opportunities available to alumni.," I allow the U.S. Department of State, including but not limited to the Bureau of Educational and Cultural Affairs and my local embassy or consulate, to contact me with opportunities and information related to my exchange program experience, as well as thematic information on U.S. policies. If I select "I don't want to know about special resources and opportunities available to alumni.," I do not allow the Department of State to contact me for any reason outside of the maintenance of my International Exchange Alumni account. I understand that I will not be able to receive the newsletter if I do not wish to be contacted.

[Privacy Act Statement for Information Collection](#)

ACTIVATE MY ACCOUNT →

## Step 5 (voluntary): Profile Form

The alumni are then prompted to fill out their profile. Other than contact and exchange program information, which is required for website registration, all other information is provided on a voluntary basis. Participants also have the option of restricting access to their information.



# My Account


View

Profile Settings

Single Sign-On

My Content

## Basic Profile Information \*

 Collapse

### \* First/Given name

Enter your first name as it appears on your passport.

### Middle name/Initial

Enter your middle name (optional).

### \* Last/Family name

Enter your last name as it appears on your passport.

### Second last name

Enter your second last name as it appears on your passport.

### Previous/Unmarried name

We can only verify participants using the names that they traveled under. If you changed your name after marriage, enter your unmarried name here.

### \*BIRTH DATE \*

Gender

- N/A
- Female
- Male

\* Home country

All selections

- E-mail and Password \*
- Privacy Settings \*
- E-mail Newsletter and RSS Subscriptions

Update Your Profile

- Photo
- Interests
- Websites and Social Media

SSO Home Country

SSO Exchange Program

## **Addendum 1: Full text of the terms of service**

### **1. Acceptance of terms**

Welcome to the International Exchange Alumni website! The U.S. Department of State provides this service to you, subject to the following Terms of Service ("TOS"), which may be updated by us from time to time without notice to you. You can review the most current version of the TOS at any time.

### **2. Description of service**

The International Exchange Alumni website currently provides its participants with a variety of services including (but not limited to): grant proposals, the ability to post jobs or grants, networking capabilities (events, alumni updates, and the ability to find and contact other alumni directly), events listings and career information.

### **3. Your registration obligations**

In consideration of your use of this service, you agree to: (a) provide true, accurate, current and complete information about yourself as prompted by the registration form and (b) maintain and promptly update your information to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or International Exchange Alumni has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, International Exchange Alumni reserves the right to suspend or terminate your account and refuse any and all current or future use of the International Exchange Alumni site (or any portion thereof).

### **4. International Exchange Alumni Privacy Policy**

Registration data and certain other information about you is subject to our Privacy Policy. For more information, see our full [privacy policy](#).

### **5. Member account, password and security**

You choose a username and password upon signing up for participation in the International Exchange Alumni website. You are responsible for maintaining the confidentiality of your username and password, and are fully responsible for all activities that occur under your password. You agree to (a) immediately notify International Exchange Alumni of any unauthorized use of your password or account or any other breach of security, and (b) ensure that you exit from your account at the end of each session. The U.S. Department of State cannot and will not be liable for any loss or damage arising from your failure to comply with this Section 5.

### **6. Member conduct**

You understand that all information, data, messages or other materials ("Content"), whether publicly posted or privately transmitted, are the sole responsibility of the person from which such Content originated. This means that you, and not the U.S. Department of State, are entirely responsible for all Content that you post, email, transmit or otherwise make available via the site. The U.S. Department of State does not control the Content posted and, as such, does not guarantee the accuracy, integrity or quality of such Content. You understand that by using the Service, you may be exposed to Content that is offensive, indecent or objectionable. Under no circumstances will the U.S. Department of State be liable in any way for any Content, including, but not limited to, for any errors or omissions in any Content, or for any loss or damage of any kind incurred as a result of the use of any Content posted, emailed, transmitted or otherwise made available via the site.

You agree to not use the site to:

- o post, email, transmit or otherwise make available any Content that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;

- o harm minors in any way;
- o impersonate any person or entity, including, but not limited to, another participant of the U.S. Department of State's international exchange programs;
- o forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through the site;
- o post, email, transmit or otherwise make available any Content that you do not have a right to make available under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
- o post, email, transmit or otherwise make available any Content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party;
- o post, email, transmit or otherwise make available any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation;
- o post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- o disrupt the normal flow of dialogue or otherwise act in a manner that negatively affects other users' ability to engage in exchanges;
- o interfere with or disrupt the site or servers or networks connected to the site, or disobey any requirements, procedures, policies or regulations of networks connected to the site;
- o intentionally or unintentionally violate any applicable local, state, national or international law, including, but not limited to, regulations promulgated by the U.S. Securities and Exchange Commission, any rules of any national or other securities exchange, including, without limitation, the New York Stock Exchange, the American Stock Exchange or the NASDAQ, and any regulations having the force of law;
- o stalk or otherwise harass another; or
- o collect or store personal data about other users.

You acknowledge that the U.S. Department of State does not pre-screen all Content, but that the U.S. Department of State and its designees shall have the right (but not the obligation) in their sole discretion to refuse or move any Content that is available via the site. Without limiting the foregoing, the U.S. Department of State and its designees shall have the right to remove any Content that violates the TOS or is otherwise objectionable. You agree that you must evaluate, and bear all risks associated with, the use of any Content, including any reliance on the accuracy, completeness, or usefulness of such Content.

You acknowledge and agree that the U.S. Department of State may preserve Content and may also disclose Content if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the TOS; (c) respond to claims that any Content violates the rights of third-parties; or (d) protect the rights, property, or personal safety of the U.S. Department of State, its users and the public.

You understand that the technical processing and transmission of the site, including your Content, may involve (a) transmissions over various networks; and (b) changes to conform and adapt to technical requirements of connecting networks or devices.

**7. Special admonitions for international use**

Recognizing the global nature of the Internet, you agree to comply with all local rules regarding online conduct and acceptable Content. Specifically, you agree to comply with all applicable laws regarding the transmission of technical data exported from the United States or the country in which you reside.

**8. Content submitted or made available for inclusion on the site**

The U.S. Department of State does not claim ownership of Content you submit or make available for inclusion on the site.

**9. Indemnity**

You agree to indemnify and hold the U.S. Department of State, and its subsidiaries, affiliates, officers, agents, co-branders or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of Content you submit, post, transmit or make available through the site, your use of the site, your connection to the site, your violation of the TOS, or your violation of any rights of another.

**10. No resale of service**

You agree not to reproduce, duplicate, copy, sell, resell or exploit for any commercial purposes, any portion of the site, use of the site, or access to the site.

**11. General practices regarding use and storage**

You acknowledge that the U.S. Department of State may establish general practices and limits concerning use of the site, including without limitation the maximum number of days that message board postings or other uploaded Content will be retained by the site, and the maximum number of times (and the maximum duration for which) you may access the site in a given period of time. You agree that the U.S. Department of State has no responsibility or liability for the deletion or failure to store any messages and other communications or other Content maintained or transmitted by the site. You acknowledge that the U.S. Department of State reserves the right to log off accounts that are inactive for an extended period of time. You further acknowledge that the U.S. Department of State reserves the right to change these general practices and limits at any time, in its sole discretion, with or without notice.

**12. Modifications to service**

The U.S. Department of State reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the site (or any part thereof) with or without notice. You agree that the U.S. Department of State shall not be liable to you or to any third party for any modification, suspension or discontinuance of the site.

**13. Termination**

You agree that the U.S. Department of State, in its sole discretion, may terminate your password, account (or any part thereof) or use of the site, and remove and discard any Content within the site, for any reason, including, without limitation, for lack of use or if the U.S. Department of State believes that you have violated or acted inconsistently with the letter or spirit of the TOS. The U.S. Department of State may also in its sole discretion and at any time discontinue providing the site, or any part thereof, with or without notice. You agree that any termination of your access to the site under any provision of this TOS may be effected without prior notice, and acknowledge and agree that the U.S. Department of State may immediately deactivate or delete your account and all related information and files in your account and/or bar any further access to such files or the site. Further, you agree that the U.S. Department of State shall not be liable to you or any third-party for any termination of your access to the site.

**14. Links**

The site may provide, or third parties may provide, links to other World Wide Web sites or resources. You acknowledge and agree that the U.S. Department of State is not responsible for the availability of such external sites or resources, and does not endorse and is not responsible or liable for any Content, advertising, products, or other materials on or available from such sites or resources. You

further acknowledge and agree that the U.S. Department of State shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such Content, goods or services available on or through any such site or resource.

**15. The U.S. Department of State's proprietary rights**

You acknowledge and agree that the site and any necessary software used in connection with the site ("Software") contain proprietary and confidential information that is protected by applicable intellectual property and other laws. You further acknowledge and agree that Content is protected by copyrights, trademarks, service marks, patents or other proprietary rights and laws. Except as expressly authorized by the U.S. Department of State or the appropriate participant, you agree not to modify, rent, lease, loan, sell, distribute or create derivative works based on the site or the Software, in whole or in part.

The U.S. Department of State grants you a personal, non-transferable and non-exclusive right and license to use the object code of its Software on a single computer; provided that you do not (and do not allow any third party to) copy, modify, create a derivative work of, reverse engineer, reverse assemble or otherwise attempt to discover any source code, sell, assign, sublicense, grant a security interest in or otherwise transfer any right in the Software. You agree not to modify the Software in any manner or form, or to use modified versions of the Software, including (without limitation) for the purpose of obtaining unauthorized access to the Service. You agree not to access the site by any means other than through the interface that is provided by the U.S. Department of State for use in accessing the site.

## Addendum 2: Privacy Act Statement Screenshot

### Privacy Act Statement

<a href="#">About</a>	<b>AUTHORITIES:</b> The information is sought pursuant to the Mutual Educational and Cultural Exchange Act of 1961, 5 U.S.C. 301 2651a and 22 U.S.C. 3921.
<a href="#">Frequently Asked Questions</a>	<b>PURPOSE:</b> The information solicited on this form will be used to process users' requests for access to the Department of State Exchange Programs Alumni website (International Exchange Alumni). The information furnished may also be used to verify a user's status or participation in a program, to connect alumni with other alumni, to aid embassy staff in their alumni outreach, to advise former and current exchange participants of program opportunities, and for general statistical use within the Department of State.
<b>Terms of Service</b>	<b>ROUTINE USES:</b> The information on this form maybe shared with overseas counterparts offices or agencies of the United States government or field personnel in selected countries to ensure proper operation of the Exchange Programs Alumni website (International Exchange Alumni). The information may also be made available to other registrants of the website where a user has explicitly chosen to display his or her profile to other website users. More information on the Routine Uses for the system can be found in the System of Records Notice State-8, Educational and Cultural Exchange Program Records.
<a href="#">Google Translate</a>	<b>DISCLOSURE:</b> Providing this information is voluntary. Failure to provide the information requested on this form may result in inability to access the full resources of the Exchange Programs Alumni website (International Exchange alumni).
<a href="#">Disclaimer</a>	<b>Paperwork Reduction Act (PRA) Statement:</b> Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Bureau of Educational and Cultural Affairs, US Department of State, SA-5 Room C2-C20, Washington, DC.
<a href="#">Privacy Act Statement →</a>	
<a href="#">Privacy Notice</a>	
<a href="#">Contact Us</a>	
<a href="#">Account Inquiry</a>	