

## **Incoming Exchange Student Procedures**

Guidelines for UC faculty and departments receiving an exchange student

Written by UC International, subject to change

1. International exchange students need to obtain a J-1 visa to study in the USA. Refer to the **International Student Handbook\*** published by UC International Services for information regarding the rules and regulations J-1 exchange visitors must follow.

\* : [www.isso.uc.edu/forms/pdf/Int\\_handbook.pdf](http://www.isso.uc.edu/forms/pdf/Int_handbook.pdf)

2. Your colleagues at the partner institution will select and recommend students to participate in the exchange program. You should request that the completed **Exchange Student Application (Appendix A)** be submitted 5-6 months prior to the program start date because of the time necessary to process the visa application and assure on-campus housing.
3. After you have received and approved the Exchange Student Application, send a **Welcome Letter (Appendix B)**, **Stratford Heights Housing Application (Appendix C)**, and **Financial Certification Documents** from UC International Services to the student. The Welcome Letter is an official document notifying the student of his/her acceptance into the exchange program. It includes a reminder that the student must arrive prior to and attend the International Student Orientation (given quarterly) sponsored by UC International Services. The Welcome Letter must also provide the specific education costs that are the responsibility of the student. Tuition and most fees are typically paid by UC. However, as this varies for each program, certain fees are not always included, particularly for graduate student exchanges. Please refer to the latest version of the **Exchange Agreement** with the partner institution or consult UC International. In the Welcome Letter, list the funds covered under the Exchange Agreement and the funds the student is responsible for, to be shown on the student's Financial Certification Form.

The **Financial Certification Documents** include information and forms necessary to prove the financial capabilities of the student. Visa documents will not be issued until the student has documented financial resources in the appropriate amount. These forms include the **Financial Certification Form\*\***, **Instructions for Financial Certification Form\*\*\***, and **Estimated Annual Expenses\*\*\*\***. For further information on housing, see Step 8.

\*\* : [www.isso.uc.edu/forms/F1/F1\\_fincert.pdf](http://www.isso.uc.edu/forms/F1/F1_fincert.pdf)

\*\*\* : [www.isso.uc.edu/forms/F1/F1\\_fincertinst.pdf](http://www.isso.uc.edu/forms/F1/F1_fincertinst.pdf)

\*\*\*\* : [www.isso.uc.edu/forms/F1/F1\\_undgrad\\_exp.pdf](http://www.isso.uc.edu/forms/F1/F1_undgrad_exp.pdf)

4. The student must return the **Financial Certification Form** with **Affidavit of Sponsorship** and all pertinent **ORIGINAL bank documentation** to you.

5. Upon receiving these documents from the student, complete the **Information About the Exchange Visitor Form\*\*\*\*** using the information provided on the application. Submit the **Information About Exchange Visitor Form**, a copy of the **Exchange Agreement** and the **Financial Certification Form**, including **original bank documentation**, to UC International Services (3134 Edwards One, ML 0640)

\*\*\*\* : [www.isso.uc.edu/forms/J1/J1\\_generalinfo.pdf](http://www.isso.uc.edu/forms/J1/J1_generalinfo.pdf)

If the student has completed a Housing Application for Stratford Heights, keep this document in his/her file until after the DS-2019 is issued. See step 8 for further instructions on housing.

6. After receipt of properly completed forms, UC International Services issues a **DS-2019** which allows the student an interview at a U.S. Consulate to obtain a **J-1 Exchange Visitor Visa**. UC International Services will contact you when the student's DS-2019 application has been processed (takes approx. 5 days). Pickup this paperwork from UC International Services (Edwards One, Room 3134) and send it to the student via Fed-Ex or UPS express mail. Also, be sure to include all original financial documents; the student may need these for his/her visa application. **All exchange students must pay a \$100 SEVIS fee before applying for a visa (required by US Department of Homeland Security). UC International Services provides instructions regarding payment of this fee within the International Student Handbook (pp 3-5). Note: UC reimburses all exchange students after they have arrived and registered for classes.**
7. If the student has not yet submitted a housing application, contact him/her to inquire about housing preferences. Housing logistics should be finalized as soon as possible to ensure that the student is placed properly. We strongly recommend that undergraduate students stay at Stratford Heights on Clifton Ave. Our main contact is Stacy Clinkenbeard, Leasing Agent (tel: 558-7003, email: [info@stratfordheights.com](mailto:info@stratfordheights.com)). Please note that most final decisions will be made by Will Parr, General Manager (tel: 558-7011, email: [will.parr@stratfordheights.com](mailto:will.parr@stratfordheights.com)). For exchange students in the past, Stratford Heights agreed to waive the application fee and set rent at the 12-month rate, regardless of the duration of stay. They are also willing to accommodate short terms leases. You may be able to establish similar arrangements since they expressed a willingness to work with future international students. If the student chooses to live in Stratford Heights, contact Stacy to alert her of the incoming student and confirm the specifics of the arrangement. It is best to notify her via both phone and email. After the application is sent to you from the student, look it over and submit to Stacy. The housing application may be faxed; originals are not necessary. We recommend that you follow up to ensure that Stratford Heights reserves a room for the student, is aware of the student's arrival date and approximate time, and prepares the lease for the student to sign upon arrival. Stratford Heights strongly suggests that you accompany the student when s/he signs the lease agreement. If the office is not open when the student arrives, you may pickup room keys in advance; the student must report to the Stratford Heights office the next business day. Note that Stratford Heights accepts only credit cards or checks for rent payments.

If the student wishes to find alternative housing, you may offer assistance. The International Student Handbook has useful information.

8. We also recommend that you stay in contact with the student throughout the process, noting the students' application and visa status, flight schedule, etc
9. Prior to the student's arrival, complete the **Basic Data Form (Appendix D)** and submit to Associate Registrar Gail Fredensborg (ML 0060), who will add the student to the UniverSIS database. Since the student is not matriculated, enroll him/her in the Adult Learning Center (College 40). This will assign the student a username with a password and a UCID number, needed to register for classes, pay bills, etc.

10. We strongly suggest that you arrange the student's transportation from the airport to campus. Often, the student will need stop at a store (Wal-Mart is cheapest) to purchase necessary items (bed sheets, a pillow, etc) before being taken to his/her residence.
11. Make sure the student reports to the UC International Services office (3134 Edwards One) with his/her **passport, visa, I-94 Arrival/Departure card**, and **DS-2019** upon arrival. ALL students should arrive prior to and attend the supplementary International Student Orientation (given quarterly), provided by UC International Programs.
12. Orientation is typically held on the Friday before classes begin each quarter, with large annual orientation held in September. There, students will receive information regarding the medical exam, health insurance, and immigration-related issues and procedures that they should be aware of while studying in the USA.
13. You may need to assist the student in acquiring his/her UCID, ID card, and username. Contact UC International Services to request the student's UCID ("M number") and give this information to the student. S/he should then bring his/her passport and UCID to the UC Public Safety Office (Edwards Three) to obtain an ID card. The student's BOL account can be set up by going to [email.uc.edu](mailto:email.uc.edu). You may also wish to help the student access BlackBoard and One Stop online services
14. Help students register quarterly and be aware of deadlines and potential late fees. If the student plans to take courses from outside departments, recommend that s/he meet with the appropriate Undergraduate Program Coordinator to discuss which courses s/he can take. You may act as an intermediary or provide the coordinator's contact information for the student. It may be a good idea to give the student a letter for the coordinator, explaining his/her student status so that the situation is understood (**Appendix E**)  
  
**IMPORTANT:** Be sure to contact UC International Business Manager Marian Hughes after the student has registered for at least 12 credits so that she can pay his/her bill.
15. Students who co-op or participate in an internship as part of their program must have the work authorized by UC International Services. In such a case, they likely will need to apply for **Academic Training**. Contact UC International Services for details.
16. If the student finds an on-campus job, s/he must apply for a Social Security Number. S/he should receive a letter from the employer and submit it to UC International Services, who will then provide the student with a letter of endorsement and application instructions. The student **MUST** provide International Services with his/her SSN. Students who do not have a job during their stay at UC are ineligible for obtaining a Social Security Number. Contact UC International Services for information.
17. Keep in touch with exchange students to make sure that they are adjusting well and benefiting from their experience. Request that they notify you should any changes or problems arise.
18. All students **MUST** check-out with UC International Services prior to leaving the United States for any reason. Additionally, it is the responsibility of the student to comply with all check-out procedures concerning housing arrangements prior to departure.
19. Following or immediately prior to the student's permanent return to his/her host institution, arrange for the student's UC transcript to be sent to his/her home university (request forms are available in University Pavilion). Be sure to include an explanatory memo for the university staff that is receiving the transcript so that it is processed properly.

**Refer ALL immigration questions to UC International Services (556-4278)**

### **Helpful Hints:**

- **We** realize this is much to do and not an easy task. Although UC International cannot take over all of the details for you, we are happy to give advice along the way. Feel free to consult us as necessary.
- Be communicative with the student, Stratford Heights, and all relevant offices. By ensuring everyone is on the same track, you will prevent confusion and potentially costly problems.
- Introduce exchange students to other students in the UC community. Encourage them to participate in the exchange student buddy program or become involved with student activities.
- Maintain a file for copies of the student's paperwork and a spreadsheet, noting when paperwork was sent out/received and all important student information (student's home university and country, major, email address, UC ID, UC address and phone #, etc).
- Recommend that the student arrives during business hours so that s/he may immediately check in with UC International and Stratford Heights (if applicable).
- Unfortunately, UC International can not guarantee airport pickup for our students. However, it is courtesy that we work to the best of our ability to provide this service. You may do this yourself, or in the past, UC students have volunteered to take on this responsibility upon our request. We recommend that you contact appropriate student organizations (Exchange Student Buddy Program, Japanese and American Student Society, Korean Student Association, etc) to inquire about volunteers.
- The student will benefit from any additional information you wish to provide him/her upon arrival. This may include but is not limited to a calendar of upcoming events, a campus tour, and information regarding bus and shuttle services.
- Be sure the student is aware of upcoming deadlines, including those related to registration and any payments the student is responsible for. Missing a deadline can be complicated and costly, especially for an exchange student.
- After arriving in the US, some students wish to open a checking account. We encourage you to accompany them to the bank for this. Cinco Credit Union in Tangeman University Center and 5<sup>th</sup>/3<sup>rd</sup> on Calhoun St. (close to campus) are both familiar with working with international students.
- **Remember that this is an *exchange* program. Assist and welcome the student as you hope our partner institutions will assist and welcome UC students.**

**Appendix A:**  
**Exchange Student Application**

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Appendix A: Exchange Student Application**

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**Appendix B:**  
**Welcome Letter**

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Appendix B: Welcome Letter**

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**Appendix C:**  
**Stratford Heights Housing Application**

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**Appendix D:**  
**Basic Data Form**

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**Appendix E:**  
**Sample Advisor Letter**

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