International Visiting Student Procedures

The University of Cincinnati (UC) can accept international students for one or two semesters through two different programs: Student Exchange Programs (SEP) or Visiting Student Programs (VSP). Student Exchange Programs are available to students coming from one of UC’s partner institutions abroad. A signed official agreement must be in place with your university for you to participate on one of our Student Exchange Programs. If you are not sure if an agreement exists, please check with your international office. The Visiting Student Programs are currently only offered in the fall in certain academic areas.

**VSP Academic Areas**
- American Identity and Politics
- Environmental Science
- Managing International Business
- Marketing and Management
- Arts/Business Management

**Application Deadlines**

For a Fall Semester Start: April 15th
For a Spring Semester Start: October 15th (Student Exchange Programs only)

**Important Notes**

- SEP participants will pay all tuition and fees to their home institution. VSP participants will pay tuition and fees to the University of Cincinnati.
- SEP students can pick from courses within their area of interest.
- VSP students can participate in one of five pre-set academic programs in American Identity and Politics, Environmental Science, Managing International Business, Marketing and Management, Arts/Business Management.
- UC operates on a semester calendar, 15 weeks in one semester, running from late August to May, a detailed calendar can be found as part of this packet.
- UC will assist you with housing once you have applied.
- All students must arrive on the specified arrival dates, there are no exceptions.
- Typically 3 semester credits is the equivalent of 6 ECTS credits, or roughly 12 credits in the UK and Australian systems.

**English Language**

VSP students must meet the University’s English Language Requirement or be from one of the below countries that meet the English Language Requirements:

American Identity and Politics – TOEFL score of 66 or higher (or equivalent on IELTS or Pearson)
All other VSP programs – TOEFL score of 79 or higher (or equivalent on IELTS or Person)

<table>
<thead>
<tr>
<th>Antigua</th>
<th>Australia</th>
<th>Bahamas</th>
<th>Barbados</th>
<th>Belize</th>
<th>Bermuda</th>
<th>Canada (except QC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark</td>
<td>Dominica</td>
<td>Fiji</td>
<td>Finland</td>
<td>Grand Caymen</td>
<td>Grenada</td>
<td>Irish Republic</td>
</tr>
<tr>
<td>Jamaica</td>
<td>Malawi</td>
<td>Netherlands</td>
<td>Nevis</td>
<td>New Zealand</td>
<td>Norway</td>
<td>Singapore</td>
</tr>
<tr>
<td>South Africa</td>
<td>St. Kitts</td>
<td>St. Lucia</td>
<td>St. Vincent Grenadines</td>
<td>Sweden</td>
<td>United Kingdom</td>
<td>Virgin Islands</td>
</tr>
</tbody>
</table>
2012-12 International Visiting Student Program Calendar

All dates are subject to change:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18 – 19 Arrival Days</td>
<td>January 2 – 3 Arrival Days</td>
</tr>
<tr>
<td>August 20 Immigration Check-In</td>
<td>January 4 Immigration Check-in</td>
</tr>
<tr>
<td>August 21 International Academic Advising (Orientation)</td>
<td>January 7 Spring Semester Begins</td>
</tr>
<tr>
<td>August 22 International Academic Advising (Orientation)</td>
<td>April 25 Spring Semester Ends</td>
</tr>
<tr>
<td>August 27 Fall Semester Begins</td>
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<tr>
<td>December 15 Fall Semester Ends</td>
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</table>

Deadlines:
For a Fall Semester Start: April 15th
For a Spring Semester Start: October 15th (Student Exchange Programs only)

Course Selection

VSP students will take courses from a pre-selected list of classes within the program they are admitted to, and will receive further information with their admission packet.

SEP students can research courses within their discipline at the following link: http://webapps.uc.edu/registrar/courseplanningguide/. Select the semester box. Please indicate your areas of interest in your personal statement. Actual course registration will take place during orientation, unless students are directly contacted by an advisor.

Procedures

Student should meet with their home university’s international office to explore the possibility of a visiting international student program. Students must complete the application and collect the supporting documents as listed in the application checklist. If your institution nominates students, please make sure nominations have been received before the application deadlines. UC will only accept electronic copies of the application and supporting documents in Adobe PDF format. All documents should be submitted to ryan.meyer@uc.edu or gwen.roemer@uc.edu. Application submitted any other way will not be accepted.

Application Checklist

- Completed Application
- Financial Certification Form (as part of the application)
- Bank statement or letter from your bank stating you have the required financial support (see estimated expenses; 3,360 USD per semester for SEP students)
- Academic Record (Transcript)
- English Proficiency Test Score (VSP students only)
- Statement of Purpose (Tell us about your goals, interests, and hobbies)
- Portfolio (as a PDF) for those students applying to Design, Architecture and Interior Design, and Fine Arts
- Copy of the Information Page of Your Passport
International Visiting Student Application

PLEASE FILL OUT THE APPLICATION ENTIRELY IN BLOCK CAPITAL LETTERS:

Student Exchange Programs are available to students coming from one of UC’s partner institutions abroad. The Visiting Student Programs are currently only offered in the fall in certain academic areas (please see the application procedures for those areas).

Which program are you applying for (Check One):

☐ Student Exchange Program (SEP)
  Please give us the name of your home institution: ____________________________

☐ Visiting Student Program (VSP)
  Please give us the academic area you are interested in: ______________________

I wish to attend the University of Cincinnati during:
SEP students should check all semesters that apply. VSP students may only attend in the fall.

☐ Fall Semester (August – December)  ☐ Spring Semester (January – May)

Biographical Information

Name: ______________________________________________________________________
Last Name(s)   First/Given Name   Middle Initial
__________________________
☐ Male ☐ Female

Date of Birth (Month/Day/Year)     Marital Status
___________________________________________     ______________________________

Country and City of Birth            Country of Permanent Residence

Permanent Address: ____________________________________________________________
  Street Address

____________________________________________________________________________
  City     Postal Code    Country

Email: ____________________________     Telephone: ___________________________

Do you have a disability that may require special services or facilities? ☐ Yes ☐ No
(If yes, you will receive additional information).

Who should we contact in case of an emergency:

Name: ____________________________     Telephone: ___________________________

Relationship: ________________________     Email: ___________________________
Educational Background

VSP students must meet the University’s English Language Requirement for their academic area or be from one of the countries that meet the English Language Requirement. Include a copy of the official test score with this application:

Please check the box indicating the English proficiency test you have taken (SEP students may leave the English Language Requirement test name and score blank):

☐ TOEFL ☐ IELTS ☐ PEARSON ☐ Approved Country

Test Score: ___________

Home Institution:

Name of College/University Dates Attended Degree Earned

High School:

Name of School Dates Attended Degree Earned

My Academic Plans

Please give us an idea of the types of courses you would like to take. You can research courses at the following link: http://webapps.uc.edu/registrar/courseplanningguide/. Select the semester box. Actual course registration will take place during orientation, unless students are directly contacted by an advisor.

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
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</table>

Name and Contact of an Advisor at Your Home Institution

Name Title

Telephone E-mail

Application Procedures

Students must complete the application and collect the supporting documents as listed in the application checklist. If your institution nominates students, please make sure nominations have been received before the application deadlines. UC will only accept electronic copies of the application and supporting documents in Adobe PDF format. All documents should be submitted to ryan.meyer@uc.edu or gwen.roemer@uc.edu.
Financial Certification Form

Personal Information: Please put your name in full as it appears in your passport.

Family/Surname: ________________________________________________________________
First/Given: ______________________________________ Middle: _______________________

Country of Birth: ______________________ Date of Birth: _______/_____/______ Country of Citizenship: _______________________________________________________________

month day year

Are you currently in the United States? ___YES ___NO
If yes, list immigration status: ______(F1, H1B, etc.)
If Yes, and the immigration status is not F-1, the Form I-20 or DS-2019 will not be issued until you have made an appointment with us for assistance with a change of status application. If you are not eligible for a change of status, the form will only be issued for travel to your home country.

E-mail: __________________________________________ Telephone: __________________________

Mailing Address for I-20 or DS-2019: Street Address: ______________________________________

City: __________________________________________ Province: ______________________________
State/Country: ____________________________ Zip/Postal Code: ________________________

Funding Information: The total support necessary for first year of study must be documented and available. The support necessary for subsequent years of study must be reasonably attainable and documented through bank statements, employment letters, tax returns, investments, etc. Employment/salary letters and investments are the most reliable sources of support. If any funds are being provided by a sponsor, the sponsor must complete the Affidavit of Sponsorship on the back of this form. If personal funds are being used, bank statements must be attached in the student’s name and be sufficient for all years of study, not just the first year.

The total amount of money that I have available for each academic year of study is $__________________.
This amount includes the following:

$ __________ personal funds        $___________sponsor(s)
$ __________ funds from University of Cincinnati. Type: ________________________________
$ __________ other, please specify: _________________________________________________

I certify that the above information provided is correct and complete and that I shall notify the University of Cincinnati of any change in my financial circumstances.

Student’s Signature _________________________________________ Date_______________________

-over-
AFFIDAVIT OF SPONSORSHIP

NOTE: Any form not completed and sealed/stamped by the appropriate official and not accompanied by official documents will be considered incomplete and an I-20 or DS-2019 will not be issued. This form is valid for 6 months only for the purpose of issuing an I-20 or DS-2019.

I hereby attest that I am willing and able and will provide no less than US $_________________ in cash to the student named below for each year of study at the University of Cincinnati. I am attaching documents that prove the support is available/attainable; including bank statements, employment/salary letters, investments, tax returns and other assets (The amount indicated should agree with the amount on front of this form from the sponsor(s) line).

Name of student ______________________________________________________________

My relationship to the student is   __________________________________________________

My full address is: ______________________________________________________________
_____________________________________________________________________________

The following are all of the persons who are dependent upon me for their housing, food, or financial support. DO NOT INCLUDE PERSONS WHO SUPPORT THEMSELVES. DO NOT INCLUDE THE STUDENT NAMED ABOVE.

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP TO ME</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
<td>___________________</td>
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</tbody>
</table>

AFFIRMATION OR OATH OF SPONSOR

I hereby affirm or swear that the contents of the above statement are true and correct.

Signature of sponsor ______________________________________________

Name of sponsor, printed ___________________________________________

NOTARIZATION (seal/stamp) of Designated Official

SWORN AND SUBSCRIBED BEFORE ME THIS _______ OF ______________, 20 ___.

Signature of Notary ______________________________________ (Seal)

My Commission Expires ______________________________________

A Stamp or Seal must be placed here for this form to be valid.

Please scan and email this form and all supporting documents to UC International Services at international.students@uc.edu and give the original documents to the student you are supporting. Documents should be scanned as a PDF file (not a JPEG, RAR, etc.). All the documents you are sending should be combined into one PDF file, not sent as separate PDF files. The name of the student should appear in the title of the PDF file.
## Estimated Expenses for Student Exchange and Visiting Student Programs

### 2012-2013 Academic Year

<table>
<thead>
<tr>
<th></th>
<th>Most Visiting Student Programs</th>
<th>Arts/ Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and other fees (subject to change)</td>
<td>$6,147</td>
<td>$8,275</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>2,830</td>
<td>2,830</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>529</td>
<td>529</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$9,506</strong></td>
<td><strong>$11,634</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Students studying as part of an exchange program pay tuition at their home institution, not UC. These students are only responsible for demonstrating support for the estimated living expenses and student health insurance plan. The above costs are per semester of study. Students staying longer than one semester will need to show the amount indicated times the appropriate number of study quarters. The Arts/Business Management program is a graduate level program so the tuition is higher.

1. The tuition is assessed for full-time students on a semester basis. Tuition is payable at the start of each semester of study.

2. Other fees include a general fee of $390 per semester ($780 per year). All students are required to pay this fee.

3. Other fees include an Information Technology and Instructional Equipment Fee (ITIE). All students are required to pay this fee for costs associated with labs, instructional equipment and supplies, and information technology. The fee will be $174 per semester ($348 per year).

4. Other fees also include a Campus Life Fee. All students are required to pay the $243 per quarter ($486 per year) fee.

5. Living expenses are estimated on a 12 month basis. While enrollment during the summer may be optional, food, rent and other expenses are necessities.

6. Health Insurance.
   All international students are required to carry the University Student Health Insurance policy unless they can prove coverage equal to or greater than the University policy. Such insurance must be provided by a U.S. based company. Foreign-based policies **WILL NOT BE ACCEPTED**. Insurance fees will be included on your bill. The fee is $793.50 per semester ($1,587 per year). Students are responsible for paying this fee each semester. Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance Office for obtaining a waiver.

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An affirmative/equal opportunity institution
Estimated Annual Expenses for Student Exchange and Visiting Student Programs
2012-2013 Academic Year

7. The first month in the United States demands more financial outlay than any other single period. An additional $1,000 should be available to meet these expenses.

8. Travel to the student's home country or buying an automobile are not included in the estimate of personal expenses.

9. Dormitory charges are due at the beginning of each quarter. Only certain exchange program students will be eligible for on-campus housing. Visiting students will not live in on-campus dormitories.

10. Tuition and fees must be paid at the time of registration for courses. No exceptions are made for this requirement.

11. It is important for the student to know his/her government’s regulations on currency exchange and bank procedures for the transfer of needed funds.

12. Students must have adequate finances to cover all expenses for the entire period of study.

13. Tuition and other fees are subject to change.

NOTE: Some programs may have special fees or surcharges that are not indicated above. Students will be responsible for such fees/surcharges when they apply.