

ACADEMIC PARTNERSHIPS WITH THE UNIVERSITY OF WEST FLORIDA

Guidelines on Admission of Non-degree Seeking Exchange Students: 2011 - 2012

Following is information regarding the admission of students from partner universities as exchange students.

For students expected to begin studies in 2011-2012, the following timeframe will serve as a guideline:

- 1) Submit to the University of West Florida the list of selected exchange students for the
 - a. 2011 Fall Semester by May 15, 2011
 - b. 2012 Spring Semester by October 15, 2011
 - c. 2012 Summer Semester by March 15, 2012

- 2) Submit all application for admission documents to the University of West Florida for the
 - a. 2011 Fall Semester by June 1, 2011
 - b. 2012 Spring Semester by November 1, 2011
 - c. 2012 Summer Semester by April 1, 2012

Note that by the dates indicated above, the application documents should actually be at UWF, so please allow enough time for sending the documents. We also advise that documents be sent by express mail to the International Student Office;

- 3) Once the documents are received and complete, the International Student Office will process the DS-2019, Certificate of Eligibility, which is the document the student will need to take to the United States Embassy or Consulate, in order to apply for the J-1 visa. Provided admission documents are complete, the International Student Office will issue the DS-2019 within 15 days of their receipt.

- 4) The students should schedule an interview at the United States Embassy or Consulate closest to place of residence. Check with the American Embassy or Consulate to find out how far in advance students need to make their visa appointments. When the students go for their visa interview, they need to take all of the required documents: passport, the DS-2019, the acceptance letter to UWF, proof of financial support, and a letter from the program director at the home institution indicating the student's selection to participate in program. The students will need to complete the forms required by the US Embassy or Consulate. Please go to the U.S. Embassy website in students' home country for information on the forms and documents needed for the visa interview. This U.S. State Department website lists all US Embassies overseas: <http://www.usembassy.gov/>.

Following are the application documents the students will need to submit to the University of West Florida. All application documents are online at <http://www.uwf.edu/internationaloffice/> under J-1 Exchange Students.

- a. Application for non-degree seeking exchange students – application must be FULLY completed
- b. Copy of passport
- c. Transcripts of grades and translations
- d. Medical History Form: Student should complete this form
- e. Immunization Form: 2 doses of MMR (measles, mumps and rubella) vaccination required. Vaccination cards are accepted.
- f. Meningitis/Hepatitis Immunization Form (Student may waive these vaccinations.)
- g. Confidential Financial Statement Form and a bank letter and/or bank statement showing sufficient funds for the list of expenses listed below. Submit a letter from a sponsor if the funding is not directly from the student. Amount required is approximately US\$5,900.00 for undergraduate or graduate students for one semester. This amount is for expenses related to housing, meals, health insurance, books, and other personal needs. A list of expenses is attached.

In addition to the application documents, students need to be aware of the two items below: health insurance and housing.

Health insurance: J-1 students and J-2 dependents are required to have health insurance coverage during the duration of their program. This is a requirement of Federal Government, the State of Florida, and of UWF.

- h. Health Insurance Compliance form. This form must be completed by a health insurance company agent if students purchase health insurance coverage from a company other than the one indicated below. This form can be downloaded from <http://www.uwf.edu/internationaloffice/health.cfm>. Health insurance coverage has to match exactly what is required by the State of Florida and the University of West Florida. Requirements for coverage appear on the Health Insurance Compliance form. Students may choose to purchase their health insurance coverage through Gallagher Koster at <https://www.gallagherkoster.com/floridausystem/> upon arrival in the United States. This company has a contract with UWF, and the coverage offered meets the requirements of the State of Florida.

Housing:

- i. Students wishing to live on campus need to complete the housing contract available online at www.uwf.edu/housing. Residence halls fill up quickly, so it is advisable that students apply early. Students planning to live on campus should submit the housing contracts with the application documents.

All documents should be sent to the following address:

University of West Florida
11000 University Parkway
Building 71 – International Student Office
Pensacola, Florida 32514 USA

To ensure the success of the program, it is recommended that a student contract be devised emphasizing the student's responsibilities as a J-1 student. Exchange students serve as ambassadors for their home countries at the receiving institution and country.

For further information, please contact
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