

Name: _____ Home Institution _____

INCOMING EXCHANGE STUDENT APPLICATION

Please fill out this application in full and attach all required documents. If you have any questions, please contact your study abroad advisor. All discrepancies or missing information will cause considerable delays in processing your visa documents, and possibly jeopardize your participation in the SF State Exchange Program.

Use the checklist below to track your progress in this application. You should be able to save your progress in most PDF viewers. **Items in RED indicate external documents that you must submit along with your application.**

Application Checklist and Required Document Order

- ___ I. Personal Information
- ___ II. Program Information
- ___ III. Declaration of Finances
 - ___ **Documentation of Finances (ATTACH TO APPLICATION)**
- ___ IV. Study Proposal
- ___ V. Agreement to purchase and maintain SF State-approved health insurance policy
- ___ VI. Statement of Understanding
- ___ VII. **Academic Motivation Essay (ATTACH TO APPLICATION)**
- ___ VIII. Campus Internationalization Service Commitment Agreement
- ___ IX. IEEC Buddy Program
- ___ X. English Language Proficiency Form
 - ___ **English Proficiency Test Score OR Faculty recommendation with institutional stamp (for non-native English speakers only)**
 - ___ **University Transcripts (ATTACH TO APPLICATION)**
 - ___ **Copy of Passport Biographical Page (ATTACH TO APPLICATION)**

Exchange Student Application Instructions

I. Personal Information

Please fill in all the fields and type your name exactly as it appears on your passport. Include a copy of the biographical page of your passport with your application.

II. Program Information

Please list your current university, semester(s) of study, and the major you will study at SF State (not necessarily what you study at your home institution).

III. Declaration of Finances

Please clearly list your study abroad financing on this portion of this application. You must show that your resources equal or exceed the recommended funding for the program (either \$10,500 for one semester or \$21,000 for two semesters)

IV. Study Proposal

Please visit the SF State class schedule at <http://www.sfsu.edu/online/clssch.htm> to research course offerings. Courses are usually posted in October for Spring Semester and June for Fall Semester. **Do not contact our office requesting that we secure course syllabi from the departments for you before your arrival, as we are unable to fulfill this request.** If you require this information, you may be able to find this information on the department or professor's website. Brief course descriptions can be found at:

<http://www.sfsu.edu/~bulletin/courses/discplns.htm>

V. Agreement to purchase and maintain SF State-approved health insurance policy

All exchange students are required to purchase the SF State insurance policy for the duration of their stay.

VII. Academic Motivation Essay (ATTACH TO APPLICATION)

This is a short essay explaining why you wish to study at SF State and what you hope to accomplish through this program of study. Please attach the essay to your application, and avoid spelling and grammatical mistakes, as this is a representation of your academic ability and motivation.

VIII. Campus Internationalization Service Commitment Agreement

As a visiting exchange student, you are required to contribute to the internationalization of the SF State campus. This requirement is fulfilled by participating in any one of the many International Education Exchange Council service opportunities. You can find more information about this at the Exchange Student Orientation, and IEEC on the web:

<http://www.sfsuieec.com/>

X. English Language Proficiency Form

Students coming to San Francisco State University on a J-1 visa must have a proven ability in the English language. This can be demonstrated by a TOEFL score of 500, IBT/ESOL equivalent score, or by recommendation from an appropriate English language faculty member at your home institution (as determined by the agreement between SF State and your home institution).

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III. Declaration and Certification of Finances

***WE CANNOT REVIEW YOUR APPLICATION IF THIS SECTION IS NOT COMPLETED AND ALL ATTACHMENTS ARE INCLUDED**

	1 Semester (\$USD)	2 Semester (\$USD)
Books/Supplies	\$900.00	\$1,800.00
Meals/Housing	\$7,200.00	\$14,400.00
Health Insurance	\$700.00	\$1,400.00
Transportation/Personal Spending	\$1,700.00	\$3,400.00
TOTAL	\$10,500.00	\$21,000.00

All SF State exchange program participants must provide proof of financial means. Your finances must equal or exceed the total expenses listed above, depending on the duration of your program. Complete the following table and attach all necessary documentation.

Personal Savings		Attach a letter from your bank, bank statement, etc.
Amount in home currency:	Amount in US dollars:	
Sponsor (ex. Parents, etc.)		Attach a letter from your sponsor, your sponsor's bank statement, etc.
Relationship to you:		
Amount in home currency:	Amount in US dollars:	
Government Grants of Loans		Attach documentation of loan or grant award, showing amount and name of awarding body.
Title of awarding organization:		
Amount in home currency:	Amount in US dollars:	
University Grants or Loans		Attach documentation of load or grant award, showing amount and title of grant or loan.
Grant or Loan title:		
Amount in home currency:	Amount in US dollars:	
Other		Attach appropriate documentation.
Specify Source:		
Amount in home currency:	Amount in US dollars:	

TOTAL IN US DOLLARS: _____

I, _____ certify that the total amount of money available to me for the duration of my program at San Francisco State University meets the above requirements.

Signature: _____ Date: _____

IV. Study Proposal

In order to ensure that you will be able to pursue a full course schedule at SF State, we ask that you fill out the Study Proposal in full. Some majors at SF State are impacted. Students who are not listed in those specific majors will not be able to enroll in those courses. Please ask your home university advisor if there are any restrictions on your course choices. Furthermore, as courses are not always taught each semester, please list as many potential courses as possible.

This is a *study proposal*, not a definitive course of study. We do not register students for any courses. (After your acceptance into the exchange program, you will do this yourself through the SF State online class registration system)

To help you complete the information below, please see San Francisco State's course listing page at <http://bulletin.sfsu.edu/> for course offerings and descriptions. You may also visit the Class Schedule to view a tentative course schedule for the upcoming semester(s) at <http://www.sfsu.edu/online/clssch.htm>.

There is NO GUARANTEE that courses you list on this application will be available upon your arrival. We will provide you with course registration information by email. It is your responsibility to verify with your university that all listed courses will be accepted for credit at your home institution. You are not obligated to take the courses you will list below if your study plan changes.

Please list **at least 8** courses you would like to take at SF State (include course number and title). For example:

Department	Course Number	Course Title	Units
HUM	225	Values in American Life	3

Department	Course Number	Course Title	Units

Name: _____ Home Institution _____

V. Agreement to purchase and maintain SF State-approved health insurance policy

IMPORTANT NOTICE TO J-1 VISA HOLDERS

You must purchase and maintain health insurance for the duration of your stay in the U.S. *You must purchase the SF State recommended insurance policy*, regardless of the any additional insurance that you have from other sources. Instructions for purchasing insurance are as follows:

Instructions for purchasing insurance:

- Go to <https://www.csuhealthlink.com/enroll/>
- Select **“San Francisco State University”**
- Scroll Down and click on **“San Francisco State Univ-Int'l-J-Exchange”** for the appropriate year then click “Enroll”
- Click on “Fall”, “Spring” or “Fall/Spring” as appropriate
- After purchasing insurance, log into the account that was created for you during the enrollment process. Download your confirmation letter and email it to exchange@sfsu.edu

I agree to purchase and maintain the SF State recommended health insurance policy (see above) for myself and for any dependents with me in the United States for the full length of my stay in the United States. I understand that failure to do so is a violation of J-1 status and would lead to termination of my exchange program and my right to stay in the United States.

Signature: _____

Date: _____

VI. Statement of Understanding

I understand and agree that if I am admitted to San Francisco State University (SF State) as an international exchange student, I am considered a representative of my home country and university, and that my active participation at SF State is essential to the sustainability of the exchange program. I understand and agree to the following terms and conditions of my exchange and that failure to comply with the terms and conditions listed below can lead to termination of my exchange status and my stay in the USA:

- I am required to maintain good academic standing (defined as a minimum Grade Point Average of 2.0), and to register in and maintain full-time enrollment (12 units) each term.
- I will take part in exchange program-related activities at SF State including attending the orientation session for international exchange students and attending all mandatory meetings including the mid-semester check-in and the end of the semester meeting.
- My status is that of a non-degree student.
- I must be flexible in the selection and scheduling of courses (subjects) that I wish to take and that enrollment of specific courses are not guaranteed. I must also not expect to take subjects in areas which are impacted.
- I must purchase and maintain the SF State approved health insurance as indicated in Section V.
- I must abide by the regulations and policies of SF State as well as the laws of State of California and the USA.

Signature: _____

Date: _____

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VII. Academic Motivation Essay

Please write a short essay (250 to 500 words) explaining why you wish to study at San Francisco State University and what you hope to accomplish through this program of study. In your essay, you should provide specific examples of your academic and personal goals and how they relate to the exchange program at SF State.

****ATTACH YOUR ESSAY TO THIS APPLICATION***

VIII. Campus Internationalization Service Commitment Agreement

All international exchange program participants are required to contribute to the internationalization of SF State through participation in the International Education Exchange Council (IEEC) and fulfillment of the International Service Commitment. (Also referred to as the IEEC Commitment). Further information is provided in depth during orientation. Service commitment options include:

- IEEC Officer
- University Representative
- Tabling
- Flyering
- Language Exchange
- Photography/Videography
- Blogging

I agree to contribute to the internationalization of the San Francisco State University and the continuation promotion of international exchange programs at San Francisco State University through my participation in the International Education Exchange Council (IEEC) and the Service Commitment for the duration of my program at SF State.

Signature: _____

Date: _____

IX. IEEC Buddy Program

IEEC offers to pair new incoming exchange students with “buddies” who study at SF State and have agreed to help with your basic SF State questions as well as provide support when you arrive in San Francisco.

 Yes, I want an SF State buddy **No**, I do not want an SF State buddy

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X. English Language Proficiency Form

The language of instruction at San Francisco State University is English. Students coming to San Francisco State University through the International Exchange Program must have a proven ability in the English language. This can be demonstrated by a TOEFL score of 500, IBT score of 61, IELTS score of 6.0, *OR* by recommendation from an appropriate English language faculty member at the institution of origin (as agreed upon by SF State and your home institution).

Applicant: _____ Home Institution: _____

TOEFL/IBT/IELTS TEST SCORE

TOEFL: _____ IBT: _____ IELTS: _____

***ATTACH PASSING TEST SCORE DOCUMENTATION**

FACULTY RECOMMENDATION

To be completed only by English language faculty or other institution-designated faculty. Evaluation is to be based on classroom observation or a 10-15 minute conversation. The faculty member must sign and stamp this recommendation with an institutional/university seal.

- In terms of the English language skills required to succeed within an American university study program, please rate the applicant (circle the most appropriate response):

	Excellent	Very Good	Average	Below Average	Unable to Judge
Oral Comprehension	4	3	2	1	0
General Conversation	4	3	2	1	0

- Does this student possess sufficient English language proficiency to succeed academically and function on a day-to-day basis at San Francisco State University?
 - Yes, language competency is advanced
 - Yes, language competency is sufficient
 - No, language competency is not sufficient to succeed at San Francisco State University both academically and on a day-to-day basis
- Please briefly comment on the applicant's ability to successfully participate in and profit from a semester/year of study at San Francisco State University:

Signature: _____ Printed Name: _____ Date: _____

Position/Department: _____ Institution: _____

Email: _____