

Welcome to UWGB!

Re: New Exchange Students

Dear Student,

We are honored that you are considering an exchange semester or year with the University of Wisconsin-Green Bay. We would love to have the opportunity to welcome you here and help make your stay in the United States both academically and culturally rewarding for you.

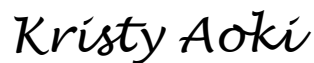
Preparing for your time abroad, although exciting, can sometimes be a bit overwhelming. There are many things that must be done ahead of time to ensure that the transition from your home country to the United States is successful. The Office of International Education has therefore put together this packet of materials to help ease this process for you. It is very important that you read this packet very carefully. If you have any questions along the way, please feel free to contact this office at any time.

The special relationship between our Universities facilitates your study in the United States. Therefore you do not need to apply to UWGB as a degree-seeking international student or fill out any of the paperwork that is associated with that. Your application will be processed by the Office of International Education and then forwarded to Admissions. Please note, however, that failure to return the necessary materials in a timely manner could delay your participation to a later semester or even cancel your participation altogether.

We hope to hear from you soon.



Brent Blahnik
Director, International Education
oie@uwgb.edu



Kristy Aoki
Student Service Advisor
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Conditions of the Exchange

1. Talk with the Exchange coordinator on your campus. There may even be UW-Green Bay students taking classes at your University this semester. It would be a great opportunity for you to meet them before you arrive in Green Bay.
2. Read over and complete the materials in this packet. Return the following University of Wisconsin—Green Bay:
 - International Exchange Student Application accompanied with copies of transcripts/course lists (including grades) of previous university coursework
 - Dependent Information Sheet for those students with an accompanying spouse or children
 - Certification of Finances
 - Health Insurance Certification Form (along with a letter from your own insurance company - if you have a health insurance policy, which will cover you while studying in the U.S.)
 - On-campus housing Request Form
 - Completed Student Health History Form

* Before sending any materials, please make a copy for yourself. All materials can be sent to the address at the bottom of this page.
3. After the Office of International Education (OIE) receives all of the above mentioned materials from you, we will send you an official acceptance letter, Form DS-2019, which will be used when you make an appointment with the U.S. consulate or embassy to apply for a J-1 student visa (and J-2 visas for an accompanying spouse or children), and an arrival card. The arrival card should be mailed to us as soon as you know your flight/arrival information. We will then make arrangements to pick you up at either the Green Bay airport or bus station.

All materials should be mailed to the following address:

Office of International Education
C/O Kristy Aoki, International Student Services Advisor
2420 Nicolet Drive
Green Bay, WI 54311
U.S.A.

Office of International Education Contact Information:

Tel. 920-465-5164 or 920-465-2413
Fax 920-465-2949
E-mail oie@uwgb.edu

Conditions of the Exchange

Application Deadline: Fall semester or academic year April 30th / Spring semester November 15

Exchange students are required to maintain full-time enrollment at the University of Wisconsin-Green Bay. This means that each undergraduate student must take a minimum of 12 credit hours (generally 4 courses) each semester and a student at the graduate level must take a minimum of 9 credit hours (generally 3 courses) each semester. The credits you earn as an exchange student at UW-Green Bay will not count toward a degree at UW-Green Bay.

You are not required to take the TOEFL exam as part of the application process. If your school administers the Michigan Test of English Language Proficiency, please have your exchange coordinator submit your test directly to this office. You will take an ESL placement test during orientation.

You are required to submit copies of transcripts or course lists (including grades) of previous university course work along with your application.

The exchange agreement allows you to pay tuition at your home institution (where applicable) and study tuition-free at UW-Green Bay. You will be responsible for some additional education costs listed below:

Additional Educational Costs

Student fees: These fees are paid by all students taking classes on campus. The monies generated from these fees are used for costs associated with the University Union, Student Clubs/Organizations, etc.

Health Insurance: This is a mandatory requirement for all international and exchange students. If you have health insurance in your home country that will cover you while you are studying in the United States, you must indicate that on the enclosed Insurance Certification Form and submit a letter from your insurance company indicating that they will continue to cover you while abroad. If the waiver is not filled out and returned to the OIE with proof from the insurance company, you will be required to purchase the University's Health Insurance Policy for your time on exchange. Health insurance must have the following coverage:

1. Medical benefits of at least \$50,000 per accident or illness;
2. Repatriation of remains in the amount of \$7,500
3. Expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000 or more.
4. A deductible not to exceed \$500 per accident or illness. (All prices in U.S. dollars)

Housing: The Office of International Education will automatically reserve an on-campus apartment for you. If you choose not to take this, please let us know immediately. The cost of the apartment is roughly \$1400/semester.

Books: Most courses offered in the U.S. have required and recommended textbooks and readings that students must purchase. This cost will strictly be dependent on the courses you enroll in. In addition some courses, especially in the discipline of art, may have additional minimal fees related to expenses of materials used in the class.

Special fees: The cost for a student ID card is \$5.00. If you choose to join the Phoenix Sports Center on campus, there is an additional membership charge.

As an exchange student, you will be allowed to enroll in **almost** any class, which you will need as part of your academic program. Please check out course offerings on-line (www.uwgb.edu/registrar). They will be listed under the Student Information System link. Registration will officially be done during orientation. Some exchange students may be required to enroll in an English as a Second Language Course as one of their course choices.

All fees (student fees, health insurance, housing, etc.) must be paid to our Bursar's office by the end of the first week of classes. The acceptable types of payments are: traveler's checks, cashier's check, cash, or a personal check drawn from a U.S. bank account. Payments can also be made via the internet by Mastercard, there is a 2% service charge. During orientation, we will help you to open a Bank account in the U.S. This is not mandatory, but if you would like to wire money from home, then you will need to open an account here.

The Office of International Education will arrange to pick you up at either the Austin Straubel Airport in Green Bay or at the Greyhound Bus Station in Green Bay. Please note that if you fly in to Chicago or Milwaukee, you will need to take a Bus (www.greyhound.com) to Green Bay. Please contact the Office of International Education regarding your arrival, even if you will not need a representative to pick you up.

An orientation program will be scheduled the week prior to school starting. You will be contacted via e-mail regarding the orientation schedule.



RETURN TO:
 Office of International Education
 Rose Hall 310
 2420 Nicolet Drive
 Green Bay WI 54311-7001
 U. S. A.

University of Wisconsin-Green Bay

Office of International Education

International Exchange Student Application

Admissions Office Use Only
Resident ___ Non Resident ___ By ___ Date _____
Int'l Education Use Only
Date Received _____

J-1 EXCHANGE STUDENT APPLICATION

Name (Last /Family) as it appears on your passport	First	Middle Name
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E-mail

Home / Permanent Address

Street		
City	Country	Postal Code
Permanent Home Telephone		

Current Mailing Address Enter "Same" if same as permanent home address

Street		
City	Country	Postal Code
Current Telephone Number		

Current University

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Semester you plan to enter: Fall Spring

Length of Study: One Semester Academic Year

Academic Level Undergraduate Graduate

Birthdate: Month ___ Day ___ Year _____

City of Birth: _____

Country of Birth _____

Gender : Female Male

Intended major or field of study _____

Country of Citizenship _____

Country of Permanent Residence _____

Passport Number _____

Educational History

List the educational institutions you have attended including high school. Include your present university first:

Name of Institution (attach additional sheets if necessary)	Location (City/Country)	Age when You first attended	From (Month/Year)	To (Month/Year)	Certificate or Degree granted

Application Signature

I certify that the information on this application, both pages 1 and 2, is true and complete. Also, I certify that I have read and understand all the information in this application. If additional information is needed to determine my eligibility for admission, I will provide it upon request. I understand that inaccurate information may affect my admissibility. I also understand that admission as a University Special Student carries no commitment on the part of the University to admit me at a later date as a degree candidate. I expect to be subject to the UWGB rules and regulations and to the laws of the State of Wisconsin. I understand that my residence and fee level determinations are tentative and subject to change when officially reviewed.

Signature	Date
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Emergency Contact Information

Name		Relationship to you	
Street			
City	County	Postal Code	
Phone		E-mail	

Dependants

Please attach additional sheets if necessary

Will any dependents come with you during your exchange? If, yes please write below. Yes No

Name of Dependant <small>As it appears on passport Last name, First</small>	Birth date <small>Month, day, year</small>	Birth Place <small>City and Country</small>	Relationship to student <small>(Spouse, son, daughter)</small>

Housing Request

Please complete the following questionnaire to ensure you have housing when you arrive. Most international students are placed in a 4 student/2 bedroom apartment with its own bathroom (toilet and shower), kitchen, and living room. The apartment is furnished with couches, tables, chairs, a stove and oven, and a refrigerator. Each student will have her/his own bed, desk, dresser and closet space. Every attempt is made to accommodate students on campus; however, there is no guarantee.

The Office of Residential Life will provide you with a pillow, sheet and blanket for an additional \$8 per semester. The apartments are not furnished with kitchen utensils/appliances. Most likely, your roommates will bring this with them when they move in, however exchange students move in about a week before the returning students. You may want to consider packing one cup, one plate and some silverware for yourself.

Student wishing to live off-campus will need to make their own housing arrangements. If you would like to live off-campus, please check here.

Students Interested in living on-campus

I would prefer to live with someone who (check all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Smokes | <input type="checkbox"/> Does not smoke | <input type="checkbox"/> Goes to bed early | <input type="checkbox"/> Goes to bed late |
| <input type="checkbox"/> Likes to study in the day | <input type="checkbox"/> Likes to study at night | <input type="checkbox"/> Quiet Study | <input type="checkbox"/> Very orderly and tidy |
| <input type="checkbox"/> Same major: _____ | | <input type="checkbox"/> Other _____ | |

What special interests or hobbies do you have? (Please check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Diversity and international | <input type="checkbox"/> Health and Wellness | <input type="checkbox"/> Environmental issues |
| <input type="checkbox"/> Leadership and Community Service | <input type="checkbox"/> Academic Support | <input type="checkbox"/> Computer Information technology |
| <input type="checkbox"/> Theater and Performing Arts | | |

Roommate request: (Will only be honored if roommate also request to live together)

Do you need temporary bedding? (your account will be billed \$8.00) Yes No

Do you have any special needs?

Health Insurance Certification

I understand that the U.S. Government requires all persons with J-1 and J-2 status to maintain adequate health insurance coverage throughout their program while they are in the United States. Students failing to have health appropriate insurance will be immediately terminated. This insurance must pay at least the following:

1. Medical benefits of at least \$50,000 per accident or illness
2. Repatriation of remains in the amount of \$7,500
3. Expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000 or more.
4. A deductible not to exceed \$500 per accident or illness

I also understand that my J-1 program will be immediately terminated if I fail to maintain insurance for myself and all of my dependents. Please fill out and sign ONE of the following statements:

Statement 1: Your Own Health Insurance Policy

A copy of the insurance policy, in English must be provided to the Office of International Education. Please attach the copy with your application.

I certify that I currently have health insurance in my home country that will cover me while I am in the United States and this policy meets all of the requirements listed above (please sign below and return with a letter from your insurance company indicating that they will continue to cover you while you are on exchange).

Name of Insurance Company _____	
Address of Insurance Company _____	
Valid Dates of Coverage _____	
Signature _____	Date _____

Statement 2: Enrolling in the UWGB's Insurance Policy

I understand that if I do not prove to have sufficient health insurance coverage that will cover me and my accompanying dependents based on the stipulations listed above, I will automatically be enrolled in the insurance plan provided through the University of Wisconsin-Green Bay and billed for this coverage at the beginning of each semester enrolled.

Signature _____	Date _____
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Certification of Finances

Exchange Student Application—Page 5

1. A certification of eligibility (DS-2019) for J-1 exchange students will not be issued until the following information is received from you. You must include an **original bank statement (in US Dollars) from your sponsor(s) or yourself**, indicating sufficient funds for your stay at the University of Wisconsin-Green Bay. Below is a sample statement:
PERSONAL STATEMENT
 (Name of Student) has (amount in US dollars) in his/her (type of account). This money can be accessed at any time for him /her to use for educational purposes.
SPONSOR'S STATEMENT
 (Name of sponsor) has (amount in US Dollars) in his/her (type of account). This money can be accessed at any time for him /her to pay educational expenses for (name of student).
 Please complete the following information in US Dollars. The chart is based on one semester. If you are applying for one academic year, please double every item. You will need **at least \$4000** for one semester of basic expenses.
 3. Travel expenses are not included in this form.

Name: (Please Print)	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year:
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SOURCES OF FUNDS

Expenses	Self	Parents	Sponsor
Tuition (waived)	Waived	Waived	Waived
Room and Board (\$2000/semester)	\$	\$	\$
Segregated (Student) Fees (\$600/semster)	\$	\$	\$
Books (\$250/semester)	\$	\$	\$
Spending Money (varies)	\$	\$	\$
Health Insurance (\$360/ fall semester) (\$540 /spring semester)	\$	\$	\$
Total MUST BE \$4000 or more per semester	\$	\$	\$

***Signatures of parent and/or sponsor(s) along with the signature of a bank official are required.**

APPLICANT'S STATEMENT

I Certify that all statements on this form are true and accurate, and that funds will be provided as specified above. I will notify the University of Wisconsin-Green Bay of any changes in my financial circumstances or that of my sponsor. Should I be admitted and register, I understand that a failure on my part or that of my sponsor to provide the needed funds will result in the cancellation of my registration and my termination from the undergraduate/graduate program at the University of Wisconsin-Green Bay.

Signature of Applicant	Date
Signature of Parent	Date
Signature of Sponsor	Date
Signature of Bank Official	Date

★PLEASE INCLUDE THE BANK SEAL OR STAMP

