UC International
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International Exchange/Visiting Student Procedures

Exchange/Visiting Student Programs are for students wishing to study abroad at the University of Cincinnati. UC, Ohio's premiere urban research university, is located in the Southwest corner in the state of Ohio. The Cincinnati metropolitan area also includes parts of Kentucky and Indiana. UC has hundreds of areas of study, nationally-recognized faculty, and several top ranked degree programs. Students can study abroad at UC through the following programs: Student Exchange and Visiting Student Programs. To learn about UC by the numbers, visit uc.edu/about/ucfactsheet.html.

Student Exchange Programs (SEP)

- Student Exchange Programs are available to students coming from universities that have a signed exchange agreement with the University of Cincinnati.
- SEP students will pay tuition and fees to their home institution, and receive a tuition waiver at UC.
- SEP students can choose from courses within their area of interest.

Visiting Student Programs (VSP)

- Visiting Student Programs are available to students coming from universities that do not have a signed exchange agreement with the University of Cincinnati.
- VSP students will pay out of state tuition fees to UC.
- VSP students can request courses of study in most UC programs.
- Applications are accepted for undergraduate and post-graduate study.

Important Notes

- UC operates on a semester calendar, with 15 weeks in each semester, and an academic year that runs from late August to late April.
- Typically 3 UC semester credits is the equivalent of 6 ECTS credits, or roughly 12 credits in the UK and Australian systems.
- Exchange students receive a tuition waiver at UC. Visiting students will pay full out-of-state tuition fees to UC.
- Students will get housing assistance after they've been accepted. To view some housing options available to visiting student go to:
  http://www.uc.edu/international/programs/visitingstudents/housing.html
- Students will be assigned an advisor with the appropriate college who will help them with course registrations.

English Language

Exchange/Visiting students must submit proof of English proficiency that meets University and College requirements prior to being admitted. Students can demonstrate English proficiency in a number of ways at the undergraduate level.   Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the PEARSON Test of English (PTE).

The following scores are acceptable:

TOEFL-66 score on the IBT
IELTS-Overall band score of 6.0
PEARSON-score of 46

In addition to the overall ban score for both the TOEFL and IELTS, all colleges also require a minimum score of a 5.5 (IELTS) or 15 (TOEFL) on all sub-sections (i.e. Listening, Reading, Speaking, Writing).

In addition, the English Proficiency Requirement is met if:
• A student has taken the SAT and has a minimum 480 on the Critical Reading section;
• A student has a Certificate in advanced English (C grade or above), or Certificate of Proficiency in English (C grade or above) or a passing score on the O Level exam;
• A student completed one full academic year of study in a U.S. high school or college/university.
• A student has passed level 12 of the ELS exam.
• A student's native language is English or whose method of instruction has been in English. The following countries are considered English speaking for this purpose: Anguilla; Antigua and Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; Cameroon; Canada (except Quebec); Cayman Islands; Denmark; Dominica; Fiji; Finland; Gambia; Ghana; Gibraltar; Grenada; Guyana; Ireland; Jamaica; Kenya; Lesotho; Liberia; Malawi; Malta; Mauritius; Montserrat; Nambia; Netherlands; New Zealand; Nigeria; Norway; Papua New Guinea; Scotland; Seychelles; Sierra Leone; Singapore; Solomon Islands; South Africa; St. Kitts and Nevis; St. Lucia; St. Vincent and the Grenadines; Swaziland; Sweden; Tanzania; Tonga; Trinidad and Tobago; Turks and Caicos Islands; Uganda; United Kingdom; Vanuatu; Virgin Islands; Wales; Zambia; Zimbabwe.

2016-17 Exchange/Visiting Student Program Calendar
All dates are subject to change:

Fall Semester 2016	
August 13-14	Arrival Days (please only arrive on these days)
August 15	Immigration Check-In
August 16	New International Student Conference
August 17-18	College Orientation
August 22	Fall Semester Begins
December 9	Fall Semester Ends
Spring Semester 2016	
January 5-6	Arrival Days (please only arrive on these days)
January 7	Immigration Check-in and Academic Advising
January 7	New International Student Conference
January 11	Spring Semester Begins
April 27	Spring Semester Ends

Deadlines:
For a Fall Semester Start: April 1st
For a Spring Semester Start: October 1st

Course Selection

Exchange/Visiting students can request a course of study in most UC programs. Availability in certain areas of interest might be limited. If admitted, a college advisor will assist with the selection of classes.

Exchange/Visiting 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 advising and registration will take place after you've been accepted to study at UC.

Procedures

Students must complete the application and collect the supporting documents as listed in the application checklist. UC will only accept electronic copies of the application and supporting documents in Adobe PDF format by the specified deadlines.

Exchange and visiting students associated with a UC partner school should meet with their home university's international office to explore the possibility of studying abroad. Visiting students not associated with a partner institution can complete the application directly and send it with all required checklist items below no later than the deadline to apply. VSP applications should be sent to Ms. Brittney Smith at Brittney.smith@uc.edu

- ☐ **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 the estimated expenses section)**
- ☐ **Academic Record (Transcript)**
- ☐ **English Proficiency Test Score (if required)**
- ☐ **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**

Estimated Expenses for Exchange/Visiting Student Programs

All students must document their ability to be fully financed while studying at the University of Cincinnati. Expenses for Student Exchange Programs will include living expenses only as tuition is paid at the home institution. Expenses for the Visiting Student Program will include tuition and fees and living expenses. Students can use the Financial Certification Form to document sources of support. NOTE: All fees are subject to change and the estimate for living expenses can be more expensive based on the housing option that is selected.

Student Exchange Programs	
Living expenses one semester programs	$5,375
Living expenses two semester programs	$10,750
Health Insurance	$1,161
TB Test	$80.00

1 Semester Visiting Student Program			
Undergraduates		Post-Graduates	
Tuition	$13,167	Tuition	$13,105
Living Expenses	$5,375	Living Expenses	$5,375
Health Insurance	$1,161	Health Insurance	$1,161
Total	$19,703	Total	$19,641

2 Semester Visiting Student Program			
Undergraduates		Post-Graduates	
Tuition	$26,334	Tuition	$26,210
Living Expenses	$10,750	Living Expenses	$10,750
Health Insurance	$2,322	Health Insurance	$ 2,322
Total	$39,406	Total	$39,282

International Exchange/Visiting Student Application

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 name of your home institution: _____

I wish to attend the University of Cincinnati during:
Students should check all semesters that apply.

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

☐   Check this box if you wish to be considered for on-campus housing. If left blank, we will assume that you are securing your own off campus housing.

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).

Whom should we contact in case of an emergency:

Name: _____   Telephone: _____

Relationship: _____   Email: _____

Educational Background (REQUIRED)

Home Institution: _____ _____ _____
                        Name of College/University   Dates Attended   Degree Earned

High School: _____ _____ _____
                    Name of School   Dates Attended   Degree Earned

VSP and Exchange 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:

☐   TOEFL   ☐   IELTS   ☐   PEARSON   ☐   Approved Country

Overall Test Score: _____ Note: sub-sections scores must be 15 (TOEFL) or 5.5 (IELTS) or higher on each section

My Academic Plans (REQUIRED)

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/.

Course Number	Course Title

Name and Contact of an Advisor at Your Home Institution

_____   _____
Name   Title

_____   _____
Telephone   E-mail

Application Procedures

UC will only accept electronic copies of the application and supporting documents in Adobe PDF format. All documents for SEP students should be submitted to brittney.smith@uc.edu or gwen.roemer@uc.edu. All documents for VSP students should be sent to brittney.smith@uc.edu.

Financial Certification Form

<u>**Personal Information:**</u> **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:** _____

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

_____

City:_____ **Province** _____

State/Country_____ **Zip/Postal Code:** _____

= =

<u>**Funding Information**</u>**: 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_____

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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.

NAME	RELATIONSHIP TO ME	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

= =

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.

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Students should not submit financial documents as part of the admission process. Once admitted, Students should scan and upload this form and all supporting documents using the "Sources of Support" eForm found at https://ioffice.uc.edu. Click on the "Limited iStart Services" link and then the "Admission and Orientation" link to find the "Sources of Support" eForm. Documents should be scanned as one PDF or JPEG file (not multiple files).   Students should keep the original documentation for their visa interview.