

APPLICATION INSTRUCTIONS

Contents of a Complete Application: *(please see application details below for explanations)*

- International Exchange Student Admission Application Form *(signed by student and program coordinator)*
- Academic Documents
- Official TOEFL score
- Financial Support Documentation Form
- Photocopy of Passport
- Course Enrollment Form

ALL materials must be submitted before applications can be processed, admission completed, and immigration documents issued.

Application Details:

Admission Application Form: Please type or print. The form must be signed by the student and program coordinator at the student's home institution. The coordinator's recommendation will determine the student's placement at the graduate or undergraduate level.

Academic Documents: Original or certified (attested) copies of post-secondary diplomas earned and course work completed must be submitted before course enrollment.

TOEFL Score: English language proficiency is satisfied by an official score on the Test of English as a Second Language (TOEFL) or the Michigan English Language Ability Battery (MELAB). Applicants who are native speakers of English in a country in which English is the exclusive official language are exempt from this requirement. A minimum TOEFL of 525 (paper) or 193 (computer) or 70 (Internet) is required for undergraduate exchange students. A 500 (paper) or 173 (computer) is the minimum TOEFL score required for graduate exchange students with some departments requiring higher scores.

Financial Support Documentation: Applicants must indicate the ability to be supported for the entire period of intended study at UNL without recourse to employment. *(Please see the notes for estimating expenses on the reverse side of this page.)* The bank certification *(Section A)* and/or the statement of government, institution, or organizational support *(Section B)* must be officially signed and submitted before the necessary visa document can be issued.

Passport: To ensure proper processing of immigration documents, we request all applicants to submit a copy of their passport information page.

Course Enrollment Form: Enter your course requests in order of priority. Provide several alternative courses.

Further Information: University of Nebraska Web Site: <http://www.unl.edu>
International Affairs Web Site: <http://www.unl.edu/iaffairs>

Application Deadline:

The application deadline is **May 1** for students beginning in August, and **November 1** for students beginning in January. Earlier applications are strongly encouraged. It may be easier for early applicants to get into their first choice courses.

Send all materials to:

Christa Joy
Director of Study Abroad Programs
International Affairs
420 University Terrace
University of Nebraska-Lincoln
Lincoln, NE 68588-0682
USA

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Visa Information:

If you are accepted as an exchange student, the University of Nebraska-Lincoln (UNL) will issue Form DS-2019, a Certificate of Eligibility for the Exchange Visitor Visa (J-1). As a J-1 visa holder you are obligated to pursue a full-time academic program at UNL. A minimum full-time academic program, **which students must maintain for immigration regulations**, is considered to be 12-15 undergraduate hours or 9-12 graduate hours.

Estimating Expenses for the Financial Support Documentation Form:

Each applicant should estimate expenses according to the terms of the particular exchange arrangement and for the appropriate period of time (one or two semesters). Please consult with your home institution exchange program coordinator for the benefits covered by your exchange program. You must show the ability to provide the additional costs not covered by the exchange program.

Since you will have documented your financial ability to study and live at UNL, only part-time employment on-campus may be permitted with special permission.

Tuition and fees: Except in a few special circumstances, tuition and those fees charged to all students are covered by the terms of the exchange program for up to 15 undergraduate or 12 graduate credit hours per semester. Tuition for credit hours in addition to these must be paid for by the exchange student. Special fees charged only to students in particular programs or classes are not included in the exchange program and are the responsibility of the exchange student. For example, all students enrolled in the Law College must pay the Law Library fee and all students enrolled in engineering courses pay an engineering fee and architecture students pay an architecture fee. Other special fees not covered by exchange benefits are listed in the "Schedule of Classes" which are followed by the notation "Special Fee" and the dollar amount.

Room and Board: The estimates listed are based on double-occupancy in Selleck, Neihardt, Harper/Schramm/Smith residence halls and include meals 7/days per week. Single rooms are assigned on a space-available basis. The additional cost of a single room (~ approximately \$800) is not covered by exchange benefits. Selleck, Husker and Fedde Halls are open during UNL Breaks (closedown) periods, but no food is served. Interim university housing during the orientation period is approximately \$19 per night/double room, not including food. (*Interim housing during orientation and UNL Break periods is covered in the exchange benefits in exchange programs in which room and board are included.*) <http://www.unl.edu/housing/>

Health and Accident Insurance: Health-related costs in the United States are very high. These expenses may be lessened if optional medical, dental, and optical work is completed before leaving home. The U.S. government requires that exchange students have adequate health and accident insurance. Exchange students will automatically be enrolled in and billed for the insurance plan provided by the UNL Health Center. UNL requires ALL international students to have health insurance that is comparable to the UNL student insurance. Refer to the UNL website for more information about those requirements:

<http://health.unl.edu/insurance/benefits/> If a student is covered by a private insurance company, an insurance waiver must be signed within the first two weeks of each semester of attendance.

All UNL students are required to document measles (Rubela) immunization and Tuberculosis test. Refer to the Immunization Record included in this packet of information for the exact guidelines and requirements.

Books and supplies: Amounts listed are estimates and will vary.

Miscellaneous: The estimate includes local travel, toiletries, some recreation, vacation meals, and incidentals. The amount listed should be considered a minimum. Individual spending habits will greatly influence this figure.

Figuring Estimated Costs for 2009-2010: [Note: These costs are approximate, and are based on 2008-2009 figures. Final rates for tuition, fees, and insurance are not set until July 1 and may be slightly higher.] Please contact your exchange coordinator for more complete information regarding the terms of the exchange.

	Semester	Year	Exchange Benefits	Applicant's Responsibility
Tuition/Fees	\$9017	\$18134		
Room & Board	\$3910	\$7815		
Insurance	\$486/\$908	\$1394		
Books/supplies	\$505	\$1010		
Misc	\$1677	\$3355		

TOTAL:

\$ _____

\$ _____

(Total for Financial Documentation Form)