

## EXCHANGE STUDENT APPLICATION

*This application is for exchange students from MSU's designated partner universities.*

### **Instructions, Requirements & Procedures:**

Any person 19 years of age or older, enrolled in an accredited university and who meets regular admission standards may enroll for one or two semesters of undergraduate coursework as an undergraduate international exchange student. Persons registering using this special admittance procedure are not candidates for any degree, but may elect to take such courses for which they are prepared.

Visiting international students from universities with which Minnesota State Mankato has an exchange agreement (see <http://www.mnsu.edu/studyabroad/incoming.html>) may attend for a maximum of two semesters and may take up to 18 credits per semester. All other stipulations of the exchange agreement remain in effect for eligible students.

All applicants must be in good standing at their home university.

### **Application Deadlines:**

Complete the application form, print and sign it. Then mail the form and ALL supporting documentation by the following deadline dates. All materials must be received by these dates in order to be considered.

- **March 31 for the August term.**
- **October 1 for the January term.**

Minnesota State University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, national origin, age, handicap or veteran status in its programs and activities. All qualified students are welcome.

### **Send All Documents to:**

Minnesota State University  
Kearney International Center  
Attn: Caryn Lindsay  
Centennial Student Union 250  
Mankato, MN 56001 U.S.A.

Telephone: 507-389-1281  
Fax: 507-389-2790  
Email: [ipo@mnsu.edu](mailto:ipo@mnsu.edu)



**NOTE:** The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. The college/university is asking for this information in order to process your application.

You are not legally required to provide the information the college/university is requesting; however, the college/university may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

## **Application Checklist:**

*All of the following information and forms must be provided to be considered for admission to Minnesota State University, Mankato. Please include this checklist with the documents you mail.*

- APPLICATION FORM: Complete the application form including all required signatures.
- COPY OF PASSPORT PHOTO PAGE
- EXCHANGE STUDENT STATEMENT OF UNDERSTANDING
- STUDY ABROAD COORDINATOR VERIFICATION
- FINANCIAL STATEMENT: Detailed letter or statement certifying your sources of funding or financial support during your time in the U.S.
- BANK STATEMENTS: Along with the Financial Statement, you must attach documentation (proof) for source and amount of funding in U.S. Dollars of \$5,340.00 minimum for one semester or \$10,590.00 for the academic year (*current as of January, 2012*).
- COURSE SELECTION LIST
- ENGLISH PROFICIENCY: Provide documentation in one of the following ways: TOEFL with a score of at least 500 (paper based) or 173 (computer based). Do NOT have reporting agency send TOEFL scores to MSU separately; include scores with your application. Exchange students from official MSU partner universities may provide alternate verification of English language proficiency (see page 6 of this application).
- TRANSCRIPTS, TEST RESULTS, DIPLOMAS, and CERTIFICATES: Provide to Minnesota State University, Mankato records of all post-secondary institutions you have attended. Records must be originals, or certified official photocopies. They also must be translated into English.

### **Minnesota State University Mankato is a Smoke-Free Campus**

Beginning January 1, 2012, tobacco use (smoking and smokeless) will no longer be allowed on University property or in University owned or leased vehicles.



**Please provide proof of your English proficiency (check one option below):**

\_\_\_\_\_ TOEFL (Score of 500 or better – paper; OR 173 or better – computer; or 61 or better – iBT/web-based)

\_\_\_\_\_ Intl. English Language Testing System (IELTS) with Band Score 5.5 or higher

\_\_\_\_\_ Partner university verification (see page 6)

**Required educational background information:**

Include your most recent institutions regardless of attendance or work completed, beginning with your current institution.

Name of School	Location of School	Years of Attendance	Type of School	Language of Instruction	Degrees	Date Received

**NOTE: UPON APPROVAL OF ADMISSION:** An e-mail will be sent to you that will contain information on the next steps of enrollment and how to receive your immigration documents by courier.

This application and supporting documents become the property of Minnesota State University, Mankato.  
*With the REQUIRED signature and date that follows, I certify that the information provided in this application and all other admission application materials is complete, accurate and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling my admission.*

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(DATE)

## Exchange Student Statement of Understanding

I, the undersigned student, am applying for the exchange program at Minnesota State University, Mankato from my home institution listed below and for the semester(s) listed below.

If accepted as an MSU Exchange Student participant, I understand and agree to the following:

- 1) I am enrolled as an undergraduate, non-degree student attending MSU for credit at my home educational institution. I will not attempt to be admitted to a degree program at MSU during the term of my program.
- 2) I am participating in a student exchange program in the United States of America and I have been granted F-1 or J-1 status for the duration of this program. I will not seek to change my visa/immigration status and I will leave the United States at the end of the program.
- 3) I understand that the maximum duration of an exchange program is two semesters.
  - A) For students enrolled for an academic year (fall and spring semesters): I will be enrolled at MSU for the fall and spring semesters only. I will not seek an extension of my program.
  - B) For students enrolled for one semester: I will be enrolled at MSU for one semester only. I may be granted an extension of my program for a maximum of one extra semester with the permission of my home institution and MSU.
- 4) I agree to attend the mandatory international student orientation and comply with all U.S. immigration regulations as covered in the orientation sessions.
- 5) I confirm that I understand that it is **mandatory for all international exchange students** to purchase a Minnesota State Mankato International Student health insurance policy that covers the duration of my stay. The cost is approximately \$500 per semester and I am responsible for purchasing the insurance upon arrival in Mankato. If I will attend Minnesota State Mankato for two semesters, I must pay the entire year's premium in full upon arrival. For insurance details, please see: <http://www.mnsu.edu/international/health-insurance.html>
- 6) On the basis of academic ability and credentials, I may be allowed to take upper level courses with the permission of the department offering the course and/or the course instructor.
- 7) To remain in good standing, I must maintain full-time undergraduate status, or must register for and complete a minimum of 12 credit hours and no more than 18 in coursework each semester.
- 8) Employment off-campus for exchange program participants is not allowed. Employment on-campus is limited and is only allowed with the permission of the International Programs Office and International Student & Scholar Services.
- 9) After completion of each semester, credit and academic performance records are sent to the home university or institution.
- 10) I consent to give Caryn Lindsay, Director of International Programs, full access to my educational records/transcripts at MSU.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Signature (print to sign)**

\_\_\_\_\_  
**Home University**

\_\_\_\_\_  
**Date**

**Semester(s) attending MSU**

**Please circle below:**

Fall    Spring    Year: \_\_\_\_\_

## Study Abroad Coordinator Verification

*This page may be completed by hand.*

I confirm that \_\_\_\_\_ (student name) is regularly enrolled at \_\_\_\_\_ (institution name) and has completed all requirements to study abroad at Minnesota State University Mankato. His/her transfer credits will be accepted upon successful completion of their coursework.

I further confirm that this student is in good standing at our institution, with no history of disciplinary actions.

I nominate this student for the student exchange between my university and Minnesota State Mankato.

I confirm that this student has sufficient English language skills to successfully complete his/her planned studies at Minnesota State Mankato.

**A transcript of this student's completed coursework should be sent to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Email address**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

## Exchange Student Estimated Costs (2012-13)

Final costs will be determined in July 2012

	One Semester	Academic Year
<b>Tuition &amp; Fees (waived)</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>On-campus Housing and mandatory meal plan</b>	<b>\$3,650.00</b>	<b>\$7,300.00</b>
<b>Books and supplies</b>	<b>\$550.00</b>	<b>\$1,100.00</b>
<b>Health insurance (required)</b>	<b>\$500.00</b>	<b>\$1,000.00</b>
<b>Estimated Personal Expenses</b>	<b>\$550.00</b>	<b>\$1,100.00</b>
<b>Orientation fee (required)</b>	<b>\$90.00</b>	<b>\$90.00</b>
<b>Total Estimated Costs</b>	<b>\$5,340.00</b>	<b>\$10, 590.00</b>

### Financial Statement

IMPORTANT: Return this form with application for admission. Failure to fully and correctly complete this financial statement will delay the process of admission. THIS STATEMENT MUST BE COMPLETED EVEN IF YOU ARE RECEIVING A GOVERNMENT SCHOLARSHIP. All required signatures must be provided.

- Admission may be denied if student indicates insufficient amount of support to cover cost.
- You must provide proof of \$5,340.00 if attending MSU for one semester or \$10,590.00 if attending for the academic year.
- U.S. Homeland Security/Immigration requires that admission decisions be based on academic acceptance and evidence of adequate funds to meet college expenses for the first year and for the entire period you plan to study in the United States.
- There is no financial aid and very limited on-campus work opportunities for students holding student visas (F-1) or exchange visas (J-1). You are NOT permitted to work off campus.
- The lack of adequate financial resources, as stated above, will jeopardize your status as a student in the U.S.

**APPLICANT'S NAME:**

\_\_\_\_\_ (Last or Family Name)

\_\_\_\_\_ (First or Given Name)

\_\_\_\_\_ (Middle Name)

**PLEASE INDICATE THE SOURCES OF FINANCIAL SUPPORT AND AMOUNT YOU ANTICIPATE RECEIVING IN U.S. DOLLARS:**

• Personal (student) Resources: U.S. \$ \_\_\_\_\_  
(Original or certified official copies of Bank Statements or letters must be enclosed to verify amounts.)

• Parents or Sponsor Resources: U.S. \$ \_\_\_\_\_  
(Official Certification Form and Original Bank Statement must be enclosed)  
PARENT OR SPONSOR MUST SIGN ON THE NEXT PAGE OF THIS FORM.

• Government Scholarship: U.S. \$ \_\_\_\_\_  
(A signed copy of your letter of award must be enclosed.)

• Other Sources:  
(Please specify and provide signed affidavits from authorized persons or agencies.)

\_\_\_\_\_ U.S. \$ \_\_\_\_\_

\_\_\_\_\_ U.S. \$ \_\_\_\_\_

**TOTAL: U.S. \$ \_\_\_\_\_**

\* The total funds available should be equal to or higher than \$5,340.00, the estimated adjusted cost of attending Minnesota State University, Mankato for one semester or \$10,590.00 for the academic year

## Bank Statement

You must attach documentation (proof) for source of and amount of funding in U.S. Dollars.

If a parent or sponsor will be funding your semester at Minnesota State University, Mankato, she/he must provide a bank statement showing that this person actually possesses the committed amount at his/her disposal.

Other examples: scholarship or loan notification; original or certified bank statements; letters from outside grants, etc. Please contact the Kearney International Center if you have questions about your bank statement.

### Parent or Sponsor's Official Certification of Sources of Funds and Amounts

**PARENT OR SPONSOR:** Please fill out information below OR submit a separate signed and dated affidavit (letter) of support.

**IMPORTANT:** Sponsor name(s) listed here must be exactly the same as the BANK ACCOUNT NAMES.

*I certify with my signature that I have read the information furnished by the applicant on this form, that it is true and accurate, and that the funds are available and will be provided as specified.*

\_\_\_\_\_  
(Name of parent, relative, sponsor) (Sponsor's relationship to student)

\_\_\_\_\_  
(Street and Number) (City) (State/Country) (Postal Code)

Are you sponsoring any other student currently studying in the U.S.?  Yes  No  
If yes, student's name (please print):

\_\_\_\_\_

School student is attending:

\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE in English OF PARENT, RELATIVE OR SPONSOR) (DATE)

### STUDENT APPLICANT'S OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

STUDENT APPLICANT: Please provide the REQUIRED signature and date below. By signing here you are agreeing to the following statement.

*I certify with my signature that the total amount of money that I have for my term of study at Minnesota State University, Mankato is a minimum \$5,340.00 for one semester or \$10,590.00 for the academic year. Further, I certify that the information provided is correct and complete and that I shall notify Minnesota State University, Mankato of any change in my financial circumstances. I understand that inaccurate information can be cause for terminating enrollment at Minnesota State University, Mankato.*

\_\_\_\_\_  
(REQUIRED SIGNATURE IN ENGLISH OF STUDENT APPLICANT) (DATE)

Please make a copy of this form for your records. Your completed form will not be accessible for future reference or duplication.

## Course Selection List

Please note that most academic departments will accommodate visiting / exchange students.

- Placement into 300/400 level courses cannot be guaranteed.
- The Department of Mass Media admits a very limited number of students and cannot guarantee placement in department classes.

Student Name	Last:	First:
Tech ID: (will be filled in by MSU)		
Primary area of study		
Email address		
Home University and country		

**Course Requests**

In the U.S. educational system, 100 level classes are *generally* designed for 1<sup>st</sup> year students, 200 level for 2<sup>nd</sup> year students, 300 for 3<sup>rd</sup> year and 400 for 4<sup>th</sup> year students. We recommend that exchange students take a mixture of different level classes, such as Mrkt 332, Eng 210, Econ 412 and Art 110.

Please list your course preferences below. MSU advisors will help facilitate registration for first choices however we may have to consider your second choices due to space availability. The advisor may contact you directly via email if there are any questions. A seat will be saved for you in as many of your preferred classes as possible, but it is impossible to guarantee your choices. Your class schedule will be finalized during the mandatory International Student orientation. You can make changes at that time.

You can find classes to choose from at the links below. Please look carefully to make sure you have covered the material in prerequisite classes before selecting upper level classes.

<http://www3.mnsu.edu/courses/> or <http://www.mnsu.edu/supersite/academics/bulletins/undergraduate/2010-2011/>

	Class Number	Class Name
	MGMT 305	Example: Business Ethics Fundamentals
<b>First Choices:</b>		
<b>Second Choices:</b>		