

EXCHANGE STUDENT APPLICATION

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

Instructions, Requirements & Procedures:

Students from universities with which Minnesota State Mankato has an exchange agreement (see <http://www.mnsu.edu/studyabroad/incoming.html>) may enroll for one or two semesters of undergraduate coursework as an international exchange student. Persons registering using this special admittance procedure are not degree candidates, but may elect to take up to 18 credits per semester in courses for which they are prepared. All stipulations of the exchange agreement remain in effect for eligible students.

All applicants must be in good standing at their home university and must be nominated as an exchange student by 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 15 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: Mandy Prorok
Centennial Student Union 250
Mankato, MN 56001 U.S.A.

Telephone: 507-389-1281
Fax: 507-389-2790
Email: 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.

Name:

Application Checklist

*All of the following information and forms must be provided to be considered for admission as a 1-2 semester exchange student 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 \$5,559.00 minimum for one semester or \$11,028.00 for the academic year (*current as of January, 2013*).
- CLASS SELECTION LIST / LEARNING AGREEMENT: Complete this form last. Not all classes are offered each semester – please base your selections on the available classes found at <http://www3.mnsu.edu/courses/> Fall semester class schedule is available by the middle of March and Spring semester class schedule is available by early October.
- ENGLISH PROFICIENCY: Provide documentation in one of the following ways:
 - 1) 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.
 - 2) IELTS with a band score of 5.5 or higher.
 - 3) When the exchange agreement allows, 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 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

Tobacco use (smoking and smokeless) is not allowed on University property or in University owned or leased vehicles.

Undergraduate Application for Exchange Students

This document must be completed using a computer or typewriter. Handwritten documents will not be accepted.
An electronic copy is available at <http://www.mnsu.edu/studyabroad/incoming.html>

When do you wish to attend Minnesota State University, Mankato?

August - December January - May YEAR:

Do you plan to spend one or two semesters at Minnesota State Mankato? 1 2

Last or Family Name/Surname	First or Given Name	Middle / Other Names
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VERY IMPORTANT: The name spelling used on all documents must be the same as on your passport and previous U.S. visa (if any). Minnesota State Mankato will produce a legal immigration document based on this information.

Complete Permanent Home Country Address (required)

(Street Address or Location Description – cannot be only a P.O. Box)

(City) (Country) (Postal Code) (Telephone Number)

Present Mailing Address:

(Street Address or Location Description – cannot be only a P.O. Box)

(City) (Country) (Postal Code) (Telephone Number)

Date of Birth: Month / Day / Year

Gender: Male Female

City and Country of Birth:

Country of Citizenship:

Passport #

Intended field of study/major (required):

(Examples: physics, business, etc. It cannot be undecided)

Email address:

Emergency contact:

(Name)

(Relationship)

(Street Address or Location Description – cannot be only a P.O. Box)

(City) (Country) (Zip) (Telephone Number)

Email:

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 educational institutions attended regardless of duration of attendance or work completed, beginning with your current institution.

Name of School	Location
Years of Attendance (i.e. 2001-2004)	Type of School
Language of Instruction	Degree Earned
Date Received	

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NOTE: UPON APPROVAL OF ADMISSION: An e-mail will be sent to you that will contain information on the next steps of enrollment. Your immigration documents will be sent by express mail to your home university's international office.

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 expect to be granted an 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 (is this still correct?) 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 and must register for and complete a minimum of 12 credit hours and no more than 18 credit hours 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 Mandy Prorok, Education Abroad Advisor, full access to my educational records/transcripts at MSU.

Student Name

Date

Signature

Semester(s) attending MSU:

Home University

Fall Spring

Year

Study Abroad Coordinator Verification

This page may be completed by hand.

I confirm that _____ 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 significant disciplinary actions.

I nominate this student for the exchange program 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:

Name of International Office Representative

Signature

Title

Email address

Telephone Number

Fax Number

Exchange Student Estimated Costs (2013-14)

Final costs will be determined in July 2013

	One Semester	Academic Year
Tuition & Fees (waived)	\$0.00	\$0.00
On-campus Housing and mandatory meal plan	\$3,869.00	\$7,738.00
Books and supplies	\$550.00	\$1,100.00
Health insurance (required)	\$500.00	\$1,000.00
Estimated Personal Expenses	\$550.00	\$1,100.00
Orientation fee (required)	\$90.00	\$90.00
Total Estimated Costs	\$5,559.00	\$11,028.00

Financial Statement

IMPORTANT: Return this form with application for 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 \$5,559.00 if attending MSU for one semester or \$11,028.00 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/Surname)

(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: U.S. \$
 (Please specify and provide signed affidavits from authorized persons or agencies.)

U.S. \$

TOTAL: U.S. \$

* The total funds available should be equal to or higher than \$5,559.00, the estimated adjusted cost of attending Minnesota State University, Mankato for one semester or \$11,028.00 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):

Name of university where this student studies:

(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)

Class Selection List / Learning Agreement

If applying for a full year, please just complete one form for your first semester - you will be able to register for your second semester courses during your first semester. Please note that most academic departments will accommodate exchange students **but placement into 300/400 level courses cannot be guaranteed.**

NOT ALL CLASSES ARE OFFERED EACH SEMESTER! Please base your selections on the available classes found at <http://www3.mnsu.edu/courses/> Please look carefully to make sure you have covered the material in prerequisite classes before selecting upper level classes. The class schedule for Fall term is available by the middle of March and the class schedule for Spring term is available by early October.

	First Name:	Last Name:
Tech ID: (will be filled in by MSU)		
Primary area of study		
Email address		
Home University and Country		
<p>Course Requests</p> <p>In the U.S. educational system, 100 level classes are <i>generally</i> designed for 1st year students, 200 level for 2nd year students, 300 for 3rd year and 400 for 4th 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.</p> <p>Please list your class preferences below. MSU advisors will help facilitate registration for first choices, however we may have to consider your alternatives due to space availability or prerequisites. 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 first choices. Your class schedule will be finalized during the mandatory International Student orientation. You can make changes at that time.</p>		
	Class Number Example: MGMT 305	Class Name Example: Business Ethics Fundamentals
First Choices		
Alternatives		

Home Institution Academic Advisor or Program Director Affirmation

I confirm that the student has discussed this proposed class selection with me and that I approve of the selection.

Date:

Name & Signature of Academic Advisor: