



Incoming Student Exchange Application

Dear Exchange Student Applicant:

Thank you for your interest in the University of Scranton. To apply as an exchange student, please submit the following documents through the International Office on your home campus:

- f* University of Scranton Exchange Student Application
- f* Official Transcript(Undergraduate)
- f* Evidence of Funding i.e. bank statements, scholarship letters, loan etc.
- f* Proof of English proficiency. An official copy of TOEFL or IELTS scores (you will require a 80ibt or a 6.5 IELTS for admission)
- f* Physical examination and immunization records. Proof of meningitis vaccination is required. Do not send hardcopy. Please upload electronically in the university My.Scranton portal. Instructions will come in the email upon acceptance to the program

Please send your completed application, financial agreement, housing preference, and supporting documentation, including official transcripts, financial records, and TOEFL/IELTS to The Office of Global Education at the University of Scranton.

Deadlines for application are April 1 for the Fall Semester and October 1 for the Spring Semester

Upon acceptance, we will send the following documents to you via the International Office at your home institution:

- f* A University of Scranton Acceptance Letter
- f* Form DS2019 with which to apply for the J-1 visa at your local U.S. embassy or consulate

Entering the U.S. as an Exchange Student:

Upon acceptance, we will issue you a Form DS2019 to certify that you are eligible for the J-1 visa. (i TJ -0.005 Tc 0.005 Tw (DS)Tj 0 Tc 0 Tw 25.3



Student Exchange Application
(Please type clearly)

1. Name:

2. Home Address:

3. Country of Citizenship:

Country of Permanent Residence: _____

4. Telephone Number:

E-mail Address: _____

5. Date of Birth (mm/dd/yyyy):

City and Country of Birth: _____

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Official Transcript Request Form



The Office of Global Education
The University of Scranton

EXCHANGE -4

O Hara Hall
Room 106
Tel: 570-941-4841 Fax: 570-941-4845
E-mail: international@scranton.edu

International Exchange Participant Agreement

If I accept placement as an exchange student at the University of Scranton, I agree that:

- x I will take part in all aspects of the exchange program, including orientation and evaluation.
- x I understand that I must submit a University of Scranton participant evaluation at the end of my exchange.
- x I will pay my home institution the designated program fee covering the period of my exchange.
- x I will have the status of non-degree student while on student exchange. Should I wish to seek a degree at the University of Scranton in the future, I will be required to apply for admission as a degree-seeking student and submit all required documents as indicated in the University of Scranton's admission policies and procedures.
- x My placement will be limited to the period specified. An extension request is subject to review and approval by both my University of Scranton and my home institution exchange coordinators.
- x My exchange may be terminated early by the University of Scranton or my home institution if I: fail to remain enrolled full time (2 courses for graduate students, 4 for undergraduate students); fail to maintain a minimum standard of 2.0 GPA EACH semester during my exchange at the University of Scranton; or am found by the University of Scranton or my home institution to be in violation of laws or regulations of my host country or institution.
- x If I withdraw from the program anytime after accepting the placement, or if my exchange placement is terminated after I enroll at the University of Scranton, I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with the University of Scranton.

AGREEMENT TO PURCHASE AND MAINTAIN HEALTH INSURANCE:

As an exchange student, I agree to purchase the University of Scranton health insurance policy (mandatory). I understand that the cost of insurance will be included in my bill and will not be waived even though I may have insurance from my home country.

Additional Information:

I understand that official academic records/transcripts of work I undertake at the University of Scranton will be sent to my home institution provided that all fees not covered by the program and any remaining balances which are my responsibility are paid in full prior to my departure from the University of Scranton.

I agree to notify both my home institution exchange coordinator and the University of Scranton exchange director immediately if I no longer want to be considered for a placement at the University of Scranton or wish to end my enrollment prior to the agreed upon time.

Signature: _____ Printed Name _____ Date: _____

SUBMIT ALL MATERIALS TO THE EXCHANGE COORDINATOR AT YOUR HOME INSTITUTION



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The Office of Global Education
The University of Scranton

EXCHANGE -6

O Hara Hall
Room 106
Tel: 570-941-4841 Fax: 570-941-4845
E-mail: international@scranton.edu

On Campus Housing Information Sheet

Applicant's Name: _____
Gender: _____
Date of Birth(mm/dd/yy): _____
Telephone Number: _____
Country of Citizenship: _____
Email Address: _____

Please list the semesters you plan on attending the University of Scranton:

^ Fall (list year _____)

^ Spring (list year _____)

Please list any additional information you would like the Residence Life Office to consider when assigning on-campus housing



Frequently Asked Questions

How do I register for classes?

Your choices for classes will be forwarded to an academic advisor, who will review the availability of those classes and will contact you prior to your arrival. You may be able to make changes to those classes upon arrival at the university during the International Student Orientation.

What subjects can I take as an exchange student?

Most courses with the exception of Nursing and Physical Therapy courses that are available for each semester.

How many credits can I take as an exchange student? You must take at least one course of study to fulfill the requirements of your visa. That is a minimum of 12 credits for undergraduates and 16 for graduates. Maximum credits you can take as an exchange student is 15 for undergraduates and 19 for graduates. This does not include courses that are required for your degree.

What kind of housing does the University offer?

The University offers housing for approximately 2,600 students: 16 residence halls on campus house the majority of the students, while the remaining students live in University-owned houses and apartment buildings. The housing options available consist of small-to-medium size residences including traditional and more contemporary style halls, houses and apartments. The University also has an apartment-community specifically focused on bringing together domestic and international students. Regardless of the type of residence hall, bedrooms serve 1 or 2 students. All residences are located either on campus proper or on the campus perimeter within easy walking distance. They each offer wireless Internet, ports to connect TVs to cable (TVs are not provided), reliable maintenance, and 24-hour security.

Each student will have his/her own furniture in the bedroom including a bed, desk and chair, closet (or similar piece of furniture), and a dresser. The beds are size "extra-twin." The University provides an initial set of linens for the bedroom including sheets, blanket, and a pillow. Washing machines and dryers are available in most residence halls and some houses. All of these machines are coin operated and accept Royal Card operated.

The Office of Residence Life staffs each building with Resident Assistants (RAs), who are student staff members, and also has 4 Area Coordinators (professional staff) that live on campus as well. These staff members are trained to offer students support and to maintain an educational environment. Each region, or group of buildings, is supervised by an Area Coordinator who supports students through personal and academic challenges, and are also a resource for connecting with maintenance.

Housekeeping

Light housekeeping is provided in the residence halls and houses, and to a considerable extent housekeeping that custodians are able to accomplish is determined by the manner in which the students maintain their rooms. It is the responsibility of the students to remove litter from their rooms on a timely basis. Custodians do not make student beds, they are not expected to handle dirty clothes, move heavy furniture, vacuum student-owned carpeting, etc.

Mail

Mailbox assignments are made in conjunction with building assignments. Box numbers then become part of each student's mailing address. Mailboxes are located in the DeNaples Student Center. Mail is delivered once a day, Monday through Saturday. A notice is placed in a mailbox if a package, certified receipt or registered letter, etc., has arrived for student. Students then pick up their package or letter at the Mail Department office located in the DeNaples Student Center. A photo I.D. must be presented by students.

Meal Plans

The University offers a choice of three meal plans providing unlimited meals or 10 meals per week. These plans are available only when T



Types of Personal Data Collected

Failure to Provide Personal Data

If you do not provide information necessary to perform contracts to which you are a party or to satisfy certain legal requirements binding upon the University, the University will not be able to process such contracts or comply with such legal requirements and you will not be eligible to receive the benefits that may result.