

Exchange Student Application Checklist

Please complete all fields in the form and return all application materials to:

Office of International Education
State University of New York at Fredonia
7 LoGrasso Hall
280 Central Avenue
Fredonia, NY 14063 USA

Phone: +1 (716) 673-3451
Email: international.education@fredonia.edu

APPLICATION MATERIALS

Needed for acceptance and before issuing DS-2019 form for Visa. All applicants must submit the following materials by the due dates listed below:

April 1 for Fall Semester | **October 15 for Spring Semester**

- Exchange Student Application Form AND English writing sample
 - Copy of passport
 - Form FSA4 and Financial Documentation
 - TOEFL/IELTS scores AND/OR 2 copies of English proficiency report
- English proficiency reports should be filled out by faculty member who can rate student's proficiency in English.
 - Official Transcripts
 - Course Preference Form
-

ACCEPTANCE MATERIALS

Students should send these materials by the due dates listed below:

June 1 for Fall Semester | **November 15 for Spring Semester**

- Agreement and Release
- HTH Enrollment Form and Payment OR proof of adequate health insurance
- Health History Form AND Immunization Records
- To be filled out online in Your Connection
- Arrival Information Form



Exchange Student Application

PART I – OVERVIEW

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PART II – BIOGRAPHICAL INFORMATION

All information is required for visa processing.

Legal First Name: _____ Middle Name/Initial: _____ Surname: _____

Preferred First Name: _____ Gender: Male Female Date of Birth (MM/DD/YYYY): _____

City/Country of Birth: _____ Country of Citizenship: _____

Country of Legal Permanent Residence: _____

Passport Number: _____ Passport Expiration Date (MM/DD/YYYY): _____

PART III – CONTACT CONTACT INFORMATION

Permanent address in home country (no PO boxes).

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____ Telephone Number with Country Code: _____

Email: _____

PART IV – MAILING ADDRESS (if different from above)

Please provide your mailing address where you would like to receive acceptance and visa documents, if different from your permanent address. Fredonia will mail these documents within two weeks of acceptance. No PO boxes.

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____ Telephone Number with Country Code: _____



PART V – ACADEMIC PROGRAM INFORMATION

Name and Location of Your Home Institution: _____

Your Level of Study (Please check one): Undergraduate (Bachelor’s) Graduate (Master’s)

What is your academic field of specialization at your home university? _____

What is your intended academic field of specialization at Fredonia? _____

Semester(s) of Proposed Study at Fredonia (*please check one and indicate year*):

Fall Semester (August – December) 20__ Spring Semester (January – May) 20__

PART VI – EMERGENCY CONTACT INFORMATION

Name: _____ Relationship to You: _____

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____ Telephone Number with Country Code: _____

Email: _____

PART VII – ADDITIONAL INFORMATION

Please answer the following questions truthfully so that we can notify other departments of additional accommodations.

Do you have any dietary restrictions? _____

Do you require special accommodations? _____

PART VIII – ENGLISH WRITING SAMPLE

On a separate document, please answer the following question in English. Responses should be approximately 500 words.

Write a concise statement in English about what you hope to gain from your experience as an exchange student at Fredonia. What academic, personal, and/or professional goals do you hope to accomplish as part of your participation in the program?

PART IX – CERTIFICATION AND SIGNATURE

I certify that the information provided is true, accurate, and my own work.

Signature of Applicant: _____ Date: _____

Please have your home institution’s exchange coordinator provide the following information:

Name of Exchange Coordinator: _____ Title: _____

Signature of Exchange Coordinator: _____ Date: _____





INTERNATIONAL STUDENT FINANCIAL STATEMENT

The State University of New York

This is a two-page form. Be sure to read all information before completing this form.

International students must document their ability to meet all educational and living expenses for the first year of their intended study before this University can issue a Certificate of Visa Eligibility (form I-20 or DS-2019) per immigration regulations. Although you must only show proof for the first year of study, funding must be available for your entire course of study from your personal or sponsored funding sources. International students are NOT eligible for financial aid and U.S. Federal immigration regulations severely restrict international student employment so students should not expect to subsidize their studies by earning income in the United States.

INSTRUCTIONS:

Part I: Answer all questions in Part I completely.

Part II: In the first column, indicate the source(s) of your funding. In the column headed Year 1, indicate the amount (in U.S. dollars) available for each year of study. Each sponsor must verify these amounts by signing the form. Be sure to include supplementary documents as indicated and provide official documentation of funding. Please note that if you send originals by mail, you must retain a set of originals for your visa interview. The originals sent to the campus will not be returned.

All documentation must be dated within six (6) months of the date of initial enrollment at the SUNY campus to which you are applying. A more current version may be requested by the individual SUNY campus to verify funding. The SUNY campus has provided you with an estimate of their annual education and living costs for international students. You must document financial support equal to or greater than this amount. Tuition and fee estimates, as well as cost of living expenses, are subject to change without notice and will usually increase each year. Students must be prepared to meet these increases.

SOURCE OF FUNDS – REQUIRED DOCUMENTATION: ****Please provide in English and in US dollars.**

Personal/Family: Signatures of sponsors on this form. Bank verification on both this form and in a separate bank statement.

Scholarship: Official scholarship letter from the institution awarding the scholarship. The award letter must contain the name of the student, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the degree and major field of study for the award, and the name of the SUNY campus to which the award is applicable.

Government or Employer: Official letter indicating amount of support and containing the same information as for "Scholarship" described above.

Loans: Official letter from credit institution indicating approval of the loan and the amount approved.

Dependent Support: A student wishing to have his/her family member(s) accompany him/her must document additional funding for each family member per calendar year of intended study. Each campus will provide you with the required spouse/child documentation. The costs may vary based on campus and regional area and are estimated living costs.

The SUNY campus to which you are applying reserves the right to require additional financial documentation and/or pre-payment from students whose countries impose currency exchange restrictions or other obstacles to the transfer of currency. Students from such countries will be notified of specific requirements when they have submitted a completed application.

PART I. (Type directly into the form or print and write clearly in ink)			
NAME OF STUDENT:	FAMILY/LAST NAME	FIRST/GIVEN	MIDDLE
PERMANENT ADDRESS IN HOME COUNTRY:	STREET		
CITY	PROVINCE, IF APPLICABLE OR STATE	COUNTRY	POSTAL CODE
EMAIL		TELEPHONE NUMBER	
COUNTRY OF CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MONTH/DAY/YEAR)	
CAMPUS TO WHICH YOU ARE APPLYING	DEGREE FOR WHICH YOU ARE APPLYING	MAJOR FIELD/DEPARTMENT	
DEPENDENTS: <input type="checkbox"/> I plan to come without dependents <input type="checkbox"/> The following dependents will accompany me (list names and relationships): _____ _____		FUNDING: Does your country restrict dollar exchange? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the maximum dollar amount permitted for a student? \$ _____ Do you have a source within the U.S. for emergency funds once you arrive in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name source _____ Amount available in U.S.: \$ _____	



INTERNATIONAL STUDENT FINANCIAL STATEMENT

The State University of New York

PART II. Complete all that apply. Enter amount of assured support for the first year in U.S. Dollars. These funds, plus expected increases, are expected to be available for each year of study in the U.S. by the student's funding source/sponsor.

SOURCE OF FUNDS	YEAR 1	REQUIRED VERIFICATION
PERSONAL SAVINGS: Name of Bank: _____ Account Holder: _____	\$	1. Bank Statement/Letter from Bank on official bank letterhead. 2. Complete (A) and (C).
FAMILY/RELATIVE/SPONSOR: Name: _____	\$	1. Bank Statement/Letter from Bank on official bank letterhead with sponsor's full name and address. 2. Complete (A), (B), and (C).
SCHOLARSHIP/LOAN: Awarded by: _____	\$	1. Official award letter. See instructions on page 1. 2. Loan approval letter. See instructions on page 1. 3. Complete (C).
GOVERNMENT/EMPLOYER/OTHER: Name of Sponsor: _____ Other (specify source and type of support): _____ _____	\$	1. Official letter of support. See instructions on page 1. 2. Bank statements, affidavits, or sworn statements. 3. Complete (C).
TOTAL:	\$	

VERIFICATION:

A. This is to certify that the funds indicated above are on deposit or are being held in the name of the account holder listed above, family members, or sponsors (named above) at the savings institution named below. Verification of amounts is without liability for the bank or its officials. Attach separate statement of accounts on official bank letterhead or with official signature/seal.

Name of Bank: _____ Date: _____

Bank Official's Name: _____ Email: _____

Bank Official's Title: _____ Bank Official's Signature/Seal: _____

B. This is certify that I the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at the State University Campus listed above and that I am submitting bank statements indicating the availability of these funds. I further understand that the State University cannot provide ANY financial assistance to the applicant and that I must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the University for non-payment. If the student has more than one sponsor, please provide the names, signatures and relationship information on a separate page.

Sponsor's Name: _____ Relationship to Applicant: _____ Date _____

Sponsor Signature: _____ Email: _____

C. This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant's Signature: _____ Date: _____

Return this form with all additional financial documentation directly to the SUNY campus to which you are applying.



ENGLISH PROFICIENCY REPORT

The State University of New York

DIRECTIONS TO THE STUDENT

1. Complete Part I and address an envelope to the Admissions Office at the SUNY campus you have named in No. 5. It is recommended that you provide the necessary postage for delivery to the United States.
2. Take the form and the postage paid envelope to a qualified person (See Part II below for information on qualified persons), and request that he or she complete Part II and mail the form in the envelope you provide.

PART I. (Type directly into the form or print and write clearly in ink)				
1. FAMILY NAME		GIVEN NAME(S)		
2. ADDRESS IN HOME COUNTRY	NO. AND STREET	TOWN OR CITY	PROVINCE OR STATE	COUNTRY
3. EMAIL			4. TELEPHONE NUMBER	
5. NAME AND LOCATION OF CAMPUS TO WHICH YOU ARE APPLYING			6. DATE YOU EXPECT TO COMMENCE STUDIES MONTH: YEAR:	
7. HISTORY OF STUDENT'S FORMAL STUDY OF ENGLISH				
	Number of Years	Number of Months per Year	Number of Hours per Week	Native Language of Instructor(s)
SECONDARY SCHOOL				
UNIVERSITY				
OTHER				
8. ON WHAT DATE WILL YOU TAKE THE TOEFL OR IELTS? THE STUDENT SHOULD ARRANGE TO HAVE THE SCORES SENT TO THE CAMPUS TO WHICH HE/SHE IS APPLYING.				
MONTH:	YEAR:	LOCATION:		

PART II. (To be completed by a professor or instructor of English at a school or university or director of an English language program)				
1. HOW DO YOU KNOW THE STUDENT?				
2. HOW LONG HAVE YOU KNOWN THE STUDENT?				
3. PLEASE 'X' THE APPROPRIATE BOXES TO INDICATE YOUR OPINION OF THE STUDENT'S PRESENT ABILITY IN ENGLISH FROM THE STANDPOINT OF THE LANGUAGE PROFICIENCY USUALLY NEEDED FOR EFFECTIVE PURSUIT OF STUDIES AT A COLLEGE OR UNIVERSITY IN THE UNITED STATES.				
Speaks English:	<input type="checkbox"/> Fluently	<input type="checkbox"/> With ease, but with some hesitation	<input type="checkbox"/> At an elementary level	<input type="checkbox"/> No ability
Understands spoken English:	<input type="checkbox"/> Excellent comprehension	<input type="checkbox"/> Good comprehension	<input type="checkbox"/> Simple vocabulary only	<input type="checkbox"/> Not at all
Understands written English used in:	<input type="checkbox"/> Advanced level materials	<input type="checkbox"/> Intermediate level materials	<input type="checkbox"/> Elementary level materials	<input type="checkbox"/> No ability
Expresses thoughts in written English:	<input type="checkbox"/> With fluency	<input type="checkbox"/> With ease, but with some grammatical errors	<input type="checkbox"/> On an elementary level only	<input type="checkbox"/> No ability
4. PLEASE RECOMMEND AN APPROPRIATE BEGINNING COURSE LOAD AT AN AMERICAN INSTITUTION OF HIGHER EDUCATION FOR THIS STUDENT:				
<input type="checkbox"/> Needs no additional language training; could carry a full academic program <input type="checkbox"/> Needs no special coursework, but could require occasional assistance <input type="checkbox"/> Needs a short-term intensive English program prior to starting academic coursework <input type="checkbox"/> Needs one semester or more in an intensive English language program <input type="checkbox"/> Is unqualified for academic work				
(PLEASE PRINT) NAME OF PERSON PREPARING REPORT		OFFICIAL POSITION		
		INSTITUTIONAL AFFILIATION		
SIGNATURE OF PERSON PREPARING REPORT		DATE		

The person completing this form should mail it directly to the State University of New York campus to which the student is applying, in a properly addressed envelope that the student has been instructed to supply. Please feel free to include any other remarks on a separate page.

Fredonia Undergraduate Course Preference Form

PART I – INSTRUCTIONS

You can explore courses online by looking at [listings](#) for the semester that you intend to study at Fredonia. **You must select 12-15 credit hours to register for.** We will make every effort to place you in your preferred courses, but we cannot guarantee that you will be placed in all preferred classes due to limited space or prerequisites. It is **necessary** for you to select alternate course choices, in the event that you are not able to be registered in all of your preferred courses.

Upon returning this form to the Office of International Education, our staff will make every effort to have you registered in your preferred courses. However, it is important that you provide alternate course in the event that courses are full or cancelled.

If the course schedule indicates that you need a prerequisite to participate in a course, you must provide evidence (transcript or course syllabus) that you have taken courses comparable to prerequisites. Please note that it is your responsibility to work with your home campus to ensure that courses taken at Fredonia will count for your degree

PART II – PERSONAL INFORMATION

Name: _____ Fredonia ID#: _____

Major/Minor: _____

PART III – COURSE PREFERENCES

Preferred Courses

CRN	SUBJECT	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	DAYS	TIME	PREREQUISITE COURSES (if any)
Example: 12345	ABCD	101	01	3	MWF	1-1:50	

Alternate Courses

(You must list alternate courses in the event that any preferred classes are not available.)



Exchange Student Course Preference Guide

PART I – OVERVIEW

The *Fredonia Undergraduate Course Preference Form* is meant to help you build your course schedule for your time at Fredonia. When determining your course schedule, you should explore course [listings](#) for that semester. Make sure that you choose the correct semester when you are looking for coursework. The schedule for the fall semester is usually available in mid-March while the schedule for the spring semester is available in mid-October.

As an exchange student, you **must** register for 12 credit hours, but should not register for more than 18 credit hours. Remember that you will be adjusting to the American education system, and you do not want to overload your schedule! Please select courses designated by 100 – 400 levels only, as these are undergraduate classes. You may only take undergraduate coursework at Fredonia.

You may choose your classes from these offerings and fill out the appropriate information within the form. It is important that you work with your academic advisor to ensure that the courses you take at Fredonia will be transferred back to your home campus. We will make every effort to place you in your preferred courses, but we cannot guarantee that you will be placed in all preferred classes due to limited space or prerequisites. It is **necessary** for you to select alternate course choices, in the event that you are not able to be registered in all of your preferred courses.

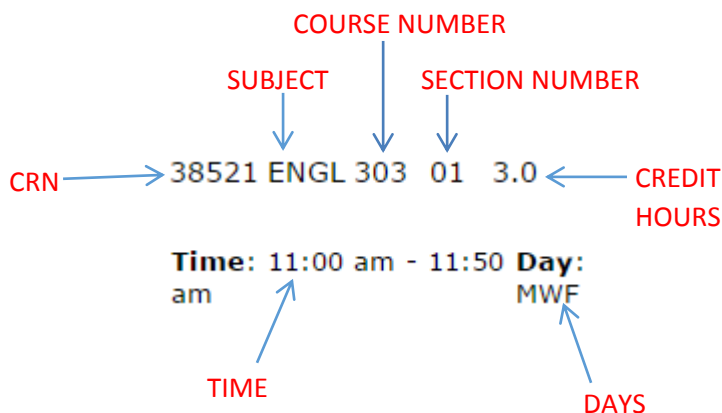
If the course schedule indicates that you need a prerequisite to participate in a course, you must provide evidence (transcript or course syllabus) that you have taken courses comparable to prerequisites.

The registration form asks for your Fredonia ID#, which is assigned to you upon your acceptance into the Exchange program. If you do not know your Fredonia ID#, you may leave that section blank for the Office of International Education to fill out for you.

PART II – HOW DO I USE THIS FORM?

Follow the links to the course descriptions and listings to see information about course content and scheduling. After selecting your term, you are able to search for coursework in academic fields that interest you or apply to your major.

When performing a search for courses in your field, you will find the necessary information for registration, along with the course name and instructor. See the figure below for more detail on the necessary course registration information.



Once you find the necessary information for a course, you will be able to input that information into the *Fredonia Undergraduate Course Preference Form*. Be sure to choose alternate courses in the event that registration for a preferred course is not available.



PART III – WHAT CLASSES SHOULD I BE TAKING?

American courses are broken down into various levels, which designate the intensity and level of knowledge required for the course. If you want to take a higher level class that requires a prerequisite, you should provide proof that you have already taken the prerequisite at your home institution (transcript, course syllabus, etc.).

100 – 199 courses are generally introductory or the first course taught in a sequence; these classes are usually meant for freshman or sophomores, or for someone with little knowledge of the discipline.

200 – 299 courses are usually the next level of coursework; they may be a little more difficult than 100 level classes, and they may also require a basic knowledge of the discipline.

300 – 399 courses are usually designated for juniors and seniors, as prerequisites and strong background of the course material are required; in some cases, these classes are appropriate for sophomores.

400 – 499 courses are the most advanced level of undergraduate coursework and are usually meant only for juniors and seniors; students participating in these courses will have advanced knowledge of the course material.

PART IV – WHEN ARE CLASSES?

The American education system usually has classes on weekdays, starting in the morning and going into the evening. When looking at a course listing, you can see how often a class meets, what days it meets on, and what time of the day the class meets. Courses that meet fewer times throughout the week tend to have longer class times; for example, if you are looking to take a course that meets twice per week, the class will likely meet for an 1 ½ hours, compared to classes that meet three times a week for 50 minutes.

When putting together your course schedule, you should make sure that classes do not overlap with each other. When looking at the course listing, you can use the following codes to determine what days classes meet on:

M=Monday T=Tuesday W=Wednesday R= Thursday F=Friday
MWF= Monday, Wednesday, Friday TR=Tuesday & Thursday

Once you find the necessary information for a course, you will be able to input that information into the *Fredonia Undergraduate Course Preference Form*. Be sure to choose alternate courses in the event that registration for a preferred course is not available.

