



We encourage you to print these application instructions, as you will need to refer to this document regularly throughout the application process.

Dear Student:

Spring 2012

Welcome to Southern Illinois University Edwardsville! We are delighted that you have chosen to apply to our university for your international studies.

Our location and contact information is:

School of Business International Program

Southern Illinois University Edwardsville
Founders Hall, Room 3301B
Edwardsville, Illinois 62026-1051

Fax Number: 618-650-5353 (I share this fax number with about 10 colleagues. If you send me a fax, please be sure you have written my name on it.)

Office Telephone Number: 618-650-2922

E-mail: hschnie@siue.edu

Website for inbound student information:

<http://www.siue.edu/business/international/spring.shtml>

Associate Dean Janice Joplin (jjoplin@siue.edu) is the Director of the School of Business International Program. The office is staffed by Hayley Schnieder (hschnie@siue.edu). Together, we will work closely with you to ensure that your experience as an exchange student at SIUE will be a meaningful one.

With more than 13,650 students on our campus, there will be plenty of others ready to join us in welcoming you to SIUE. Exchange students often remark that our campus seems like “a small town.” Please visit this link if you’d like to see a campus map as you plan for your experience here:

http://www.siue.edu/maps/map_campus.pdf

GENERAL APPLICATION INSTRUCTIONS

The SIUE campus can be a pretty busy place. Please keep this in mind and be aware that your application paperwork is handled slightly differently from other students’ applications because you are an exchange student. For that reason, your application process will go much more smoothly if you adhere to the following procedures:

1. All required documents are posted on our website. **Please read the instructions posted below the link to each document and follow them carefully when completing it.**
2. Use your name **EXACTLY as it appears on your passport** when completing ALL PRIMARY PAPERWORK. **Failure to do so can delay your application and place your VISA application at risk.**

3. Please **send all application materials to me.**
 - Upon receiving your forms, our office will review them and mark them so that others on our campus will know that you are a visiting student. This helps your application be processed more efficiently.
 - Please do not send any forms to other offices on our campus without prior approval from me.
4. **Send originals of primary documents (except for your passport)** - normally, these are mailed to me by your school's international office.
 - All other documents may be sent to me by you directly or by your school's international office via fax, e-mail, or mail.
5. **It is essential that you turn in some forms earlier than most of our other students. Therefore, please adhere to the dates listed in these instructions even if you notice a different deadline listed on some of the forms you are completing.** The deadlines on the forms are for students who are not coming to SIUE on exchange.
6. **Regardless of the method of transmission you use, please submit each form only once.**
7. Our website (<http://www.siue.edu/business/international/spring.shtml>) and the following list of important dates will be helpful to you as you prepare to study here.

Important Dates for Spring Semester

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| • Admission Application Deadline: | September 30 |
| • Student Visa Information Deadline: | September 30 |
| • Financial Form Deadline: | September 30 |
| • DS 2019 Request Form Deadline: | September 30 |
| • Proof of English Proficiency | September 30 |
| • Housing Application Deadline: | As soon as you have your SIUE ID no. |
| • \$300 Housing Deposit Deadline: | With your Housing Application |
| • Course Selection Deadline: | As soon as you have your SIUE ID no. |
| • Transcripts from Home Institution: | Due with Course Requests |
| • Deadline to submit initial payment: | December 9 |
| • Travel Itinerary Deadline: | December 15 |
| • Immunization Record Deadline: | December 15 (preferred deadline-November 15) |
| • Health Insurance Coverage Deadline: | December 15(preferred deadline-November 15) |
| • Ideal Arrival Dates: | December 30 and December 31 |

Students arriving on these dates have the opportunity to be met at the airport and brought to campus.

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| • International Student Orientation: | January 2 - 6 (Attendance is required.) |
| • Classes Begin: | January 9 |
| • Martin Luther King Holiday | January 16 |
| • Spring Break: | March 5 - 11 |
| • Final Exams: | April 30 – May 4 |
| • Semester Ends: | May 4 |
| • Check out of Cougar Village | Fri., May 4 (by noon) |