



Dear Student:

Spring 2018

Welcome to Southern Illinois University Edwardsville! We are delighted that you have chosen to apply to our university for your international studies. Associate Dean Janice Joplin leads the School of Business International Program. Deanna Lotter is the Office Manager in the School of Business and we also have the assistance of a Graduate Student. 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 14,200 students, 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 coming to SIUE as visiting international students under an exchange agreement. For that reason, it's very important that you send all application materials to me. Since we need the original bank letter/statement sent to us, **please mail your forms directly to Deanna Lotter at the address below using DHL, UPS or FedEx**, or ask someone in your school's international office to do so. **Please submit each form only once:**

Deanna Lotter Southern Illinois University Edwardsville School of Business Founders Hall, Room 3307 Campus Box 1051 Edwardsville, Illinois 62026-1051 Fax Number: 618-650-5353 E-mail Address: dlotter@siue.edu Web address for inbound student information: http://www.siue.edu/business/international/spring.shtml	Telephone Number: 618-650-5440
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Upon receiving your forms, our office will review them to make sure they have been completed correctly and then forward them to the appropriate university offices. This helps your application be processed more efficiently and keeps it from getting lost in our system. Please do not send any forms to other offices on our campus without prior approval from me.

All required documents are posted on 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. Please refer to them regularly.

Important Dates for Spring Semester

- 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
- Transcripts from Home Institution: September 30
- Course Selection Deadline: September 30 (include with application documents)

- Housing Application Deadline: November 1
- \$300 Housing Deposit Deadline: November 1 – due when completing housing application

- Deadline to submit initial payment: December 9
- Travel Itinerary Deadline: December 15
- Immunization Record Deadline: December 15

- Ideal Arrival Date: January 2 – no later than 7:00pm

Students arriving on these dates have the opportunity to be picked up at the airport and brought to campus to be greeted by an SIUE staff member.

- International Student Orientation: January 2-5 (Attendance is required.)
- Classes Begin: January 8
- Martin Luther King Holiday: January 15
- Spring Break: March 5-11
- Final Exams: April 30 - May 4
- Semester Ends: May 4
- Check out of Cougar Village: Friday, May 4 (by noon) – plan to check out in the morning when the housing office is open. An afternoon or evening departure flight is highly recommended.

PRIMARY APPLICATION DOCUMENTS – Due by September 30, 2017.

International Exchange Student Undergraduate Admission Application (Submit as soon as possible.)

- This is a fill in form. Please type all items, print, sign, date, and return the form.

This form is important for your visa application and **must be typed, not handwritten.**
- Please give your name on this application exactly as it appears on your passport. Failure to do so can place your **VISA application at risk.**

Exchange Student DS 2019 Request Form (Submit with application as soon as possible.)

- This is a fill in form. Please type all items, print, and return to us.

This form is important for your visa application and **must also be typed.**
- Please give your name on this form **exactly as it appears on your passport. Failure to do so can place your VISA application at risk.**
- Item #2: FINANCIAL SUPPORT: \$9,250
 - Specify source: Please write your sponsor's name (Person providing the funds - this can be your parents, you, or your company)
- Date to begin at SIUE: Classes begin January 8, for spring semester
- Date to end: May 4, for spring semester (plan to depart SIUE by noon)

International Exchange Student Financial Form (submit with application and DS 2019 Request Form as soon as possible)

- This is a fill in form. Please type all items, print, sign, date, and return the form.

This form is important for your visa application and **must be typed, not handwritten.**
- Please give your name on this form exactly as it appears on your passport. Failure to do so can place your **VISA application at risk.**
- Item #6, Funds (in U.S. dollars) that will be provided, per year, by sponsor: Multiply \$9,250 by the number of semesters the student will study in the United States. A statement simply indicating that sufficient funds are available cannot be accepted. The U.S. Embassy in your country may require additional financial documentation before issuing a visa.
Please be aware that the letter/statement from the bank must ...
 - **be original, not a fax, email, or photocopy,**
 - be issued by the financial institution holding the source of funds,
 - be in English (or with an English translation),
 - be on the bank's letterhead,
 - be signed and stamped by an official of the bank,
 - show the name of the account holder, and
 - confirm that the account has at least \$9,250 US (or the equivalent amount of another currency) in it that is available to support the student's semester abroad at SIUE.
- The tuition expense on the reverse side of the form is not applicable to exchange students, who do not pay tuition to SIUE. **The exchange student, however, is obligated to pay housing costs, University fees, the health insurance fee, and a \$60 matriculation fee.**
- In order to be processed, the Financial Form must be signed and dated by the applicant and by the sponsor.

English Competency

- Students who are nationals of countries where English is not the official language are required to provide either a copy of the TOEFL results (Paper based - 550, Computer based - 213, Internet-based TOEFL - 79), TOEIC results (700 or higher on the TOEIC), or IELTS results (Overall 6.5 or higher). Enter the TOEFL, TOEIC, or IELTS score on the DS 2019 Request Form in the box provided and attach the copy of the TOEFL, TOEIC, or IELTS to the form.

Selection of Courses

- Most exchange students take four courses per semester at SIUE (12 US credit hours).
- You can find the business course offerings for the Spring semester along with course descriptions online at <http://www.siu.edu/business/international/Springphase2incomingCourseReq.shtml>
- Please choose five or six courses and list them on the “[Course Selection Form](#)” in order of preference. You will be registered for four of these.
- Be sure your advisor approves your course selections and signs the form before you send it to us.
- Send your “Course Selection Form” as soon as possible. This increases your chances of getting into the courses that interest you most.
- **Please include your transcripts from your home institution** if you have not already submitted it yet. An English translation may be requested. An academic advisor at SIUE will review the transcripts to determine if you have completed the required prerequisites for each course selected.

DOCUMENTS DUE BY: November 1, 2017

Housing Application (Submit deposit with application)

- You must complete this after receiving your SIUE Student ID from our office.
- Once you receive your SIUE Student ID number, you may create your e-ID
 - To create your e-ID, please visit <https://oitam.isg.siu.edu/~eid/cgi-bin/e-ID> and choose "I want to get an e-ID"
 - This will generate an e-ID for you and will provide you with a password
 - After completing this form, you will be receiving a postcard in the mail that will be sent to the address you provided on your application. This postcard will give you instructions on how to verify your account (you may not receive this postcard for about 14 days due to international mailing).
 - Once you receive the postcard, you must verify your account in order to preserve the e-ID.
- With this e-ID, you may complete the housing application online. Please visit <https://cas.isg.siu.edu:8443/itscas/login?service=https://hsgapp.isg.siu.edu/Login2.asp> to complete the housing application online.
- For application purposes, the class status of undergraduate exchange students is "upperclass or transfer students"
- **Please Note:** The Bursar's office accepts Master Card, Visa, American Express, and Discover.
 - This \$300 (USD) deposit is required when submitting the application for campus housing. The deposit consists of:
 - \$25 non-refundable application fee
 - \$75 damage deposit, returned to the student upon leaving SIUE, provided no damage has been done to the apartment
 - \$200 applied to the first month's rental charge
- **Please Note:**
 - **There is an additional charge per day for accommodations occupied before the start of the contract period. January 6, 2018 is the start of the spring contract. International students must arrive for the Orientation week before January 6 so they will be charged an additional amount of about \$18-\$36 per day, depending upon the type of room occupied, for this additional time.**
 - **Students leaving after the spring term must vacate the apartment by Friday, May 4, at noon.**
- Students may enter the United States up to thirty days before the beginning of the term. However, SIUE is unable to provide housing accommodations, provide transportation upon arrival, or assist students who arrive before December 30 for the spring term. Students may stay in the United States up to thirty days after the term ends.

- For your information, the School of Business International Program has a supply of bedding to use and kitchen utensils that exchange students may borrow while at SIUE. We offer this to you, so it is at your discretion if you would like to pack sheets, towels, or other household items.

DOCUMENTS DUE by November 15 (preferred) but no later than December 15, 2017

Immunization Record (Submit as soon as possible to avoid problems with registration.)

- According to a State of Illinois law, students must provide proof of protection against certain diseases to enroll in courses at SIUE.
- A history of your immunization inoculations must be submitted by December 15, 2017, to attend SIUE in the spring semester 2018.
- The required form can be found here:
<http://www.siu.edu/business/international/springincomingph04.shtml>
- This form must be signed by your doctor.
- Records not in English must be submitted with a certified translation.
- Failure to furnish appropriate records will result in fines or further inoculations upon your arrival at SIUE.
- A list of immunization requirements to follow and additional information is available here:
<http://www.siu.edu/healthservice/immunization/index.shtml#international>
- Overview of required inoculations:

STUDENT REQUIREMENTS (as of 08-05-16):

- **Tetanus/Diphtheria/Pertussis (DPT, DTP, DT, DTaP, Td or Tdap)**
 - Three doses are required
 - One of the doses must be a Tdap
 - One dose must have been given within 10 years of first date of term
 - Tetanus Toxoid is NOT acceptable in fulfilling this requirement
- **Measles, Mumps and Rubella (MMR)**
 - Two doses at least 28 days apart and after 12/31/67
 - First dose must be after 12 months of age
 - OR, a combination of the following:
 - **RUBEOLA (Measles, Red Measles)**
 - Two doses at least 28 days apart
 - First dose must be after 12 months of age
 - **MUMPS**
 - Two doses at least 28 days apart
 - First dose must be after 12 months of age
 - **RUBELLA**
 - Two doses at least 28 days apart
 - First dose must be after 12 months of age
 - OR, positive titers confirming immunity (please attach lab report)
- **Meningococcal Vaccine (Menactra MCV4, Menomune MPSV4, Menveo or Meningococcal)**
 - Required for all new students under the age of 22
 - One dose must have been given on or after 16th birthday
- **All records not in English must be accompanied by a certified translation**

- **Tuberculosis (TB)**

- All international students will complete a TB screening questionnaire prior to the 10th day of class or within 10 days of arrival to SIUE
- If upon review of the screening questionnaire the student is determined to be at-risk, the student must fulfill **one** of the following requirements:
 - Quantiferon Gold (TB blood screen test) performed at SIUE Health Service
 - OR, if a transfer student, show proof of a negative TB test, Quantiferon Gold, or T-Spot test performed at another U.S. university (must be no more than one year prior to SIUE semester start date)
 - OR, provide documentation in English of prophylactic treatment of TB within or outside the U.S. in addition to completing a TB risk assessment at SIUE Health Service

Travel Itinerary

- Travel arrangements must be received by December 15, for spring term in order to be picked up at the St. Louis Airport and transported to SIUE.
 - I will send you the information you will need to complete this form once the time gets closer.
- Edwardsville is about 40 minutes by car from the airport. We will pick you up at the airport if you send your itinerary by December 15 and arrive on the recommended arrival dates. Otherwise, transport from the airport to campus will be by your own arrangement and at your expense.
- Please view 'Instructions about your arrival' under Phase 5 on our website for more information. You will receive an email regarding the arrival details and the procedure for being picked up at the airport.
 - Please bring your passport, DS 2019, and your letter confirming your acceptance when you travel to the US.

Please note:

- **Students are advised not to arrive at SIUE before December 30 for the spring term orientation.** Anyone arriving before December 30 will be responsible for their own transportation and accommodations until December 30, 2017, as we cannot accommodate those arriving before this date.

PAYMENT INFORMATION DUE BY December 8, 2017 *this date is subject to change

- **Special arrangements have been made with the Bursar's office for international exchange students to be able to pay their fees after they arrive to SIUE.**
- If you would like to send payment prior to your arrival there are two options – pay in full or use the installment payment plan. The first payment should be made by December 8, 2017 (must be received here by December 8, 2017).
 - There are two payment plans available:
 - If you choose Payment In Full, you will
 - Pay all Spring 2018 charges by December 8, 2017.
 - Not be charged any billing fee.
 - With Installment Billing, you will
 - Pay 25% of your balance by each due date listed below in the Billing Calendar.
 - Must pay a minimum of 25% of your total balance by December 8, 2017, in order to be financially cleared for Spring, 2018.
 - Pay a \$30 Installment Billing Fee each semester.

- Receive notification on your SIUE email account when your billing statement has been updated and is available to view on CougarNet.

Billing Calendar:

1st Payment Due: December 8, 2017
 2nd Payment Due: February 9, 2018
 3rd Payment Due: March 2, 2018
 4th Payment Due: March 30, 2018

- Please pay your bill online here:
<https://cas.isg.siu.edu:8443/itscas/login?renew=true&service=https://commerce.cashnet.com/siuepay?authmethod=CAS>

If you pay your bill online with a credit card, you must use MasterCard, Visa, Discover, or American Express. If you do not have access to a MasterCard, Visa, Discover, or American Express, you may make a payment by wire transfer, cash, check, or money order in US dollars. For information regarding a wire transfer, please contact Karen in the Bursar Office. The Bursar's Office phone number is 618-650-3123 and ask for Karen. Also, if you plan to pay by wire transfer, please notify our office so we can make certain that your payment is received.

Health Insurance Coverage

- Business exchange students will be required to purchase health insurance through SIUE Health Service at a premium. The premium amount could potentially fluctuate for each semester. Our office will inform our partner universities and exchange students of the premium amount each semester. The students will pay the premium through their online accounts and the insurance will cover them for the duration of their stay at SIUE. If a student receives funding from their country that includes insurance, please let us know and our office will work to get the SIUE health insurance removed from their bill.
- Currently, the premium amount to be charged to the student's account is \$922.00. The School of Business International Programs will notify the partner universities and students if the premium amount changes.
- The SIUE Health Insurance will provide coverage from Orientation Week through May 4, 2018.
- The payment of the SIUE health insurance will occur during the payment of the academic fees.
- Further information can be found here: <http://www.siu.edu/healthservice/international.shtml> and http://www.siu.edu/business/international/pdf/J1_Health_Insurance_Letterhead.doc

Please be aware that deadlines listed on some forms may be different from deadlines listed above. The deadlines on the forms are for domestic students who are not coming to SIUE on exchange. It is essential that you turn in some forms earlier than most of our other students. Therefore, **please adhere to the dates listed in this letter.**

If at any point you have questions or concerns, I encourage you to contact me for assistance. If I am out of the office and your question is urgent, please feel free to contact Deanna Lotter at dlotter@siue.edu. Together, we can move forward toward your goal of attending SIUE.

Sincerely,

Dr. Janice Joplin
 Associate Dean
 SIUE School of Business International Program
 618-650-3412
 Email: jjoplin@siue.edu

