**Exchange Student Instructions**

***Five steps to admission***

1. **Nomination**: Partner institution sends a nomination to [studentexchange@siue.edu](mailto:studentexchange@siue.edu) that includes the student name, e-mail, and program of study. Deadlines: Fall - March 1, Spring - September 15.
2. **Application**: SIUE provides a direct link to the student exchange application via e-mail. The student should complete on line application questionnaire and print the included financial form. Deadlines: Fall - March 15; Spring - October 1.
3. **Academic Documentation**: The partner institution e-mails a copy of the student’s current transcript and proof of English language proficiency to [studentexchange@siue.edu](mailto:studentexchange@siue.edu). Please note that this must come from the program coordinator or other official at the university, and cannot be sent by the student directly. If the transcript is not in English, an accurate translation must be provided. A test score report (TOEFL, TOEIC, IELTS, etc.) is the preferred method for proof of English proficiency.
4. **Financial Verification**: Student and sponsor sign the financial form generated as part of the online application. An original, signed bank statement showing availability of funds must be attached to the financial form and mailed directly to SIUE. Deadlines: Fall - April 1; Spring - October 15.
5. **Immigration Document**: Once admitted, a DS-2019 form will be generated for the student to use to obtain a visa to study in the U.S. This document will be mailed via express mail to the coordinator at the partner school unless otherwise instructed. The student should make an appointment at the nearest U.S. embassy or consulate to obtain a student visa. The student will need to bring all required documents, including the DS-2019 form, and pay the required SEVIS fee.

***Five steps after admission***

1. **Coursework Selection**: The academic department at SIUE will work directly with the exchange coordinator at the partner school to determine appropriate coursework and to register the student in classes. A ***course selection form*** may be required to properly advise the student.
2. **Housing**: The student should apply for on campus housing at [www.siue.edu/housing](http://www.siue.edu/housing) and pay the $300 deposit. Deadline: Fall - May 1, Spring - November 1.
3. **Health Insurance and Immunizations**: Students must purchase health insurance through SIUE Health Services. Students are automatically enrolled in this program and the premium is billed to the student’s account. Students also must provide a copy of their immunization records as soon as possible. More information can be found at [www.siue.edu/healthservice/international](http://www.siue.edu/healthservice/international).shtml.
4. **Travel Arrangements**: The student should purchase tickets to arrive at St. Louis Lambert Airport (STL) at least one week before classes begin. Airport pick up is provided on designated dates and can be requested at [www.siue.edu/iss/arrival](http://www.siue.edu/iss/arrival). A travel itinerary should be provided to [studentexchange@siue.edu](mailto:studentexchange@siue.edu) by July 1 for the Fall semester and December 1 for the Spring.
5. **Orientation**: All international students need to participate in the international student orientation. Registration and additional information may be found at [www.siue.edu/iss/arrival](http://www.siue.edu/iss/arrival).