

Procedures for Incoming Graduate Exchange Students to Ohio University

Fall 2016

Graduate Application Deadlines

To apply for fall semester 2017
To apply for spring semester 2018

Application deadline is February 1, 2017
Application deadline is September 1, 2017

Graduate Application Codes

Students **must** use the following application codes in the Graduate Application System. Students who fail to do so will need to resubmit their entire application.

- **SDU Denmark, Leipzig U. (except Chemistry), Salzburg U.** ND9906 (Global Exchange Partnerships)
- **Leipzig, Germany – Chemistry:** ND3311 (Chemistry)
- **Sevilla, Spain:** ND5229 (Spanish)

Application Instructions

Graduate exchange students apply on-line at <http://www.ohio.edu/graduate/apply.cfm>. Applicants select “Non-Degree, Transient, International Exchange.” **Application fees are waived and no GRE scores are required.** If students pay these fees by accident, they will not be refunded.

Send all required, supporting application materials to the Office of Global Opportunities (OGO) by the following application deadlines. To avoid confusion and processing delays, do not send materials to other OHIO offices.

OGO forwards the application materials to the Graduate Admissions Office. Thus, it is imperative that **all** of the **original documents** (unless otherwise noted) be included as part of a student’s application and reach OGO by the deadline:

Graduate application requirements:

- **Certification of Good Standing:** Completed by the Director of the international office or of the exchange program at the applicant’s institution. Place in a sealed envelope with the advisor’s signature across the seal. May be sent directly to OGO or the applicant may mail it with his/her other application materials. The form is available at https://www.ohio.edu/graduate/upload/Transient_Standing_Certnew.pdf.
- **Academic Transcripts:** If prompted, upload home university transcripts online. **Do not send original transcripts or certificates. These are not required and will not be returned.**
- **English Language Proficiency:** Official TOEFL or IELTS test scores are required for non-native English speakers. Students must arrange for scores to be sent to OHIO directly by the testing service. OHIO’s institutional code with TOEFL is 1593. Students may not submit their own scores. Please see this website for a list of other exemptions <http://www.ohio.edu/graduate/englishproficiency.cfm>. Students from the University of Southern Denmark are exempt from this requirement. See below for additional information.
- **Passport copy:** A copy of the ID page of the applicant’s passport must be submitted with the application.

- **Financial Affidavit:** Applicants must submit proof that he/she has sufficient funds to live in the U.S. The dollar amount listed in the affidavit must correspond to, at least, the dollar amount indicated for students in the graduate student expense estimate. Templates are available and may be used for bank document and sponsor letters. A sponsor letter is required if the bank account(s) is/are not in the student's name.
- **OHIO Courses:** Submit a list of the OHIO courses the applicant is interested in taking. Use the OHIO course catalog and list of course offerings for the correct semester (fall or spring) when compiling the list.
- **Additional documents:** Additional documentation may be required by the admitting department (letters of recommendation, portfolio of work, foreign language statement, etc.). These documents must also be sent to OGO. Advisors, please contact our office with questions about specific departmental requirements.

NOTE: Missing documents or incomplete applications will delay the application process. Exchange student applicants should always work with the institutional advisor at the home university to ensure that the application packet is complete.

English Language Proficiency Requirements

In general, the TOEFL score required for graduate students is 550 for the paper-based test and 80 for the TOEFL iBT. The required IELTS score is 6.5 across all bands. Some graduate programs will require a higher TOEFL score (information is listed on-line at <http://www.ohio.edu/graduate/englishproficiency.cfm>).

Graduate student applicants must take the TOEFL or IELTS prior to admission. Applicants must request that Educational Testing Service (ETS) send official TOEFL or IELTS scores to OHIO. The OHIO institutional code for TOEFL is 1593. See <http://toefl.org/toefl/tfladdcrpt.html> for further information.

Academic Calendar and Arrival Dates

OHIO operates on the semester system. The academic year begins with fall semester. Each semester consists of 14 weeks of classes and one week of exams. Few graduate courses are offered during the summer sessions and most OHIO students leave Athens. Consequently, we do not encourage exchange students to attend during summer sessions.

The OHIO academic calendar is available on-line at <http://www.ohio.edu/registrar/calendar.cfm>. The tentative academic calendar for 2017-2018 is:

Fall semester	August 28 – December 16, 2017
Spring semester	January 16 – May 5, 2018

Tentative arrival dates for graduate students are **August 15, 2017** for fall semester and **January 9, 2018** for spring semester. Arrival dates will be confirmed in students' admissions letters. **Do not book airfare prior to receiving admissions letters and confirming arrival dates.**

Immigration Matters

When a student is admitted by the OHIO Graduate College, an acceptance letter and a DS2019 immigration document is requested for the student. The processing time is 2-4 weeks. The DS2019 and the official admission letter will be sent to the student in care of the international office at the partner institution.

Upon receipt, please check the documents carefully and notify our office immediately if mistakes are found.

The student needs to present the original DS2019, admission letter, and proof of financial support to the nearest U.S. consulate or embassy in order to obtain a **J-1 student visa**. Consular officers will usually require applicants to provide proof that they have sufficient funds to cover their living expenses while in the U.S. This may be done by providing a bank statement and/or affidavit of support from a parent/friend (see above).

U.S. immigration regulations require that students enroll full-time while they are in the U.S. This means that graduate students are required to register for a minimum of 15 semester credits per term in classes at 5000 level or higher. This typically equals 4 courses.

Graduate students, who will receive a stipend for a teaching assistantship or graduate assistantship, can register for 12 semester credits in classes at 5000 level or higher.

Classes must be taken for a letter grade. In addition, OGO requires full-time enrollment as we have pre-paid full-time tuition fees for each student.

Health Insurance

International students, including exchange applicants, are required to purchase OHIO Student Health Insurance. This requirement will not be waived. (*Exchange students from Leipzig University and the University of Southern Denmark may apply for a waiver from this rule provided proof of insurance with appropriate coverage levels is shown. It is no longer guaranteed that the waiver will be granted.*)

Information and costs of this insurance plan can be found on-line at:

- <http://www.ohio.edu/finance/bursar/studenthealth.cfm>
- <http://www.studentresources.com/college/ViewBrochures.aspx>.

Students will be enrolled in the insurance plan and billed to their student accounts for the cost after they arrive in Athens.

Housing

Graduate exchange participants are welcome to live on campus. This is often particularly convenient for those who are staying for less than a full year. *Graduate student housing is limited, so early application for the exchange program is recommended.* Housing on campus for married students is very limited and cannot be guaranteed. During breaks, when classes are not in session, on-campus housing is closed and all students are asked to move out until classes resume for the next semester. Interim housing is available between semesters for a fee.

The application for on-campus housing is on-line at <http://www.facilities.ohiou.edu/housing/rs/index.html>. Select "My Housing" from the menu on the left hand side of the page and follow the instructions. The application is not open all year, so please make note of when the application opens. **International exchange students are not required to pay the application fee, nor are they required to pay the housing deposit.** Exchange students will need to activate their OHIO ID before they can enter the online housing system. Directions are sent to the student upon acceptance to OHIO.

If a student prefers to live off-campus, he/she is responsible for locating suitable housing. Off-campus housing is owned and operated by private individuals or companies. Our office is unable to make any commitment or advance arrangements for off-campus housing. Off-campus housing opportunities can be found in the classified sections of the local newspapers:

Athens Messenger: www.athensohiotoday.com
The Athens News: www.athensnews.com/ohio/
The Post: www.thepostathens.com/

Before the start of the semester, temporary housing on campus may be available at a fee of approximately \$30.00 per night. All international students may request a linen packet (bed sheets, pillow, blanket, wash cloths and towels) prior to their arrival at campus. A \$15 non-refundable charge will be added to the student's OHIO account.

It is students' responsibility to reserve temporary housing. Reservations are made by visiting <http://www.facilities.ohiou.edu/housing/interim/index.php>. Use the "Arrival Form," sent to students after admission, to inform us of the dates that temporary housing is requested (see below).

Transportation

Airport: The closest and most convenient airport to Athens is in Columbus, Ohio. OHIO Transportation & Parking Services will be providing a shuttle service from the Columbus, Ohio airport to OHIO prior to the start of each semester.

Transport to Athens: Shuttle bus service available to exchange students on **specific days and times before the start of each semester**. More information about the shuttle service, including shuttle schedule, and the reservation portal, can be found online at <http://www.ohio.edu/transportation/airportshuttle.cfm>. OHIO will cover the cost of the shuttle on arrival (currently \$35) for exchange students.

Refer to the shuttle schedule when purchasing airfare. It is the responsibility of the exchange student to arrange for shuttle airport pickup from the Port Columbus International airport. **If exchange students choose to arrive before or after the established dates that the shuttle runs, they will additionally be responsible for arranging their own transportation. OHIO will NOT cover the cost of transportation in these cases.**

"Arrival Form:" This form is included with the student's acceptance letter information and admissions packet sent by OGO. Students should notify us of their plans by submitting the Arrival Form by the stated deadline. We encourage students from the same institution to travel together to help facilitate the airport pick-up process.

International Student Orientation

Exchange students are required to attend an on-campus orientation for international students. For this purpose, graduate students are required to arrive up to two weeks prior to semester start. Orientation dates are set by the International Student and Faculty Service Office and can be found on-line at <http://www.ohio.edu/isfs/arrival/orientation.htm>. The orientation program cost is \$100.00.

Course Registration

Students are unable to pre-register for courses prior to arrival. Course registration takes place during orientation. Each student is assigned a faculty academic advisor to help with registration and academic course concerns. Courses may be full, cancelled or unavailable to incoming exchange students, so it is key that students have considered several back-up courses.

Access to course information is on-line at <https://www.ohio.edu/registrar/>. Be sure to check course offerings for the correct semester (either fall or spring) as many courses are not offered each semester.

Costs and Fees

Students should be fully aware of the cost involved in exchange participation at OHIO at the time of application. For details on expected costs, please refer to the Graduate College expense estimate provided.

Graduate exchange students will receive a graduate “tuition waiver” that covers the per semester instructional fees at OHIO.

This “tuition waiver” does not cover general fees. Graduate exchange students are responsible for paying general fees each semester they study at OHIO. General fee costs are available on-line at <http://www.ohio.edu/finance/bursar/tuitionfees.cfm>. Most graduate exchange students will additionally be responsible for paying other fees including, but not limited to, the \$100 International Student Orientation fees.

Useful Websites

OHIO Home Page	http://www.ohio.edu/
Office of Global Opportunities	http://www.ohio.edu/goglobal/index.html
Academic Calendar	http://www.ohio.edu/registrar/calendar.cfm
Academic Department & Schools	http://www.ohio.edu/departments/depts.cfm
Athens Campus Map & Tour	http://www.ohio.edu/athens/ioumap.html
Athens City Information	http://athensi.com/
Course Offerings	https://www.ohio.edu/registrar/
Graduate Student Course Catalog	http://www.catalogs.ohio.edu/index.php
Graduate Studies Program Information	http://www.catalogs.ohio.edu/index.php
Housing/Dining Services	http://www.ohio.edu/housing/
International Student Orientation	http://www.ohio.edu/isfs/arrival/orientation.htm
International Student & Faculty Services	http://www.ohio.edu/isfs/
OHIO Student Health Insurance	http://www.ohio.edu/finance/bursar/studenthealth.cfm https://www.uhcsr.com/selfservicesupport/students/collegeStudents.aspx
Campus Recreation	http://www.ohio.edu/recreation/
Schedule of Classes	http://www.ohio.edu/registrar/
Student Activities	http://www.ohio.edu/campuslife/

OGO Exchange Program Staff Members

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