EXCHANGE STUDENT APPLICATION
(for incoming students)

The instructions below and the attached application are for EXCHANGE STUDENTS only (those whose universities have a partnership agreement with Wichita State University for sending and receiving students for one semester or a full school year). There is no fee for this application. If a student wishes to apply to a degree program, he or she will need to complete the Wichita State International Student Application Form and have completed the requirements for regular admission. (www.wichita.edu/international)

Application materials: (Email as one PDF document to studyabroad@wichita.edu)
1) A nomination letter or e-mail from the study abroad advisor at the partner university should precede or accompany the attached application, in support of the student’s application.

2) A completed (attached) EXCHANGE STUDENT APPLICATION.

3) If possible, please send a photocopy of the page in your passport, which contains your official name. If you do not yet have a passport, please write your name on your application, as it will likely appear in your passport. The name you write on your application must match the name in your passport.

4) Official transcripts from all secondary schools, colleges, or universities that applicant has attended must be attached to the application. Unofficial photocopies of transcripts will not be accepted. To be official, your transcripts must be original documents or photocopies stamped as certified-true copies by school officials at the institution attended or by educational authorities (such as the Ministry of Foreign Affairs or Ministry of Education).

5) An English Proficiency Certification letter provided by your home institution. The letter must be on University letterhead and attest to how the exchange student has sufficient level of English proficiency to successfully participate in the exchange program on a day-to-day basis at Wichita State University. For more specific details, in regards to the letter, have your study abroad coordinator email studyabroad@wichita.edu for guidelines. Although WSU does not require proof of English proficiency for exchange students, they are expected to have a level of English ability that will allow them to be successful in the academic classroom. To assist your evaluation of language proficiency, please view our requirements for degree-bound international students, visit: www.wichita.edu/toefl. If desired, exchange students may enroll in WSU’s Intensive English Language Center (www.wichita.edu/ielc) part-time while also taking a couple of academic courses or full-time.

6) Certification of Financial Support (Page 5 of this application)

Full School Year Exchange - Academic Standing: If a student is on exchange for two semesters (a full school year), they must obtain satisfactory passing grades in their first semester subjects to continue onto the second semester.

IMPORTANT INFORMATION FOR ATTENDANCE
AT WICHITA STATE UNIVERSITY:

1) While on an exchange, students will be required to pay tuition and fees to their home institution; no tuition or fees will be paid to WSU.

2) Students must enroll in a full-time course of study at Wichita State University. Undergraduate students must register for 12-15 credit hours, while at least 9 credit hours is required for Graduate students.
3) Wichita State University requires that all international students have medical insurance. The cost of medical care in the U.S. is very expensive so ALL INTERNATIONAL STUDENTS (including exchange students) ARE AUTOMATICALLY CHARGED FOR HEALTH INSURANCE (approximately $700/semester) when they enroll. If students want to use their own health insurance and have the fee removed, their insurance coverage MUST meet the U.S. federal (ACA) requirements and they must apply for a waiver, uploading proof of insurance (with exact amounts and dates of coverage) BY THE FIRST WEEK OF SCHOOL EACH SEMESTER. To read about the required amounts of coverage in several categories and then to apply for a waiver (starting July 1st for fall and November 15th for spring), visit http://webs.wichita.edu/?u=intl&p=/medicalinsurance/.

If students do not have this proof of medical insurance (in English) that meets WSU standards when they arrive, then the health insurance fees will remain on the students’ account and the student must pay these when arriving or during the first week of school OR set up a payment plan with WSU’s Financial Operations Office. (Students may then pay the insurance fees, along with any other fees such as housing and meals, on a monthly basis.)

4) Students have full responsibility for the cost of their accommodations and living expenses, except ISEP and Kansai Gaidai students, where arrangements to pay housing and meals at students’ home institutions have been made in the official exchange agreements.

5) Once accepted to Wichita State, exchange students should directly apply for housing on the WSU campus and pay fees to the department of Housing and Residence Life (except in the case noted in #4.) Housing facilities are open for occupancy one week to ten days before classes begin.

6) Wichita State has made special arrangements for exchange students to pre-enroll for most of their courses a few months before arriving in Wichita. Students may look at departmental offerings by looking at the online catalog: http://webs.wichita.edu/?u=registrar&p=/catalog/ and schedule of courses at: http://webs.wichita.edu/?u=REGISTRAR&p=/courses/

7) Students should arrive on the WSU campus at least one week before classes begin in order to have time to complete the check-in at International Education, take care of any final enrollment, attend orientation and to take care of other requirements before classes start.

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Email all application materials in one PDF document to studyabroad@wichita.edu
EXCHANGE STUDENT APPLICATION

APPLICATION INFORMATION

Desired Term of Study (mark only one):
- Spring 20____  
- Summer 20____  
- Fall 20____  
- Academic Year 20____ - 20____

Gender:  ☐ Male  ☐ Female  
Marital Status:  ☐ Single  ☐ Married  
Program:  ☐ Undergraduate  ☐ Graduate

Full Name as listed in your passport:  ________________________________________________________________________________________________________

Last Name / Family Name / Surname  
First Name / Given Name  
Middle Name (if any)

Mailing Address:
- City and Country of Birth
- Date of Birth: dd/mm/yyyy
- Position or Occupation in Home Country

Fax: ____________________  
Second e-mail: ____________________

Family Name  First Name  Date of Birth: dd/mm/yyyy  Relationship

COUNTRY OF BIRTH  COUNTRY OF CITIZENSHIP

DEPENDENT INFORMATION

If your spouse and/or children will accompany you to the U.S., please complete the information below regarding your DEPENDENTS (use additional paper if necessary):

Family Name  First Name  Date of Birth: dd/mm/yyyy  Relationship

COUNTRY OF BIRTH  COUNTRY OF CITIZENSHIP

IMPORTANT: If you already have a passport please list your information below. PLEASE NOTE: The name listed on this application should EXACTLY match the name on your passport. If you do not have a passport you must complete your name above as it will likely appear in your passport.

Family Name  First Name  Date of Birth: dd/mm/yyyy  Relationship

COUNTRY OF BIRTH  COUNTRY OF CITIZENSHIP
**EDUCATIONAL HISTORY**

Are you currently enrolled in a school?  ○ YES  ○ NO  If yes, please include your current school in the educational history section below. Please list all secondary schools and colleges or universities you have attended or are now attending. List them in order of attendance. Failure to report all colleges and universities attended or submission of falsified transcripts or academic records from your current university may result in dismissal. Please enclose official copies of all transcripts or academic records from your current university.

| NAME OF SCHOOL: | ________________________________ | CITY AND COUNTRY: |
| DIPLOMA OR CERTIFICATE RECEIVED OR TO BE AWARDED: | ________________________________ | |
| DATES ATTENDED: From (mm/yyyy) ____________________ To (mm/yyyy) ____________________ |

| NAME OF SCHOOL: | ________________________________ | CITY AND COUNTRY: |
| DIPLOMA OR CERTIFICATE RECEIVED OR TO BE AWARDED: | ________________________________ | |
| DATES ATTENDED: From (mm/yyyy) ____________________ To (mm/yyyy) ____________________ |

| NAME OF SCHOOL: | ________________________________ | CITY AND COUNTRY: |
| DIPLOMA OR CERTIFICATE RECEIVED OR TO BE AWARDED: | ________________________________ | |
| DATES ATTENDED: From (mm/yyyy) ____________________ To (mm/yyyy) ____________________ |

| NAME OF SCHOOL: | ________________________________ | CITY AND COUNTRY: |
| DIPLOMA OR CERTIFICATE RECEIVED OR TO BE AWARDED: | ________________________________ | |
| DATES ATTENDED: From (mm/yyyy) ____________________ To (mm/yyyy) ____________________ |

**APPLICANT SIGNATURE**

IMPORTANT: I understand that I must have a medical insurance policy (insurance can be purchased at WSU). I also understand that I will have a tuberculin skin test after my arrival at the University. In addition, I verify that the above information is true and complete.

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**APPLICANT’S SIGNATURE**

**DATE**

Applicant must have approval of the International or Study Abroad Office at their home Institution before admission can be determined.

To be completed by your home institution exchange coordinator:

<table>
<thead>
<tr>
<th>Approval Officer’s Name:</th>
<th>Last Name / Family Name</th>
<th>First Name / Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Officer’s Signature</td>
<td></td>
<td>Date: dd/mm/yyyy</td>
</tr>
</tbody>
</table>

| Home Institution: | |
| Fax: | |
| Second e-mail: | |

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Email all application materials in one PDF document to studyabroad@wichita.edu
INSTRUCTIONS: What is the source of funding for your education? You must mark at least one of the options below:

☐ Parent or Family Member
  • Name of Parent/Family Member:
  • Relationship to Student (Example: Father, Aunt, Cousin, Brother, etc.):
  • Bank Statement Requirements:
    1) Bank statement must have the parent or family member’s name written IN ENGLISH
    2) Must be an original and be on bank letterhead
    3) Must be dated within the last 6 months
    4) May be in any currency
    5) If not in English, must be accompanied by an official translation
       (English translation by the partner university will be accepted)

☐ Personal Funds of Student
  • Bank Statement Requirements:
    1) YOUR NAME must be listed in English on the bank statement
    2) Must be an original and be on bank letterhead
    3) Must be dated within the last 6 months
    4) May be in any currency
    5) If not in English, must be accompanied by an official translation
       (English translation by the partner university will be accepted)

☐ Scholarship from:
  • Scholarship Letter Requirements:
    1) Your scholarship letter may be a photocopy or original
    2) If bringing dependents, your scholarship letter must state that dependents are covered

☐ Other Source of Funding:
  • Must provide official evidence of support

SECTION D: SIGNATURE

I agree to make available the total amount as listed above for this student’s educational expenses at Wichita State University. I understand that my failure to pay will result in the student not being allowed to attend classes which will negatively affect the student’s immigration status in the U.S. By signing below, I agree to and understand the above statements.

Signature of Sponsor

Date (dd/mm/yyyy)

*Provide an official bank statement or scholarship letter that shows you have sufficient money to cover all costs in Section B of this form.*