

## Exchange Student Application Instructions

### Five steps to admission

1. **Nomination:** Partner institution sends a nomination to [dlotter@siue.edu](mailto:dlotter@siue.edu) that includes the student name, e-mail, and program of study. **Nomination Deadlines:** Fall - March 1<sup>st</sup>; Spring - September 15<sup>th</sup>.
2. **Application:** SIUE provides a direct link to the student exchange application via e-mail. The student should create an account, complete the online application questionnaire and print the included financial form. **Application Deadlines:** Fall - March 15<sup>th</sup>; Spring – September 30.
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. The financial form and bank statement(s) should be scanned and uploaded to your application or emailed to [studentexchange@siue.edu](mailto:studentexchange@siue.edu). The student must bring the original financial form and signed bank statement showing availability of funds with them to the U.S. and give them to the office of admissions upon arrival in the U.S.
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 and pay the required SEVIS fee. The student will need to bring all required documents, including the DS-2019 form, with them to SIUE.

### Six steps after admission

6. **Coursework Selection:** Norris Manning in the School of Business will work with the student and the exchange coordinator at the partner school to determine appropriate coursework and to register the student in classes. A **course selection form** will need to be completed and emailed to [studentexchange@siue.edu](mailto:studentexchange@siue.edu) or to [dlotter@siue.edu](mailto:dlotter@siue.edu).
7. **Create your e-ID:** Once you receive your SIUE Student ID number (begins with 800), you must create your e-ID and apply for your housing. Follow the instructions below:
  1. To create your e-ID, please visit [www.siue.edu/eid](http://www.siue.edu/eid), choose "I want to get an e-ID" and complete the information - This will generate an e-ID for you and will provide you with a temporary password.
  2. After completing this online 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 at least 14 days due to international mail). After you receive this postcard, you must follow the instructions on the card to verify your account.
  3. With this e-ID, you may complete the housing application online.
8. **Housing:** The student should apply for on campus housing at [www.siue.edu/housing](http://www.siue.edu/housing) and pay the \$300 deposit. **Housing Deadlines:** Fall - May 1, Spring - November 1.

9. **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 by no later than July 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester. More information can be found at [www.siu.edu/healthservice/international.shtml](http://www.siu.edu/healthservice/international.shtml).
10. **Travel Arrangements:** The student should plan to arrive at St. Louis Lambert Airport (STL) at least one week before classes begin to attend orientation. We ask that students arrive in St. Louis no later than 7:00pm. Airport pick up is provided on designated dates only, (typical arrival dates are on the Saturday or Sunday prior to the start of orientation week). A travel itinerary should be emailed to Deanna Lotter ([dlotter@siue.edu](mailto:dlotter@siue.edu)) by July 1<sup>st</sup> for the Fall semester and December 1<sup>st</sup> for the Spring semester.
11. **Orientation:** All international students need to participate in the international student orientation. Registration and additional information may be found at [www.siu.edu/iss/arrival](http://www.siu.edu/iss/arrival).