

## **APPLICATION INSTRUCTIONS**

**Contents of a Complete Application:** *(please see application details below for explanations)*

- International Visiting & Exchange Student Admission Application Form
- Academic Documents
- Proof of English Proficiency
- Financial Support Documentation Form
- Photocopy of Passport
- Proposed Plan of Study Form

ALL materials must be submitted before applications can be processed, admission completed, and immigration documents issued.

### **Application Details:**

**Determine if you qualify as a visiting student or an exchange student:**

Visiting Student: You are earning your bachelor's degree from a university or college outside of the United States and want to study at UNL for one or two semesters.

Exchange Student: You are a student from a university that has a reciprocal exchange agreement with UNL. You must be nominated by your home study abroad coordinator and your home coordinator must submit your application.

**Admission Application Form:** Please type or print. The form must be signed by the student, and if you are an exchange student, program coordinator at the student's home institution. For exchange students, the coordinator's recommendation will determine the student's placement at the graduate or undergraduate level.

**Academic Documents:** Original or certified (attested) copies in English of post-secondary diplomas earned and course work completed must be submitted before course enrollment.

**Proof of English proficiency:** All non-native English speakers are required to demonstrate English proficiency prior to admission. Applicants who are native speakers of English in a country in which English is the exclusive official language are exempt from this requirement. English language proficiency is satisfied by an official score on the Test of English as a Second Language (TOEFL). A minimum TOEFL of 523 (paper) or 70 (Internet with 20 writing subscore) is required for undergraduate exchange students. A 550 (paper) or 79 (internet) is the minimum TOEFL score required for graduate exchange students with some departments requiring higher scores. University of Nebraska-Lincoln TOEFL code = 6877. Alternate proof of English proficiency: IELTS 6.0 composite (5.5 writing subscore), ACT English subscore 20, SAT Critical Reading subscore 470, graduation from a US high school. All scores are valid for two years. If your scores are more than two years old, you will need to provide updated scores.

**Financial Support Documentation:** Applicants must indicate the ability to be supported for the entire period of intended study at UNL without recourse to employment. (Please see the notes for estimating expenses on the second page of this document.) The bank certification (*Section A*) and/or the statement of government, institution, or organizational support (*Section B*) must be officially signed and submitted before the necessary visa document can be issued.

**Passport:** To ensure proper processing of immigration documents, we request all applicants to submit a copy of their passport information page.

**Proposed Plan of Study Form:** Enter your course requests in order of priority—at least 6 or 7 per semester. Provide several alternative courses. Use the Bulletin (Undergraduate or Graduate) to find course descriptions. The current Schedule of Classes will be available to you after you have been officially admitted to UNL via your MyRed account.

**Further Information:** University of Nebraska Web Site: <http://www.unl.edu>  
Visiting students: <http://global.unl.edu>  
Exchange students: <http://educationabroad.unl.edu/incoming-exchange-1>

**Application Deadline:**

The application deadline is **May 1** for students beginning in August, and **October 1** for students beginning in January. Earlier applications are strongly encouraged. It may be easier for early applicants to get into their first choice courses.

**Send application materials to:**

**Visiting students:**

Office of Admissions  
University of Nebraska-Lincoln  
1410 Q St  
P.O. Box 880417  
Lincoln, NE 68588-0417

**Exchange students:**

Education Abroad Office Love  
Library South, 110  
1248 R St  
University of Nebraska-Lincoln  
Lincoln, NE 68588-4107

**Exchange students only:** If you are a student from a university that has a reciprocal exchange agreement with UNL, you must submit your application with the international or exchange office at your home university. Visiting students may submit applications directly to the Office of Admissions.

**Visa Information:**

If you are accepted as an exchange student, the University of Nebraska-Lincoln (UNL) will issue Form DS-2019, a Certificate of Eligibility for the Exchange Visitor Visa (J-1). As a J-1 visa holder you are obligated to pursue a full-time academic program at UNL. A minimum full-time academic program, **which students must maintain for immigration regulations**, is considered to be 12-15 undergraduate hours or 9-12 graduate hours.

**Estimating Expenses for the Financial Support Documentation Form:**

Each applicant should estimate expenses according to the terms of the particular exchange arrangement and for the appropriate period of time (one or two semesters) using the chart below. Exchange students, please consult with your home institution exchange program coordinator for the benefits covered by your exchange program. You must show the ability to provide the additional costs not covered by the exchange program.

Since you will have documented your financial ability to study and live at UNL, only part-time employment on-campus may be permitted with special permission.

**Tuition and fees:**

Visiting students are required to pay the non-resident rate for tuition and fees.

Exchange students, except in a few special circumstances, receive tuition and fees benefits for up to 15 undergraduate or 12 graduate credit hours per semester. Tuition for credit hours in addition to these must be paid for by the exchange student at the non-resident tuition rate. Special fees charged only to students in particular programs or classes are not included in the exchange program and are the responsibility of the exchange student. For example, all students enrolled in the Law College must pay the Law Library fee and all students enrolled in engineering courses pay an engineering fee and architecture students pay an architecture fee. Other special fees not covered by exchange benefits are listed in the "Schedule of Classes" which are followed by the notation "Special Fee" and the dollar amount.

**Room and Board:** The estimates listed are based on double-occupancy in Selleck residence hall and include meals 7 days per week. If you choose another residence hall, please note that the costs may be different than those listed here. Single rooms are assigned on a space-available basis. The additional

cost of a single room (approximately \$600) is not covered by exchange benefits. Selleck, Knoll, University Suites, Eastside and Fedde Halls are open during UNL Breaks (closedown) periods, but no food is served. Interim university housing during the orientation period is approximately \$32 per night/ double room, not including food. (*Interim housing during orientation and UNL Break periods is covered in the exchange benefits in exchange programs in which room and board are included.*) <http://housing.unl.edu/>

**Health and Accident Insurance:** Health-related costs in the United States are very high. These expenses may be lessened if optional medical, dental, and optical work is completed before leaving home. The U.S. government requires that international students have adequate health and accident insurance. Visiting and exchange students will automatically be enrolled in and billed for the insurance plan provided by the UNL Health Center. UNL requires ALL international students to have health insurance that is comparable to the UNL student insurance. Refer to the UNL website for more information about those requirements: <http://health.unl.edu/billing/healthyoption>. If a student is covered by a private insurance company, an insurance waiver must be signed within the first two weeks of each semester of attendance.

All UNL students are required to document measles (Rubela) immunization. International students must complete a Tuberculosis test AFTER arrival at UNL. Upon acceptance, further information will be provided.

**Books and supplies:** Amounts listed are estimates and will vary.

**Miscellaneous:** The estimate includes local travel, toiletries, some recreation, vacation meals, and incidentals. The amount listed should be considered a minimum. Individual spending habits will greatly influence this figure.

**Figuring Estimated Costs for 2017-2018:** [Note: These costs are approximate, and are based on 2016- 2017 figures.] Exchange students, please contact your exchange coordinator for more complete information regarding the terms of your institution's exchange agreement with UNL.

Estimated cost for one semester:  
 Visiting student: \$22,220  
 Exchange student: \$10,304

Estimated cost for an academic year:  
 Visiting student: \$43,779  
 Exchange student: \$19,947

(Total for Financial Documentation Form)

(Total for Financial Documentation Form)

	Semester	Academic Year	Exchange Benefits	Applicant's Responsibility
Tuition/Fees	\$11,916	\$23,832		
Room & Board	\$5,575	\$10,826		
Insurance	Fall \$842 Spring \$1,179	\$2,021		
Books/supplies	\$550	\$1100		
Misc.	\$3,000	\$6,000		

TOTAL: \$ \_\_\_\_\_ \$ \_\_\_\_\_

**International Exchange & Visiting Student  
ADMISSION APPLICATION**

<p><b>Applicant:</b> This application is for a non-degree category and enrollment is for one or two semesters. Acceptance into this program in no way implies that the student will later be approved for a degree program; neither does it imply that credits earned while in this category will apply to degree requirements should a request later to change to a degree program be approved. To be admitted to a degree program you must request a change of status after your arrival, meet all degree admission requirements and furnish all necessary documentation.</p>	<p>Mail all requested documents to:  <b>Visiting Students:</b> Office of Admissions  <b>Exchange Students:</b> Education Abroad</p> <p>Address are provided above in the application instructions.</p>
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Please type or print all information. Complete both pages of form.

**Application for:**

<input type="checkbox"/> Visiting Student	<input type="checkbox"/> One semester
<input type="checkbox"/> Exchange Student	<input type="checkbox"/> Two semesters

**Name of your home university:** \_\_\_\_\_ **Beginning:** \_\_\_\_\_ Month/Year

Family Name		Given Name		Other Names Used		U.S. Social Security Number	
<input type="checkbox"/> Male	Birthdate (Month/Day/Year)	Country of Birth	City of Birth	Country of Citizenship	Country of Legal Residence		
<input type="checkbox"/> Female							
Current Address (until )		City	State and/or Country		Phone (Area code) + Number		
Permanent Address		City	State and/or Country		Phone (Area code) + Number		
Email Address							

**IMPORTANT -- Attach to this application:**  
**(1) attested copies of post-secondary coursework records** (please include English translations), and  
**(2) attested copies of all diplomas earned.** (Note: Work being completed may be sent later. Send incomplete records if necessary, but indicate which documents will be submitted at a later date.)

**English Language Proficiency** (check appropriate box which indicates ability):

TOEFL score of \_\_\_\_\_ or [ ] IELTS score of \_\_\_\_\_ Date that above test was taken: \_\_\_\_\_  
**Note: Attach official documents that verify your scores.**

I am a native speaker of English (Australia, Canada, Jamaica, Guyana, New Zealand, United Kingdom)

I plan to enter UNL's Intensive English Program in the summer before my exchange.  
 Check with your home institution regarding tuition costs and/or exchange benefits for this non-credit program.  
 Please attach application for Intensive English Program.

Major area of study during exchange: \_\_\_\_\_

Other topics of study: (list) \_\_\_\_\_

Level of Study:  Undergraduate  Graduate (requires 16 years education for this level) (Graduate is an option for Exchange student ONLY)

In case of emergency UNL should contact:	
Full name	Relationship to you
Address	City State and/or Country Phone: (area code) + Number

**Exchange students ONLY: Transcript Release:**

I unconditionally authorize the University of Nebraska-Lincoln to release official records of coursework completed at UNL to my home institution or sponsoring organization named herein:

Applicant's Signature	Date
Home Institution: _____	Sponsoring Organization (if any): _____
In care of: _____	In care of: _____
Address: _____	Address: _____
_____	_____
_____	_____

Visiting Students: You are responsible for requesting your own transcript after you complete your studies at UNL.

**Applicant's Declaration of Truth:**

I certify that information on this application is complete, accurate, and true; and agree to abide by the policies and regulations of the University of Nebraska-Lincoln. I understand that any information given falsely or withheld will affect the decision on my application and may make me ineligible for admission and/or enrollment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exchange students ONLY: Signature of Coordinator (at home institution):**

I approve of this application and have informed the student of the terms of the exchange agreement as they apply to study possibilities and financial responsibility.

I recommend that the U.S. academic placement for this student should be at the level of:  Graduate  
 Undergraduate

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Please mark all items included:</b>	<input type="checkbox"/> Post-secondary coursework records	<input type="checkbox"/> Financial support document	<input type="checkbox"/> Copy of Passport
	<input type="checkbox"/> Copies of certificates/diplomas	<input type="checkbox"/> English proficiency results	<input type="checkbox"/> Proposed Plan of Study

The University of Nebraska-Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin or sexual orientation.

# International Visiting & Exchange Student FINANCIAL SUPPORT DOCUMENTATION

*Each applicant must complete this form as part of the admission process.*

Applicant: Please use the information provided on the "Admission Application Information" page to estimate your expenses according to your status as a visiting or exchange student. Exchange students, consult with your home coordinator for exchange benefit information. The estimated expenses should cover the entire period of the exchange.

Student's Name: \_\_\_\_\_

Period Exchange: \_\_\_\_\_ to \_\_\_\_\_ Estimated expenses: \$ \_\_\_\_\_

I hereby certify that I am responsible for my support for the entire period of my study at UNL without recourse to employment. I recognize that the above estimate is an approximation of what it may cost to live and study at the University of Nebraska-Lincoln and that individual spending patterns may differ from student to student.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Complete section A and/or B as appropriate, to certify source of funding.*

### A. Statement of Sponsorship (Student, family, or other individual)

I, \_\_\_\_\_  
(Name of individual providing support)  
promise to provide a minimum of

\$ \_\_\_\_\_

to \_\_\_\_\_  
for the period he/she will be studying as an exchange  
student at the University of Nebraska-Lincoln.

\_\_\_\_\_  
(Sponsor's signature)                      (Print Name)

\_\_\_\_\_  
(Relationship to student)                      (Date)

### Bank Certification

\_\_\_\_\_  
(Customer's Name)  
is a customer of this bank and has the ability to  
provide \$ \_\_\_\_\_ for the study expenses of  
above named student.

\_\_\_\_\_  
(Bank official's signature)                      (Print Name)

\_\_\_\_\_  
(Bank official's title)                      (Date)

(seal of bank)

### B. Statement of Sponsorship (Government/Institution/Organization)

I hereby certify that approximately \$ \_\_\_\_\_  
will be provided to the above-named student for the  
period he/she will be studying as an exchange student at  
the University of Nebraska-Lincoln. These expenses will  
be met by

\_\_\_\_\_ This institution

\_\_\_\_\_ The government of \_\_\_\_\_

through its agency: \_\_\_\_\_.

\_\_\_\_\_ The recognized educational/philanthropic

organization: \_\_\_\_\_.

\_\_\_\_\_  
(Signature)                      (Print Name)

\_\_\_\_\_  
(Title)                      (Date)

*Documentation attached as appropriate*

