

Carnegie Mellon University

Office of International Education

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Departmental Exchange Procedures for Incoming Students

Three Carnegie Mellon offices are involved in the administrative processes prior to the arrival of an incoming international exchange student:

- Academic home department
- Office of International Education (OIE)
- Enrollment Services (ES)

A designated person in the academic home department takes the leadership role in forwarding appropriate materials and/or CMU web links to accepted exchange students and ensuring that exchange students are also making timely progress in communicating with:

- Housing, if on-campus housing is desired (for undergraduate exchange students only)
- Health Services for medical history forms and insurance

Incoming Exchange Student forms for the upcoming academic year will be available from OIE each February, with further information available on the OIE website: <https://www.cmu.edu/oi/administrators/exchange/>

- All general questions should be referred to Chris Menand, **Associate Director of OIE for Study Abroad**, cmenand@andrew.cmu.edu.
- Departments will want to include a departmentally specific cover/acceptance letter to your partners for their nominated students with specific details about the department, enrollment, etc... OIE has draft examples if desired.

In order for international students have adequate time to make visa appointments, travel arrangements and register for classes, all materials are due to the Office of International Education by **April 1** for fall semester or academic year exchanges, and by **October 15** for spring semester exchanges. Students admitted for the spring semester should submit the forms on/after September 1 - not before September 1.

Each incoming exchange student must submit ALL of the following as **one complete package** to their incoming department. Incomplete packages will not be processed.

- Completed International Exchange Student Information Form.
- Completed and signed Affidavit of Support (if required)
- Official Financial Documentation – see this page for thorough details of what is accepted.
- Scanned copy of the picture page of the passport for the student and any dependent(s)
- Scanned copy of the original TOEFL or IELTS score report
- Academic Transcript + desired class requests

Departmental Tasks

- The department administrator will review the completed/returned packages to be sure all required forms and documents are included and completed accurately.
- Accept only qualified students into the departmental exchange program. Students must meet the minimal TOEFL, IELTS, or Duolingo score. See your latest MOU for the level required.
- For a native English speaker, you (the CMU hosting department) can conduct an interview – OIE and the CMU Student Academic Success Center can assist in this process.

- Send **only** the following required forms directly to OIE - can come via an email attachment:
 - Completed International Exchange Student Information Form.
 - Completed and signed Affidavit of Support (if required)
 - Official Financial Documentation – see this page for thorough details of what is accepted.
 - Scanned copy of the picture page of the passport for the student and any dependent(s)
 - Scanned copy of the original TOEFL or IELTS score report

Office of International Education (OIE) Tasks

- Once the S3 record is created (by Enrollment Services), OIE will process a DS-2019 Certificate of Eligibility for the student. OIE will send it directly to the student via express courier.*
- The home CMU department will register the student in S3. (All international students must be enrolled for a minimum of 36 units in order to maintain legal student status in the U.S.)
- A cover letter from OIE is included with the DS-2019, which indicates the students' academic advisor, the advisors' email, and the students' Admission ID which the student will need to apply for housing, dining, email, etc.
- Instructions on how to pay the SEVIS fee and apply for the J-1 visa will be included with the DS-2019. Instructions may also be viewed on the OIE web site as follows: www.cmu.edu/oie.
- *Payment of the shipment will be charged to the student, at their expense, to choose their own location for shipping once the document is processed. This is done through the eShipGlobal service. An email will be sent to the student when their documents are ready. Students can then choose their preferred vendor for shipping and address of choice.

Required International Student Orientation

U.S. Department of Homeland Security regulations require that OIE report the arrival of all students for whom a DS-2019 for Carnegie Mellon University has been issued. Therefore, these students are required to attend the International Student Orientation when they arrive on campus.

Fall Arrival

- All exchange students will be required to attend an *International Student Orientation* with OIE prior to the start of classes. More information will be emailed to the student when details for Move-In (for those taking advantage of University Housing) and Orientation have been confirmed. The *Exchange Student International Orientation* is normally the Thursday prior to the start of courses.
- Classes begin typically the last Monday of August. See [CMU Academic Calendar](#)

Spring Arrival

- All exchange students arriving in the spring term are required to attend the *International Student Orientation* with OIE which is typically held the Friday before classes. The undergraduate exchange students who plan to live “on campus” can enter their rooms one day before the orientation. Early arrivals and those living “off campus” will have to find temporary accommodation on their own. See the Settling-In Guide on OIE's website for details.
- Classes begin typically the 2nd/3rd Monday or Tuesday of January. See [CMU Academic Calendar](#)

Housing Services

- For detailed information on CMU housing visit: <https://www.cmu.edu/housing/>
- We recommend that incoming Undergraduate Exchange Students seeking housing on campus follow these steps:
 1. Go to the Carnegie Mellon Housing Services page: <http://www.cmu.edu/housing>
 2. Complete the *On-line Upper-Class Housing Application*, found here: <https://www.cmu.edu/housing/apply-for-housing/upperclass.html>

- For Fall and Academic-Year, undergraduate exchange students are most likely guaranteed housing as long as their housing applications are received by the application deadline Spring deadlines vary. All assignments are based upon availability. There is no guarantee for exact preference matches.
- **Note:** The Andrew ID is needed to complete the housing form. Students receive information regarding their Andrew ID in a letter included with the DS-2019 OR I-20 document.
- 1. [Housing Cancellations, Policies and Forms](https://www.cmu.edu/housing/roomselection/policies-and-forms.html) website- useful for students to understand housing costs and deadlines: <https://www.cmu.edu/housing/roomselection/policies-and-forms.html>
- Contact: rmassign@andrew.cmu.edu.

University Health Services

Carnegie Mellon University Health Services has a secure web portal, *HealthConnect*, where you can access forms and also send secure messages.

- All exchange students must complete the Medical History Form. Visit <http://www.cmu.edu/health-services/healthconnect> for instructions on how to access the form or to send questions using *HealthConnect*'s secure messages.
 - Note: students **must** complete the Medical History Form in advance of arrival and receive proper immunizations in order to move into on-campus Housing.
 - All full-time students must carry health insurance and will be assessed a charge for the individual standard plan offered through the university student health insurance program. The charge will appear on the invoice of the first semester of attendance in the academic cycle. Within that semester's insurance open enrollment period, the student must:
 - Enroll in the basic plan as charged; or
 - Apply for a waiver from the mandatory plan. The policy and form can be found at <http://www.cmu.edu/health-services/student-insurance/forms/index.html>
- Questions can be sent using *HealthConnect*'s secure messages. General questions can also be sent to shinsure@andrew.cmu.edu.
- Students should be aware of the high costs of health care AND insurance in the United States. This includes additional costs on-top of insurance (for coverage received anywhere in the world ON such insurance). If you seek and are able to waive the purchase of CMU's student health insurance policy, make sure to take into account what you would pay out-of-pocket for that other insurance, as compared to CMU's policy.

Course information

Information about courses can be found on this website: <https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>.

Chronological Sequence of Events For Incoming Exchange Students Participating in Departmental Exchanges

This handout presents the same information as above, but in chronological order:

1. **OIE** - OIE updates the *International Exchange Student Information Form and Affidavit of Support* and will email the forms to the CMU Departmental Exchange Administrator with corresponding information.
2. **Department** –
 - Accepts qualified students into departmental exchange program. Students must meet the minimal TOEFL IELTS, or Duolingo score, or have an interview for native English speakers.
 - Sends to their partner abroad, the *International Exchange Student Information Form and Affidavit of Support* along with their own cover letter which should instruct students to complete the forms **electronically**.
 - Receives completed forms, reviews and then:
 - Keeps the transcript and course requests
 - Sends remaining form to OIE.

3. **Enrollment Services** - OIE will send a copy of the *International Exchange Student Information Form* to Enrollment Services. Enrollment Services will create an S3 record including the appropriate program code as determined from the information sheet and an S3 ID number.
4. **OIE** - Upon receipt and review of the student's completed *International Exchange Student Information Form*, *Affidavit of Support for Financial Sponsor* with original financial documents, original TOEFL/IELTS/ DuoLingo/Interview score & notes, and copy of passport; OIE will create a DS-2019 Certificate of Eligibility for the student and send it directly to the student along with detailed J-1 visa application instructions, housing and health insurance instructions, orientation and arrival information. A cover letter is included with the DS-2019 which indicates their academic advisor, the advisors email, and the students Admission ID which the student will need to apply for housing, dining, email, etc.
5. **OIE** - OIE provides orientation upon arrival as well as advising and other services to exchange students.