

Carnegie Mellon University

Office of International Education

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University Exchange Partner Procedures for Incoming Exchange Students

International exchange partners (except those from our Doha and Kigali campuses) will receive an email containing all of the necessary forms for students to submit in order to receive the DS-2019 Certificate of Eligibility to obtain the J-1 student visa to attend Carnegie Mellon University. [CMU international campuses will follow the F-1 procedure.]

- All general questions should be referred to Chris Menand, **Associate Director of OIE for Study Abroad**, cmenand@andrew.cmu.edu.

Each incoming exchange student must submit ALL of the following as **one complete package** to the Office of International Education. 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

The following shall be completed online **after** the student receives the DS-2019 and cover letter which will include the Admission ID. More detailed information follows later in this document.

- Campus housing application: <https://www.cmu.edu/housing/apply-for-housing/upperclass.html>
- Medical history forms <http://www.cmu.edu/health-services/healthconnect/index.html>
- Carnegie Mellon health insurance: <https://www.cmu.edu/health-services/student-insurance/index.html>

So that international students have adequate time to make visa appointments, travel arrangements and register for classes, all of the materials are due to the Office of International Education between **March 1** and **April 15** for the fall semester or academic year exchanges (not before March 1) and between **September 1** and **October 15** for the spring semester exchange students (not before September 1).

DS-2019 Certificate of Eligibility

- The DS-2019 Certificate of Eligibility will be processed only when all complete information is received from the student.
- The DS-2019 will be mailed to the student to allow them the opportunity to apply for the J-1 student visa at a US Embassy or Consulate; this is at their expense, to choose their own location for shipping *later*, 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.
- Instructions on how to pay the SEVIS fee and apply for the visa will be included with the DS-2019. Instructions may also be viewed on the OIE web site via our [Settling in Guide](#).
- A cover letter will be included with the DS-2019 which indicates the student's academic advisor, the advisor's email, and the student's Admission ID- which will be needed to complete the housing and dining application, complete the health forms, and acquire an email address.

- OIE will then send copies of the transcript(s) and course requests to the respective department coordinator as notification of the student's admission. University exchange students' files will be sent to departments after April 30th (for Fall incoming students) and Nov. 4th (for Spring incoming students). If applications come in after that date, and are still eligible for the visa and admittance, copies will be sent to departments as they arrive.

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.
- [Housing Cancellations, Policies and Forms](#) 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>.