Departmental Exchange Partner Procedures for Incoming Students 2016-2017

This letter is intended to be used as guidance on the exchange student process. It should NOT be sent to the exchange student.

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

OIE forms will be available from your CMU Departmental Exchange Administrator, with further information available on the OIE website: [http://www.studentaffairs.cmu.edu/oie/admins/exchange.html](http://www.studentaffairs.cmu.edu/oie/admins/exchange.html).

- All general questions should be referred to Chris Menand, Assistant Director/Study Abroad & Exchange Programs cmenand@andrew.cmu.edu.

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 by April 1 for the fall semester or academic year exchanges and by October 15 for the spring semester exchange students. Students admitted for the spring semester should submit the forms on or after September 1 (not before September 1).

Academic Home Department Tasks
Accept only qualified students into the departmental exchange program. Students must meet the minimal TOEFL or IELTS score. Students must have a TOEFL score of at least 96 iBT (no less than Reading - 22, Listening - 22, Speaking – 18 and Writing – 22); or an IELTS of 6.5.

For a native English speaker, the CMU hosting department will conduct an interview.

Obtain two OIE forms and a welcome letter from Chris Menand via email. The two forms are fillable pdf forms and cannot be amended. You will most likely want to include a departmentally specific cover letter to provide your department address of where the students will mail the package. Please encourage the student to complete the forms electronically to avoid mistakes.

Forms include:

- International Exchange Student Information Form - Departmental Exchange 2016-2017
- Affidavit of Support for Financial Sponsor- Departmental Exchange 2016-2017
In preparing the exchange student acceptance packet, the CMU Department Exchange Administrator prepares:

- OIE forms (International Exchange Student Information Form and Affidavit of Support)
- the department’s letter of acceptance
- the department’s cover letter of instruction to the student

The student will complete the forms electronically, print, sign and return all required forms and documentation as one complete package to the CMU department. The department administrator will review the package to be sure all required forms and documents are included and completed accurately. The department administrator will then send only the following required forms directly to OIE:

- International Exchange Student Information Form
- Affidavit of Support for Financial Sponsor
- Original bank statements or other financial documents (copies, faxes and/or scans are NOT acceptable)
- Original TOEFL score report, IELTS or interview materials
- Copy of passport

All other documents should be kept in the department file.

The DS-2019 Certificate of Eligibility will be processed only upon receipt of all complete materials. Incomplete packages will not be processed. The S3 student record is created by Enrollment Services (see below), and the 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.

**Office of International Education (OIE) Tasks**

OIE will update the forms and email them to the CMU Departmental Exchange Administrators. Upon receipt and review of the student’s completed International Exchange Student Information Form, Affidavit of Support for Financial Sponsor and original financial documents, TOEFL score and copy of passport, OIE will forward a copy of the International Exchange Student Information Form to Enrollment Services for creation of a student record in S3.

Once the S3 record is created, OIE will process a DS-2019 Certificate of Eligibility for the student and send it directly to the student via UPS. Payment of the shipment will be charged to the department Oracle string. 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](http://www.cmu.edu/oie), Foreign Students, Coming to Carnegie Mellon.

A cover letter 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.

**Required International Orientation**

US Department of State 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. Which orientation an exchange student is required to attend will depend on their choice of housing options.

**Fall 2016 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.

**Spring 2017 Arrival**

- All exchange students arriving in the spring term are required to attend the *International Orientation* which is held the Friday before classes begin, **January 13, 2017**. 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 Tuesday, January 17, 2017.

**Enrollment Services (ES) Tasks**
Upon receipt of the International Exchange Student Information Form from OIE, Enrollment Services creates an S3 record with the appropriate program code as determined from the information sheet. The S3 record assigns an S3 ID number.

**Housing Services**
Contact: Colleen Libertz, Assignments Coord. (clibertz@andrew.cmu.edu).
- Undergraduate exchange students are guaranteed housing as long as their housing applications are received by the deadline.
- View the Housing Forms website [http://www.cmu.edu/housing/incoming-students/international-students.html](http://www.cmu.edu/housing/incoming-students/international-students.html); see the Exchange Students section.
- For detailed information on the housing options go to: [http://www.cmu.edu/housing/residence-types/index.html](http://www.cmu.edu/housing/residence-types/index.html).

**University Health Services**
Carnegie Mellon University Health Services has a secure web portal, HealthConnect, where a student 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](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.
- Exchange students will be billed for health insurance at Carnegie Mellon unless they complete a medical insurance waiver form and receive the approval of the waiver from Carnegie Mellon’s University Health Services. The policy and form can be found at [http://www.cmu.edu/health-services/student-insurance](http://www.cmu.edu/health-services/student-insurance).
- Questions can be sent using HealthConnect’s secure messages. General questions can also be sent to shinsure@andrew.cmu.edu.

**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** - Accept qualified students into departmental exchange program. Students must meet the minimal TOEFL or IELTS score, or have an interview for native English speakers.

3. **Department**
   a) The Departmental Exchange Administrator will create a cover letter which instructs the students to complete the IESIF and affidavit forms electronically; print & sign. The student is also instructed to mail the forms, copy of passport and original financial documentation to the CMU department address (not OIE). Include your contact info in the cover letter.
b) The department will send the following to the exchange partner/student as one complete package:
   - The Nomination Welcome letter
   - the department’s cover letter of instruction & acceptance
   - International Exchange Student Information Form (IESIF)
   - Affidavit of Support for Financial Sponsor

4. **Department** – the department sends to OIE the forms returned by the exchange students along with the Departmental Exchange Student Memo.

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 by **April 1** for the fall or year exchanges and by **October 15** for the spring exchange students. Students admitted for the spring semester should submit the forms on or after September 1 (not before September 1).

5. **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.

6. **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/Interview score/ interview, 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.

7. **Department** - After the S3 student record has been created by Enrollment Services (see below) and the DS-2019 has been processed, **OIE will send a copy of the International Exchange Student Information Form to the department that included the S3 admission number**. The department will register the student in S3. All international students must be enrolled for a minimum of 36 units.

8. **OIE** - OIE provides orientation upon arrival as well as advising and other services to exchange students.
Departmental Exchange Student Memo

Date:

Dear OIE Document Manager,

The following international student(s) has/have been accepted into our program as an exchange student(s) for the ____________ semester(s).

Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________
Name: ____________________________________________

The following items are included for processing each DS-2019 Certificate of Eligibility:

- □ International Exchange Student Information Form (typed)
- □ Affidavit of Support for Financial Sponsor
- □ Original bank statement and/or financial documentation
- □ Original TOEFL score report
- □ Copy of passport identification page

Any other materials should be maintained in the students’ file in the department.

Name of Dept Exchange Coordinator: _______________________

College/Dept: _______________________

2/2016