University Exchange Partner Procedures for Incoming Exchange Students 2016-17

International exchange partners (except CMU-Q, CMU-R, and CMU-A) 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-Q, CMU-R, and CMU-A follow the F-1 procedure.]

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

1. a. University Exchange Student Information Form (available from your home university exchange contact)
   b. Affidavit of Support for Financial Sponsor (available from your home university exchange contact)
2. Original financial supporting documentation (faxes, scans and copies are not acceptable)
3. Copy of passport ID page
4. Original TOEFL or IELTS score. Native English speakers will have an interview with OIE.
5. Academic transcript
6. List of desired classes

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.

1. Campus housing application: http://www.cmu.edu/housing/incoming-students/international-students.html; see the Exchange Student section.

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 exchange partner to be forwarded to the student to then be used to apply for the J-1 student visa at a US Embassy or Consulate.
- 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 as follows: www.cmu.edu/oie, Foreign Students, Coming to Carnegie Mellon.
- 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 IESIF 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 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**. Classes begin Tuesday, January 17, 2017. The undergraduate 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.

**Housing Services**
- Contact: Colleen Libertz, Assignments Coord. ([clibertz@andrew.cmu.edu](mailto:clibertz@andrew.cmu.edu)).
- Undergraduate exchange students are guaranteed housing as long as they apply by the housing 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).
- **Clyde House** is CMU’s Global Living and Learning Community. A popular option for students to consider.

**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](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 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/forms/index.html](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 sh insure@andrew.cmu.edu.

**Course information**

Information about courses can be found on this website: [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet). The courses offered are listed the semester immediately prior to the semester of the course.