



## **Exchange Student Applications (J visa category) Instructions for FGCU host department**

1. FGCU Hosting department is liaison between FGCU and the student's home institution abroad. The department coordinates the receipt of all required student application documents.

Selection of students must be approved by the Responsible Officer or Alternate Responsible Officer, in the International Services Office. The hosting academic department will identify prospective students. In the case of a formal exchange agreement, this will be done in consultation with partner institutions abroad, who will recommend students based on their ability to meet our academic and language criteria and their appropriateness to participate in an academic and cross-cultural exchange program.

### Student application requirements:

To be admitted to the university for academic study, students must meet the established university admission criteria, which include: academic qualification, English language proficiency, financial support and immigration clearance. Academic qualification may be determined by academic transcript, credential evaluation comparable to the US education system, academic tests (ie: SAT, ACT, GMAT, etc.) or by the student's home institution (in the case of exchange partner schools). Evidence of the required financial support (institutional fee waiver, scholarship, student's personal funds, home institution support, government support, etc.) must be presented as part of application prior to issuance of the DS-2019.

Undergraduate students must have completed the equivalent of a US high school degree; graduate students must have completed the equivalent of a US college/university degree.

English language proficiency is generally TOEFL score of 213 or higher, or another equivalent test of English and/or recommendation of faculty (ie: personal interview, professional writing sample, etc) or English as native language.

2. Once the required student application documents are received by the FGCU host department, the complete set is forwarded to the Admissions Office, including payment for the application fee.

3. The Admissions Office reviews the student application and determines admissibility, and if admissible, proceeds to process the application and issue an admit letter. (If any required information is incorrect or incomplete, the admissions office representative will contact the department host for follow-up.)
4. The Admissions Office will notify the International Services Office that the exchange student is being admitted and will provide the original admit letter to the International Services Office along with the other papers to complete the admission packet.
5. The International Services Office will prepare the DS-2019 form and an International Student Orientation and Pre-Arrival packet for the exchange student, then deliver these documents to the Host department.
6. The Host department is responsible for delivering (mailing) the complete set of admission forms, orientation and pre-arrival information to the exchange student (and will be responsible for all costs associated with this delivery). It is recommended that departments use an international courier service (such as Fed Ex, DHL, etc) to deliver these documents.

Questions about the FGCU academic admission requirements can be directed to:

Ms. Starr Bannworth, Coordinator of International Admissions  
Undergraduate Admissions Office  
Howard Hall first floor  
590-7882

Questions on the exchange visitor program requirements and processes can be directed to:

Elaine Hozdik, Director,  
International Services Office  
223 McTarnaghan Hall  
590-7925