

# INSTRUCTIONS FOR EXCHANGE PROGRAM ONLINE APPLICATION

## BBA INTERNATIONAL PROGRAMS | MCOMBS SCHOOL OF BUSINESS

### THE UNIVERSITY OF TEXAS AT AUSTIN

**READ ALL INSTRUCTIONS CAREFULLY. MISSING, INCOMPLETE OR INCORRECT ITEMS WILL DELAY PROCESSING!**

#### 1. The exchange application is online at

[https://utdirect.utexas.edu/student/abroad/exchange/adm\\_app.WBX](https://utdirect.utexas.edu/student/abroad/exchange/adm_app.WBX).

First, in order to complete an exchange application, you must first [Create a UT EID](#). When asked, make sure to indicate that you **plan to apply as a student** to the University of Texas at Austin. Once you have done this, you can access the UT Exchange Application.

**VERY IMPORTANT:** When creating your EID, **enter your name EXACTLY as it appears on your passport** – this is extremely important! Do **not** use accents or other marks – the system may omit any letter with a mark. If you have more than one first or last name, **be sure** to enter **all** of them as they appear on your passport. Students from France, Mexico, Spain, Brazil, and any other location likely to have multiple names, be sure to enter your ENTIRE name exactly as it appears on your passport. If your full name is too long to fit in the field, also enter it as it should appear in the “Other Names which may appear on documents” field within the application.

2. Once you have an EID, you may start the [Application for Reciprocal Exchange Admission](#). You will need to login with your EID and password, enter the **correct semester** for which you are applying, and your authorization code, which is “**Bevo13**”.

3. To enter your major from the pull-down box, select “**Red McCombs School of Business – Unspecified Business (BBA Exchange Program)**.” This is NOT the first item on the pull down list! You must go to near the END of the list, it is the option just after “School of Social Work.”

*It is **very important** to select the correct major so you will be enrolled as participating in the BBA Exchange.*

4. When completing biographical information, verify that your name appears exactly as it is listed on your passport (but without accents or other marks – the system omits any letter with a mark). If you have more than one first or last name, make sure **all** are listed.

5. Enter your **birth date** in the U.S. format of Month/Day/Year.

6. Your **correct e-mail address** is extremely important; this is how we will contact you.

## CHECKLIST

- Set up your UT EID with your entire name exactly as it appears on your passport
- Make sure to choose the option that you plan to apply “as a student” to the University of Texas at Austin
  
- Start your Application for Reciprocal Exchange Admission
- Choose semester for which you are applying
- Authorization code: “Bevo13”
- Enter the correct major from pull-down box
  
- Double check that your name appears exactly as it appears on your passport
- Enter your date of birth
- Verify e-mail address

## CHECKLIST

7. Make sure you **certify, save,** and then **SUBMIT** your application. Until you submit the application, it will not be complete.

8. **Uploading documents: you must wait 24 hours** after submitting your application before uploading the CFR, transcript, English Proficiency Form and passport to [https://utdirect.utexas.edu/ogs/forms/supp\\_docs.WBX](https://utdirect.utexas.edu/ogs/forms/supp_docs.WBX).

As, BBA International Programs Exchange students, we **only need these things, uploaded and in English or with an official translation:**

- the [Certification of Financial Responsibility form](#) (CFR), with required accompanying documentation
- an **official academic transcript** of the university coursework you have completed (note – the transcript document must be on transcript paper or stamped and signed by a university official)
- a copy of your passport particulars page
- [English Proficiency Form](#)

**You do NOT** need to send the academic information form, an essay, letter of recommendation, CV/resume, or anything else. We will ask you to provide your preliminary course selection in mid April or mid October on a separate web system, and we will send information and instructions later.

- Fill out the **Certification of Financial Responsibility form** (<https://utexas.box.com/v/exchange2017-2018>) completely, accurately and legibly. Proof of funding for at least US \$8,750 per semester is required; a bank can certify the bottom of the CFR *or* you can attach a bank statement in English. This dollar amount will be used on the DS 2019 form, and you are required to present proof of availability when applying for your J-1 visa, so keep a copy for yourself. Upload the signed financial support form and documentation in English, as a single PDF. Documentation must show a specific amount available for use; letters of solvency are not sufficient, nor are funds that are part of non-U.S. investments (stocks, bonds, retirement, etc.). If the financial document belongs to someone other than the student, then the owner of the bank account **MUST** sign the sponsor's section of the CFR.
- Upload your **official stamped/signed academic transcript** (as a single PDF), and separately a copy of your **passport** particulars page.
- Complete the [English Proficiency Form](#), and upload it as a "Miscellaneous Admissions Document"

9. Email [BBAInternationalPrograms@mcombs.utexas.edu](mailto:BBAInternationalPrograms@mcombs.utexas.edu) when you have completed everything; include your UT EID.

- SUBMIT your application; must save and SUBMIT
- Wait 24 hours before uploading any documents
- Complete the Certification of Financial Responsibility form and upload it and other documentation as a **SINGLE DOCUMENT PDF!** Must be in English or have an official translation
- Upload your academic transcript (**must** be on transcript paper or stamped and signed by a university official)
- Upload your passport copy
- Complete English Proficiency Form
- Email us when everything has been uploaded; include your UT EID

*IMPORTANT: After you have applied, your application may continue to say “incomplete” until your admission is fully processed. Additionally, you may not be able to see some or all documents that you’ve uploaded to your application. If there are any problems, we will contact you directly.*

*The application says to contact your exchange coordinator for more instructions; that means to follow all the information and instructions we send you.*

## NOTES

### EXPLANATION OF VISA PROCEDURE

The on-line application, transcript, and financial support forms you submit will be used to create the DS-2019 document, which gives you permission to be here as an exchange student with a J-1 visa. The University has authorization from the government to produce these, which takes at least a month, and requires very careful handling of each one. UT also registers you onto the SEVIS system as part of the process in generating the DS-2019.

The DS-2019 and additional information will be sent to your study abroad coordinator in late May or late November. Once you receive it, you will most likely make an appointment with the U.S. Consulate or Embassy nearest you (different locations have different policies). For a listing of U.S. Embassies and Consulates, visit <http://usembassy.state.gov/> Take your passport, DS-2019, proof of financial support form and documentation, any other documents required, the SEVIS fee and visa application fee, and obtain your J-1 visa.

### TO DO LATER: MEDICAL FORM

In order to study at a university in the state of Texas, students must demonstrate via specific documentation from UT’s University Health Services (UHS) that they have met certain immunization requirements. You will need to print the [TB and Vaccination History for international Students](#) form and have your healthcare provider complete and sign it. **Please bring the completed Immunization Form and associated documentation with you to Austin, do not send it in advance.**

Note that you will need to complete **tuberculin/TB screening in Austin** at University Health Services. During Orientation, clinics will be held in addition to regular hours to give these tests. The Health Center must also review your proof of required immunizations before you can register. If you have not had the required immunizations already, they are available at University Health Services for about \$70 each.

### TO DO LATER: HEALTH INSURANCE

All international and exchange students are required to have health insurance coverage during their exchange semester(s). Students are automatically signed

## CHECKLIST FOR LATER

- Bring your completed TB and Vaccination History Form with you to Austin
  
- Complete tuberculin screening at UT; obtain any missing immunizations

up and charged for the UT Student Health Insurance. As of Spring 2015, there is **no option for J-1 exchange students to waive out of the UT provided insurance.**

**TO DO LATER: PRELIMINARY COURSE REQUESTS**

We will contact you in April or October for letting us know a preliminary list of courses you would like to take during your exchange at UT. You'll do this with a separate online system.

Please see our website for more information, <https://my.mcombs.utexas.edu/My/BBA/IP/Exchange/Preparing>, including course information, housing information, insurance requirements, and more.

## **CHECKLIST FOR LATER**

- Log in preliminary course requests; instructions will be sent later