



University of Wisconsin-Eau Claire

Fall 2018-Spring 2019

Greetings from Eau Claire, Wisconsin to our exchange coordinators and exchange students!

Enclosed is application information for exchange students who will be attending the University of Wisconsin – Eau Claire (UWEC)!

Exchange Student Application:

All exchange students will apply to UW-Eau Claire using an online application.

- The online application can be accessed at: <https://apply.wisconsin.edu/>.
- We have created helpful step-by-step instructions for your students, and can be downloaded at: <http://www.uwec.edu/CIE/divisions/services/apply.htm>.
- Exchange students DO NOT pay the online application fee.
- You also need to submit original documents via the post/mail directly to the Center for International Education at UW-Eau Claire, in addition to the online application. **Please see last page for checklist!**

English Proficiency Expectation:

Students are expected to submit English proficiency if they plan on taking non ESL academic coursework. Students are able to demonstrate English proficiency in one of four ways:

1. TOEFL (75ibt/ or 541 institutional) or
 2. IELTS (6.0) score
 3. Demonstrate successful completion of a CEFR (Common European Framework) C1 English course on an official transcript
 4. Instruction of home university is in English *Please note: Attestation of English language is still required
- Students who do not submit English Proficiency or have a score less than 75ibt or equivalency will take an English as a Second Language placement test during orientation. Students may be recommended ESL courses based on their result.
 - The University of Wisconsin-Eau Claire is unfortunately unable to accommodate students with a TOEFL equivalency below 449.
 - Please note: **All students are required to demonstrate Attestation of English Language** which is required for your visa. This form can be found on here: <http://www.uwec.edu/CIE/divisions/services/apply.htm>

Housing Deposit:

Payment of \$75 (non-refundable) is required for students to reserve housing.

- Payment must be made only **after** the student submits the UW-Eau Claire online application.
- If housing is covered under the exchange, the deposit will be applied toward other UW-Eau Claire fees.

Students **MUST** pay the housing deposit. Students must also complete the online housing application form to be placed in UWEC housing. Students will receive a link to the housing application upon acceptance from admissions.

Course Selection:

- For possible course schedules and offerings at UW-Eau Claire, students can browse the class schedule as a guest. See directions www.uwec.edu/registrar/schedules/index.htm. Please note that these are just possible class selections. Not all courses may be available.
- Once accepted to UW-Eau Claire, students can expect an email from a UW-Eau Claire Academic Adviser who will assist in registering students for classes.
- Students are encouraged to set up email as soon as possible, and check their emails regularly to assist in this process.
- Students should be prepared to be flexible and work with their home university for coursework substitutions as needed.

DS-2019 Immigration Document:

- Upon acceptance to UW-Eau Claire, the student will receive a DS-2019, along with other helpful information in their acceptance packet.
- The DS-2019 will allow the student to apply at a U.S. embassy/consulate for their J-1 student visa.
- To enter the United States, the student will need their DS-2019, passport and student visa.
- Students and Exchange Coordinators should contact their local U.S. embassy/consulate to determine if there are other requirements specific to their country.

SEVIS Fee:

There is a SEVIS fee imposed by the United States Citizenship & Immigration Services (USCIS). The U.S. government requires this fee for all J-1 students.

- The student needs to pay this fee before their visa interview.
- The student should bring the SEVIS fee payment receipt with them to their visa interview and keep this receipt with them when entering the United States.
- For more detailed information on the fee payment process, go to the SEVIS website: <http://www.ice.gov/sevis>.

Mandatory Health Insurance:

All exchange students are required to purchase University of Wisconsin System's Student Accident & Sickness Insurance Policy. The cost for the Accident & Sickness Insurance Policy is approximately \$900 per semester.

Limited or restricted coursework:

- Unfortunately, UW – Eau Claire is unable to welcome exchange students in **graduate programs**.
- Unfortunately, exchange students studying at UW-Eau Claire are not allowed to take course work in **nursing**.
- Before completing an application for study in **accounting or finance**, please send a detailed course / module description for your Introduction to Accounting and Introduction to Finance courses to Inbound/Outbound Mobility Coordinator Rachel Steuer, steuerra@uwec.edu, to determine if they meet UWEC requirements for enrolling in further accounting and finance courses. There may be limited opportunities for specific Accounting and Finance coursework, due to pre-requisite material required of students studying U.S. accounting and finance methods.

Services for Students with Disabilities

Please be aware that UW-Eau Claire has an office that can assist in providing a variety of services and accommodations to insure both facilities and programs are accessible to all students. The Services for Students with Disabilities office works with students, faculty, staff, and community partners to facilitate provision of services and accommodations. You can find out more here:

<https://www.uwec.edu/SSD/index.htm>. If you are a student in possible need of services or accommodations, please email the Inbound/Outbound Mobility Coordinator, Rachel Steuer, at steuerra@uwec.edu and she will assist in connecting you to the office. Students are encouraged to contact Rachel during the application process prior to the arrival to UW-Eau Claire.

Application Checklist

Immigration documents will not be created and students will not be registered for courses until all fees and forms are submitted and processed. All forms can be found at:

<http://www.uwec.edu/CIE/divisions/services/apply.htm>

- A completed UW-Eau Claire online application. See **Exchange Program Application Instructions** on the website listed above for step-by-step instructions.
- Original or certified true copies of your university academic records listing courses taken and grades from your home university. These copies must have an official stamp and signature from a university official. You must submit both original language and English translation.
- A completed **Financial Statement Form** and supporting documents is required to provide proof of financial support. Proof usually is certified bank statements. **We are unable to take uncertified photocopies of bank documents.** Your bank or university may certify photocopies as true.
- A copy of the photo page of your passport.
- Attestation of English Language Proficiency** signed by your home university. This is required for your visa, even if you are a native English speaker. There is a link to the attestation on the website; OR a copy of your English placement test (only if available) or successful completion of a CEFR C1 English course on a transcript. Students who do not submit English placement will take the ESL placement exam at orientation.
- An official transcript of all courses taken in the U.S., including language courses (if applicable).
- Payment of \$75 (nonrefundable) is required for students to reserve housing. Payment must be made only after the student submits the UW-Eau Claire online application **and is accepted**. Once admitted, please see the **Payment methods link** <http://www.uwec.edu/Busoff/studentfinancials/cashier.htm> for instructions on paying this deposit. Please note there is a **wire transfer option** available that is listed on this page. Read carefully for instructions. Additional payments can be made when the student arrives.

Send all materials by October 15 (Spring Semester) / March 1 (Fall Semester) to:

**International Adviser
University of Wisconsin-Eau Claire
Center for International Education, Schofield 3
105 Garfield Avenue
Eau Claire, WI 54702-4004 U.S.A**

We look forward to welcoming your students to UW-Eau Claire!!

Sincerely,
Center for International Education
exchange@uwec.edu