

## International Exchange Student Checklist

*A completed application to Washington & Jefferson College must contain the following documents:*

- Exchange Student Admissions Application
- One letter of recommendation from a current professor
- Financial Certification Form, including notarized bank statement
- One recent photograph – head and shoulders
- Short essay, in English, explaining your reasons for wanting to study at Washington & Jefferson College
- Proof of English Language Proficiency (TOEFL official score report, IELTS official score report, DuoLingo official score report)
- Copy of photo page of passport
- Official transcript with your university's seal
- Housing Preference Form
- Copy of academic schedule, showing the courses in which you are currently enrolled

**Please email your application to [studyabroad@washjeff.edu](mailto:studyabroad@washjeff.edu). No hard copy is required.**

To be submitted separately by the date on the form:

- Course Selection Form

## Exchange Student Admissions Application

Application deadlines: March 15 – Fall Semester or Academic Year

October 15 – Spring Semester or Calendar Year

- We must receive all completed items before an application is considered complete.
- Once your application is complete and approved, you will receive a packet of information relating to your program of study at Washington & Jefferson College along with your I-20 and acceptance letter.

### 1. PERSONAL & LEGAL DATA *(PLEASE PRINT CLEARLY!)*

Full Legal Name \_\_\_\_\_  
Last (family or surname)
First
Middle

Preferred Name (Optional) \_\_\_\_\_

Birthplace \_\_\_\_\_ Birthday \_\_\_\_\_  
City
Country
(written out)
Present Age  
*example: June 13th, 2002*

Gender:  Male  Female Citizen of: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Legal permanent resident of \_\_\_\_\_

Passport number: \_\_\_\_\_ Social Security Number (if applicable) \_\_\_\_\_

Are you an American citizen? (yes/no) \_\_\_\_\_ Are you an American permanent resident (“green card” holder)? (yes/no) \_\_\_\_\_

### 2. ACADEMIC DATA

- I will be attending the entire Academic Year (LIST YEAR) \_\_\_\_\_ (late August to mid-May)
- I will be attending fall semester. (LIST YEAR): \_\_\_\_\_ (late August to mid-December)
- I will be attending spring semester (LIST YEAR): \_\_\_\_\_ (late January to mid-May)
- I will be attending calendar year (LIST YEAR): \_\_\_\_\_ (late January to mid-May; late August to mid-December; please note that exchange students choosing this option would typically be expected to go home for the summer.)

Primary area of study at home institution (i.e. business, psychology): \_\_\_\_\_

I am in my \_\_\_\_\_ (example: 3<sup>rd</sup>) year of undergraduate study.

**Complete this section only if you are not a native speaker of English.**

Have you ever visited the U.S. before?  No  Yes If yes, when and for how long? \_\_\_\_\_

Number of Semesters you have studied English at the undergraduate university level: \_\_\_\_\_

How would you rate your level of competence in English:  Elementary  Intermediate  Advanced

TOEFL score \_\_\_\_\_ Date tested \_\_\_\_\_ SAT score (if applicable) \_\_\_\_\_ Date tested \_\_\_\_\_

### 3. RELEVANT ADDRESSES & EMERGENCY CONTACT INFORMATION

**Current Address Where Acceptance Materials Can Be Sent:**

Please use your personal address. We cannot send materials to your institution's international office.

Street: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Personal Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Permanent Home Address For Visa Purposes:**

Street: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Emergency Contact Information:** (same address as your permanent address? Check one: \_\_\_yes\_\_\_no)

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 4. INFORMATION ABOUT YOUR UNIVERSITY & ADVISOR

University Name \_\_\_\_\_

Type of Exchange Program (please consult with your advisor): \_\_\_Full Exchange \_\_\_Tuition & Room \_\_\_Tuition Only

Contact Person & Office/Department Name \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

## LETTER OF RECOMMENDATION

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### TO THE STUDENT:

Fill in the information below and give this form to a current professor, to be returned to you upon completion. Enclose the completed Letter of Recommendation with your Application for Admission. *If your professor has completed a letter of recommendation in English for your home school's selection process, you may submit that letter instead.*

Student Name:

Street Address:

City/State/Zip:

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### TO THE RECOMMENDER:

Washington & Jefferson College finds candid evaluations helpful for highly qualified students. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college life in the U.S. If you prefer, you may attach a letter addressing the questions listed in this form.

Please return this sheet to the applicant, for inclusion in his or her application packet. If you prefer, you may return the recommendation to the student in a sealed envelope, to be opened only by your university's international office.

Name: (please print or type)

Position:

College /University:

### BACKGROUND INFORMATION

How long have you known this student and in what context?

List the course(s) you have taught this student:

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the student's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, and enthusiasm.

**RATINGS**

Compared to other university students whom you have taught, check how you would rate this student in terms of academic skills and potential

	Unable to Evaluate	Low	Acceptable	Very Good	Excellent
Creative, original thought					
Motivation					
Independence, initiative					
Intellectual ability					
Academic achievement					
Written expression of ideas					
English skills					
Effective class discussion					
Disciplined work habits					

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**Signature**

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**Date**

*Washington & Jefferson College*  
**OFFICE OF INTERNATIONAL PROGRAMS**

**Fees & Expenses**

All students coming to the US to study in F-1 status must show sufficient funding in order to be issued a form I-20, needed to obtain an F-1 student visa. This is a federal requirement, not a W&J requirement.

*We endeavor to supply the most accurate costs but changes are possible.*

Item	1 semester	1 year	Description/Comment
Tuition*	\$24,806	\$49,612	<b>Does not apply to exchange students.</b>
<b>Housing*</b>	<b>\$3,968</b>	<b>\$7,936</b>	Exchange students are typically placed in double-occupancy rooms with an American roommate.
<b>Meals (Board)</b>	<b>\$ 2,670</b> <b>15 meals</b>  <b>\$2,794</b> <b>19 meals</b>	<b>\$5,340</b> <b>15 meals</b>  <b>\$5,588</b> <b>19 meals</b>	Includes <u>15</u> , or <u>19</u> , meals, respectively, per week at campus dining hall and includes the ability to dine over fall, spring and Thanksgiving breaks as applicable. Students have the option to choose which meal plan is best for them. Students on Full Exchanges automatically receive the 19-Extended-Meal-Plan. Note that some rooms have an air conditioner. If your room has an air conditioner, there will be a \$50 fee.
<b>Student Activity, Health and Services Fees</b>	<b>\$290</b>	<b>\$580</b>	Allows student to attend all on-campus activities and events free of charge. Allows student access to health and counseling services.
<b>One-Time Orientation Fee</b>	<b>\$100</b>	<b>\$100</b>	This fee is applied to your bill only once to cover the orientation process expenses. Full-year students pay this fee only during their first semester.
Personal Expenses**	\$600	\$1,200	Telephone calls, personal hygiene products, extra food/beverage costs (at local restaurants or grocery stores), entertainment and recreation, etc.
Textbooks	\$400	\$800	These are approximations and depend on the courses selected. <b>TEXTBOOKS ARE NOT AVAILABLE IN THE LIBRARY.</b>
Personal Travel**	\$400	\$800	These are approximations and depend on personal travel habits.
<b>Health Insurance</b>	<b>\$460</b>	<b>\$1,265</b>	You are required to purchase health insurance for use during your time in the US. Current cost is \$115/month, which may increase slightly. Students pay the full cost in their first semester on campus. You must enroll on our plan – we cannot waive the requirement even if you have alternate insurance. Calendar year students need to pay for 12 months to ensure continuous coverage.

**Notes**

\*Students selecting options other than the standard double room will be billed according to their selection. Upgraded housing may not be available.

\*\*These are approximations and depend on each student's personal spending and travel habits

- Only items in the above chart that are in **bold** will appear on the student bill, if applicable. The other items need to be included in the total funding that students must show to be issued an I-20, but are not billable.
- Some courses have additional materials or instructions fees, such as science courses taught in a laboratory, or private music lessons.

**See next page for the amount of funding that you need to show to come to W&J**

*Washington & Jefferson College*  
**OFFICE OF INTERNATIONAL PROGRAMS**

**Fees & Expenses**

**Visiting & exchange students need financial resources to meet the following categories:**  
 (please consult with your home institution to determine which category applies to you)

Exchange Category:	Full Exchange	Tuition & Room	Tuition & Partial Room	Tuition-Only	Tuition, Room and Board
			<i>Full Year Only</i>		Fees apply
<b>Billable Items:</b>	health insurance	health insurance	health insurance	health insurance	health insurance
		meals (based on 15 meal plan)	meals (based on 15 meal plan)	meals (based on 15 meal plan)	
		student fees	student fees	student fees	student fees
		orientation	orientation	orientation	orientation
			housing (1 semester costs)	housing	
<b>Other items:</b>	personal expenses	personal expenses	personal expenses	personal expenses	personal expenses
	textbooks	textbooks	textbooks	textbooks	textbooks
	personal travel	personal travel	personal travel	personal travel	personal travel
<b>Total Funding to Show:</b>					
<b>One Semester</b>	<b>\$1,860</b>	<b>\$4,920</b>	<b>not applicable</b>	<b>\$ 8,888</b>	<b>\$ 2,250</b>
<b>Academic Year</b>	<b>\$4,065</b>	<b>\$ 10,085</b>	<b>\$ 14,053</b>	<b>\$ 18,021</b>	<b>\$ 4,745</b>

Here are some helpful websites to explore as you begin thinking about obtaining an F-1 student visa:

- <https://studyinthestates.dhs.gov/students>
- <https://travel.state.gov/content/travel/en/us-visas.html>

**Financial Certification Form**

You are required to certify that you will have adequate financial support for your program of study per visa regulations. Complete support for term(s) at W&J must be guaranteed. Student visa applications cannot be processed until you have completed this form satisfactorily and return it to the Office of Study Abroad, and are issued a form I-20. Please complete items 1, 2 and 3 below. See the "Fees & Expenses" document for details on the required amount of funding.

**1. STATEMENT BY APPLICANT** - Sources of Financial Support

Student's personal funds: \_\_\_\_\_  
Funds from parent/guardian: \_\_\_\_\_  
Funds from another source (indicate type and source below) \_\_\_\_\_  
\_\_\_\_\_

**Amount Assured for Semester or Year Abroad:** \_\_\_\_\_

I certify that the amounts shown above will be available for my term of study abroad.

\_\_\_\_\_  
Applicant's name (please print)

\_\_\_\_\_  
Applicant's signature

**2. ATTESTATION BY PARENT/GUARDIAN/SPONSOR**

I, the undersigned, certify that the information given above by the applicant is true and accurate and that the funds are available and will be provided as specified in this form.

Name of person guaranteeing funds: \_\_\_\_\_  
PRINT FULL LEGAL NAME

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Permanent home address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. CERTIFICATION BY BANK OFFICIAL**

I, the undersigned, certify that the applicant or the person guaranteeing funds for the applicant has been a client at this financial institution since \_\_\_\_\_ and, to the best of my knowledge, has adequate resources to provide funds as specified in this form. ***\*An official bank statement or letter from your bank on bank letterhead MUST be sent with this form.\**** The bank statement or letter can be yours or your sponsor's, or a combination, but must show at least the amount of funding indicated on the "Fees & Expenses" form. If you or your sponsor are not comfortable including a bank statement, a letter from the bank stating that you or your sponsor have more than the required amount (the amount must be specified, i.e. "this client has funds in excess of \$1,798 in their bank account"), is also acceptable.

Name of bank official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of bank: \_\_\_\_\_

Address: \_\_\_\_\_

## **COURSE SELECTION FORM INSTRUCTIONS**

### **Finding Course Information**

You can search for available courses on W&J's WebAdvisor site. Please do not use the College Catalog to search for courses as not all courses may be offered in a given semester.

To access WebAdvisor:

1. Go to [webadvisor.washjeff.edu](http://webadvisor.washjeff.edu)
2. Click the "Students" box on the right side of the page.
3. Click "Search for Sections" on the following page.
4. Under "Term" select the semester you will be studying at W&J.
5. Under "Subjects" select the course subjects you wish to take (or leave blank to get a listing of all available courses).
6. Click "Submit" at the bottom of the page.
7. To see the description of a course and its prerequisites, click on the course name.

**Please note** that fall semester courses are posted in late March or early April; spring semester courses are posted at end of October. Please select courses after this point. Please see Academic Calendar for dates: <https://www.washjeff.edu/academic-calendar> **Fall 2022 Courses will be posted on March 27, 2022.**

### **Placements**

All exchange and visiting students are asked to complete a math placement regardless of courses selected. This is a 30 question placement that is not graded. The math placement is available by logging on [sakai.washjeff.edu/](http://sakai.washjeff.edu/) with your W&J credentials. Select "Math Placement" tab at the top, then "Test & Quizzes." On the following page, click "Math Placement" under "Take an Assessment".

Students wishing to take a new language may be asked to complete a language placement. Your advisor will notify you if this is required.

### **Selecting Courses**

- **You may not take First Year Seminar (FYS) or Military Science (MSC) courses.** You may select Physical Education (PED) courses, but these should only be taken in addition to your full-time academic course load.
- **Some courses have prerequisites.** Click on the course title for its prerequisites. We will need to ensure you have met those prerequisites and have sufficient background knowledge before we can enroll you in the course.
- **A normal course load is 12 – 16 credits.** Please consult with your home university to see whether there are a minimum number of credits you must take. In order to maintain full-time enrollment for your student visa, you must take at least 12 credits per semester; however, you may take up to 16 credits. One course is typically worth 4 credits, but the number of credits may vary.
- **Select an appropriate course level.** Typically, first-year students take courses numbered 100–199; second-year students take courses numbered 200-299, etc. 400-level courses are considered very advanced and require extensive background in the subject matter.
- **W&J students typically take no more than two courses per semester in a single subject.** To have a balanced course load, we recommend you select no more than two courses from a single subject.
- **We encourage you to explore courses that you can't take at your home university.** With your advisor's approval, we encourage you to take courses that you wouldn't otherwise have access to. In particular, we suggest taking courses in American literature, American history, etc., to maximize your educational experience.

## COURSE SELECTION FORM

Full Name: \_\_\_\_\_ Home University: \_\_\_\_\_

- Select 4 preferred courses and 4 alternates in order of preference. Alternate courses **MUST** be selected.
- Fill out all course information requested. Missing information may delay registration.
- Submit this form by the due date listed at the bottom. Late submissions may limit course availability.
- **Fall 2022 Courses will be posted on March 27, 2022. Please select after this date.**

### PREFERRED COURSES:

Section Name and Title	Meeting Information	Faculty
<i>Example:</i> PHY-101-01, Introduction to Physics	Monday, Wednesday, Friday 10:30AM - 11:35AM	W. Sheers

### ALERNATE COURSES:

Section Name and Title	Meeting Information	Faculty
<i>Example:</i> PHY-101-01, Introduction to Physics	Monday, Wednesday, Friday 10:30AM - 11:35AM	W. Sheers

### COMMENTS:

This form should be submitted to [StudyAbroad@washjeff.edu](mailto:StudyAbroad@washjeff.edu) by **April 1, 2022 for Fall 2022.**



## International Student Housing Preference Form

### General Information and Student Contact Information

The Office of Residence Life uses the information you provide on this form when making room assignments. We do our best to match you with a roommate that fits your preferences. Please answer honestly and thoroughly. We will try our best to accommodate your requests.

Please provide your Contact Information below:

Name:

Gender:

Date of Birth:

Home and State or Country of Origin:

Cell Phone (if applicable):

Email:

Housing Preference Form:

1. I prefer to study:

- with noise/music
- without noise/music
- No preference

2. I usually study:

- Outside of my room
- In my room
- No preference

3. Sleeping Habits:

- I prefer to go to bed by midnight
- I prefer to go to bed after midnight
- No preference

4. On the weekends:

- I prefer to go out
- I prefer to stay on campus
- No preference (3)

5a. Smoking Habits:

(All campus buildings, including residential buildings are non-smoking areas. Smoking is not permitted within 20 feet of any residential building. You may view this policy within the Student Handbook. )

- I smoke
- I do not smoke

5b. I would prefer:

- Roommate who smokes
- Roommate who does not smoke
- No preference

6. When it comes to my living space:

- I do mind a messy room
- I do not mind a messy room
- No preference

7. Please provide any additional comments that you would like to include:



## International Student Dietary Information Form

So that we can do our best to accommodate you during International Student Orientation and other events offered by the Office of International Programs, please tell us a little about you.

**Name:** (please write clearly): \_\_\_\_\_

**Please check any boxes that apply to you:**

I am vegetarian.	<input type="checkbox"/>
I am vegan.	<input type="checkbox"/>
I do not eat beef.	<input type="checkbox"/>
I do not eat pork.	<input type="checkbox"/>
I require kosher meals.	<input type="checkbox"/>

**I am allergic to the following foods:** \_\_\_\_\_

**I have the following dietary restrictions:** \_\_\_\_\_

Additional comments or information that you may wish to share:

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Thank you for completing this form. We are so pleased to count you as part of the W&J community!