

## Incoming Exchange Student Application Check List

Please submit (via email) the following completed items by the listed deadlines:

Deadline 1	Fall Semester: May 1	Spring Semester: October 1
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- \_\_\_\_\_ UNF Exchange Student **Application Form**
- \_\_\_\_\_ **Letter of good academic standing** from partner university attesting that the student is in good academic standing at their university.
- \_\_\_\_\_ **Proof of English Language Proficiency.** This can be: (1) a letter from partner university that the student is proficient in English to be successful in classes at UNF, or (2) TOEFL, IELTS, or any UNF Indicator of English Language Proficiency. For more details, see our [website](#).
- \_\_\_\_\_ Official copies of student's **University transcripts** for reference regarding any possible pre-requisite courses needed for UNF courses.

Deadline 2	Fall Semester: June 1	Spring Semester: October 15
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- \_\_\_\_\_ **Immunization Form.** For the form, see our [website](#). The student should get the immunization form completed in their home country, and NOT wait until they come to Jacksonville. Students cannot register for classes until this form is submitted and approved, so we recommend that they send this form in as soon as possible.
- \_\_\_\_\_ **Health insurance** is required by the U.S. Department of State for J-1 exchange students. Students may either (1) purchase UNF Health Insurance or (2) submit documentation proving alternative health insurance that meets designated standards. ALL students should download and complete the International Student Insurance Agreement Form found at the following link. For detailed questions regarding insurance requirements, refer to the UNF Medical Compliance Office [website](#). More instructions about insurance will be sent once a student completes the first part of the exchange process and receives a UNF student ID number (N#). If the insurance process is not taken care of, a hold will be placed on the student's account, and they will not be able to register for classes.
- \_\_\_\_\_ **Affidavit and Passport Bio Page.** For immigration purposes, in order for us to send the Form DS-2019 so the student can apply for the J-1 student visa, we need (1) the Affidavit of Financial Support which can be found [here](#). Exchange students need to show proof of funds in the amount of \$8,500 USD for 1 semester or \$17,000 for 1 year, so students/sponsors should fill out the Affidavit form indicating these available funds. We also need (2) a scanned copy of the student's passport bio page.
- \_\_\_\_\_ **Housing Applications.** In order to sign up for UNF on campus housing, students will need to have a UNF Student I.D. Number. This number will be given to the student by the UNF International Center. The sooner a student submits their online housing contract, the better, because rooms fill up fast. For more information, see the following links:
  - [Housing Contract](#)
  - [Housing Prices](#)
  - [Room layouts](#)
  - [UNF Housing website](#)