

## Incoming Exchange Student Application 2011-2012

### Instructions

Please arrange for Marquette to receive all original signed documents before the admission deadline. Faxed copies are not adequate. Your home university officer should send all of your application materials to the Marquette exchange coordinator below.

Upon receipt of your materials, Marquette will decide on your admission and will issue the government DS-2019 document you will need to obtain a student visa for entry into the US. We will send an acceptance packet with your DS-2019 visa documents to the International Relations office at your university, along with additional information about your arrival and enrollment at Marquette.

#### The name and address of Marquette's J-1 Exchange Program Coordinators are:

##### Business students/units:

Dr. Jamshid Hosseini  
Director of International Business Programs  
College of Business Administration  
Marquette University  
606 N. 13th Street.  
Milwaukee, WI 53233 USA  
Telephone +1 414 288 3433 Fax +1 414 288 1660  
Email: jamshid.hosseini@marquette.edu

##### Non-business students/units:

Blake Ward  
Office of International Education, AMU 425  
Marquette University  
1441 W. Wisconsin Ave.  
Milwaukee, WI 53233 USA  
Telephone +1 414 288 7289  
Fax +1 414 288 3701  
Email: blake.ward@marquette.edu

### APPLICATION CHECKLIST

- Completed Marquette University Application Form  
*(This form must be signed and dated by the International Relation Office of your University).*
- Transcripts (grade sheets/evaluations forms, etc.)
- Completed Financial Support Information
  - A formal letter from the bank of the student (or his/her sponsors), indicating a balance of at least \$5,200 for one semester or \$10,400 for the academic year.
- Completed Course Requests
- An official letter certifying that the student is currently enrolled at your university/institution. (Please be sure to use your official letterhead and sign and date this letter).
- For students whose first language is not English, confirmation of the student's English Language proficiency is required. This evidence may include one or more of the following:
  - a. Internet TOEFL score (iBT), minimum of 80 overall, with minimum score of 20 in each category
  - c. IELTS 6.0, with no section lower than 5.5
- Two "passport sized" photos (2cm x 3cm)

#### Please note:

The deadline for application for the fall semester and full academic year is strictly April 15. Although applications arriving after April 15th may be processed, housing is not guaranteed. **No applications will be processed after June 1st.**

The deadline for the Spring semester is November 15th. **No applications will be processed after this date.**

**NOTICE: THIS CHECKLIST MUST BE COMPLETED BY YOUR UNIVERSITY'S EXCHANGE CONTACT PERSON AND INCLUDED WITH YOUR APPLICATION.**

\_\_\_\_\_  
Signature of University Exchange Contact

\_\_\_\_\_  
Home Institution Name

\_\_\_\_\_  
Date

STUDENT INFORMATION

Surname or Family name \_\_\_\_\_ Given name \_\_\_\_\_

Home Institution: \_\_\_\_\_

Major Field(s) of Study: \_\_\_\_\_

Period of Enrollment at Marquette
[ ] Fall Semester, August 20 \_\_\_\_
[ ] Spring Semester, January 20 \_\_\_\_
[ ] Full Year, Fall 20 \_\_\_\_ and Spring 20 \_\_\_\_

Academic Level of Enrollment: \_\_\_\_ Undergraduate \_\_\_\_ Graduate \_\_\_\_

How many years of full time study will you have completed before enrolling at MU? \_\_\_\_\_

Date of birth: \_\_\_\_\_ (MM/DD/YY) Gender [ ] Male [ ] Female

City of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Country of legal permanent residence: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ Country of passport: \_\_\_\_\_

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

Current mailing address (Exactly as you want us to type it on all of our mail to you).

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

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

Permanent address

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

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

Telephone (include country and city codes): \_\_\_\_\_

Fax number (if any): \_\_\_\_\_

Do you plan to bring a spouse and/or children with you? [ ] Yes [ ] No

(If yes, we will ask you for additional required information.)

What is or was your most recent student status in your country of legal residence: [ ] Undergraduate [ ] Graduate [ ] Other (explain below)

\_\_\_\_\_  
\_\_\_\_\_

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### Emergency contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Languages Spoken Well \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

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

Day Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Evening Phone \_\_\_\_\_

### FINANCIAL SUPPORT

How many U.S. dollars will be available to you for your period of study at Marquette: \$ \_\_\_\_\_

What is the source of those funds? \_\_\_\_\_

"I certify that the information I have given in this application is complete and correct to the best of my knowledge and belief. I understand that the materials submitted as part of my application become the property of Marquette University."

"The required exchange student materials regarding academic preparedness, English proficiency, financial support, and home institution enrollment are enclosed with this completed application form."

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Financial Sponsor

Message to the Financial Sponsor:

The estimated normal costs of living and studying at Marquette University are indicated on an accompanying paper titled Fact Sheet. Some students spend much more money and others spend a little less. If you will provide full financial support for this student during the indicated period of study at Marquette, please complete and sign the following statement. **You will also need to provide a letter from your bank to document the availability of the indicated funds.**

"I will be the financial sponsor of this student (name of the student), \_\_\_\_\_ to pay the full expenses of his or her living and studying in the United States during the time period of \_\_\_\_\_. I understand that the normal costs during that period of time are estimated at United States dollars \$\_\_\_\_\_."

My relationship to this student is as follows: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

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

## ACCOMODATION REQUEST

Most incoming exchange students live in the Global Village, housed in the Campus Town Apartments building. Campus Town is a very convenient place to live while studying at Marquette University. The apartments are fully furnished and heating and water utilities are included in the rental fee. Apartments contain two double bedrooms, which are large enough to be shared by two students each. Additional information may be found at [www.marquette.edu/orl/apartments/global-village.shtml](http://www.marquette.edu/orl/apartments/global-village.shtml).

- I would like to live in the Global Village.  
 I will arrange my own housing.

## COURSE REQUEST FORM

**Student Name** \_\_\_\_\_ **Major** \_\_\_\_\_

**Home Institution** \_\_\_\_\_

**Important:** Exchange students must register for, and complete, a minimum of 12 undergraduate (or 7 graduate) credits to maintain legal visa status.

1. Select at least 6 courses (18 credits) for the upcoming term from <http://www.marquette.edu/mucentral/registrar/snapshot>
  - a. If you need further descriptions, you can read the course descriptions at [http://www.marquette.edu/cur\\_students/bulletin.shtml](http://www.marquette.edu/cur_students/bulletin.shtml)
  - b. Make sure that you are selecting courses that are 4999 and lower and that they are at least 3 credits
2. Discuss with your advisor to get approval for your courses BEFORE you send us this form.
3. Business exchange students are not allowed to take LEAD, EXBU and ORLE courses.

Course Title	Course No.	Advisor Initials	Is this class Mandatory?
<b>Example</b> <i>Introduction to Marketing</i>	<i>MARK 3001</i>	<i>PP</i>	Yes / No
1.			Yes / No
2.			Yes / No
3.			Yes / No
4.			Yes / No
5.			Yes / No
6.			Yes / No
7.			Yes / No
8.			Yes / No
9.			Yes / No

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## HOME INSTITUTION ENDORSEMENT

"I am the exchange program officer of my institution, which is \_\_\_\_\_.

I certify that the student named \_\_\_\_\_ meets all of the requirements

of our exchange agreement with Marquette University. I am confident that this student meets the following requirements for a successful period of living and study at Marquette (please check):

- Academic Ability       Psychological Stability       Seriousness of Purpose  
 Financial Support       English Language Proficiency       Timely Application

I recommend admission of this student for the indicated program and period of study."

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer's Printed Name

## MARQUETTE UNIVERSITY ADMISSION ACTION - Please do not write in section below

"I am the Marquette Exchange Program Coordinator for this prospective exchange visitor. The student named above is hereby admitted to full-time non-degree \_\_\_\_ undergraduate or \_\_\_\_graduate studies for the indicated \_\_\_\_\_ semester(s) of the academic year 20\_\_\_\_ - 20\_\_\_\_ .

This student is admitted for studies in the College of \_\_\_\_\_ at Marquette University.

\_\_\_\_\_  
Academic Host's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Marquette University does not discriminate in any manner contrary to law or justice on the basis of race, color, age, religion, veteran's status, sex, national origin or handicap in its educational programs or activities, including employment and admissions.

.....

Date materials first received: \_\_\_\_\_

Completed Application Form:

Academic Evidence:

English Evidence:

Financial Evidence:

Home Enrollment Evidence:

Passport Photos:

Inter-University Exchange Agreement is on file at OIE: \_\_\_\_\_

DS-2019 has been issued on \_\_\_\_\_ by \_\_\_\_\_ and sent with the following accompanying information: \_\_\_\_\_

## Fact Sheet for International Exchange Students 2011-2012

The following information is applicable for exchange students who will join Marquette University for Fall semester 2011, Spring 2012, or Summer term 2011.

### Application Deadlines

The complete set of student application materials including financial and insurance evidence must be received no later than the following dates:

- For enrollment in the summer term 2011: April 15, 2011.
- For enrollment in the fall semester 2011: April 15, 2011.
- For enrollment in the spring semester 2012: November 15, 2011

### Dates

Semester	Arrival Date	Orientation*	Classes Begin	Final Exams
Fall 2011	August 19-21	August 22-28	August 29	December 12-16
Spring 2012	January 9-10	January 11-15	January 17	May 7-12

**\*Attendance at orientation is required for exchange students. Students must arrive in time for orientation.**

### Costs (Approximates)

	Fall Semester (Aug – Dec)	Spring Semester (Jan – May)	One Academic Year (Aug – May)
Insurance	\$ 525	\$ 525	\$ 1050
Housing	\$ 1,840	\$1,840	\$ 3,680
Food	\$ 1,100	\$1,100	\$ 2,200
Books	\$ 535	\$ 535	\$ 1,070
Personal	\$ 1,200	\$ 1,200	\$ 2,400
Total	\$ 5,200/fall**	\$5,200/spring**	\$ 10,400/ academic year**

\*\*Please Note: The required bank statement must indicate that the student or the student's sponsor has, at least, the above amount in his/her (sponsor's) account.

### Health Insurance

All exchange visitors are required by United States law to have certain kinds and amounts of health insurance. To fulfill this government requirement, Marquette's exchange students must enroll in Marquette's group health insurance program for J-1 exchange visitors.

Exchange students will be covered under the Marquette plan beginning with their entry to the United States with a Marquette Form DS-2019. The cost is estimated to be \$525 per semester (\$101-105 per month, final costs will be determined in July 2011) and Marquette will charge the student's Marquette account directly, in advance, for the first period of insurance coverage. For students enrolling in the fall semester, this coverage period is August through December. For students enrolling in the spring semester, this coverage period is January through May. Payment for the initial period must be made upon arrival at Marquette. Charges for all subsequent periods of insurance (for students enrolling in the full academic year) will be automatically added to the student's account for payment at the beginning of the spring semester.

A description of the insurance plan is available upon request. There will be meetings during the student orientation program to provide more information about health insurance.