



University of Wisconsin-Eau Claire

Greetings from Eau Claire, Wisconsin to our Exchange Students and Exchange Coordinators!

Enclosed is arrival information for exchange students who will be attending the University of Wisconsin – Eau Claire (UWEC) during the **Fall 2010 semester**.

NEW!!! Exchange Student Application

All exchange students must 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: www.uwec.edu/cie/fsa/ProsStudents/exchange.htm. Exchange students DO NOT pay the online application fee.

DS-2019 Document:

Upon acceptance to UW-Eau Claire, the student will receive a DS-2019 document, 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 entry 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 a fee for all J-1 students. The student needs to pay this fee before their visa interview in order to be issued a student visa. The student should bring the SEVIS fee payment receipt with them to their visa interview. For more detailed information on the fee payment process, go to the SEVIS website: <http://www.ice.gov/sevis>.

Host Friend Program:

All students are encouraged to participate in the Host Friend Program. The Host Friend Program provides students with an early introduction to American life and culture by giving them the opportunity to stay in an American home for a few days before Orientation Week. To participate, please email Catherine Thompson at hostfriend@uwec.edu and complete the on-line student profile. The online profile must be completed by August 1st (for Fall semester) and December 15th (for Spring semester). The form is online at: www.uwec.edu/cie/fsa/StudentProfile.htm. We suggest students arrive on August 20th to participate in the Host Friend Program.

International Student Orientation Week:

Orientation begins at **8:00 am on Monday, August 23rd, 2010** and is required of all new international students. Orientation provides an overview of the university, visa regulations, course registration, and an introduction to American life. Further information about orientation will be provided in the student's acceptance packet. We suggest students arrive on August 20th to participate in the Host Friend Program.

English as a Second Language Placement Testing:

Students who do not submit a TOEFL score of 79ibt (550 pbt) or above will take an English as a Second Language placement test during orientation. Students may be recommended ESL courses based on their result.

Mandatory Health Insurance:

All exchange students are required to be covered by UWEC's Student Accident & Sickness Insurance Policy. The cost for the Accident & Sickness Insurance Policy is approximately \$500 per semester.

On-Campus Resident Information Form & Contract:

Once an exchange student is accepted, the student will receive an e-mail with the On-Campus Resident Information form and Vaccine Statement. These two documents must be completed and emailed to: housingoffice@uwec.edu by May 1st (for Fall semester) or December 1st (for Spring semester).

International Student Fee

Due to the global recession, and the resulting overall state budget reductions, the university is compelled to assess new fees to continue its operations. Beginning Fall 2010, all international students will be assessed a \$100 international student fee per semester.

Additional Payments:

Additional payments for orientation, room, meals, books, etc., can be made when the student arrives.

Application Checklist

Visa documents will not be created and students will not be registered for courses until all fees and forms are submitted and processed.

- A completed UW-Eau Claire online application (see website 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 “Course Selection” form of desired courses, with alternate selections. *Exchange students have priority registration, which begins early March (for Fall semester) and early November (for Spring semester).* To find courses that are offered for the semester that you will attend UWEC, refer to the “Course Listings” website listed on page one. Classes fill up quickly, so plan ahead. The form is available at: <http://www.uwec.edu/cie/fsa/ProsStudents/exchange.htm>
- Payment of \$600 to cover the health insurance fee (\$500) and registration deposit (\$100). The registration deposit is a down payment and will be used to help pay expenses incurred by the student, such as the orientation fee, textbook rental fee, etc. An international check or money order (obtained from your bank or post office) made payable to “UWEC” or funds may be sent by wire transfer. Please see attached document on wire transfer procedures.
- A completed “Financial Statement” form and supporting documents to provide proof of financial support. The form is available at: <http://www.uwec.edu/cie/fsa/ProsStudents/exchange.htm>
- A signed “Payment Plan Agreement” form. The form is available at: <http://www.uwec.edu/cie/fsa/ProsStudents/exchange.htm>
- A copy of the photo page of your passport.
- A copy of your TOEFL scores or other English placement test (only if available).
- An official transcript of all courses taken in the U.S., including language courses (if applicable).

Send all materials by March 1st (Fall Semester) / October 15th (Spring Semester) to:
International Student Adviser
University of Wisconsin-Eau Claire
Center for International Education, Schofield 3
105 Garfield Avenue
Eau Claire, WI 54702-4004 U.S.A.

Helpful Websites:

- www.uwec.edu (UW-Eau Claire)
- www.uwec.edu/cie (Center for International Education)
- www.uwec.edu/registrar/classSched.htm (Course Listings)
- www.uwec.edu/advising/Students/majorminor.htm (Majors & Minors offered)
- www.chippewavalley.net/ (The Chippewa Valley Convention & Visitors Bureau)

Our office looks forward to welcoming your students!

Sincerely,

Jodi B. Simek
International Student Adviser
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Krista Brown
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