

## Exchange students' policy

It is our great pleasure to share our exchange students' policy and procedure. A due date for exchange students' application is set on April 1<sup>st</sup> for the fall semester. UAFS Office of International Relations would love to welcome your student and provide the best learning experience here in Fort Smith, Arkansas. Please read the instructions below carefully, and do not hesitate to ask me questions on these policies and procedures.

### (1) Eligibility

1. A student must be registered in a degree program at a university that has an official exchange agreement with UAFS. (A current list is available online at [www.international.uafs.edu](http://www.international.uafs.edu))
2. A student must be officially nominated by your home university to participate in the exchange.
3. A student and your office must submit all of the required documents as below by the application due date.
4. Freshman cannot apply for this exchange program.
5. Student or your office need to send all application items to UAFS International Office before April 1<sup>st</sup> for fall enrollment.

### (2) Application Process and Important dates

#### April 1<sup>st</sup>: Application due date (documents must have arrived to UAFS)

1. International Student application
2. Declaration and Confirmation of Financial Resources
3. Financial statement (Certificate of Bank Balance)  
(Student's sponsor needs to prove his/her account has more than \$13000)
4. Official Transcript (Minimum GPA 2.5 required)
5. English language requirement (71IBT, 525PBT, or above)
6. Recommendation from your university  
(Nomination on your institution's letterhead for each application indicating the student's full name, the faculty or the dean to which the student has approval to apply, and the period of exchange)
7. Copy of student's personal data page on passport
8. Student immunization of MMR
9. Application for campus housing

\*All of the application items are available to download at <http://www.international.uafs.edu>

**April 15:** UAFS will send you a DS-2019 and an acceptance letter.

**April-May:** Students apply for J1 visa at US embassy

**Before or on July 15:** Skype Interview with UAFS Office of International Relations Staff

**Payment Deadline:** TBD

**August 1:** Orientation Week schedule to be emailed to students.

Students will be notified of expected date of arrival either before or during skype interview with the UAFS Office of International Relations staff. UAFS Office of International Relation is not responsible for housings for extra nights if you decided to arrive earlier. The earliest you can arrive in the US is 30 days before the semester start date by US Immigration regulation.

**UAFS Campus Tour and Mandatory Immigration and Academic Orientation-** (Scheduled for Wednesday, the week before classes begin.)

Participating in Immigration and Academic Orientation is required by US Immigration regulations. You will not be allowed to attend UAFS classes and activities if you miss this mandatory orientation. Immigration and Academic Orientation will start at 9am and a campus tour will be given at 3pm.

**Mandatory TB Test-** (To be scheduled upon arrival)

State of Arkansas requires all new international students to have TB test done. Failure to take this mandatory testing will result in academic suspension and students will be asked to live off campus with their own expense. This testing will cost \$50 and will be charged to your UAFS account.

### **(3) Registering courses at UA Fort Smith**

Most courses have limited enrollment, and course access and registration to any given course is not guaranteed, but is subject to availability, and may be subject to the approval of a UAFS academic advisor. All international students are required to visit with our academic advisors for registration. It is your responsibility to register for courses with UAFS following with guidelines provided below. It is also your responsibility to ensure that you have the required pre-requisites for courses.

**The following courses, among others, are NOT open to exchange students:**

- Courses offered at UAFS by some professional faculty members that are restricted to degree candidates in their programs
- Research project courses and thesis courses
- Special topics courses
- 3000 and 4000 level engineering courses

### **(4) Exchange period at UAFS**

A student exchange period at UAFS covers course work during the regular academic year, namely the Fall and Spring semesters, including the exam period at the end of each semester. Students are responsible for their course registration during the registration period indicated in our course catalog.

The schedule of courses for a term is available at

[https://slbanformsp01.uafs.edu:8888/pls/PRODDAD/hxskschd.FS\\_P\\_Schedule](https://slbanformsp01.uafs.edu:8888/pls/PRODDAD/hxskschd.FS_P_Schedule)

Remember to specify which term (Fall or Spring) when you look up a course. In order to have full time status at UA Fort Smith, an exchange student must register for a minimum course load of 12 credits per term (normally 4 courses).

### **(5) English Language requirement**

This fluency has to be proved by:

A score of 525 on the paper-based, 173 on the computer-based or a 71 on the Internet-based TOEFL (Test of English as a Foreign Language-institution code: 6220).

Note: This requirement may be waived for natural born citizens of the British Isles, Australia, New Zealand and Canada (except Quebec).

## **(6) Finance**

As both institutions agreed to waive tuitions, the estimated living expenses your students will need is between \$11000 and \$15000. Your students need to submit the proof of bank statement in dollar amount with \$13000 or more. This document is required by the department of Homeland Security for us to issue you a DS-2019.

## **(7) Health insurance**

Information on the compulsory UAFS international student health insurance plan is included in the Pre-departure Guide, available online at the web site. All international students are required to purchase UAFS health insurance. UAFS will waive the insurance fee if student(s) provides the UAFS Office of International Relations the coverage plan 30 days before the student's arrival to Fort Smith. J-1 student's insurance must meet the insurance requirements as stated in federal regulation 22 CFR 62.14.

## **(8) Housing**

Where you live can have a major impact on your study abroad experience. Living in the Lion's Den (UAFS Housing) puts you at the center of opportunity both socially and academically.

Website: <http://campuslife.uafs.edu/housing/lions-den>

Application:

[http://campuslife.uafs.edu/sites/campuslife.uafs.edu/files/Departments/Housing/uafs\\_housing\\_application\\_2.pdf](http://campuslife.uafs.edu/sites/campuslife.uafs.edu/files/Departments/Housing/uafs_housing_application_2.pdf)

## **(9) Mail**

If your students need to send something prior to their departures, please send items to:  
University of Arkansas – Fort Smith, Office of International Relations, 5210 Grand Avenue, PO Box 3649, Fort Smith, Arkansas, 72913-3649, USA

## **(10) Airport**

Office of International Relations will welcome your student at the Fort Smith airport and provide free transportation to the campus. This free pick-up is only available at Fort Smith airport (FSM). Fort Smith regional airport (FSM) is conveniently located in the middle of the city. It takes only 10 minutes from the airport to the campus. Fort Smith regional airport has flights to Atlanta (ATL), Memphis (MEM) and Dallas (DFW). Please remember to pick up your suitcases at the first airport in the US and recheck your suitcases.

## **(11) peerTransfer/ Flywire**

We understand that most international students are being sponsored by their parents who live overseas. The University of Arkansas - Fort Smith has partnered up with Peertransfer/ Flywire to make paying overseas easier. Please visit <https://www.peertransfer.com/school/uafs> to learn more about how to use peerTransfer/ Flywire. Once you click into this link, a tutorial is provided for you located in the top right corner. With peerTransfer/ Flywire, you can pay with credit card, debit card or make a bank transfer.

## **(12) How to contact us**

Linda Thao Morgan, International Student & Scholar Advisor  
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