



Office of International Education
UNIVERSITY OF GEORGIA

2018 Incoming Student Handbook

Exchange

APPLICATION GUIDE

- Application Timeline
- Pre-Acceptance Checklist
- Required Documents



Photo: UGA Photographic Services / Dorothy Kozlowski



**2018 Incoming Exchange Students
Application Guide**

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EDITOR-IN-CHIEF
Sue Myers Smith

MANAGING EDITORS
Aubrey Crum
Bev Vantine

LAYOUT
Rachel Hinkle

PHOTOGRAPHY
Paul Efland
Nancy Evelyn
Dorothy Kozlowski
Dot Paul
Courtney Rosen
Sue Myers Smith
Andrew Davis Tucker

ADMINISTRATION
Jere W. Morehead, President
Pamela S. Whitten, Provost
Noel Fallows, Associate Provost
for International Education

EDUCATION ABROAD
Yana Cornish, Director
Amanda El-Kadi, Advisor
Colleen Larson, Advisor
Colin McKenzie, Database Administrator
Jacob Moore, Liaison
Bev Vantine, Advisor

The University of Georgia
Office of International Education
Education Abroad
1324 S. Lumpkin St.
Athens, GA 30602
706-542-2900
goabroad@uga.edu
<http://goabroad.uga.edu>

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welcome!

The Office of International Education is happy to invite you to the University of Georgia as an incoming exchange student. UGA highly values our partnership with your home university, and we look forward to having students like you as representatives of your institution.

Exchange students whose application questions are not addressed in this handbook can email OIE Education Abroad advisors at exchange@uga.edu. The Education Abroad team wishes all students success studying abroad at the University of Georgia.

Dr. Yana A. Cornish
Director of Education Abroad
Office of International Education

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Application Timeline

Application Deadline

Spring Semester: October 15

Fall Semester: March 15

Notification of Acceptance

Spring Semester: Late October

Fall Semester: Late March

Course Registration Begins

Spring Semester: Late November

Fall Semester: Late April

Housing Registration Deadline

Spring Semester: Late November

Fall Semester: Late April



UGA's famous Arch on North Campus
Photo: UGA Photographic Services / Dot Paul

Application Terms

Questionnaires

These are question items that allow the Office of International Education to gather more information about you.

Material Submissions

Materials are documents you will need to upload to your application. Once each document is reviewed and approved, OIE staff will check it off as a completed material. If a material submission is not properly completed, you will need to revise it and upload it again to the GoAbroad Portal.

Signature Documents

Digital documents that contain important information about specific application steps and helpful instructions about how to complete them (i.e., how to complete materials). Students must read signature documents thoroughly and provide their electronic signature at the end to mark them as read.

Learning Content

These items provide supplemental information that is useful for completing your online application in the portal. However, these are not steps required for application completion.



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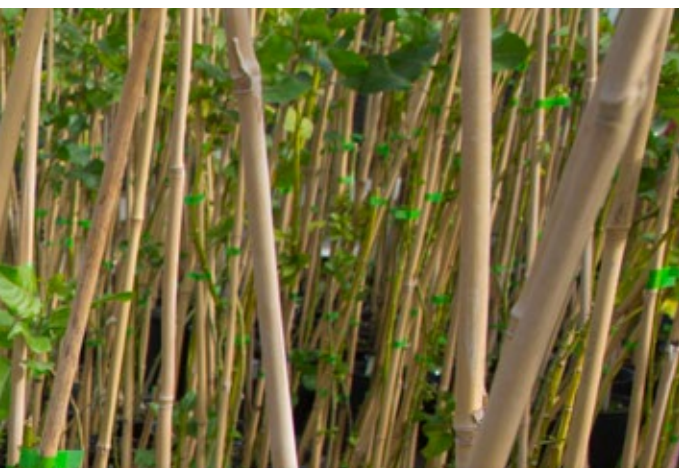
ANNOUNCEMENTS

Drop-in Advising Table

Drop-in advising tables will resume during Fall semester. Visit our tables for more information about programs, scholarships, and more.

[View All](#)

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International Education
UNIVERSITY OF GEORGIA

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UGA GoAbroad Portal

Find A UGA Program Abroad

Program Name: City:

Term: Country:

Region:

< Cancel - - Reset - - Search >

Upcoming Events

Wednesday, September 13

- 5:30pm Education Abroad 101 Info Sess
- 5:30pm Group Advising: UGA Faculty-Lt

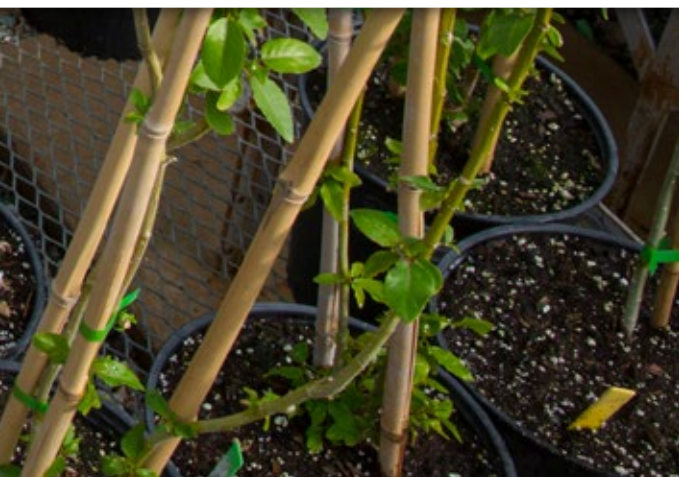
Thursday, September 14

- 12:00pm Boren Awards Info Session
- 4:00pm Group Advising: UGA Exchange
- 5:30pm Asia-Georgia Internship Scholar
- 5:30pm Education Abroad 101 Info Sess

View All

Welcome to the UGA GoAbroad Portal!

UGA GoAbroad Portal is your program navigation and application website for global activities through the University of Georgia. At this site you will be able to:



Introduction to the GoAbroad Portal

The GoAbroad Portal is the Office of International Education's application system and program database. In addition to searching for a program and accessing your online application, you will find resources that will help you with your study abroad journey at the University of Georgia. Resources available include instructional videos, step-by-step tutorials, and student handbooks.

Incoming Exchange Application Components

Pre-Acceptance

In order to be accepted as a UGA incoming exchange student, you must complete all of the following items listed below. The next few pages will describe these components more thoroughly.

QUESTIONNAIRES:

- ☐ **Passport Info**
- ☐ **Section 1: Personal Information**
- ☐ **Section 2: Incoming Student Application Information**
- ☐ **Section 3: UGA Campus Housing Request**
- ☐ **Section 4: Home Institution/Program Sponsor Contact Information**

SIGNATURE DOCUMENTS:

- ☐ **Immigration & Request for DS-2019 Exchange Student Status**
- ☐ **Authorization to Release UGA Transcript**
- ☐ **Mandatory Health Insurance Enrollment**
- ☐ **Submitting the Health Immunization Form**
- ☐ **Submitting Course Requests**

MATERIAL SUBMISSIONS:

- ☐ **In-Progress Academic Subjects**
- ☐ **Official Home University Transcript**
- ☐ **Passport Scan Upload**
- ☐ **TOEFL/IELTS English Score**
- ☐ **Completed Course Requests**
- ☐ **UGA Undergraduate Admissions Application**



Questionnaires

Please be sure to complete all questionnaires within your application. These help us gather important information about you.

- Passport Info
- Section 1: Personal Information
- Section 2: Incoming Student Application Information
- Section 3: UGA Campus Housing Request
- Section 4: Home Institution/Program Sponsor Contact Information



Material Submissions

Materials will be checked off by an Education Abroad advisor once you have uploaded the appropriate document or confirmation. Please allow 1-3 business days for items to be marked as received.

- **In-progress Academic Subjects**

If your home university transcript does not include courses you are taking while applying to UGA, you can list these in-progress subject titles in a word processor document. If the transcript does include in-progress subjects, you can mark this material as N/A (not applicable).

- **Official Home University Transcript**

Upload two (2) copies of your home university transcript: one in the native language and one translated by an official translator (if the official transcript is not in English).

- **Passport Scan Upload**

Upload the scanned personal identification page of your passport (the page with your photo).

- **TOEFL/ IELTS English Score**

Upload the official TOEFL or IELTS letter with score results. Minimum score for internet-based TOEFL (iBT) is 80. Minimum score for IELTS is 6.5. If your scores are lower than the required minimum, you may need to retake the test.



Photo: UGA Photographic Services / Paul Efland

Material Submissions, continued

■ Completed Course Requests

This material will be checked off as completed upon submission of course requests. Link to UGA Course Request Form: oie.uga.edu/course-request

■ UGA Undergraduate Admissions Application

Completion of the UGA undergraduate admissions application for transient & international exchange students is required for acceptance into the University of Georgia as an incoming exchange student. Please see the Undergraduate Admissions Application Video for a step-by-step guide to complete this application.

Please Note:

- Application fee: at the end of the online application, please select “Pay by check or fee waiver.”
- Home university transcripts and language proficiency scores: Students will be asked to upload copies of their transcripts and language proficiency scores. Since exchange applicants upload these documents to the online application on the Go Abroad Portal, they do not need to upload these documents again in the undergraduate admissions application.

Signature Documents

Signature documents need to be read carefully and digitally signed by you in order to be marked as received.

■ Immigration & Request for DS-2019 Exchange Student Status Signature Document

Once accepted by Undergraduate Admissions, you will receive an email inviting you to apply for a DS-2019, which is the certificate of eligibility for Exchange Visitor (J-1) status.

Upon completion of the DS-2019 request, you will be notified via email to upload the following documents to the J-1 Exchange Student Intake Form:

1. Copy of valid passport ID page and/or renewal page if applicable.
2. Copy of evidence of funding (\$8,200 USD/semester). Evidence of funding can be in the form of a letter, translated to English, from the funding agency verifying the amount and duration of the funding. Another option is to submit a copy of a personal bank statement in your name, translated to English, and no older than two months. If the bank statement is in a parent or guardian's name, you must include a letter from the parent confirming that he or she is giving you the funds to sponsor your exchange program.

■ Authorization to Release UGA Transcript

You grant authorization to release your UGA transcript under your profile settings in the GoAbroad Portal.

■ Mandatory Health Insurance Enrollment

All incoming international students must be enrolled in a health insurance plan. Most students enroll in the UGA Mandatory Health Insurance Plan. But if you already have health insurance that covers you during your study abroad at UGA, and whose coverage policies match UGA's health insurance requirements, you can submit a waiver request upon arrival on campus.

■ Submitting the Health Immunization Forms

Submit the UGA Health Immunization History and the TB Screening Form to the Office of International Education on your Incoming Exchange Application as soon as possible.

Submission of this form in advance will increase the chances of being granted access to preferred course choices. Once approved, University Health Center staff will clear the health immunization hold on your Athena account, which will grant you access to course registration. Visit the Incoming Exchange Student Resource page in the GoAbroad Portal for the instructional video and PDF guide on how to fill out health forms.

Note: Health forms not properly completed may have to be returned to students for revision and re-submission. You should keep the original copies of your health forms and bring them to UGA.





■ **Submitting Course Requests**

The Office of International Education strongly recommends that you explore courses offered at UGA and submit course requests at your earliest convenience.

We suggest that you review courses related to your major and confirm with your home university that credits will transfer back toward your degree.

Education Abroad advisors work with academic advisors from various departments on campus to analyze your course preferences and seek approval for the UGA courses of greatest interest to you.

Typically, four 3-credit-hour classes satisfy the 12-credit minimum.

Course Request Resources:

- Review course descriptions/syllabus/pre-requisites. UGA bulletin: bulletin.uga.edu
- UGA course request form: oie.uga.edu/course-request
- Undergraduate-level courses are numbered 1000-4999; Business and Journalism also offer undergraduate 5000-level classes.
- Graduate-level courses are numbered 5000-9999; only students who apply to UGA as graduate students will have access to graduate-level courses. Graduate students will register for courses upon arrival to UGA, in consultation with the host department's graduate coordinator.



Learning Content

Learning Content items are not required for application completion. However, you should read all items and mark them as read.

- Arrival Information & Transportation
- Enrolling in a Meal Plan: Let the Big Dawg Eat!
- Frequently Asked Questions – Prior to Arrival
- International Student Orientation and OIE Exchange Orientation
- On-Campus Housing Application: Your New Home Away From Home

Photo: Office of International Education / Sue Myers Smith



Post-Acceptance

Once you have been officially accepted as a UGA incoming exchange student, additional items will appear within your application. The fact that these items are available at a post-acceptance phase does not mean they are less important. In fact, non-completion of some of these items delays course registration. It is important to complete them in a timely manner to ensure there is enough time to work on course registration.

Questionnaires

- UGA Exchange and Sponsored Students Arrival Questionnaire

Materials

- International Student Orientation
- UGA Health/Immunization History & TB Screening Form
- UGA Housing Registration

Signature Documents

- Clearing Holds in Athena
- Housing Registration Instructions
- New Course Requests




Photo: Office of International Education / Sue Myers Smith

Useful Links

UGA Health Center — uhs.uga.edu

Online appointments	patientportal.uhs.uga.edu
Health insurance	hr.uga.edu/students/student-health-insurance/
Health Forms	uhs.uga.edu/info/immunizations

Office of International Education — international.uga.edu/oie

iStart portal	istart.uga.edu
GoAbroad Portal	http://goabroad.uga.edu

International Student Life — isl.uga.edu

Student organizations	isl.uga.edu/site/student_orgs
Student resources	isl.uga.edu/content_page/international-student-resources-content-page
Tax Assistance	isl.uga.edu/content_page/international-tax-assistance-program-content-page

Division of Academic Enhancement — dae.uga.edu

Writing Center	writingcenter.english.uga.edu
Tutoring	dae.uga.edu/tutoring/

Other Resources

Academic Honesty	ovpi.uga.edu/academic-honesty
Disability Resource Center	drc.uga.edu
Equal Opportunity Office	eoo.uga.edu
LGBT Resource Center	lgbtcenter.uga.edu
Multicultural Services & Programs	msp.uga.edu
Ramsey Student Center	recsports.uga.edu
Student Code of Conduct	conduct.uga.edu/content_page/code-of-conduct

The Office of International Education
1324 South Lumpkin Street, Athens, Georgia 30605
+1-706-542-2900 (U.S. Eastern Time)
exchange@uga.edu

The University of Georgia is committed to principles of equal opportunity and affirmative action.