



Office of International Education
UNIVERSITY OF GEORGIA

2017-18 Incoming Graduate Student Handbook

Exchange

GRADUATE STUDENT APPLICATION GUIDE

- Application Timeline
- Pre-Acceptance Checklist
- Required Documents





Office of International Education
UNIVERSITY OF GEORGIA

2017-18 Incoming Graduate Exchange Students Application Guide

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Office of International Education

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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: Mid-April

Course Registration Begins Upon Arrival

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.



[Education Abroad Student](#)

[Incoming Exchange Student](#)

[Faculty, Staff & Administ](#)

[Health & Safety](#)

[Travel Registry](#)

[Make an Appointment](#)

ANNOUNCEMENT

Education Abroad 101

Get more information about studying abroad through attending an information session. Attending an information session is mandatory prior to meeting with a professional advisor. [Details]

[View All](#)



UGA GoAbroad Portal

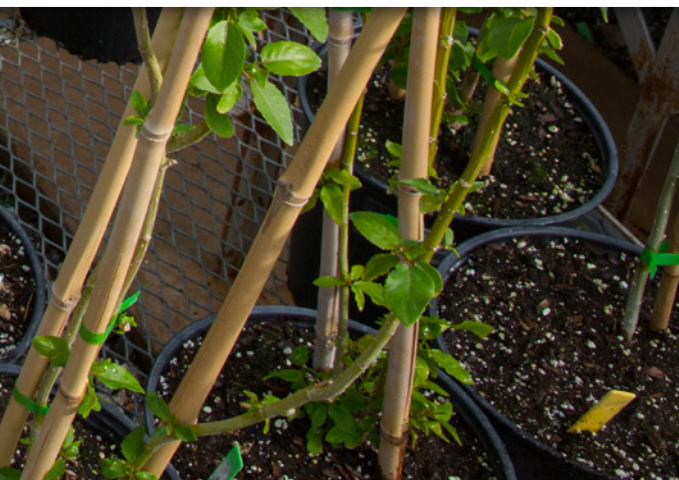
Welcome to the UGA GoAbroad Portal!

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 graduate 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:

- ☐ English Language Proficiency Requirement
- ☐ Graduate Course Requests & Registration
- ☐ Immigration & Request for DS-2019 Exchange Student Status
- ☐ Mandatory Health Insurance
- ☐ Authorization to Release UGA Transcript
- ☐ Submitting Health Immunization Forms

MATERIAL SUBMISSIONS:

- ☐ Certificate of Finances
- ☐ UGA Graduate School Application
- ☐ Graduate Student Official Home University Transcript
- ☐ Passport Scan Upload
- ☐ TOEFL/IELTS English Score



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.

■ Certificate of Finances

Upload a completed Certificate of Finances Form and a letter issued by your bank to show funding for the entire course of your study in the U.S. You can obtain an official statement or letter written on official letterhead stationery, in English, and signed by a bank official. If this letter comes from a parent or sponsor, they must also sign the sponsor's guarantee section on the Certificate of Finances form.

■ Graduate Student Official Home University Transcript

Upload two copies of your home university graduate transcript: one in the native language and one translated to English by an official translator (if the official transcript is not in English). Official transcripts will be required after an offer of admission.

■ Passport Scan Upload

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

■ TOEFL/IELTS English Score

Upload an official TOEFL or IELTS score report to prove proficiency in the English language. Other tests are not accepted. The University of Georgia will also require an official TOEFL score report sent via ETS (School Code 5813, sent to UGA Graduate School). Minimum TOEFL score requirement: overall score of 80 with at least 20 on speaking and writing.



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 Graduate School Application

Completion of the UGA graduate admissions application for non-degree status is required for acceptance into the University of Georgia as an incoming exchange student. Students should apply as “Non-Degree, General Study.”

Please Note:

- At the end of the Graduate School application, you will be prompted to pay an application fee. You should select the option to request a waiver for the application fee.
- Home university transcripts and language proficiency scores: You will be asked to upload copies of transcripts and language proficiency scores. Since you already uploaded these documents to the online application on the Go Abroad Portal, you do not need to upload these documents again to the Graduate School application.

Signature Documents

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

■ English Language Proficiency Requirement

The University of Georgia will require an official TOEFL score report sent via ETS (School Code 5813, sent to UGA Graduate School). UGA will accept satisfactory scores on either the TOEFL or IELTS language proficiency examinations. Test scores must be submitted directly from the testing agency. Applicants whose primary language is not English must submit official TOEFL or IELTS scores that are not more than two years old. Minimum language proficiency test scores are provided below.

- TOEFL requirement: minimum overall score of 80 with at least 20 on speaking and writing.
- IELTS requirement: overall band-width score of 6.5 with no single band below 6.0.

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

Once officially accepted to UGA, 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.

■ 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.





■ **Authorization to Release UGA Transcript**

You can sign this document to grant authorization to release your UGA transcript after the conclusion of your exchange program.

■ **Submitting the Health Immunization Forms**

Complete and submit the UGA Health Immunization History and the Tuberculosis Screening Form to the Office of International Education through your online application in the GoAbroad Portal at your earliest convenience.

Once this form is reviewed and approved by the University Health Center, the health immunizations hold will be cleared on your student account. Students who have this hold cannot register for courses.

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.

■ **Graduate Course Requests & Registration**

Students can explore courses offered at UGA related to their major and confirm with your home university that credits will transfer back toward their degree. Graduate students will register for courses after arrival on the UGA campus, upon advisement from the host department's graduate coordinator.

To explore UGA courses, you can review course descriptions, syllabi, and pre-requisites on the UGA Bulletin: bulletin.uga.edu. Graduate-level courses are numbered 5000-9999.

To maintain full-time student status:

- Graduate students with a research or teaching assistantship must register for a minimum of 12 credit hours.
- Graduate students without an assistantship must register for a minimum of 9 credit hours.





Post-Acceptance

Once you have been officially accepted as a UGA incoming graduate 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

Useful Links

UGA Health Center — uhs.uga.edu

Online appointments patientportal.uhs.uga.edu
Health insurance hr.uga.edu/mandatory-plan
Health Forms uhs.uga.edu/info/immunizations

Office of International Education — oie.uga.edu

iStart portal istart.uga.edu
GoAbroad Portal 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

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