

## INTERNATIONAL EXCHANGE STUDENT CHECKLIST

This checklist is to help simplify and organize the application process. Explanations of every requirement are not given here. Please refer to other documents such as the budget and any correspondence with the International Studies Office.

**Please make three copies of all the documents listed in this checklist. Initially you can scan and email copies of the original documents to [smorris@grandview.edu](mailto:smorris@grandview.edu). Once you have gathered all of the paperwork we require, I will ask you to send all of the paperwork in one shipment to me by DHL. KEEP THE OTHER TWO COPIES SAFE AND IN YOUR POSSESSION. You will need one set of documents with you when you apply for your visa in Denmark. You will need to carry another set of these documents with you (in your carry-on luggage) when entering the United States – Customs and Immigration may request to see any and/or all of this paperwork upon arrival.**

**Remain in contact with Susie Morris ([smorris@grandview.edu](mailto:smorris@grandview.edu)), if you have any questions.**

- \_\_\_\_\_ 1) **International Student Exchange Application**, you will receive this document from UCC after acceptance into the exchange program.
  
- \_\_\_\_\_ 2) **Official Transcripts**  
Transcripts from UCC must be attached to your International Student Exchange Application. Additionally, you will need copies of your official transcripts for customs when you enter the United States.
  
- \_\_\_\_\_ 3) **Proof of English Proficiency**  
Once you are admitted into the exchange program, you will need to take the Grand View Writing Exam to prove proficiency in the English Language. Please keep a copy of your test results, as you will likely need the results for customs upon entering the United States.
  
- \_\_\_\_\_ 4) **Declaration of Financial Resources**  
Carefully review the international budget information sheet, so you are fully aware of your financial responsibility.
  - a) **Official Certification of Finances**  
The form will be made available to you from UCC, upon acceptance into the exchange program.
  - b) **Supporting Documents (bank statements)**  
You must have current, certified bank statements (within 45 days of your application date) that substantiate the claims of financial responsibility made on the Certification of Finances by yourself, family and/or sponsor.
  
- \_\_\_\_\_ 5) **Provide copy of Passport and/or Photo ID**  
The DS-2019 needs to match your passport/ID exactly.

**Grand View University must receive all of the above documentation items before an international student is considered for admission. The deadline for receipt of documentation items for fall enrollment is May 1 and for spring enrollment is November 1.**

**Once accepted to participate in the exchange program, you will receive an acceptance letter from Grand View University. You will also receive a Housing and Meal Contract and Student Health Form. You will receive your DS-2019 form after you have paid a deposit of \$500.00. Please note that Drake University will be the issuing institution for your DS 2019, NOT Grand View. You must have the DS-2019 and the I-901 (receipt of payment to SEVIS for your visa, please see the I-901 Fact Sheet) to apply for your J-1 student visa. You must follow the procedure used by the U.S. Consulate in your home country in order to obtain the student visa.**

\_\_\_\_\_ 6) **Pay Deposit**

All exchange students are required to make a deposit of \$500.00 before the DS-2019 is issued. Of this \$500 deposit, \$200 dollars will be used as a damage deposit for your residential placement. Your housing deposit will be retained by Grand View and becomes refundable when you successfully follow and complete the check out procedures for your residential placement (further details regarding your housing deposit are outlined in the Housing Agreement Form). The remaining \$300 will be applied towards your semester's housing and meal plan costs.

The \$500 deposit should be wired to Grand View once a student is accepted into the exchange program, it is important to make this payment quickly upon acceptance, as **Grand view will not begin processing your visa until this deposit is received** (please see the Wiring Information Form for information on wiring funds to Grand View). Make your deposit as early as possible to ensure enough time for you to receive the DS-2019 and apply for your J-1 Visa. Please note that you are responsible to pay for any fees associated with making a wire transfer.

\_\_\_\_\_ 7) **Complete and return Housing and Meal Contract, Student Health Form (attach your immunization records – with an English translation if necessary) along with a signed copy of the Medical Insurance Requirements for J-1 Program Participants Form.**

**Payment for your residence hall and meal plan can be paid in the following ways:**

- a) Wire your \$500 deposit upon receipt of this acceptance letter. Pay the total cost (\$3,942) of your residence hall and meal plan within 24 hours of arriving on campus.
- b) Wire the entire cost of your housing and meal plan (\$3,942), at the same time as you wire your \$500 deposit, for a total payment of \$4,442.
- c) Wire a half of your housing cost (\$1,721), at the same time as you wire your \$500 deposit. Your first payment would be a total of \$2,221. By July 1<sup>st</sup>, 2012 wire the second half of your housing payment (\$2,221).
- d) Wire your \$500 deposit by May 15<sup>th</sup>, 2012. Wire a partial payment for your housing of \$1,314 by June 15<sup>th</sup>, 2012. Wire another payment for your housing of \$1,314 by July 15<sup>th</sup>, 2012. Wire a final housing payment of \$1,314 by August 1<sup>st</sup>, 2012.

If for some reason you are denied a visa, your housing payment will be fully refunded.

\_\_\_\_\_ 8) **Receive DS-2019 from Drake University**

The DS-2019 is a very important document for you. Be sure to safeguard it, do not lose or misplace this as **you will need to carry this when traveling.**

\_\_\_\_\_ 9) **Complete the I-901 form and pay the \$180 processing fee:** <https://www.fmjfee.com/i901fee/> Make three copies of your payment receipt. You will need one copy for the embassy when you apply for your visa, one copy when entering the United States, and one copy for your personal records.

\_\_\_\_\_ 10) **Apply for J-1 student visa**

Contact your home country U.S. Consulate

\_\_\_\_\_ 11) **Make travel plans to the U.S.**

## **Upon Arrival**

\_\_\_\_\_ 12) **Meet with Grand View's International Advisor and Director of International Studies**– bring DS-2019, I-94, and passport. This is very important as we will need to update your status in SEVIS.

\_\_\_\_\_ 13) **Attend International Student Orientation**

Information will be provided as to where and when this will take place.

**Your health insurance will need to be paid for immediately upon arrival at Grand View University to fulfill the requirements of your visa.**

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**Documents you need to take to a visa application appointment.** This depends on the type of visa for which you are applying. Each Embassy will tell you what to bring to the visa appointment. In general, J-1 applicants should bring:

- embassy The completed Visa application form(s), available from the U.S.
- DS-2019 form, issued by Drake University,
- passport valid for at least six months into the future,
- proof of SEVIS fee payment
- Original documents proving the availability of sufficient funds
- proof of sufficient English language ability
- Copy of the Medical Insurance Requirements Form
- proof of non-immigrant intent (evidence that you have strong ties to your home country, and that you plan to return there after your U.S. program of study. See “Proving “Nonimmigrant Intent Handout for details)
- Official academic transcripts from UCC
- J students should bring proof of acceptance to the U.S. school

