

# Exchange Visitors Welcome Information

---



In addition to ALL other requirements, exchange visitors are expected to read, understand, and follow the requirements contained in this document

## Immigration

### SEVIS DS-2019 Fee:

The US government requires exchange visitors to pay a SEVIS (I-901) fee for their DS-2019 before applying for a visa. For more information, and/or to pay the fee, go to [www.fmjfee.com](http://www.fmjfee.com). Exchange visitors will need their DS-2019 to complete the process. **It is compulsory for exchange visitors who choose not to come, or are not accepted to enter the US to return their DS-2019 to the Office of International Student Services.**

### Two- Year Home Country Physical Presence Requirement:

Exchange visitors who are subject to this requirement must “reside and be physically present” in their home country for a combined total of two years before they are able to receive certain immigration benefits. Such benefits include: switching to any non-immigrant status in the US except for A and G status, applying for an H or L visa, or applying for Permanent Residency. For further information regarding this requirement, and applying for a waiver of this requirement, please review The Exchange Visitor Program Welcome Brochure. Exchange visitors should also speak with the Immigration Specialist in the Office of International Student Services.

## Arrival and Travel

 **Exchange Visitors cannot arrive more than 30 days before program start date on DS-2019.** 

### Airport Transportation

A-State provides free airport pick-up from Memphis International Airport (MEM) in Memphis, Tennessee before Orientation, on selected dates posted on the website. A-State does not provide airport transportation from other airports. Students must complete the Airport Service Request Form by the deadline in the Reservation and Registration Form link under Airport Shuttle Service Reservation. The form, pick-up times, and additional information can be found online. Students will receive a confirmation email three (3) to four (4) business days after the form closes.

### Arrival at A-State

Exchange visitors should be prepared to stay in a hotel upon arrival for at least one night. Hotels costs will be the responsibility of the exchange visitor.

# Housing

## On-Campus Accommodations:

On-campus accommodations are handled by the Residence Life office. Exchange visitors must submit a housing application and a \$100 deposit before arrival to reserve a room. Certain residence halls require that residents purchase an on-campus meal plan. Visitors should ask for confirmation of room assignment before arriving at Arkansas State University. Exchange Visitors who will not be students may also be eligible for faculty housing. The Exchange Visitor should contact their host department for more information. For information about housing, application deadlines and meal plan options, please email Melissa Turner at [maturner@astate.edu](mailto:maturner@astate.edu)

Exchange Visitors should be prepared to stay in a hotel upon arrival if arriving after 4:30 pm, on a week-end (Saturday or Sunday) or without a confirmed room assignment.  
Hotel costs will be the responsibility of the student.

## To Apply for On Campus Housing Visit This Page:

<http://www.astate.edu/a/residence-life/files/Step%20by%20Step%20Portal%203-14-2016.pdf>

## Off-Campus Accommodations:

Students who do not plan to live on campus may elect to rent an off-campus apartment. Arrangements for off-campus housing is solely the responsibility of the student.



**Exchange Visitors who will not be students should contact their host department for assistance with housing arrangements.**

# Registration

 **You will be placed in classes before your arrival. Please see the steps at the end of this packet.**

# Orientation

 **ALL Students are required to attend Orientation one week prior to the program start date.**

## Reporting:

Exchange visitors who are not enrolling in academic courses must report to the Immigration Advisor in the Office of International Student Services prior to the start of their program. They will be required to submit a copy of their DS-2019, passport, visa, acceptance letter, and proof of required insurance, if not enrolling in the A-State health insurance policy (for health insurance requirements, please see subsequent section). Exchange visitors who are coming as students, or are enrolling in classes, must attend the Orientation date listed on the acceptance letter. At Orientation, they will be required to submit all travel documents (passport/visa, DS-2019, and acceptance letter) and submit to the health screening process. **Failure to attend Orientation and follow all orientation requirements will delay their class start date.**

Exchange visitors who plan to enroll in coursework need to attend mandatory orientation one week prior to the program start date. A student will not be able to enroll if they do not attend orientation.

# Health Insurance and Health Screening

## Health Insurance:

It is compulsory for all exchange visitors to have health insurance as required by the US government. Exchange visitors who will be students are **required** to enroll in the Health Insurance program provided through A-State. All other exchange visitors can purchase their own health insurance, but it must meet the requirements specified by the US government and be approved by the Immigration Specialist before they can begin their program. For information regarding the necessary requirements of the health insurance, please review The Exchange Visitor Program Welcome Brochure. The cost of the insurance will be applied to the exchange visitor's account.

**The A-State health insurance policy is compulsory for all exchange visitors who are coming in a student category.** For more information on the health insurance requirements for all exchange visitors, please review The Exchange Visitor Program Welcome Brochure. **Failure to enroll and maintain the required health insurance will result in the termination of the exchange visitor's status.**

## Health Screening:

Students will be required to take Measles, Mumps, and Rubella (MMR) vaccination, and a T- SPOT blood test for Tuberculosis upon arrival to the university. A second MMR will be required 30 days later. Students can bring MMR vaccination proof from home country, but it must be an original document in English, be signed by a doctor, and list the date of the vaccination. The T- SPOT blood test must be done in the U.S. at Arkansas State University. **The health screening administration cost of \$75.00 will be charged to the student's account. Additional charges for MMR shots and T-spot will be posted on the students account. Student should make a claim with their insurance company to get refund on the MMR and t-spot charges.**

# Tuition and Fees

The University reserves the right to change the cost of tuition & fees at any time if such action is necessary.

## Tuition and Fees:

Tuition and fees are due by the 5<sup>th</sup> day of class, if no waivers are given (self-paying student). For students that will receive a waiver for tuition and/or fees based on the agreement with your institution, those will be applied to the student account after the 11<sup>th</sup> class date. Students may create an installment plan.



**Failure to pay fees and tuition in full may result in dismissal from A-State.**



# Academics

## Transcripts:

Exchange Visitors must present **transcripts** from **all** universities, colleges, or institutions beyond high school attended prior to admission to A-State, regardless of location and/or type of program, before the application deadline. If not, A-State will not transfer any credits earned from prior institutions. Failure to provide all transcripts may result in dismissal from A-State. Students must present **official transcripts** from all universities, colleges or institutions beyond high school attended prior to admission to A-State, regardless of location and/or type of program at time of arrival.

## Program Change:

Student cannot change program of study upon arrival at A-State without approval of their home institution and the International Student Services office. A new DS2019 will be issued if program change is allowed.

# Employment/Graduate Assistantships



**Students are not allowed to work on campus the first semester except in graduate assistantships.**

## Employment:

Students are not allowed to work on campus the first semester except in graduate assistantship positions. Students in the English Learning Academy program are not allowed to work on campus while taking ESL classes. Once students are eligible to work on campus and are enrolled in their undergraduate or graduate studies, they may work up to 20 hours per week in fall and spring semesters, and up to 28 hours in the summer (if not enrolled in classes) and official university breaks as long as the job does not interfere with their academic standing.

*Please note that finding on-campus work is highly competitive. A-State does not guarantee employment to any student. This includes GA positions. Student is responsible for paying tuition, fees, insurance and living expenses without any employment or financial aid.*

# Registration

## Course Selection - Exchange

Your ASU ID number must be included in all communications.

Steps to look up the course schedule:

- Click here (Open Hyperlink): [Look up Classes](#)
- Select the **appropriate term** (for example Fall 2018) on Search By term box.
- Select **Subject:**
- Go to 7<sup>th</sup> item which is **Campus: and select Jonesboro**
- Click on **Class Search** on the bottom of the page

**\*\*\*\*\* YOU CANNOT SELECT A COURSE WITH NO SEATS REMAINING \*\*\*\*\***

**YOU CANNOT SELECT AN HONORS (HNRS) COURSE**

Click on the course name (highlighted in purple) to determine if there are seats available. Also make sure that the course is **undergraduate level and uses Traditional Instructional method**. For example, see below highlighted in yellow:

---

### **FUNDAMENTAL ACCOUNTING CONCEPTS - 60003 - ACCT 2023 - 001**

**Associated Term:** 2015 Fall

**Registration Dates:** Mar 30, 2015 to Aug 30, 2015

**Levels:** Undergraduate

**Attributes:** Jonesboro Tuition UG

Jonesboro Campus

Lecture Schedule Type

Traditional Instructional Method

3.000 Credits

[Syllabus and/or Textbook Information](#)

[View Catalog Entry](#)

---

#### **Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Method	Instructors
Class	8:00 am - 9:15	TR	Business 224	Aug 24, 2015 - Dec 15,	Lecture		Rhonda Lanell

---

When you click on the course title, it will take you to the page where you can check availability of seats,

### **Registration Availability**

	Capacity	Actual	Remaining
Seats	35	30	5

A minimum of **12 hours** per semester is required. We suggest that the student makes a list of **at least 6-10 courses in priority order so that we could select at least 4 courses from the choice list.**

**Please specify how many total hours you are requesting to register for. If the total is not stated you will only be registered for the minimum of 12 hours.**

**Pre-requisites:** After clicking on the course name scroll to the bottom of the page to see if there are pre-requisites required for the course. You must have the required courses before taking a course with pre-requisites listed.

Course Numbers (4 digit number) show the level of the course:

Starting with 1 = Freshman level  
 Starting with 2 = Sophomore level  
 Starting with 3 = Junior level  
 Starting with 4 = Senior level

List the classes you want to select on the **“Exchange Student Course Registration Form”**. Be sure to provide all required information.

Send the completed “Exchange Student Course Request Form” (shown below) to Mrs. Leah Lewert-Taylor at [llewerttaylor@astate.edu](mailto:llewerttaylor@astate.edu)

**Make sure the courses you take at A-State during your exchange will transfer back to your home university.**

Exchange students are **NOT** eligible to take the following:

- Courses in the School of Teacher Education and Leadership
- Courses in the College of Nursing or Health Professions
- Business Communication – BCOM 2563 (the prerequisites for this course are Composition I and Composition II which are not recognized for international students)

# Arkansas State University Exchange Student—Course Registration Form

*Please print clearly. Incomplete information will delay processing.*

Today's Date:	Student email address:
Student's Name	Student A-State ID Number

Priority	COURSE REFEREN C E NUMBER (CRN)	SUBJECT (SUBJ)	COURSE (CRSE)	SECTION (SEC)	DAYS (MWF=Monday, Wednesday and Friday; TR=Tuesday and Thursday)	TIME
#1						
#2						
#3						
#4						
#5						
#6						
#7						
#8						
#9						
#10						

**INFORMATION TO CONSIDER WHEN LOOKING UP COURSES:**

Exchange students are required to be enrolled in a minimum of 12 hours (typically 4 courses) for undergraduate students and 9 hours (3 courses) for graduate students.

Please select at least ten courses in order of preference.

Exchange students cannot enroll in Graduate courses if you have been admitted as an Undergraduate student.

Course numbers (CRSE) that begin with a 5 or 6 are Graduate level courses.

Some courses require pre-requisites. If your requested course does require a pre-requisite, the next course on your priority list will be requested for you.

Only courses taught on the Jonesboro campus are available. See “Attribute” Jonesboro Tuition U