

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Study Abroad Office

Student International Academic Affairs
International Programs and Studies
115 International Studies Building, MC-480
910 South Fifth Street
Champaign, IL 61820 USA



**APPLICATION TO THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN AS AN
INTERNATIONAL NON-DEGREE EXCHANGE STUDENT (2006-2007)**

******DEADLINES******

Fall 2006 or Academic Year 2006-2007: MARCH 1, 2006

Spring 2007 or Spring/Fall 2007: SEPTEMBER 1, 2005

Submit all application materials to Study Abroad Office, Univ. of Illinois at Urbana-Champaign, 115 Intn'l Studies Bldg., 910 S. Fifth St., Champaign, IL 61820, U.S.A.

Minimum Eligibility Requirements

- 3.0 out of a 4.0 Grade Point Average or a "B" average;
- Completion of one year of tertiary education prior to commencement of study at UIUC;
- English language proficiency;
- Certified evidence of USD 7,000 per semester;
- Enrolled full-time at a tertiary institution with whom UIUC has an exchange agreement.

Additional Eligibility Requirements for College of Engineering

- Have the grade average equivalent of **First Class Honors** or at least **three Advanced Level passes with A/B grades** (British); **Muy Bien** (Spanish); **Sehr Gut** (German); **Tres Bien** (French); **90 and above** (60-100 grading system); **A-** (A-F grading system); **3.5** (0-4 grading system), etc.;
- If applicable, TOEFL score of at least 610 (paper-based)/253 (computer-based).

Application Instructions and Required Forms

a. International Non-Degree Exchange Application Form

Complete the application cleanly and accurately. **Please print or type clearly.**

- Pay attention to date format (month/day/year).
- Please provide a valid e-mail address.
- **Country of Legal Permanent Residence** refers to the country, other than that of your primary national citizenship, where you have Permanent Residence status. For example, if you were born and have citizenship in China, but have Permanent Residence status (not full citizenship status) in Australia, your Country of Citizenship is "China" and Country of Legal Permanent Residence is "Australia".

b. Declaration and Certification of Finances for Non-Degree Exchange

In order for the University of Illinois to issue a DS-2019 visa authorization form, the U.S. government requires every applicant to submit evidence of financial support.

Exchange applicants must verify their source(s) of funding. The applicant must submit a *Declaration and Certification of Finances for Non-Degree Exchange Students* form.

The form must have an original signature of either the applicant, if self-supporting; or the sponsor (i.e., parents, relative, government), if a sponsor is providing financial support for the applicant.

c. Certification Statement from Financial Institution

The above Declaration form (b) must be accompanied by a Certification Statement from a financial institution, on bank letterhead, which states:

“<<**Full name of account holder**>>, a client of our bank, has the equivalent of at least **USD 7,000 (for one semester) / at least USD 14,000 (for two semesters)** in an account to support the applicant’s study abroad expenses at the University of Illinois.”

Each applicant must demonstrate funding for at least USD 7,000 per semester.

If the exchange applicant will be supported by personal funds, a statement from the applicant's bank must accompany the Declaration form (b). If a sponsor is providing funds, a statement from the sponsor's bank must accompany the Declaration form (b).

The bank statement must be original and on bank letterhead. The content of the bank statement must be specific as outlined above. If the financial support documents are in any language other than English, a translation must be provided.

Financial support documents must NOT be older than six months from the beginning of the intended term of attendance. Therefore:

- Students applying to begin in the Spring term may not submit bank certifications dated before July of the preceding year;
- Students applying to begin in the Fall term may not submit bank certifications dated before February of the same year.

Examples of documents which are acceptable:

- Loan or award letters stamped or certified by a lending institution or government official;
- Original bank letters signed by a bank official;
- Original bank statements issued directly from the bank.

Examples of documents which are NOT acceptable:

- Photocopies of bank letters not certified by the bank;
- Internet bank statements;
- Bank letters or statements without the name of the account holder;
- Loan or award letters from a previous year;
- Letters which do not specify the availability of at least the minimum amount per semester.

d. Academic Transcripts

Exchange applicants must submit *official* records (transcripts, certificates, etc.) for all university-level course work. If the student has completed less than one year of university level work, official records of post-secondary institutional courses (e.g. GCE A-level results) must be submitted. If the official records are in a language other than English, they must be accompanied by an officially certified English translation. All educational records must be certified by an officer of the educational institution issuing the documents, a U.S. consulate official, or local government official. Uncertified copies (fax, or notary public) are unacceptable.

e. TOEFL (Test of English as a Foreign Language) Scores

Minimum requirements for proficiency in English apply to all University students, unless a native speaker of English or from the National University of Singapore, Uppsala University, or TASSEP. An applicant for admission may fulfill the requirement for competence in English by successfully completing a minimum of two academic years of full-time study at the secondary or university level in a country where English is the primary language (not just one of the official languages or the language of instruction) immediately prior to the proposed date of enrollment at UIUC. TOEFL scores are required from all other applicants:

- **minimum score of 550 on the paper-based test (pbt), 213 on the computer-based test (cbt), or 80 on the internet-based TOEFL (ibt);**
- **College of Engineering requires a minimum score of 610 (pbt), 253 (cbt), or 100 (ibt).**

The **TOEFL exam cannot have been taken more than two years prior to the proposed entry date**. To make arrangements to take the test, go to <http://www.ets.org>, or contact the nearest U.S. embassy, consulate, or Information Service Office.

Applicants **MUST** request that the Educational Testing Service **send their scores DIRECTLY to the University of Illinois (institution code is #1836; Department code 00)**.

f. Projected Course Request Form

This form is used to anticipate course requests from incoming international non-degree exchange students. It is **NOT** a registration form. Please complete this form for the **first semester** you plan to attend UIUC.

Please note that the University of Illinois cannot guarantee enrollment in classes prior to or during your visit because of budget and physical capacity constraints. Due to continuing budget cuts, UIUC is experiencing enrollment constraints in several academic departments. Consequently, some students have not been able to register for classes required by their major/course of study back home.

The following programs are **NOT available** to international non-degree exchange students through the Study Abroad Office:

- i. Accountancy (College of Business)
- ii. Athletic Training (Department of Kinesiology, College of Applied Life Studies)
- iii. Business Administration (College of Business)
- iv. Finance (College of Business and College of Liberal Arts & Sciences)

Departments experiencing **high enrollment pressures** include:

- i. Architecture (studio classes)
- ii. Art & Design (studio classes)
- iii. Civil Engineering
- iv. Economics (**extremely high** enrollment pressures)
- v. Electrical & Computer Engineering
- vi. English
- vii. History (very high enrollment pressures)
- viii. Landscape Architecture (studio classes)
- ix. Mechanical Engineering
- x. Political Science
- xi. Psychology
- xii. Sociology

There is **limited enrollment** in the College of Communications (COMM). Students interested in applying to COMM should indicate interest, together with a tentative list of courses, by early February (Fall enrollment) or early August (Spring enrollment).

g. Portfolio or Audition Tape

Applicants to the following programs are required to submit an audition tape or portfolio.:

- School of Music — Audition tape
- School of Art & Design — Portfolio
- School of Architecture — Portfolio
- Department of Landscape Architecture — Portfolio

h. Letters of Recommendation

Each applicant should submit two letters of recommendation. The letters of recommendation should be from the applicant's academic advisor and/or university instructors.

Recommendations are not limited to, but should address the following questions:

- How long and in what capacity have you known this student?
- What is your assessment of this student's academic motivation and performance? Does this student perform to his/her abilities?
- How would you describe this student in terms of maturity, responsibility, honesty, and character?
- Does this student have your recommendation to participate on an overseas program? Do you have any reservations?

i. Personal statement

Review of academic credentials takes place at the college level rather than in International Admissions or the Study Abroad Office. Therefore, to present a stronger case for passing the review at the college level, it is recommended that applicants include a personal statement (one to two pages, double-spaced) with her/his application.

The statement is not limited to, but should address the following:

- Motivations for participating in the exchange with the University of Illinois;
- Preparation for study abroad;
- Long-term goals and how studying abroad/ studying at the University of Illinois would help meet those goals.

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Application Checklist for Incoming International Non-Degree Exchange Students

****** Incomplete applications will NOT be processed. ******

Last Name: _____ First Name: _____

Please check all items submitted and include this form on each application:

- _____ **International Non-Degree Exchange Application Form**
- _____ **Declaration and Certification of Financial Support**
- _____ **Certification Statement from Financial Institution**
- _____ **Academic Transcripts**
- _____ **Test of English as a Foreign Language (TOEFL) Scores***
- _____ **Projected Course Request Form**
- _____ **Portfolio or Audition Tape** (Architecture, Art & Design, Landscape Architecture, and Music only)
- _____ **Two Letters of Recommendation** (recommended, but not required)
- _____ **Personal Statement** (recommended, but not required)

*** TOEFL scores are required from all applicants, except the following (circle one):**

- a. Native speaker of English;
- b. From the National University of Singapore, Uppsala University, or TASSEP;
- c. Has completed at least TWO consecutive years of secondary and/or university studies in an English-speaking country immediately prior to enrollment at the University of Illinois at Urbana-Champaign (submit original transcripts for all applicable tertiary institutions attended);

Check here if TOEFL scores not submitted. Reason(s): _____

Please provide all applicable supporting documents.

Application for Nondegree International Student Exchange Status

Students who are seeking a degree from the University should use either the undergraduate degree or graduate degree application for international students.



Application Statement

By completing and signing this application, I understand that:

1. I am being considered for admission as a nondegree student for cultural/scholarly experience only.
2. Registration and attendance in any course is on a space-available basis and may require permission of the instructor or the department or college in which the course is offered.
3. In order to be considered for admission to the University for the purpose of earning a degree, a separate undergraduate or graduate application must be submitted.
4. Both I and any accompanying persons will be covered by health insurance from my home country or else I will buy the health insurance offered through the University of Illinois at Urbana-Champaign.
5. A transcript showing courses, semester hours and grades will be provided by the University of Illinois. There is no guarantee that credit may subsequently be applied toward University of Illinois degree requirements.
6. Admission and enrollment status of exchange students are subject to the terms of the memorandum of agreement between the partner university and the University of Illinois at Urbana-Champaign.
7. If TOEFL scores are required for my program, I should have the original score report sent by ETS directly to the Office of Admissions and Records, University of Illinois at Urbana-Champaign, 901 West Illinois Street, Urbana, Illinois 61801, USA, institution code 1836.
8. **This application will not be accepted unless it is complete and is accompanied by: a copy of the transcript of grades for courses taken at my home university, the Declaration and Certification of Finances, the required original and/or official documentation for evidence of financial support.**

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___	HS date

General Information (please type or print legibly)

Sex: Female Male

Full legal passport name: _____
last (family) name first name middle name

Place of Birth, City and Country: _____ Date of Birth (month/day/year): _____

Country of Citizenship: _____

Country of Legal Permanent Residence: _____

Academic Information

Name of institution in which you are currently enrolled: _____

Location: _____

Major Field of Study at home university/current position or occupation in home country: _____

University of Illinois College to which applying (see www.oar.uiuc.edu/maj_coll/majcol.html): _____

School Term Fall semester (Aug.-Dec.) Spring semester (Jan.-May) Spring and Fall (Jan.-Dec.) Academic year (Aug.-May)

Native Language: _____

Proof of English Proficiency/TOEFL (date and score): _____ mo/yr: _____ score: _____

Secondary School Leaving Date: _____

Post-Secondary Institutions Attended	entering date	leaving date	degree or certificate awarded

Student's Permanent Address

Note: this address is necessary in order to issue the DS-2019 and cannot be a Post Office Box or a school address; it must be a residential street address.

Street Address: _____ Apt. #: _____

City: _____ State: _____ Postal Code: _____

Country: _____

Telephone (country code – city code – local number): _____

Fax : _____ E-mail Address: _____

Please complete second page

Application for Nondegree International Student Exchange Status



Student's Mailing Address (if different from the permanent address)

Street Address: _____ Apt. #: _____
City: _____ State: _____ Postal Code: _____
Country: _____
Telephone (country code – city code – local number): _____
Fax : _____ E-mail Address: _____

Parent or Emergency Contact Information

Name: _____
Street Address: _____ Apt. #: _____
City: _____ State: _____ Postal Code: _____
Country: _____
Telephone (country code – city code – local number) : _____

Signature of Applicant - This application must include your original signature; copies will not be accepted.

Signature: _____ Date (month/day/year): _____

Exchange Coordinator Information - This section must be completed, signed, and submitted by the international exchange coordinator of your home institution/university. The exchange coordinator should submit all completed materials directly to his or her contact person at the University of Illinois at Urbana-Champaign. This includes:

1. the completed applications with original signatures of both the applicant and exchange coordinator
2. the transcript of the applicant's grades for courses taken at the home university
3. the Declaration and Certification of Finances form with original signature of student or sponsor
4. original letter from the bank of the sponsor verifying that sufficient funds are available

Name of Exchange Coordinator or Authorized Person: _____
Title: _____
Signature of Exchange Coordinator or Authorized Person: _____
Date (month/day/year) : _____
Telephone: _____
Fax : _____
E-mail Address: _____

The exchange coordinator should send all materials to:



For more information on courses and housing, visit www.uiuc.edu

Please complete the Declaration and Certification of Finances form on the next page

Declaration and Certification of Finances for Nondegree Exchange Students



THIS FORM MUST ACCOMPANY THE APPLICATION

TO THE STUDENT: This form must be completed by your parent, guardian or program sponsor unless you are financially independent. If you are financially independent, this must be completed by you. It must also be verified by a representative of your bank. This is necessary in order to issue the Certificate of Visa Eligibility (DS-2019).

Name of Student: _____

Home Institution: _____

Location of Institution: _____

TO THE STUDENT/GUARANTOR/OR SPONSOR: As a participant in this exchange program, tuition and some fees are paid by the University of Illinois, USA. I, the undersigned, guarantee that I am able to provide additional maintenance and other expenses in the amount of \$7,000 USD per semester, or \$14,000 USD for the academic year (unless otherwise stated) for the above named student while s/he attends the University of Illinois at Urbana-Champaign.

Name of Student/Guarantor/Sponsor: _____

Signature of Student/Guarantor/Sponsor: _____

Full Address: _____

Relationship to Student (if applicable): _____

IMPORTANT - PLEASE READ THE FOLLOWING:

This form MUST be accompanied by a Statement from your Bank, on bank letterhead, which states:

“XXXX XXXX, a client of our bank, has the equivalent of XXXX (insert dollar amount required and time period of visit) in an account to support the applicant’s study abroad expenses at the University of Illinois.”

Financial documents and statements must be current, original and in English or accompanied by an official English translation. We advise you to retain copies of the documents you submit as they are frequently required by embassy officials before a visa is granted. We do not return or provide you with copies of these documents.

Examples of documents which ARE acceptable:

- loan or award letters stamped or certified by a lending institution or government official
- original bank letters signed by a bank official
- original bank statements issued directly from the bank

Examples of documents which ARE NOT acceptable:

- photocopies of bank letters not certified by the bank
- Internet bank statements
- bank letters or statements without the name of the account holder
- loan or award letters from a previous year
- letters which do not specify the availability of at least the minimum amount per semester

Note: Please contact the exchange coordinator for your exchange program at the University of Illinois if you have questions about the acceptability of a specific financial document.

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Projected Course Requests for Incoming International Non-Degree Exchange Students

**** THIS IS NOT A COURSE REGISTRATION. ****

Last Name: _____	First Name: _____
E-mail: _____	First Semester at UIUC: _____

- To qualify for full-time status, students must enroll in a **minimum of 12 credit hours per semester**.
- Undergraduate students should choose courses at the 100 through 400 levels only. Courses at the 500-level are open to graduate students only and course requirements are structured accordingly.
- Course offerings may be viewed at <http://courses.uiuc.edu/cis/index.html> [click on Course Schedule]
- Please type or print clearly.

Course Priority	Course Code (e.g. ENG 199)	Course Title	Credit Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Check One:

This study abroad experience is during my last academic year at my home university

After this study abroad experience, I will return to my home university for at least another year.