



# Exchange

## GRADUATE STUDENT APPLICATION GUIDE

- **Application Timeline**
- **Pre-Acceptance Checklist**
- **Required Documents**





**Incoming Graduate Exchange Students  
Application Guide**

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Office of Global Engagement

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Photo: UGA Photographic Services / Andrew Davis Tucker

## welcome!

The Office of Global Engagement 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 OGE Global Education advisors at [exchange@uga.edu](mailto:exchange@uga.edu). The Global Education team wishes all students success studying abroad at the University of Georgia.

Dr. Yana A. Cornish  
Director of Global 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 Global Engagement 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, OGE 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 StudyAway 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.

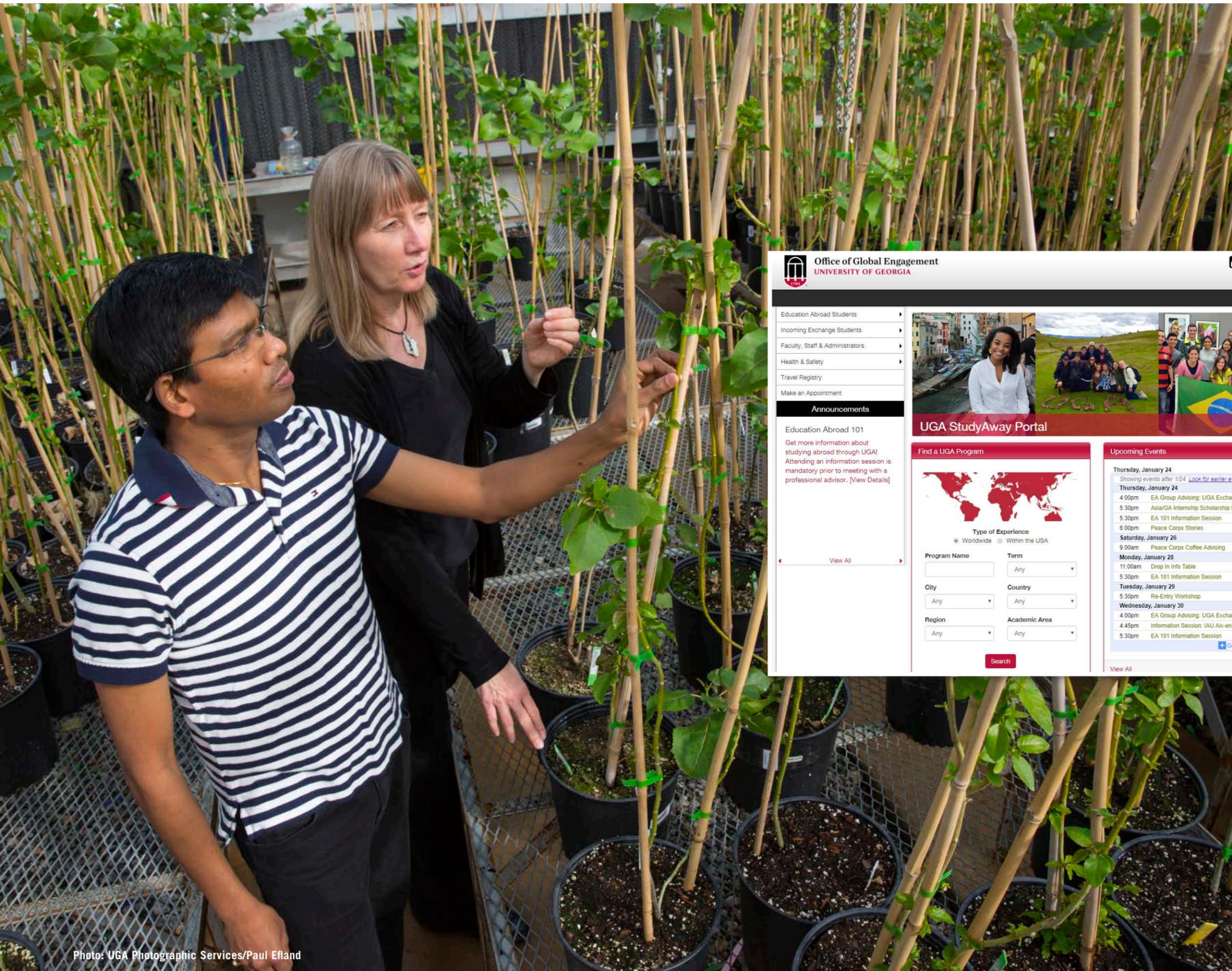


Photo: UGA Photographic Services/Paul Efland

## Introduction to the StudyAway Portal

The StudyAway Portal is the Office of Global Engagement'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.

Office of Global Engagement  
UNIVERSITY OF GEORGIA

Education Abroad Students  
Incoming Exchange Students  
Faculty, Staff & Administrators  
Health & Safety  
Travel Registry  
Make an Appointment

**Announcements**

Education Abroad 101  
Get more information about studying abroad through UGA! Attending an information session is mandatory prior to meeting with a professional advisor. [View Details]

**UGA StudyAway Portal**

Find a UGA Program

Type of Experience  
 Worldwide  Within the USA

Program Name:  Term:

City:  Country:

Region:  Academic Area:

**Upcoming Events**

Thursday, January 24  
Showing events after 1/24. [Look for earlier events](#)

Thursday, January 24  
4:00pm EA Group Advising: UGA Exchange  
5:30pm Asia/GA Internship Scholarship Information  
5:30pm EA 101 Information Session  
6:00pm Peace Corps Stories

Saturday, January 26  
9:00am Peace Corps Coffee Advising

Monday, January 28  
11:00am Drop in Info Table  
5:30pm EA 101 Information Session

Tuesday, January 29  
5:30pm Re-Entry Workshop

Wednesday, January 30  
4:00pm EA Group Advising: UGA Exchange  
4:45pm Information Session: IAU Aix-en-Provence  
5:30pm EA 101 Information Session

[View All](#)

# 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

### MATERIAL SUBMISSIONS:

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

### 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

## 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 a Global Education 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](http://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 StudyAway 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 (\$8,800 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 Global Engagement through your online application in the StudyAway 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

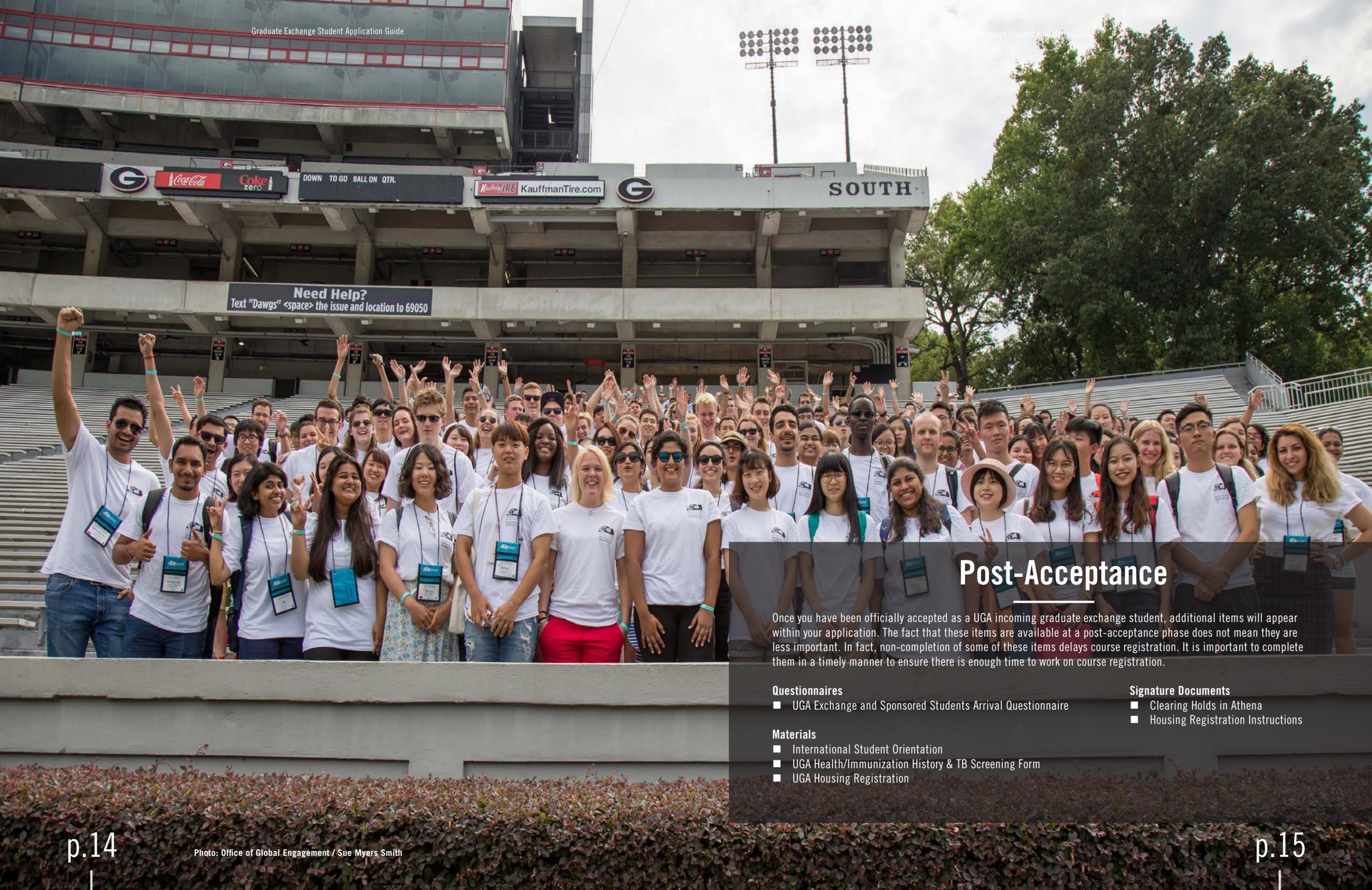
Students can explore courses offered at UGA related to their major and confirm with your home university that credits will transfer back toward their degree. Graduate students will register for courses after arrival on the UGA campus, upon advisement from the host department's graduate coordinator.

To explore UGA courses, you can review course descriptions, syllabi, and pre-requisites on the UGA Bulletin: [bulletin.uga.edu](http://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](https://uhs.uga.edu)**

Online appointments [patientportal.uhs.uga.edu](https://patientportal.uhs.uga.edu)  
Health insurance [hr.uga.edu/students/student-health-insurance/mandatory-plan/](https://hr.uga.edu/students/student-health-insurance/mandatory-plan/)  
Health Forms [uhs.uga.edu/info/immunizations](https://uhs.uga.edu/info/immunizations)

### **Office of Global Engagement — [oie.uga.edu](https://oie.uga.edu)**

iStart portal [istart.uga.edu](https://istart.uga.edu)  
StudyAway Portal [studyaway.uga.edu](https://studyaway.uga.edu)

### **International Student Life — [isl.uga.edu](https://isl.uga.edu)**

Student organizations [isl.uga.edu/site/student\\_orgs](https://isl.uga.edu/site/student_orgs)  
Student resources [isl.uga.edu/content\\_page/international-student-resources-content-page](https://isl.uga.edu/content_page/international-student-resources-content-page)  
Tax assistance [isl.uga.edu/content\\_page/international-tax-assistance-program-content-page](https://isl.uga.edu/content_page/international-tax-assistance-program-content-page)

### **Division of Academic Enhancement — [dae.uga.edu](https://dae.uga.edu)**

Writing Center [english.uga.edu/writing-center](https://english.uga.edu/writing-center)  
Tutoring [dae.uga.edu/tutoring/](https://dae.uga.edu/tutoring/)

### **Other Resources**

Academic Honesty [ovpi.uga.edu/academic-honesty](https://ovpi.uga.edu/academic-honesty)  
Disability Resource Center [drc.uga.edu](https://drc.uga.edu)  
Equal Opportunity Office [eoo.uga.edu](https://eoo.uga.edu)  
LGBT Resource Center [lgbtcenter.uga.edu](https://lgbtcenter.uga.edu)  
Multicultural Services & Programs [msp.uga.edu](https://msp.uga.edu)  
Ramsey Student Center [recsports.uga.edu](https://recsports.uga.edu)  
Student Code of Conduct [conduct.uga.edu/content\\_page/code-of-conduct](https://conduct.uga.edu/content_page/code-of-conduct)

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