



Office of Global Engagement
UNIVERSITY OF GEORGIA

Incoming Student Handbook

Exchange

APPLICATION GUIDE

- Application Timeline
- Pre-Acceptance Checklist



Photo: UGA Photographic Services / Dorothy Kozlowski



Incoming Exchange Students Application Guide

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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. 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: Late March

Course Registration Begins

Spring Semester: Late November

Fall Semester: Late April

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

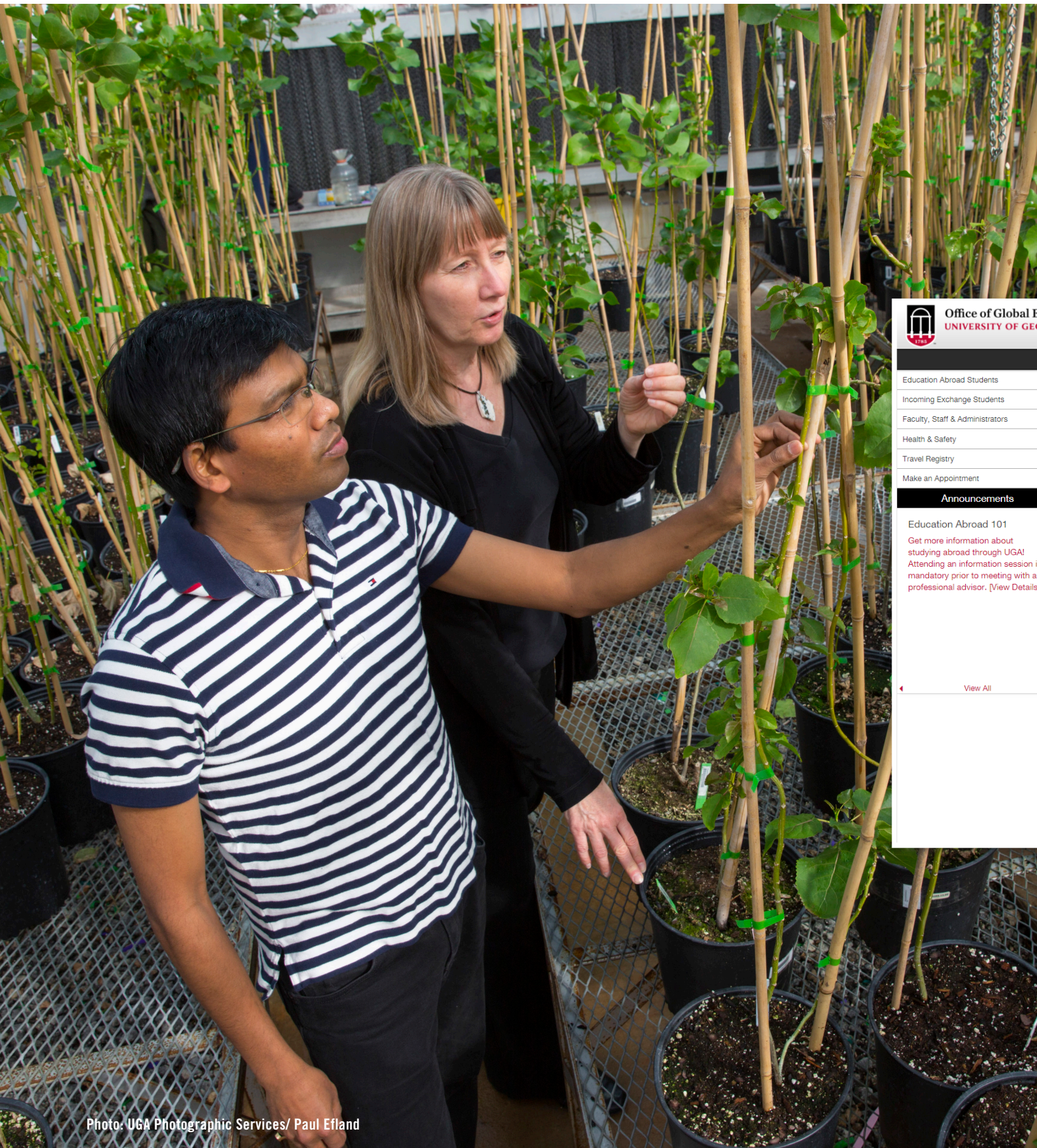
Materials are documents you will need to upload to your application. Once each document is reviewed and approved, OGE staff will check it off as a completed material. If a material submission is not properly completed, you will need to revise it and upload it again to the StudyAway Portal.

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.



Office of Global Education
UNIVERSITY OF GEORGIA

[Education Abroad Students](#)

[Incoming Exchange Students](#)

[Faculty, Staff & Administrators](#)

[Health & Safety](#)

[Travel Registry](#)

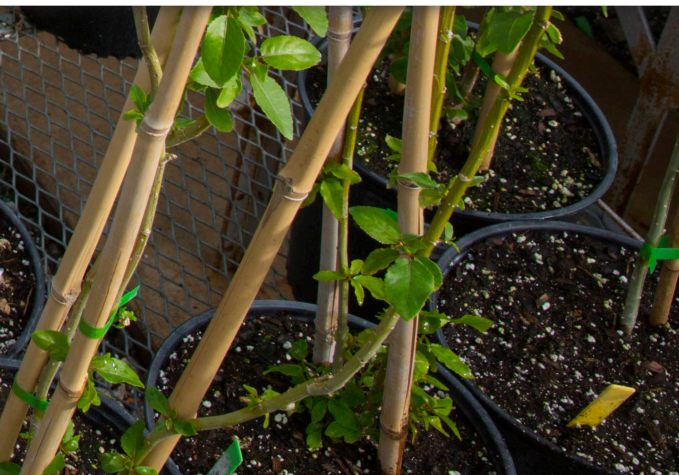
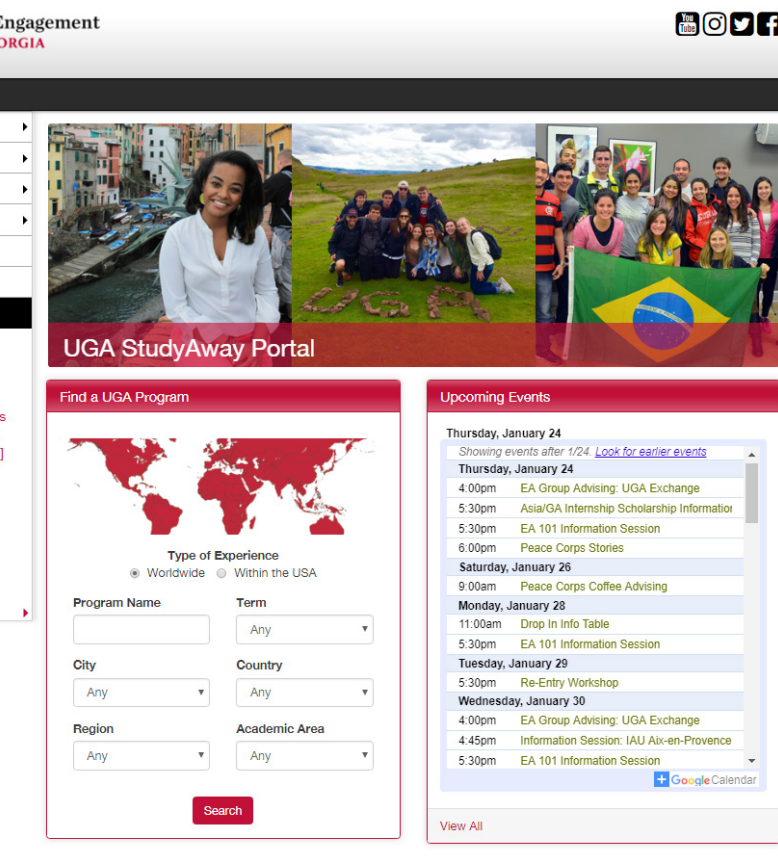
[Make an Appointment](#)

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. [\[View Details\]](#)

[View All](#)



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.

Incoming Exchange Application Components

Pre-Acceptance

In order to be accepted as a UGA incoming 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:

- ☐ **Immigration & Request for DS-2019 Exchange Student Status**
- ☐ **Authorization to Release UGA Transcript**
- ☐ **Mandatory Health Insurance Enrollment**
- ☐ **Submitting the Health Immunization Form**
- ☐ **Submitting Course Requests**

MATERIAL SUBMISSIONS:

- ☐ **In-Progress Academic Subjects**
- ☐ **Official Home University Transcript**
- ☐ **Passport Scan Upload**
- ☐ **TOEFL/IELTS English Score**
- ☐ **Completed Course Requests**
- ☐ **UGA Undergraduate Admissions Application**



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 Engagement advisor once you have uploaded the appropriate document or confirmation. Please allow 1-3 business days for items to be marked as received.

- **In-progress Academic Subjects**

If your home university transcript does not include courses you are taking while applying to UGA, you can list these in-progress subject titles in a word processor document. If the transcript does include in-progress subjects, you can mark this material as N/A (not applicable).

- **Official Home University Transcript**

Upload two (2) copies of your home university transcript: one in the native language and one translated by an official translator (if the official transcript is not in English).

- **Passport Scan Upload**

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

- **TOEFL/ IELTS English Score**

Upload the official TOEFL or IELTS letter with score results. Minimum score for internet-based TOEFL (iBT) is 80. Minimum score for IELTS is 6.5. If your scores are lower than the required minimum, you may need to retake the test.



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 Undergraduate Admissions Application

Completion of the UGA undergraduate admissions application for transient & international exchange students is required for acceptance into the University of Georgia as an incoming exchange student. Please see the Undergraduate Admissions Application Video for a step-by-step guide to complete this application.

Please Note:

- Application fee: at the end of the online application, please select “Pay by check or fee waiver.”
- Home university transcripts and language proficiency scores: Students will be asked to upload copies of their transcripts and language proficiency scores. Since exchange applicants upload these documents to the online application on the StudyAway Portal, they do not need to upload these documents again in the undergraduate admissions application.

Signature Documents

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

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

Once accepted by Undergraduate Admissions, 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.

■ Authorization to Release UGA Transcript

You grant authorization to release your UGA transcript under your profile settings in the StudyAway Portal.

■ 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.

■ Submitting the Health Immunization Forms

Submit the UGA Health Immunization History and the TB Screening Form to the Office of Global Engagement on your Incoming Exchange Application as soon as possible.

Submission of this form in advance will increase the chances of being granted access to preferred course choices. Once approved, University Health Center staff will clear the health immunization hold on your Athena account, which will grant you access to course registration. Visit the Incoming Exchange Student Resource page in the StudyAway Portal for the instructional video and PDF guide on how to fill out health forms.

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.





■ **Submitting Course Requests**

The Office of Global Engagement strongly recommends that you explore courses offered at UGA and submit course requests at your earliest convenience.

We suggest that you review courses related to your major and confirm with your home university that credits will transfer back toward your degree.

Global Education advisors work with academic advisors from various departments on campus to analyze your course preferences and seek approval for the UGA courses of greatest interest to you.

Typically, four 3-credit-hour classes satisfy the 12-credit minimum.

Course Request Resources:

- Review course descriptions/syllabus/pre-requisites. UGA bulletin: bulletin.uga.edu
- UGA course request form: oie.uga.edu/course-request
- Undergraduate-level courses are numbered 1000-4999; Business and Journalism also offer undergraduate 5000-level classes.
- Graduate-level courses are numbered 5000-9999; only students who apply to UGA as graduate students will have access to graduate-level courses. Graduate students will register for courses upon arrival to UGA, in consultation with the host department's graduate coordinator.



Learning Content

Learning Content items are not required for application completion. However, you should read all items and mark them as read.

- Arrival Information & Transportation
- Enrolling in a Meal Plan: Let the Big Dawg Eat!
- Frequently Asked Questions – Prior to Arrival
- International Student Orientation and OGE Exchange Orientation
- On-Campus Housing Application: Your New Home Away From Home

Photo: Office of Global Engagement / Sue Myers Smith



Post-Acceptance

Once you have been officially accepted as a UGA incoming 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
- New Course Requests




Photo: Office of Global Engagement / Sue Myers-Smith

Useful Links

UGA Health Center — uhs.uga.edu

Online appointments patientportal.uhs.uga.edu
Health insurance hr.uga.edu/students/student-health-insurance/
Health Forms uhs.uga.edu/info/immunizations

Office of Global Engagement — studyaway.uga.edu

iStart portal istart.uga.edu
StudyAway Portal <http://studyaway.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 honesty.uga.edu/Academic-Honesty-Policy
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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The University of Georgia is committed to principles of equal opportunity and affirmative action.