



Office of International Education
1600 Burrstone Road, White Hall 120
Utica, NY 13502-4892
Phone: (315)792-3082/ Fax (315) 792-3061
Email: internationaled@utica.edu

March 2023

Dear Exchange Student,

Thank you for your interest in studying at Utica University as an international student.

The Office of International Education provides support for the international student population at Utica University. Our goal is to integrate international students into the campus community to maximize the benefits of your stay with us. Services include immigration, financial, academic, and personal counseling. Each semester, we offer a comprehensive orientation program and sponsor travel opportunities, cultural activities, and social events. The office staff also interacts with campus and government agencies, serving as advocates for students.

For more information about Utica University, please visit our website at <https://www.utica.edu/academics/international-education>. We look forward to welcoming you to campus!

Sincerely,

Anna K. Foland

Anna K. Foland
Manager of International Education

IMPORTANT INFORMATION FOR INCOMING EXCHANGE STUDENTS

Full-time Status

Exchange students must maintain full-time status while at Utica University. Full-time status is defined as taking a minimum of 12 credits, which is usually four 3-credit classes. Students may take as many as 18 credits in one semester without incurring additional tuition charges.

Course Registration

An international student adviser assists exchange students in registering for courses. To see the course catalog for the current semester, go to <https://catalog.utica.edu/index.php>. Please note that some introductory (100) level courses fill up quickly, so seats may not be available to exchange students in these courses. Be sure to send your academic transcripts with your application. To register, send an email with 5-8 course choices in order of preference to internationaled@utica.edu.

On-Campus Housing

On campus housing and meals will be available to exchange students starting on the Fall International Arrival Date of August 21, 2023 or the Spring International Arrival Date of January 9, 2024. Exchange students are assigned a double or triple room on campus. Every effort is made to pair exchange students with American roommates if requested, but this cannot be guaranteed. All residential students are required to submit the online [housing agreement](#) before a room assignment is made.

Transportation

Exchange students are asked to plan their arrival in Utica for **Monday, August 21, 2023 (fall) or Tuesday, January 9, 2024 (spring)**. Staff from the Office of International Education will provide a courtesy pick-up for newly arriving exchange students at the Syracuse (SYR) airport or the Utica Train Station on these dates only. Students who arrive at Syracuse Airport after 6:00 PM on August 21 or January 9 will need to arrange to stay in a hotel overnight. The mandatory International Orientation Program begins Tuesday, August 22, 2023 (fall) and Wednesday, January 10, 2024 (spring) at 9:00 AM.

Sponsored Activities

The Office of International Education offers a variety of cultural, educational, and social activities to promote the development of relationships among the international students and between international and American students. While every effort is made to keep the costs of activities down, there will be fees to participate in some activities, particularly trips. Activities and trips are planned with input from the International Students Club and are open to all international students, including exchange students.

Billing

Billing agreements vary by institution or agency. You will be billed personally only for those costs that are not included in the exchange agreement with your university or agency. For information on the tuition, fees, and room/board charges for your institution, please contact your Study Abroad advisor or our office.

APPLICATION PROCESS

Please read and follow these instructions carefully so that there are no delays in processing your exchange application.

Please complete and email the following documents to international@utica.edu.

- ξ Utica University Application for Student Exchange (included in this document)
- ξ Academic Transcript/Academic Results
- ξ Proof of English Proficiency (official TOEFL, IELTS, or Duolingo score or approved alternative) – if not at an English-medium university
- ξ Copy of Passport (and US Visa, if applicable)
- ξ Utica University Certificate of Finances (included in this document)
- ξ Bank letter or statement showing adequate funding for the period of study. Document must be signed and/or stamped by a bank official and be dated within the last six (6) months. This cost includes room, board, books, health insurance, and personal expenses.

ξ One Semester 2023-2024: \$9,000
 ξ Two Semesters 2023-2024: \$18,000

APPLICATION

| | | |
|-----------------------|---------------------------------------|-------------|
| Name: | | |
| First Name | Middle Name | Family Name |
| Date of Birth: | | |
| Place of Birth: | | |
| Month/Day/Year | City/Country | |
| Citizenship: | Sex (as assigned on passport): | |

| | | | |
|---|----------------------|-----------------------------------|-----------------|
| Permanent Residency: | | | |
| Country | | | |
| Permanent Address: | | | |
| Full Street Address, including city, region, country, and postal code | | | |
| Phone (w/country code): | | | |
| Email: | | | |
| Home University: | | | |
| Major(s): | | | |
| Period of Exchange (circle one): | Fall | Spring | Fall/Spring |
| | | | Year(s): |
| Emergency Contact: | | | |
| | Name: | Relationship to Applicant: | |
| | Phone Number: | Email: | |

Proof of English Proficiency

We accept TOEFL scores of 80, an IELTS score of 6.0, or a Duolingo score of 100 or higher as proof of English proficiency. Please provide an official score report from within the past two years. Students studying in English-medium universities are exempt from this requirement.

UTICA UNIVERSITY POLICIES

Please read the following policies and contact the Office of International Education at internationaled@utica.edu with any questions. Indicate your agreement to comply with these policies by signing and dating where indicated.

Required Health Insurance

The [Student Health Center](#) offers medical treatment to students with minor or short-term illnesses. This service is free for all Utica University students provided they have complied with the University's health requirements. All students are required to provide the Student Health Center with the Health Form and current immunization information, including proof of two MMR (measles, mumps, rubella) vaccinations. These should be uploaded to the [Student Health Portal](#) prior to arrival on campus. Forms and additional information can be accessed at <http://www.utica.edu/student/health/>

Because it is mandatory that you complete a health form, we suggest that you visit your physician before you leave for your exchange program. If you're not able to do so, the Student Health Center at Utica University can schedule a physical exam for a charge of \$60. They can also make arrangements for you to receive MMR immunizations at a low cost.

Medical treatment, even if only minor, is very expensive in the United States. All international students, including exchange students, are automatically enrolled in Utica University's International Student Health Plan. The cost for the year is approximately \$2040 (~\$1020/semester). For more information about the international health plan, please contact the Office of International Education at 315-792-3082.

I hereby certify that I am aware that I am required to purchase and maintain the Utica University health insurance coverage during program of study.

Signature: _____ Date: _____

Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a US law that gives university students the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the release of personally identifiable information from the education records. This means that with a few exceptions, Utica University staff cannot give out any information about you (other than directory information) without your direct written permission. If you would like family members (including a spouse) or others to be able to receive information about you, please list their names and relationship to you below. Students sponsored by an organization such as IREX must include the sponsoring organization in their release; exchange students must also include the names of their home institution. Otherwise all your files are completely confidential except as mandated by law.

| Name | Relationship to You |
|------|---------------------|
| | |
| | |
| | |

I hereby authorize release of information only to the above-named person(s). This authorization remains valid until revoked by me in writing.

Signature: _____ Date: _____

INTERNATIONAL STUDENT CERTIFICATION OF FINANCES

This form is NOT an application for financial assistance. The US Embassy and US Citizenship and Immigration Services (USCIS) requires you to certify that sufficient funds are available for your academic and living expenses for at least one academic year. Proof of funding may include copies of bank statements or an official letter from a banking institution showing the amount of funds available. Emailed copies of the form and proof of funding are accepted. Although a decision on your application may be made without submitting the financial documentation, we are unable to issue the certificate of eligibility (Form I-20/DS-2019) without the financial documentation. This form must be presented to the American Consulate or embassy in your country in order to obtain an F1/J1 visa.

| FAMILY/LAST NAME | GIVEN/FIRST NAME | MIDDLE NAME |
|--|------------------|-------------|
| <i>I understand that I am required by U.S. immigration law to provide Utica University with adequate documentation indicating that I have sufficient funds to cover my studies in the United States. I certify that the information on this form is true, correct, and complete.</i> | | |
| SIGNATURE OF STUDENT | | DATE |

FAMILY/SPONSOR CERTIFICATION

Please complete and submit the following information.

FAMILY/SPONSOR'S STATEMENT: *I am aware of the cost of an education at Utica University and I assume financial responsibility for the expenses of:* _____

(Print Student's Name Here)

SPONSOR'S SIGNATURE:

DATE:

SPONSOR'S NAME:

RELATIONSHIP TO APPLICANT:

SPONSOR'S ADDRESS:

PHONE:

EMAIL:

FINANCIAL SUPPORT DOCUMENTATION

You must provide the following information showing the estimated cost of your program.

Submit a letter from your bank or bank statements stating that you or your sponsors have sufficient funds to support your costs at Utica University. The financial documents must be dated within six months of application submission to be considered valid. Each individual contributing financially to your education must complete this form and submit an official dated bank statement. In the case of jointly held accounts, each individual holder must complete this form.

If applying for the issuance of a DS-2019, a detailed letter on department letterhead indicating the dollar amount and dates of the award. If a stipend is included, the exact amount must be specified. If possible, itemize amounts of tuition, living expenses, health insurance, etc. provided in the award. If receiving financial support from an employer, government agency or organization, a detailed letter from the sponsor indicating the exact dollar amount being provided, in US funds. This letter must be on official letterhead and include the dates of sponsorship.