



Office of International Education
1600 Burrstone Road, White Hall 252
Utica, NY 13502-4892
Phone: (315)792-3082/ Fax (315) 792-3061
Email: internationaleled@utica.edu

February 2021

Dear Exchange Student,

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

The Office of International Education provides support for the international student population at Utica College. Our goal is to integrate international students into the UC 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.

During the COVID-19 pandemic, cultural and social activities will likely be on campus or virtual only, with off campus excursions limited to outdoor activities. All students are required to wear masks at all times except when alone in your room, and social distancing must be practiced at all times. International exchange students are required to quarantine for 10 days before coming to campus (subject to change due to evolving conditions). For complete guidelines on COVID-19 safety and the steps Utica College has taken to ensure the safety of all students and employees, please see <https://www.utica.edu/covid-forward>.

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

Sincerely,

Deborah Wilson-Allam
Executive Director of International Education



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IMPORTANT INFORMATION FOR INCOMING EXCHANGE STUDENTS

Full Time Status

Exchange students must maintain full time status while at Utica College. 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 <http://catalog.utica.edu/>. 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 23, 2021 or the Spring International Arrival Date of January 11, 2022. Exchange students are assigned a double or triple room on campus, preferably in the [Global Village](#) themed housing if space is available. 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 [UC housing agreement](#) before a room assignment is made.

Transportation

Exchange students are asked to plan their arrival in Utica for **Monday, August 23 (fall) or Tuesday, January 11, 2022 (spring)**. Staff from the Office of International Education will provide a courtesy pick up for newly arriving exchange students at the Syracuse Airport or the Utica Train Station on these dates only. Students who arrive at Syracuse Airport after 7:00 PM on August 23 or January 11 will need to arrange to stay in a hotel overnight. The mandatory International Orientation Program begins Wednesday August 25, 2021 (fall) and Thursday January 13, 2022 (spring) at 8:30 AM.



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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 Club, open to the participation of 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.



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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 internationaled@utica.edu.

- Utica College Application for Student Exchange
- Academic Transcript/Academic Results
- Proof of English Proficiency (official TOEFL, IELTS, or Duolingo score or approved alternative) – if not at an English-medium university
- Copy of Passport (and US Visa, if applicable)
- Utica College Certificate of Finances
- Bank letter or statement showing adequate funding for the period of study. This cost includes room, board, books, health insurance, and personal expenses.
 - One Semester 2021-2022: \$8,000
 - Two Semesters 2021-2022: \$16,000



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APPLICATION FOR STUDENT EXCHANGE 2021-2022

Name:					
First Name		Middle Name		Family Name	
Date of Birth: / /			Place of Birth:		
Month / Day / Year		City		Country	
Citizenship:				Sex:	
Country					
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: Summer Fall Spring Fall/Spring Year:					
Emergency Contact:					
Name		Relationship		Phone #	
Address				Email	

Proof of English Proficiency

We accept TOEFL scores of 80, an IELTS scores 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.



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UTICA COLLEGE 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 UC students provided they have complied with the College'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 UC 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 College's International Student Health Plan. The cost for the year is approximately \$1300. 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 UC health insurance coverage during my stay at Utica College.

Signature: _____ Date: _____



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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, UC 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: _____



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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 copied 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 us immigration law to provide Utica college 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>I am aware of the cost of an education at Utica College and I assume financial responsibility for the expenses of:</i> _____ <div style="text-align: center; font-size: small;">(Print Student's Name Here)</div>	
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 College. 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 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.