



International Exchange Student (J1) Supplement Form

After completing this form submit via email to [cwashburn@missouriwestern.edu](mailto:cwashburn@missouriwestern.edu)

Or mail to Missouri Western State University

Office of Admissions

4525 Downs Drive Eder Hall Suite 101, St. Joseph, Missouri 64507

1. Exchange Student Information

(Note: Spelling of the student's name must match that listed in your passport.)

Family Name	First/Given Name	Middle Name
Date of Birth (month/day/year)		City of Birth
Country of Birth		Country of Citizenship
Sex <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
Academic Level: Indicate the level of study for which you are requesting an exchange: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		
Indicate the duration for which you are requesting an exchange: <input type="checkbox"/> One semester <input type="checkbox"/> Two Semesters Beginning Date Requested: _____		
Dates of stay in the United States from ___/___/___ to ___/___/___ mo day yr mo day yr		
Please describe any special needs or services you will require during your exchange (i.e. dietary considerations, learning aids, or facilities with handicapped services).		
Mailing Address to receive documents:		
Home Address if different from above:		

2. Home Institution Information

Please list your program:

- Malmö University (Malmo, Sweden)
- Otto-Friedrich-Universität (Bamberg, Germany)
- University of Jean Monnet (Saint-Etienne, France)
  - Arts, Literature and Languages (ALL)
  - Telecom
- Université d'Angers (Angers, France)
- Universidad de Sevilla (Seville, Spain)
- Xidian University (Xi'an, Shaanxi, China)

Name/contact information for your home institution's international office or advisor:

**General subjects** that you wish to study during your period of placement **in order of preference:**

A list of classes to enroll at Missouri Western State University:

Course	Number	Title	Credits	Day/Time	CRN

- 🍏 I understand that I need to check [www.missouriwestern.edu/schedule](http://www.missouriwestern.edu/schedule) to build my class schedule for my applied semester before I submit a list.
- 🍏 I understand that it is my responsibility to communicate with my home institution for ensuring that my MWSU credits transfer back toward my degree.
- 🍏 I understand that exchange students must enroll in a minimum of 12 (NO Online) credit hours.
- 🍏 I understand that exchange students enrolling in more than 15 credit hours are required to pay tuition and fees for all additional credit hours.

**Verification of English Language Proficiency for Prospective Missouri Western State University J-1 Exchange Visitors**

Non-Native English speakers applying to come as J-1 exchange visitors must submit this form documenting English language proficiency as required by the **U.S. Department of State Regulation 22 C.F.R. § 62.10(a) (2)**.

This section should be completed by the prospective exchange student/scholar.

Name (as it appears on passport)	Family Name, Given Name:
Home Institution/Organization (if you are not affiliated with an institution/organization type N/A, or Not Applicable)	Institution/Organization:
Home Institution/Organization Contact Information	Address:
Home Institution/Organization Address	Email: Telephone: Fax:

**Faculty, Administrator, or Supervisor (if an employee) completes this section:**

A faculty member or administrator at the prospective exchange student/scholar’s home institution should complete this section. If you are employed at an organization, a supervisor should complete this form. If you are not affiliated with an institution or organization, please ask the MWSU faculty/staff member sponsoring your visit to complete this form.

I verify that this prospective exchange student/scholar has a sufficient level of English to participate in the Missouri Western State University J-1 exchange program and function on a daily basis outside of the exchange activity.

Signature (Typed or electronic signatures are preferred)	Signature
Printed Name of Signatory (For non-typed signature only)	Name
Title, Department & Institution/Organization of Signatory	Title Department Institution/Organization

MISSOURI WESTERN STATE UNIVERSITY EXCHANGE  
STUDENT LETTER OF FINANCIAL SUPPORT

Date:

Name:

Address:

I, \_\_\_\_\_, as the (mother, father, uncle, etc.)  
\_\_\_\_\_ of (student's name) \_\_\_\_\_, agree to  
provide financial support to the student named above in the amount of \$\_\_\_\_\_ U.S.  
dollars so that he/she may study at Missouri Western State University in St. Joseph, Missouri  
as a full time exchange student beginning in (Fall, Spring, Summer) \_\_\_\_\_ of (year)  
\_\_\_\_\_.

- |  |          |                     |
|--|----------|---------------------|
| a. Missouri Western State University           | \$_____. | How? _____          |
| b. An agency of the U.S. government            | \$_____. | Which Agency? _____ |
| c. An international organization               | \$_____. | Which One? _____    |
| d. Exchange visitor's government               | \$_____. | Specify _____       |
| e. Bi-National Commission of visitor's country | \$_____. |                     |
| f. All other organizations                     | \$_____. | Specify _____       |
| g. Visitor's personal funds                    | \$_____. |                     |

A minimum of \$5,440 USD per semester or \$10,880 USD per academic year is required. I  
certify that the above information is complete and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a letter or bank statement from the bank stating that funds are available for  
this purpose. These documents must be in English.

### Important Exchange Student Information

#### 1. **Application:**

1. Please scan and email items listed below to Tina Washburn [cwashburn@missouriwestern.edu](mailto:cwashburn@missouriwestern.edu) or mail to

Missouri Western State University  
Office of Admissions (ATTN: Tina Washburn)  
4525 Downs Drive Eder Hall Suite 101, St. Joseph, Missouri 64507

- Exchange Student (J-1) Supplement Form
  - \$50 non-refundable application fee
  - Copy of transcripts (in English)
  - Copy of TOEFL results (min. 72 iBT) or IELTS results (min. 5.5) or SAT results OR the attached Verification of English Language Proficiency for Prospective Missouri Western State University J-1 Exchange Visitors
  - Two letters of recommendation—One from your International Program Office and one from your professor
  - Copy of passport
  - Declaration and Certification of Finances (bank statement)
    - Showing a minimum balance of \$5,440 USD per semester
    - Written verification in English and amount must be shown in US dollars.  
Indicate all applicable funding sources
  - Letter of Financial Support: If your Declaration and Certification of Finances is under another name than yours, or you have a government or other financial sponsor, we will need a Letter of Support from that individual or sponsoring agency.
- ✓ Deadline for admission application is **July 15 for Fall semester or November 1 for Spring Semester**
- ✓ After you have been accepted to MWSU you will receive a notification email. Then, you will receive a Letter of Admission, DS-2019, and other supporting documents by mail.

#### 2. **Visa Interview:**

- Before you can apply for a visa to enter the United States as a student or exchange visitor, you need to pay the I-901 Student and Exchange Visitor Information System (SEVIS) fee.
  - a. J-1 visa applicants will pay \$180
  - b. Pay the fee by credit card at <https://www.fmjfee.com/#>
    - i. Please use your SEVIS ID # N00-----
    - ii. Print out Receipt for I-901 SEVIS fee payment
- Schedule an appointment for your visa interview
  - Find [the U.S. embassy or consulate](#) in your most convenient location
- You will then take the Letter of Admission, DS-2019 and all other supporting documents to the United States consulate in your home country for your visa interview.
- Insurance Requirement:  
MWSU requires that you purchase **MWSU's approved insurance policy**. Insurance rates for a semester are approximately \$500. Again, there is **no exception**. All J-1 exchange students are required to purchase MWSU insurance.  
Insurance will be charged on your student account each semester. You are responsible for paying the MWSU approved insurance policy through your student account. We do not accept any other insurance policy as substitute for the MWSU approved insurance policy, but you may purchase a second insurance policy as a supplement.

#### 3. **Housing:**

- \$100 refundable damage deposit for the residence hall is required.
- The University requires all exchange students to live on-campus while they study at MWSU under the MWSU J-1 exchange program. Students are encouraged to complete the housing application and pay \$100 deposit online at [www.missouriwestern.edu/reslife/applying-for-housing/](http://www.missouriwestern.edu/reslife/applying-for-housing/). You may print out the pdf contract and conditions at the following links:

<https://www.missouriwestern.edu/reslife/wp-content/uploads/sites/284/2016/11/MWSU-Housing-Contract-2017-2018-Final.pdf> and <https://www.missouriwestern.edu/reslife/wp-content/uploads/sites/284/2016/11/TermsConditions1718.pdf>. Part of the housing contract includes choosing a meal plan; the best plan is the 21 meals all-you-can-eat a week, or 3 meals for 7 days/week.

- ISS has extra linens for exchange students to use for a few days. Students can arrange/purchase linens via [online resident hall linen program](#) prior to their arrival.
- Plan to check into housing no later than a day before the first day of International Orientation.

4. **Class Registration:**

- Student is responsible for working with a home institution advisor to create “Learning Agreement: a list of classes to take at MWSU”. A MWSU class schedule is available at <https://www.missouriwestern.edu/schedule/> to build your class schedule. Then, please email “Learning Agreement” [iss@missouriwestern.edu](mailto:iss@missouriwestern.edu) in timely manner. The MWSU-International Student Services office will register you in classes prior to your arrival.

5. **Health Record Requirement:**

The following 3 forms (one online and two paper) must be completed and shared with the Office of International Student Services prior to arrival.

- To remain compliant, all students must complete the TB screening questionnaire (Online form) <https://aps2.missouriwestern.edu/forms/healthserv>
- [Immunization Documentation Form](#) (please email to [iss@missouriwestern.edu](mailto:iss@missouriwestern.edu) as an attached document)
- [Health History Form](#) (please email to [iss@missouriwestern.edu](mailto:iss@missouriwestern.edu) as an attached document)

6. **Arrival:**

- MAKE THE APPROPRIATE ARRANGEMENTS TO ARRIVE ON CAMPUS ON TIME. The closest international airport is the Kansas City International Airport (airport code MCI). If you require assistance with airport pick-up, you must arrange to arrive on either August 19 (Saturday), or August 20 (Sunday). Submit your travel or flight itinerary on our Airport Pick Up Form (will be sent via email after you are accepted) at least two weeks before your planned arrival. The airport is a little over 30-minutes away from the University.
- If you use the MWSU shuttle, we will assist you with checking into housing on the day of arrival.
- If you are arriving at the Kansas City Airport later than 9:00pm (U.S. Central Time) during the first day of free airport pick up, we will request that you stay at the nearest hotel at your own expense. Then, we will pick you up from the hotel the next morning.
- If you choose to arrive outside of our shuttle schedule, taxi service is available at the Kansas City International Airport. Cost will be around \$90-100 for the 30-minute trip. They will take you directly to your dormitory on campus, so make sure that you know the dormitory name. Or, if you will arrive independently to MWSU, you can ask the taxi driver to drop you at the Resident Hall: Commons. The Resident Hall staff will assist you in moving into your campus housing. You must still inform International Student Services 2 weeks in advance of your planned arrival times.

7. **Orientation:**

- Students must report to the University on Monday, August 21, 2017 at 9:00 A.M. for the **MANDATORY International Student Orientation program**; expect to spend a minimum of five days at orientation. This orientation includes placement testing, academic advising, a campus tour, an immigration regulation session, cultural adjustment session, shopping trips and more.

8. **Tuition:**

- Each student is responsible for paying the application fee, class fees, orientation fee, residence hall, meal plans, and MWSU contracted student health insurance.
- Each student is responsible for paying any additional tuition exceeding 15 credit hours.
- The University will adjust student tuition on the student account after the drop/add date. International Student Services will inform student when the student’s account is adjusted and ready to receive the payment.

9. **Others:**

- You will have the status of non-degree student at Missouri Western, unless otherwise noted. If, later, you choose to pursue a degree at Missouri Western, you will be required to reapply to Missouri Western as a degree-seeking student. You will be required to fulfill all admission requirements and pay admission fees and tuition.
- Your placement will be limited to the period specified. An extension request is subject to review and approval by your home and host institutions.
- Your exchange placement may be terminated early by Missouri Western if you fail to remain enrolled full time at your host institution, fail to maintain minimum academic standards as defined by your home institution or Missouri Western, or are found by Missouri Western to be in violation of laws or regulations of your host country or institution.
- If you withdraw from the program any time after accepting the placement, or if your exchange placement is terminated after you take up placement at your host institution:
  - You may still be obligated to pay the full program fee, where applicable, at the discretion of your home institution in collaboration and agreement with the host institution.
  - You will forfeit my right to receive benefits as a participant and must reimburse the host institution for any money advanced to you to cover benefits after the date of withdrawal or termination.
- It is a student's responsibility to request that Missouri Western State University send an **official transcript** to their home institution upon completion of the exchange program. The transcripts may be requested from MWSU's Registrar's Office. Website <https://www.missouriwestern.edu/registrar/transcripts/> Each student should understand that he/she will be liable for and will agree to pay any charges incurred in providing this or any additional transcripts that may be requested in the future.
- Be prepared to pay a number of necessary bills in the first week after your arrival. We suggest you arrive with no less than \$250 USD in hand.
- Books can be purchased at the campus bookstore or on the Internet.
- The Missouri Western State University International Student Services has a Facebook page.
  - Please LIKE us <https://www.facebook.com/mwsuinternational/>
- If you have questions or concerns, please do not hesitate to email [iss@missouriwestern.edu](mailto:iss@missouriwestern.edu)

I acknowledge that all my statements on this Exchange Application Supplemental Form are complete and accurate to the best of my knowledge. **I understand that Federal law requires Missouri Western State University to disclose any information I provide on this application to the U.S. Citizenship and Immigration Service through the Student and Exchange Visitor Information System (SEVIS).** I authorize the coordinator at my home institution to send my official academic records/transcripts to Missouri Western Missouri State University.

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Applicant's Signature

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Date