

APPLICANT CHECKLIST

INCOMING EXCHANGE STUDENT APPLICATIONS

Deadline for students starting in the FALL: February 15th
Deadline for students starting in WINTER or SPRING: October 15th

STAGE ONE

(APPLICATION PHASE)

Stage One requirements must be completed/submitted by the February 15th/October 15th deadline.
NOTE: Please disregard any information about the "Signature Verification Form". You DO NOT need to submit this form.

Online Questionnaire Forms: Fill out and submit electronically.

- Incoming – Application form**
- Incoming – Important Addresses and Contact Information** – This form asks for the contact information of your emergency contact. It also asks for the postal address to which you want visa documents to be mailed. **NOTE: Your home university might require that your visa documents be mailed to their international exchange office directly; please ask your exchange program coordinator if this is the case for you.**

Learning Content: Read through each of these and then click "Mark as Read".

- Incoming – Additional Departmental Requirements**
- Incoming – English Proficiency Information**
- Incoming – Graduate School Information (Graduate students only)**
- Incoming – Housing Information**

Material Submissions: Your home university collects and submits these items to IE₃ Global.

- Copy of Passport** – Please turn in a copy of the page with your picture and other information.
- Course Preference Form** – This is a downloadable form. Click on the title for this material submission and you will be able to download the form from there.
- English Proficiency Test Scores** (original scores)
- Financial Documentation Information form** – This is a downloadable form. Click on the title for this material submission and you will be able to download the form from there.
- Official Transcripts** (from home university)
- Proof of Sufficient Funds or Bank Statement** – Please acquire either a bank statement or a letter from your bank stating the amount of funding you or your sponsor can supply for your exchange program in Oregon. The total amount must be equal to or greater than the estimated program cost on the IE₃ Global website for the university to which you are applying.
- University Degrees/Certificates** – Only submit a copy of these if you have previously earned/received any at the time of your IE₃ Global application.
- Graduate Applicants – 3 Letters of Recommendation** – Students applying for graduate-level studies will need to submit three (3) letters of recommendation.

Note: There may be additional learning content or materials depending on your program/level of studies.

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STAGE TWO

(REVIEW PHASE)

Once all Stage One requirements are met, your application is submitted for review and your online account is moved to Stage Two. While your materials are being reviewed, you will need to take care of the following items.

Learning Content: Read through each of these and then click “Mark as Read”.

- Incoming – Health Insurance Information**
- Incoming – Smoking on Oregon Campuses**
- Incoming – Travel Oregon Information**
- Incoming – Visa Information**

Material Submissions: These are documents you can sign electronically.

- Release of Information** – Electronically sign.
- EOU Housing** – EOU Applicants ONLY: Eastern Oregon University (EOU) requires that all undergraduate international students live on campus their first year. A link is provided for you to fill out the EOU housing application form.

ACCEPTED

When you are accepted by your Oregon institution, your application status is changed to “Accepted”. There is only one questionnaire form to fill out at this point.

Online Questionnaire Forms: Fill out and submit electronically.

- Incoming – Oregon Student ID Number** – Please provide the ID number that you have received from the institution to which you have been accepted.

WHILE IN OREGON

Once you have everything set up to begin your studies in Oregon, we will ask you for one more thing.

Online Questionnaire Forms: Fill out and submit electronically.

- Incoming – Oregon University Issued E-mail Address** – Please provide the email address that you have received from the institution to which you have been accepted.