ASU EXCHANGE STUDENT NOMINEE APPLICATION

***READ ALL INSTRUCTIONS ON ALL PAGES BEFORE BEGINNING APPLICATION***

INCOMPLETE OR LATE APPLICATIONS WILL BE RETURNED TO THE UNIVERSITY WITHOUT BEING REVIEWED OR CONSIDERED FOR ADMISSION.

APPLICATION DEADLINES (Applications received after these dates will not be accepted, NO EXCEPTIONS):

• October 1 for spring/calendar year exchange programs
• April 1 for fall/academic year exchange programs

SEND APPLICATIONS TO:
Incoming Exchange Program
ASU Study Abroad Office
951 South Mill, Suite 150
Tempe, AZ 85287-4311

We recommend that you send applications at least one month before these deadlines to assure timely arrival if sending by post, or one week before if sending by courier.

INSTRUCTIONS:

A. Read all application materials very carefully and make sure you understand all instructions before submitting anything. Where appropriate, make copies for your own records.

B. All items must be completed in ENGLISH - translation is not available at ASU for exchange program applications.

C. Please type or print clearly in black ink. Make sure the name you put on your application materials matches EXACTLY the name on your passport and make sure your personal information is entered or written clearly. This is very important, as we need to issue your visa documents correctly.

D. All material submissions must be sent by your home university’s exchange program office to the Study Abroad Office (SAO) after being reviewed. Do not send any material submissions directly to ASU or to the SAO. If you have a question about something on the application, please contact SAO immediately. It is better to ask a question now than to have your application filled out incorrectly and sent back to you. You may contact SAO at studyabroad@asu.edu.

E. Do not attempt to save time by sending your application directly to an ASU academic department. This would actually delay your acceptance in the exchange program, your admission at ASU as well as visa issuing procedures. Once you have been admitted to the program, SAO will forward relevant documents to the relevant ASU academic departments at your request.

F. Your application must include all items listed on the Application Packet Checklist.
APPLICATION PACKET CHECKLIST

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<thead>
<tr>
<th>NAME:</th>
<th>PROGRAM PERIOD</th>
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<td>HOME UNIVERSITY:</td>
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ITEMS TO SUBMIT BY THE DEADLINE ABOVE (submitting an early application is strongly encouraged)

1. _____ Incoming Exchange Student Application *found in the Online Forms and Submissions section*

2. _____ Official Transcript *upload online and submit original in packet*
Listing of all courses and grades from your home institution; must be in English or with an official English translation.

3. _____ Proof of English Language Proficiency *upload online and submit original in packet*
*This requirement is for Non-Native English Speakers ONLY.*
ASU will accept several types of language tests to meet this requirement including a TOEFL (Test of English as a Foreign Language) score of 213+/550+/79+. For additional tests that qualify, refer to the ASU Program Profile in your online application. Do NOT have the reporting agency send your scores to ASU directly; include score document in your application packet.

4. _____ Photo Upload *online*

5. _____ Copy of your Passport ID Page *upload within the Online Forms and Submissions section*

6. _____ Proof of Financial Support *downloaded from the Tasks section, complete and upload along with proof of support*

7. _____ Signature Verification Form *downloaded from the Tasks section, complete and include in packet to be sent in to the ASU Study Abroad Office*

8. _____ Statement of Purpose *found in the Online Forms and Submissions section*
Submit a statement (about 250 words) in English, describing your purpose and goals in applying for participation in the ASU Exchange Program.

ITEMS TO BE COMPLETED LATER (after your application has been reviewed AND confirmed by ASU)

1. _____ Emergency Information Questionnaire *found in the Online Forms and Submissions section*

2. _____ Statement of Understanding *electronic signature in the Tasks section*

3. _____ Consent for Access to Educational Records *electronic signature in the Tasks section*