

**Michigan State University
Incoming International Exchange Student Information**

MSU Application Forms and Required Documents:	
J-1 Visa Application Form (<i>including proof of financial support – original document</i>)	Required
Lifelong Education Application Form (<i>put name as it appears on passport</i>)	Required
MSU Incoming Exchange Student Course Selection Form (<i>Must include description of courses taken at home university if the MSU course needs a prereq</i>)	Required
Academic Transcript and list of current coursework	Required
TOEFL Scores	Required for all students from Non-English speaking universities and countries
Letter of Interest	Required
Academic Advising Form (Please type)	Required
Copy of Passport	Required (at time of application)
Residence Hall Application Form	Required- Send at a later date
Airport Pickup Form	Optional- send at a later date
Student Insurance Waiver Form	Optional- send at a later date

J-1 Visa Application Form

The J-1 Visa Application Form is used in order to process an DS 2019 form. The Office of Study Abroad cannot process this form until proof of financial support documentation has been received from the student. Proof of financial support documentation must be in the form of a bank statement (student's or parent's) or other document clearly stating that the student has access to at least **\$6,000 US dollars per** semester while the student is enrolled at MSU. If the student receives money from his or her home university or MSU, the amount is deducted from the required \$6,000. For example, if a student receives a scholarship for \$1,000 the student would only need to show proof of financial support documentation for \$5,000 for the semester. This form must be completed and returned to MSU at the time of application. Once this form has been processed, MSU must send it to the incoming exchange student in his or her home country. The student must then take the IAP-66 form he or she received from MSU to the nearest US Embassy or US Consulate in their home country (with the original proof of financial support documentation) in order to apply to receive his or her J-1 Visa.

Lifelong Education Application Form

This form is used to issue each student Michigan State University student identification numbers (PIDs and PANs). Please note that this form does not register or enroll the student in courses. Students will still need to register separately. Once this form is processed, students will be issued a PID number and a PAN number. These numbers will allow the students to register for courses via the internet as well as setup an MSU email account.

MSU Incoming Exchange Student Course Selection Form

This form is used by MSU Departments and Colleges to assist incoming exchange students with their MSU course selections and course enrollment. In order for exchange students to enroll in any MSU

course that has a prerequisite requirement, exchange students must provide documentation describing how they have fulfilled the prerequisite requirement. Enrolling in MSU courses is a difficult process for incoming exchange students. It is very important that students submit their MSU Incoming Exchange Student Course Selection Form AS EARLY AS POSSIBLE. Students should select alternative courses and should be prepared to allow some flexibility in their course enrollment. Courses numbered 100 – 499 are undergraduate courses with courses numbered 300-499 considered advanced undergraduate courses. Unless your exchange program is an graduate exchange program, you CANNOT enroll in any courses numbered between 500 – 999. Please note: ***BUSINESS COURSES ARE ONLY OPEN TO BUSINESS MAJORS.***

Academic Transcript and list of current coursework

Students must provide MSU with an academic transcript listing the courses they have taken and the grades received in English. In addition, students must provide a list of their current coursework.

TOEFL Requirement

Students coming to Michigan State University from NON-English Speaking Countries and/or Universities must provide MSU with their TOEFL Scores. The MSU Exchange Student Requirements are as follows:

NON Computer Based TOEFL

Total Score of **550** and a score of at least **52** on each subsection of the exam.

Computer Based TOEFL

Total Score of at least **213**, Listening at least **18**; Structure/Writing at least **20**; Reading at least **19**.

If a student applies to MSU and is accepted without having met the minimum TOEFL requirement, he or she will be required to take full-time or part-time English before becoming eligible to enroll for academic classes. MSU cannot provide any guarantee that students will be allowed to take academic classes at any period during their stay at MSU if they arrive without having met the minimum TOEFL requirement.

Residence Hall Application Form

This form is used to secure campus housing. Once students arrive at MSU and sign the housing contract, they will not be permitted to move off-campus. If they decide to move off campus after signing the housing contract, they will be required to pay a fee.

Airport Pickup Form

This form is used to arrange for free airport pickup for incoming international students arriving on specific dates at the Capital City Airport in Lansing, Michigan. If students arrive at a different airport, the Office of Study Abroad will not be able to provide airport pickup.

Student Insurance Waiver Form

The Office of Study Abroad recommends that students purchase the MSU student insurance. However, students can waive the MSU insurance if they have an insurance policy that is considered equivalent to the MSU student health insurance policy. In order to waive the MSU insurance, students must work directly with Michigan State University's Human Resources Office.

In order to waive the MSU student insurance, students must complete a Student Insurance Waiver Form. This form can be completed via the internet at the following web site: <https://www.hr.msu.edu/secure/studentlogon.asp>. In order to complete this form, students will need to have previously created their MSU Email account.

In addition to the Student Insurance Waiver Form, students will need to send a copy of their insurance policy in English with a detailed description of the policy coverage (if amounts of coverage are given in foreign currency, they will need to be converted to United States dollars) to the following address:

Attention:
 Student Insurance Waiver
 MSU Human Resources Benefits Office
 Nisbet Building
 1407 South Harrison Road, Suite 140A
 East Lansing, MI 48823-5287
 Telephone: (517) 353-4434
 Fax: (517) 353-1869
 Email: clark@hr.msu.edu

Once the Student Insurance Waiver Form has been completed via the internet and the Benefits Office has received a copy of the insurance policy in English with a detailed description of the coverage, students can check their waiver status via the internet at the following web site: <http://www.hr.msu.edu/depts/benefits/stuins.asp>.

Exchange Student Information Web Sites:

MSU Web site - <http://www.msu.edu/home/>
 MSU Academic Calendar - <http://www.reg.msu.edu/ROInfo/Calendar/Academic20052006.asp>
 MSU Housing - <http://www.hfs.msu.edu/>
 MSU Schedule of Courses- <http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp>
 MSU Course Descriptions - <http://ntweb1.ais.msu.edu/j4100/scripts/CatalogSearch.asp>
 MSU Estimated Costs - http://www.ctrl.msu.edu/studrec/tuition_feesFS.htm

*MSU Estimated Costs-based on Fall 03 rates (per semester)	Fall	Spring
Double Room and Traditional 20 Meal Plan	\$2,729	\$2,729
Residence Hall Application	\$25	\$25
Residence Hall Tax	\$21	\$21
Books	\$400	\$400
Insurance (spring includes spring & summer)	\$376	\$614
Spending Money	\$1500	\$1500
International Student Fee	\$25	\$25
Computer	\$1,000	\$1,000
Total	\$6,076	\$6,314

The costs above are based on 2004-2005 numbers. Housing will increase slightly for the 2005-2006 academic year. These costs do not include travel expenses, tuition for those students who are responsible for their MSU tuition, or additional nights in the residence halls prior to the start of the semester fees. Additional nights in the residence halls prior to the start of the semester fees are estimated at \$26 per night.