



San José State  
UNIVERSITY

# EXCHANGE PROGRAM APPLICATION

(For Incoming International Exchange Students)

**Instructions:**

**PLEASE TYPE YOUR APPLICATION** using the on-line writable Adobe PDF (Handwritten applications not accepted)  
www.sjsu.edu/depts/studyabroad/forms/incoming\_j1\_app.pdf

Do not abbreviate. Answer every question. Write "n/a" if a question is not applicable. Applications must be submitted via your home institution exchange coordinator. Applications will not be accepted directly from student applicants.

1. Name: \_\_\_\_\_ 2. Gender: Male  Female   
*Last name First Name Middle*

3. Home Institution: \_\_\_\_\_  
*University City Country*

3. Application for: Fall Semester \_\_\_\_\_ Spring semester \_\_\_\_\_ Summer Term \_\_\_\_\_

4. Duration of Exchange: From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

5. Current Address: (valid until \_\_\_/\_\_\_/\_\_\_) \_\_\_\_\_ Permanent Address:  
*month/day/year*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Tel.: (\_\_\_\_\_) \_\_\_\_\_ Permanent Tel.: (\_\_\_\_\_) \_\_\_\_\_

Primary email address: \_\_\_\_\_

Alternate email address: \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_ (Example: June 7, 1987)  
*Month Day Year*

7. Place of Birth: \_\_\_\_\_  
*City Country*

8. Country of Citizenship: \_\_\_\_\_ Permanent Resident of: \_\_\_\_\_

If you have dual citizenship, indicate which passport you will be using to travel to the U.S.: \_\_\_\_\_

9. Academic Field: \_\_\_\_\_ Emphasis (if any): \_\_\_\_\_

10. Intended field(s) of study at SJSU: \_\_\_\_\_

11. Level of study in home country:  Undergraduate  Graduate Current Term/Year: \_\_\_\_\_

12. Level of study while at SJSU:  Undergraduate  Graduate  
Graduate Students: If graduate courses are unavailable, would you be willing to take undergraduate courses?  Yes  No

13. TOEFL Score: \_\_\_\_\_ Date when the exam was/will be taken: \_\_\_\_\_  
*Month Day Year*

TOEFL examination scores are required for all non-native speakers of English. Please attach a copy of your official score results. Undergraduates are required to have a minimum TOEFL score of 500 (173 Computer-based). All graduate students, and undergraduate Engineering students, are required to have a minimum score of 550 (213 Computer-based).

14. Do you plan on doing Academic Training (Internship) during or following your studies at SJSU?  Yes  No

15. List specific courses that you are interested in taking at SJSU. List 4-5 courses that you would prefer to take, with an additional 4-5 alternate choices in case any of those courses are not offered or enrollment is full. Undergraduates are required to take a minimum of 12 units and graduate students are required to take at least 9 units. All exchange students must have permission from the Study Abroad Coordinator to take graduate courses (course number 200+). All courses offered by SJSU can be found on the online catalog at: <http://info.sjsu.edu/web-dbgen/catalog/departments/all-departments.html>

Department	Course Number	Course Title	Units
<i>BUS2</i>	<i>133A</i>	<i>(Example) International Marketing</i>	<i>3</i>

16. Indicate academic work in progress:

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17. Have you resided, studied or traveled outside your home country? If so, please indicate below:

<i>Location</i>	<i>Purpose of Stay</i>	<i>Length of Stay</i>
<i>Location</i>	<i>Purpose of Stay</i>	<i>Length of Stay</i>
<i>Location</i>	<i>Purpose of Stay</i>	<i>Length of Stay</i>

18. Will you be accompanied by dependents (spouse, children) while overseas?  Yes  No

If you checked "Yes", please list the names of dependents, relationship to you, and their ages below:

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19. Do you have any physical or psychological conditions that require professional, ongoing treatment?  Yes  No

If yes, please explain:

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20. Please describe any special needs or services you will require during your exchange (i.e. dietary considerations, medications, learning aids, or facilities with disabled access):

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**Note:** The SJSU Study Office will make every reasonable effort to place qualified students that have special needs or require other services. The information requested above is important so that we can verify that SJSU is able to accommodate your needs. This information is considered confidential and will not be shared with anyone except those departments providing services. It is not a factor when considering your application for the exchange program.

21. Person(s) to contact in case of emergency:

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Other Day Telephone: (\_\_\_\_) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

22. Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

All exchange students are required to provide proof of insurance upon arrival at SJSU. Minimum insurance standards are listed in the Exchange Student Handbook on the SJSU Study Abroad website. Travel insurance is not sufficient and will not be accepted. SJSU will require you to purchase our insurance should your insurance policy be deemed insufficient. Please bring copies of your insurance card and an explanation of your insurance policy (in English).

My signature below affirms that I will have health insurance that fully covers me during travel to the United States and throughout my participation in the exchange program:

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

23. Declaration of Finances

You will have to show proof that you have the available funds to support yourself for the entire length of your exchange program at SJSU. Exchange students are not eligible for financial aid through SJSU and you should not rely on working to support yourself during your studies. The cost of living can be expensive in California but your expenses will vary depending on your choice of accommodation and your personal spending habits. The amounts listed below are average expenses. You are required to demonstrate that you have sufficient funds to cover these amounts:

Estimated Expenses	One semester (4 months)	Academic Year (10 months)
Housing and Food	\$5,000	\$10,000
Books and Supplies	\$300	\$600
Insurance	\$350	\$800
Personal Expenses/Transportation	\$1,250	\$2,800
<b>Total:</b>	<b>\$6,900</b>	<b>\$14,200</b>

Indicate the sources and amounts of financial support available to you while studying at SJSU (In U.S. Dollars):

Home university: \$ \_\_\_\_\_  
 Government or sponsoring agency: \$ \_\_\_\_\_  
 Parents or relatives: \$ \_\_\_\_\_  
 Personal funds: \$ \_\_\_\_\_  
**Total:** \$ \_\_\_\_\_

**Certification by Financial Sponsor:**

"I guarantee that the sum of (U.S. Dollars) \$ \_\_\_\_\_ will be available to the above-named student for his/her study at San José State University in California.

Name of Sponsor: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Address of Sponsor: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bank Certification** (In lieu of the certification below, you may attach a signed bank statement or letter indicating the amount of available funds):

I certify that the sponsor named above has funds available in this bank in the equivalent of (U.S. Dollars) \$ \_\_\_\_\_

Name of Bank Official: \_\_\_\_\_ Title: \_\_\_\_\_

Name and Address of Bank: \_\_\_\_\_

Bank Official's Signature: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_

Bank Stamp or Seal:

24. I authorize the Exchange Coordinator at my home institution to send my official academic records/transcripts to the Study Abroad Coordinator at SJSU. I understand that official academic records/transcripts of the work that I undertake at the host institution will be sent to my home institution **provided that:** all fees not covered by the program, and any remaining debts which are my responsibility, are paid in full prior to departure from SJSU. I understand that my home institution or SJSU will withhold my certified transcripts until such fees are paid.

I agree to **immediately** notify the Study Abroad Coordinators at my home institution and at SJSU if I no longer want to be considered for an overseas placement or if I wish to end my enrollment prior to the official completion of the term of the host institution.

**If I accept placement, I agree that:**

- I will take part in all aspects of the program, including orientations, official program activities and evaluation. I understand that I am considered a representative of my home country and university, and that my active participation at the host institution is essential to the sustainability of the exchange program.
- I understand that I must submit a complete SJSU participant evaluation at the end of my exchange.
- I will pay to my home institution the designated tuition/fees covering the full period of my exchange placement.
- I will purchase health insurance coverage as required by SJSU and the United States.
- I understand that the exchange programs are competitive and that applicants will be chosen based on their academic abilities, suitability to the program and space availability at the host institution.
- My placement will be limited to the specified period. An extension request is subject to review and the approval of my home institution and SJSU Exchange Coordinators.
- My exchange placement may be terminated early by SJSU or my home institution if I fail to remain enrolled full-time, fail to maintain minimum academic standards as defined by the home and host institutions, or am found by SJSU or my home institution to be in violation of laws or regulations of the host country or SJSU.
- If I withdraw from the program anytime after accepting the placement, or if my exchange placement is terminated after I take up placement at the host institution, I understand that I may still be obligated to pay (in part or in full) the program fees at the discretion of the host institution in collaboration and agreement with my home institution.
- I understand that if I am admitted to SJSU as an international exchange student, my status is that of a non-degree seeking student. Should I wish to change my status to a degree program in the future, I will need to satisfy the requirements that SJSU has established for admission to degree programs for all international students.

I acknowledge that I fully understand all of the questions and the above terms of participation. I certify that all of the information given in this application, and the attached Statement of Purpose, is complete and accurate to the best of my ability.

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*Applicant's Signature*

*Name Printed*

*Date*

**THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING MATERIALS:**

- TOEFL examination scores (if first language is not English).
- Official Transcript of all university studies.
- Documentation of financial support, if not provided above.
- A Statement of Purpose (maximum one page in length) detailing your academic goals and reasons for wanting to study at SJSU

25. **Statement of Purpose.** Please type a one-page, carefully written essay of 3 to 5 paragraphs. Please indicate the extent to which your coursework and personal experience have prepared you to take advantage of the opportunities offered by the program at San José State University. In addition, discuss how overseas study will contribute to your academic and career goals, as well as your reasons for wanting to study at SJSU.