

## Incoming Exchange Student Application Checklist

Deadline 1	Fall: May 1	Spring: September 1
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- ☐ **UNF Application:** An undergraduate student will complete and submit their [undergraduate application online](#). A graduate student will complete and submit their [graduate application online](#).
- ☐ **Letter of Good Academic Standing:** The partner institution will send a letter attesting that the student is in good academic standing at their university.
- ☐ **Proof of English Language Proficiency:** The partner institution will send proof of English proficiency. This can be either:
  - A letter from the partner university stating that the student is proficient in English or,
  - TOEFL scores, IELTS scores, or any other approved [Indicator of English Language Proficiency](#)
- ☐ **Academic Transcript:** The partner institution will send an official copy of the student's university transcript.

Deadline 2	Fall: June 1	Spring: October 1
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- ☐ **Affidavit and Passport Bio Page:** To apply for your J-1 visa, you will need a DS-2019 form. The following will need to be uploaded to your applicant portal when you request a DS-2019:
  - [Affidavit of Financial Support](#). Exchange students need to show proof of funds in the amount of \$10,284 (1 semester) or \$20,569 (1 year). Students/Sponsors should fill out the affidavit form indicating these available funds.
  - A scanned copy of the student's passport bio page.
- ☐ **Immunizations:** You will need to show vaccine records. This will be done in your [patient portal](#) once you are admitted to UNF. Students cannot register for classes until this has been submitted and approved.
- ☐ **Health Insurance:** This is required by the U.S. Department of State for J-1 exchange students. Students may either (1) purchase UNF health insurance or (2) waive coverage with a compliant personal health plan. For detailed questions regarding insurance requirements, refer to the [Medical Compliance website](#) or email [medical\\_compliance@unf.edu](mailto:medical_compliance@unf.edu).
- ☐ **Transcript Consent Form:** The student must complete this form to provide consent that at the end of their time at UNF, the official transcript will be released to the UNF International Center and then sent to the partner institution.
- ☐ **Housing Application:** To sign up for UNF on-campus housing, students will first need to have a UNF Student I.D. Number (given to the student by the UNF International Center). The sooner a student submits their online housing contract, the better, because rooms fill up fast.  
For more information about on-campus housing, see the following links:
  - [UNF Housing website](#)
  - [Housing Prices](#)