

Austin Peay State University Exchange Student Fact Sheet 2020-2021



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Contact Information

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Applying for Undergraduate Admission

Exchange Students: This includes J-1 Visas only.

1. Submit an application for admission. <https://apsu.edu/international/international-undergraduate-admission/index.php>
 - Complete the international undergraduate application and pay the nonrefundable \$25.00 USD application fee. Priority application deadline is **June 1** for fall semester and **October 1** for spring semester.
2. Submit proof of financial support. <https://www.apsu.edu/international/international-undergraduate-admission/affidavitofsupportJ12020.pdf>
3. Request a recent transcript and submit a letter of good standing from home institution. <https://apsu.edu/international/international-undergraduate-admission/letterj1.pdf>
4. Submit proof of English Language Proficiency. <https://www.apsu.edu/international/international-undergraduate-admission/english-language-proficiency.php>
 - Students from the following countries are not required to submit English proficiency scores: Antigua, Australia, Bahamas, Belize, Botswana, British Islands, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, South Africa, Tanzania, Uganda, United Kingdom, Zambia, and Zimbabwe.
5. Submit proof of immunization and medical insurance. <https://www.apsu.edu/international/international-undergraduate-admission/immunization-and-medical-insurance.php>. **This can be submitted after admission.**
6. Submit copy of passport biographical page.

Housing and meal plans

Housing

All exchange students are required to live on-campus and need to complete **ONLY STEP 1** and **STEP 2** of the housing application, which will prompt you to pay a deposit. This deposit will be deducted from your housing bill or will be reimbursed to you. This will depend on the arrangement between APSU and your home institution or the exchange provider you are using. ISEP programs do NOT pay APSU for housing, but a housing deposit is still required. Here is a link with instructions for the housing application. <https://apsu.edu/housing/how-to-apply.php>

Meal Plan

- Students living on campus are required to have a meal plan.
- We recommend exchange students choose the U Gold plan, which includes unlimited Cafeteria Meals Access, \$200 Plus dollars/per semester, and 1 Meal Exchange/per day.
- The meal plan will be uploaded to the students' APSU IDs, which will be used to pay for meals at all dining locations on campus.
- Meal plans can be purchased on your APSU OneStop.

Student Visa

Student Visa and Passport

- After receiving your DS-2019 form in the mail from our office, schedule an appointment with the American Embassy to complete your visa interview.
- Be sure to bring the appropriate documentation with you including your visa application DS-2019 form, your letter of acceptance at APSU, financial statements and any other requirements.

Orientation (Mandatory)

- All exchange students are required to attend a mandatory Exchange Student Orientation. This orientation will take place **August 20, 2020 at 10:00 AM** for the fall semester, and **January 14, 2021 at 10:00 AM** for the spring semester.

APSU Health Requirements and Health Insurance

You should have received a Certification of Immunization Form with your welcome package. You need to complete that document and send/email it to **APSU Health Services** (nelson@apsu.edu). The State of Tennessee requires that all students, including exchange students, entering institutions of higher education submit proof of health insurance equal to or greater than the APSU required coverage. You can buy the insurance online before you come to APSU or as soon as you arrive. You can also buy an equivalent insurance plan for international students in your country as long as the policy covers the same amount as the one that APSU carries (See website for more details).

Students must submit proof of:

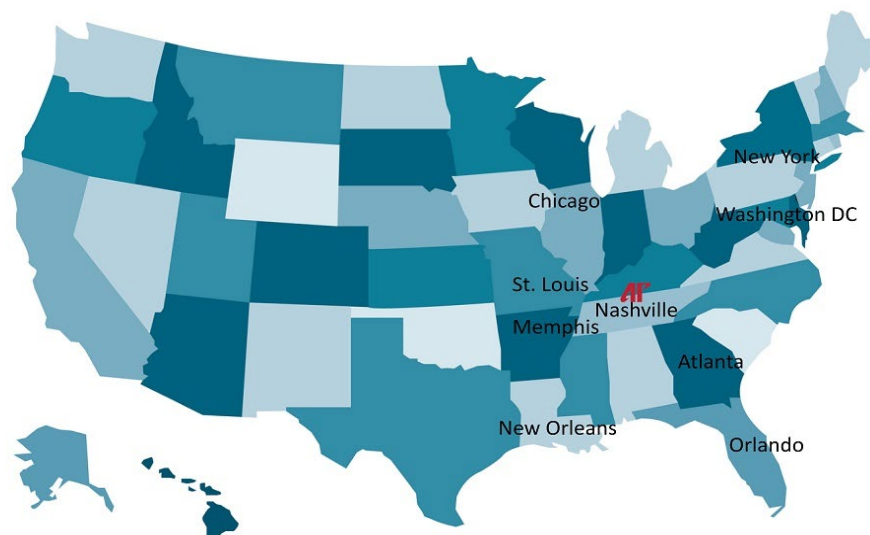
- Two MMR (measles, mumps, rubella) immunizations.
- Chicken pox immunization.
- A negative tuberculosis test **from within 30 days of your arrival to the United States** (BCG not acceptable), or a letter from your doctor stating that you are TB free.
- Students who are 21 and under must also have received a meningitis shot within the last 5 years. This shot can be administered at APSU Health Services once you arrive on campus, but will cost \$125.

Traveling to the USA

- Be sure you email your flight itinerary to our office (flight numbers, departure and arrival times).
- If you arrive on the Tuesday or Wednesday before the orientation, our office will assist you in a free airport pick-up. Please contact us immediately if you would like to use this service.
- If you have pre-arranged transportation and your flight information changes, be sure to notify the shuttle company and/or our office of any changes whenever possible.
- Hand carry all of your important documents, including your passport, DS-2019, visa, acceptance letter, financial documents and all other supporting documents. These must be readily available for immigration officials at your port of entry.

Bridge Program

The Office of Study Abroad and International Exchange invites you to join the Bridge Program. The Bridge Program is a peer-mentor group of both international and domestic students enrolled at APSU. It is designed to help international students explore American culture and history while teaching First Friends (domestic students) about the culture and history of their countries. Here is a link to the Bridge Program application for exchange students. <https://www.apsu.edu/study-abroad-exchange/international-exchange-student-bridge-program-application.php>



Class Registration

Frequently Asked Questions about Registration:

How many courses do students normally take?

- Students normally register for at least 12 credit hours at APSU. Twelve credit hours is considered full-time enrollment.

What does 12 credit hours mean?

- Each credit hour represents one hour of course time during the week.
- 1 credit hour= 1 hour of class time/ week
- 3 credit hours= 3 hours of class time/ week
- 4 credit hours= 4 hours of class time /week

How many hours of coursework am I required to enroll in?

- Due to your J-1 visa status, you are required to enroll in at least 12 credit hours. Please check with your home institution exchange coordinator and verify the number of hours required at your home institution.

What is the maximum number of hours I am allowed to enroll in?

- The maximum number of hours you are allowed to enroll in is 15 hours.

Can I take APSU online classes?

- You can take one APSU online courses, but you may be responsible for the additional fees associated with these courses. These courses are not covered in the tuition waiver exchange students receive.
- ISEP Students: Students participating in the International Student Exchange Program (ISEP) are prohibited from taking online courses due to ISEP restrictions.
- **COURSES THAT ARE LISTED AS "RODP" ARE NOT AVAILABLE TO EXCHANGE STUDENTS**

How do I log-in to APSU One Stop and look up classes?

- Your admission packet has instructions on how to log-in to APSU One Stop. Once you have entered One Stop follow the instructions below to check for available classes. Make sure you choose the right term (fall or spring) since you can ONLY choose classes that are available during the term you will be here.

How do I know when a course is offered?

- Courses have specific meeting times each week.

Am I allowed to take any level of course?

- Students who wish to take 3000 or 4000 level coursework are often required to show proof of pre-requisite knowledge. It is possible to get a prerequisite waived by contacting the professor teaching the course or the Study Abroad coordinator.
- Pre-requisite knowledge is defined as an adequate understanding of the lower-level content in that specific academic area.

Can I request a course which is listed as full?

No. Due to fire code regulations we are restricted from overfilling the classrooms; however, you may check regularly to see if any seats open in the course and notify our office if a spot becomes available. It is important to note that often courses fill quite quickly and open seats can be filled within a few minutes.

When will I receive my course schedule?

Timing can vary. If you request courses which require pre-requisite knowledge and your transcript is required, then it can take longer to complete your schedule.

What happens if I want to change my course(s) after enrollment, but before arrival?

It is possible to change your course(s), but please keep in mind it can be quite difficult to change your course and timing is important. If you wish to change your course(s), contact the Study Abroad Coordinator.

What happens if I want to change my course(s) after arrival and classes begin?

It will still be possible to change your course schedule after the Office of Study Abroad and International Exchange deadline, but you will be responsible for requesting permits from academic departments and completing the registration process. You will also be responsible for any fees associated with late registration.

Before Leaving your Country

Before Leaving your Country

- Make sure you notify your banking institution that you will be studying in the U.S. and the time period you will be abroad. Discuss using your debit/credit card in the U.S. and whether it will function.
- Plan to also bring a small amount of U.S. dollars that will provide enough funds to sustain you until you are able to meet with a U.S. banking official to open up an account in the U.S.
- We also recommend you make copies of your immigration documents including your DS-2019, student visa, passport, financial statement, and acceptance letter to APSU.

Suggested Packing List

The following items should be placed in your CARRY-ON luggage:

- Passport, visa, DS-2019 form, financial statement, copy of APSU acceptance letter, airline ticket and all other supporting documentation
- Travel itinerary to include the following:
 - All flight numbers and ticket confirmation numbers
 - Times of flight departures and arrivals
 - Contact numbers for:
 - Shuttle service pick-up at BNA or contact number for the volunteer scheduled for pick-up
 - APSU Office of Study Abroad and International Exchange: (931) 221-6851
 - APSU Office of Housing: (931) 221-7444
 - APSU Office of Public Safety (APSU 24-hour emergency contact number): (931) 221-7786 (Use to reach emergency contact of PDSO or other campus contact after business hours.)
- U.S. currency, include money for food, transportation, and other necessities during your initial days in the U.S.; do not travel with large sums of currency as these can be easily lost or stolen
- Credit and debit cards
- International driving license
- Prescription medication in original container, back-up supply, and letter from doctor (in English)
- Instructions for treating any allergies or unique medical conditions (in English)
- Extra change of clothing (in case your luggage is lost)
- Reading materials, ear plugs, MP3 players, or other travel comforts
- Camera
- Sweater/light jacket
- **See TSA guidelines regarding liquids in carry-on baggage.**

The following items should be placed in your CHECKED luggage:

- **Copies** of all immigration documents including your passport, DS-2019 form, visa, letter of acceptance, etc.
- Seasonally and culturally appropriate clothing, undergarments, shoes and accessories
- Eyeglasses and/or extra supplies of contacts
- Electrical outlet adapters for electronics (voltage in USA is 120V/60Hz, Type A and B sockets)
- Music from home country
- Traditional dress/outfit
- Personal computer software/USB drive
- Photos (family and friends)
- Small items representative of your home and culture

The following items are recommended.

Most of these items can be bought here unless you have a very specific brand you must use. You can also check on-line to see if your brand and type can be purchased here. If you choose to purchase here, make sure to have extra money. If you bring them with you, they should be packed in your checked luggage.

- Bed sheets (extra-long twin sheets), blanket, pillow and pillowcase
- Towels and washcloths
- Toiletries and cosmetics (toothbrush, toothpaste, shampoo, conditioner, soap, etc.)
 - It can be useful to bring a 2-3 day supply in your checked luggage until you are able to purchase more.
- Slippers/flip flops
- First-aid kit
- Medicines such as over-the-counter pain reliever, cold/flu, and allergy medicine

Check the Transportation Security Agency website for more information about packing and restricted items.