



MICHIGAN STATE UNIVERSITY

Exchange Student Application

Full name: _____

Home Institution: _____

Intended Exchange Semester(s): _____

Please collect the following information in addition to these application forms!

- ☐ *Application Form*: All pages filled out completely
- ☐ *Copy of Financial Documents*: Letter from bank or bank statement and affidavit of support as needed, keep originals for visa appointment with your local Embassy.
- ☐ *Academic Transcript*: In English with attached list of current courses
- ☐ *Description of Courses Taken at Home Institution*: This is important if you plan on taking courses at Michigan State that require prerequisites.
- ☐ *Letter of Interest*
- ☐ *Copy of Passport*
- ☐ *TOEFL Score*: Unless home institution is taught entirely in English
- ☐ *Nomination Letter or E-Mail from Home Institution*
- ☐ *Fill out application, print and submit via fax or e-mail to:*

E-Mail: msuex@msu.edu

Fax: +1 517 432 2082



Michigan State University - Exchange Student Application

***Information must be exactly as it appears on your passport**

Family name*:	First*:	Middle*:
What name do you prefer to be called?:		
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Birth date (MM/DD/YYYY) *:
City of birth*:		Country of birth*:
Country of citizenship*:		Country of legal permanent residence*:
Last position in home country: Student <input type="checkbox"/> Employee <input type="checkbox"/>		
If student, specify: Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/>		
Academic Program at home institution:		
Home Institution:		

Is your home institution transcript *in English* attached? **Required for admission* Yes ☐ No ☐

Home Institution Contact Information

**Required for admission*

Advisor's name*: _____ Advisor's phone number*: _____

Advisor's e-mail address*: _____ Advisor's fax number*: _____

U.S. Visa Information: Have you been in J-1 or J-2 status in the past 5 years? Yes ☐ No ☐

**If yes, all copies of the IAP-66/DS-2019 must be attached*

Are you married? Yes ☐ No ☐ Children? Yes ☐ No ☐

Physical Mailing Address:	E-mail Address(es):
_____	_____
_____	_____
_____	_____
_____	Skype Name (optional):
_____	_____

Emergency Contact Information:

Complete Name of Primary Contact: _____

Phone Number(s) *include country code*: _____

E-mail Address: _____

Relationship to Contact: _____

Do we have your permission to contact this/these person/s in the event that a situation or concern arises that may involve your health, safety or wellbeing. Yes ☐ No ☐

Signature _____

Date _____

Printed Name _____

Office use only:	MSU NET ID: _____
STUDENT PID: A _____	STUDENT PAN: _____
DE _____	EX _____



Michigan State University - Exchange Student Application

Academic Application Continued

Full name: _____ Home Institution: _____

Michigan State University seeks to admit students who provide evidence of intellectual performance, good character, and potential which will permit them to profit from programs of the academic rigor of those offered by Michigan State. The University recognizes that learning opportunities are enhanced by a secure environment. As part of the Admissions process, we require applicants to respond to the following questions. Information provided in response to these questions needs to be reviewed, but rarely results in denial of admission.

Have you ever been expelled, suspended, disciplined, or placed on probation by any secondary school or college you have attended because of

- academic dishonesty,
- financial impropriety, or
- an offense that harmed or had the potential to harm others?

Yes ☐

No ☐

Have you ever been convicted of a criminal offense (including guilty or no contest pleas and juvenile court proceedings) other than minor traffic violations or are there criminal charges pending against you at this time?

Yes ☐

No ☐

If you answer yes to either of these questions, please explain in an attached letter. If circumstances arise in the future (until the time you begin attending classes) that make your answers to the above questions inaccurate, misleading, or incomplete, you must provide the Office of Admissions with updated information.

Educational Institutions Attended

If you have or will receive a Bachelor's degree or higher (or equivalent), or have attended other colleges or universities, please enter the last school attended below and provide degree and graduation information. If you have not attended a College or University, enter the name of your high school.

School or University: _____

City: _____

State or Province: _____

Country: _____

Degree Type: _____

Date of Graduation: Month: _____ Day: _____ Year: _____

I verify that all information in this application is true to the best of my knowledge:

Signature

Date

Printed Name

Congratulations on the completion of your application! Be sure to include all requested supporting documents. Please refer to the checklist on the first page for submission instructions.



Michigan State University Application Financial Documents

Before MSU can issue visa documents for you, evidence that you have sufficient funds to cover the cost of study in the United States must be submitted. The guidelines below will help you with this step.

Questions? Want to have your documents checked before submission? E-mail msuex@msu.edu

Amount of funding required for one semester :	
Undergraduate Spring 2018* (estimate) - Tuition: waived for exchange (\$11,172.00) Living expenses and insurance: \$8,891.00	Graduate Spring 2018* (estimate) - Tuition: waived for exchange (\$8,703.00) Living expenses and insurance: \$9,200.00
*For most up to date funding amounts please e-mail msuex@msu.edu	

With this form all applicants are required to submit proof of funding documents for themselves or their financial sponsor.

Acceptable Documents are:

- **Bank statements** should have the date and the account holder's name listed.
 - All funds must be easily accessible and liquid assets.
 - All statements should be in English, or translated into English.
 - If a parent/guardian/relative's bank statement is used, fill out the form below.
- **Letters from the bank** are also acceptable.
 - Letters should be written in English or accompanied by an English translation.
 - If a parent/guardian/relative's bank letter is used, fill out the form below.
- **Scholarship, grant or sponsorship letters** are permitted.
 - Letters must state you will *receive* the funds rather than stating you are eligible to receive funds.
 - Letters should be written in English or translated, and must include the exact amount of support.

Unacceptable Documents:

- Statements verifying employment and salary
- Insurance premiums and policies
- Property or personal assets (automobiles, land, buildings, jewelry, etc.)
- Non-liquid assets such as stocks, bonds, equities, retirement accounts
- Credit cards
- Income tax returns

Statement of Financial Support

This is **only** required when students submit their parent or guardian's financial documents. It is NOT required if the student is submitting their own financial documents, or grant/scholarship letters in their name.

Student Name: _____
Last First Middle

Nationality: _____ Date of Birth: _____
(mm/dd/yyyy)

This is to certify that I (financially sponsor), _____, acknowledge and take full responsibility for all expenses involved with the participation in the American Semester Program at Michigan State University. I will provide financial support for him/her to cover expenses for the duration of the program. The financial support will be made available from the resources indicated on the provided bank statement/letter.

My relationship to the applicant/student: _____

Signature

Date (mm/dd/yyyy)



Michigan State University - Exchange Student Application

Course Schedule Preference

Before we can offer you admission to the American Semester Program, it is important you request courses you would like to take during your time at Michigan State University. The list of courses you supply below will be used by your academic advisor to complete your schedule.

To do this please consider the following:

- Determine which classes are offered each semester by visiting <http://schedule.msu.edu/>. *Not all courses are offered each semester* and it is important you choose courses that will be offered during the semesters you are a part of the American Semester Program.
 - 100 & 200 level courses are first (freshman) and second (sophomore) level courses.
 - 300 & 400 level courses are third (junior) and fourth (senior) level courses.
- If a course has a *prerequisite*, you must have fulfilled this requirement with a course from your home institution.
- Courses at the 800 level and above are for students admitted into a masters or PhD (graduate level) programs. Undergraduate students are not permitted to take 800 level courses.
- Undergraduate students must take a minimum of 12 credits and graduate students must take 9 credits.
- If you are planning to spend an academic year with the American Semester Program at Michigan State University, please fill out two sets of forms.

Steps for Requesting Courses

- ☐ Visit <http://schedule.msu.edu/> to determine which courses are offered while you will be at MSU.
- ☐ Choose at least 10 courses you would like to take at MSU and rank in order of preference.
- ☐ When you find a class you would like to take which requires a prerequisite, make sure a course you took at your home institution fulfills the requirement. Attach a course description in English to this form. If you have not met the necessary prerequisites in your home country for the desired course, you will not be able to take the course at MSU.

Do you have questions?

Contact a program coordinator: msuex@msu.edu



Michigan State University - Exchange Student Application

Course Selection Form

Full Name:	
Major:	
1 st Academic Semester at MSU:	

Please choose at least 10 courses you are interested in taking during your first academic semester at MSU. **The section of a course indicates what day and time of the course fits into your schedule.** Not all courses will be available due to enrollment limits and prerequisites. You can use this link to research available courses (make sure to select the proper Semester from the drop down menu): <http://schedule.msu.edu/>

Some MSU courses will require the completion of several prerequisite courses. If you feel you have taken a course at your home institution that will work as a prerequisite, please list that course name in the "Prerequisites" column so we can look it up on your transcript. When submitting this form, it will be important to **send course descriptions in English for the completed prerequisites courses** in addition to the **most recent academic transcript**.

Enrolling in 12 total credit hours per semester at MSU is considered a full time undergraduate student. Check your exchange agreement to insure the number of credits or courses you must take.

NO.	MSU Course Code and Number	Which section? (this determines the exact class time; overlapping classes are not allowed)	MSU Course Title	MSU Number of Credits	Prerequisites (completed at your home institution, as required)
<i>Example</i>	<i>EC 210</i>	<i>001, 002 etc</i>	<i>Economic Principles using Calculus</i>	<i>3</i>	<i>Intro to economics - 101</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Please return this form to msuex@msu.edu



Michigan State University - Exchange Student Application

Residence Hall Application

**For more information regarding housing options visit <https://liveon.msu.edu/neighborhoods>*

Family name(s): _____ First name(s): _____ Middle name(s): _____

Male ☐

Female ☐

Date of Birth: Month: _____ Day: _____ Year: _____

Home address:

Street name and number: _____

City: _____ Postal Code: _____ Country: _____

E-mail Address: _____

Housing Options:

Would you like to live in a designated quiet area?

Yes ☐

No ☐

Would you like to live in an alcohol free setting?

Yes ☐

No ☐

Do you smoke?

Yes ☐

No ☐

Do you care if your roommate smokes?

Yes ☐

No ☐

Do you have any health or handicap related housing needs?

Yes ☐

No ☐

**If yes, please describe in a separate letter and attach*

I am applying for:

☐ Fall (August – December)

☐ Spring (January – May)

☐ Academic Year (August – May) ☐ Summer, continued through Fall of _____ (year)

Hall Choice: More information about your residence halls can be found on americansemester.isp.msu.edu

Owen Graduate Center ☐

Undergraduate Residence Hall ☐

Your MSU Student Account will be charged a \$40 housing application fee upon arrival.

I understand that the housing contract is for the entire duration of my exchange program.

I agree to abide and be bound by the terms and conditions as written in the Campus Living Services contract for Michigan State University.

Signature

Date

Office use only:

Hall Assignment: _____

Date sent to Housing Assignments: _____