

# International Exchange Guide

## Fall 2024 - Spring 2025

Hello, Exchange Coordinators!  
We look forward to welcoming your students to UW-Eau Claire (UWEC).

## Admissions

### Deadlines

#### *Nominations*

You, the exchange coordinator, are responsible for emailing your nomination(s) at least one month before the Exchange Student Application deadline.

- Email by **March 15<sup>th</sup>** to nominate students for the upcoming fall semester.
- Email by **September 15<sup>th</sup>** to nominate students for the upcoming spring semester.

#### *Exchange Student Application*

Your students are responsible for completing the application by the deadline.

- Apply by **April 15<sup>th</sup>** to attend UWEC the upcoming fall semester.
- Apply by **October 15<sup>th</sup>** to attend UWEC the upcoming spring semester.

Notice: **Students who want to register for specific courses should apply in advance!** Class registration opens in early April for the upcoming fall semester and early November for the upcoming spring semester. Students who wait until April 15<sup>th</sup> or October 15<sup>th</sup> to apply may have limited course availability.

## Exchange Student Application

### *Student Responsibilities*

Your students must complete the International Exchange Student Application Process. This is *not* the same application process for degree-seeking or dual-degree students. It is very important that students complete the international exchange application.

Students should follow the application instructions on the UWEC's Center for International Education (CIE) webpage, [International Exchange Student](#).

The application has multiple parts, including the Universities of Wisconsin Special Student Online Application. To complete this, the student will need to create an

account and submit their application. Additionally, there are multiple materials students are required to submit to the Center for International Education via email.

## *Exchange Coordinator Responsibilities*

The only application material you, the exchange coordinator, need to submit on the student's behalf is their original transcript. Please provide transcripts in the original language and English translation if applicable. The transcript(s) must show courses, grades, an official stamp, and a signature from a university official. Transcripts must be emailed to [intled-transcripts@uwec.edu](mailto:intled-transcripts@uwec.edu) by the Exchange Student Application deadline.

## **Admitted International Student Checklist**

You, the home university, will be contacted via email with the results of your student's application.

Once your student is accepted to UWEC, they must complete the [Admitted International Student Checklist](#) before coming to Eau Claire.

# **Courses**

## **Registration**

Students can start looking for classes at any time. To look at course options, students can search for classes on the UWEC student portal, CampS. Please refer students to the [UWEC Class Schedules](#) website for instructions on looking up courses. The courses listed in the student portal may not be available every semester. Students should be prepared to be flexible and work with their home university for coursework substitutions as needed.

Students need to communicate with their UWEC academic advisor to register for classes. Students will receive an email from their academic advisor after they are accepted to UWEC. This email will be sent to the student's UWEC email address. It is crucial that students activate their UWEC email immediately and check it frequently for updates.

## **Restrictions**

International exchange students may enroll in bachelor-level courses. At this time, UWEC cannot offer *graduate-level* courses to international exchange students.

International exchange students studying at UW-Eau Claire may not enroll in *nursing* courses.

International exchange students looking to register in *accounting or finance* must first send a detailed course description of the introductory courses they've taken to the UWEC International Program Associate. The International Program Associate will

determine if the student's course work meets the UWEC prerequisites for accounting and finance. There may be limited opportunities for specific accounting and finance coursework, due to pre-requisite material required of students studying U.S. accounting and finance methods.

## **J-1 Visa**

### **Student and Exchange Information System (SEVIS) Fee**

There is a SEVIS fee collected by the United States Citizenship & Immigration Services (USCIS). The U.S. government requires this fee for all J-1 visa students.

The student needs to pay this fee before their visa interview and keep a copy of the receipt. The student should bring the SEVIS fee payment receipt with them to their visa interview and keep this receipt with them when entering the United States.

The fee payment process is available on the [I-901 Fee U.S. Immigration and Customs Enforcement website](#).

### **DS-2019 Immigration Document**

Once accepted to UWEC, the student will receive an acceptance packet containing their DS-2019 and other helpful information.

The DS-2019 is what allows the student to apply for their J-1 student visa at a U.S. embassy/consulate.

To enter the United States, the student will need their DS-2019, passport and student visa.

Students and Exchange Coordinators should contact their local U.S. embassy/consulate to determine if there are other requirements specific to their country.

## **Student Health**

### **Mandatory Health Insurance**

All international exchange students are required to have the Universities of Wisconsin Student Accident & Sickness Insurance Policy. No exceptions will be granted.

The student is responsible for the cost for the Accident & Sickness Insurance Policy, which is approximately \$1000 per semester. The CIE will enroll the student at the beginning of the semester and the cost will be applied to their UWEC bill. Students do *not* need to purchase supplemental insurance.

## **Services for Students with Disabilities (SSD)**

UW-Eau Claire can provide many services and accommodations to assist students with a variety of needs. The [Services for Students with Disabilities](#) (SSD) office works with students, faculty, staff, and community partners to facilitate services and accommodations. Documentation by a medical provider may be required by the SSD office.

Students who may need services or accommodation can email the UWEC International Program Associate. The UWEC International Program Associate will assist the student in connecting with the SSD office. Ultimately, the SSD office determines eligibility. Documentation from a medical provider may be required by the SSD office to approve services or accommodations.

## **Campus Connections**

### **Buddy Program**

The Buddy Program is an opportunity provided by the Center for International Education (CIE). The Buddy Program pairs domestic and/or current international students at UW-Eau Claire with new international students. The goal is to build intercultural relationships with a student familiar with UWEC and U.S. culture. This program is completely voluntary. New students are encouraged to sign up during orientation. Students will be matched with their buddy within the first two weeks of classes.

### **Student Organizations**

Involvement in campus organizations is an important part of the university's total education program. Campus organizations offer social and service opportunities for their members, the university, and the community. Membership can broaden acquaintances, develop leadership ability, build decision-making and problem-solving skills, and complement classroom instruction. For a complete list of campus organizations, please visit the [UWEC Student Organizations](#) webpage.

## **Center for International Education (CIE) Staff**

For a complete list of CIE staff, please visit the [CIE Staff](#) website.

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