



STUDENT APPLICATION

INSTRUCTIONS:

Please **type** (**do not** **handwrite**) this application, and attach to it the following documents:

- A one-page essay in English, describing the goals to be achieved in the program, including any special areas of research in which you are currently involved or would like to be involved during the program
- An official transcript from your home university, English translation is required
- One faculty recommendation
- A completed 2-page Program of Studies form, outlining the courses at your home university for which you must take equivalent courses abroad
- A syllabus for each of those courses listed on your Program of Studies form
- TOEFL score: Most universities require a minimum 230 (computer based), 88 (internet based), 570 (paper based)
- A passport-sized photograph (attached to this application). Although this is not mandatory, we strongly suggest that you submit a photograph, to help the host university identify you
- A Proof of Financial Support
- A Proof of Insurance or Intent to Purchase Insurance
- Any additional application materials requested by the university you have selected

Once it is finalized, please submit the completed forms and the following copies to your campus Global E³ contact. You **MUST** submit the application and **ALL** supporting materials to your contact **by the deadline**.

Student name _____

Part 1: Personal Information

1. Family name _____
2. Given name _____
3. Gender female male
4. Date of birth (day, month, year) _____
5. Place of birth (city and country) _____
6. Citizenship _____
7. Passport number _____
8. Passport expiration date _____
 (day, month, year)



9. Residence during academic year
We need this information in order to contact you while at school.

Dates at this address (day, month, year)

From _____ To _____

telephone _____

fax _____

email _____

Other fax number where you can be reached: _____

Other email at which you can be reached: _____

10. Permanent residence (home)

Dates at this address (day, month, year)

From _____ To _____

telephone _____

fax _____

email _____

Student name _____

Part 2: Current Program

11. Name of your home institution _____

12. Academic major (field, specialty) _____

If you plan to take a majority of courses in a different major while in the US, please list the US major (this is important for your immigration documentation and will affect your placement and your internship opportunities if not properly indicated)

12 a. Major in the US (if different) : _____

13. Name of the academic advisor _____

Telephone: _____

Fax: _____

Email: _____

14. Year you want to substitute abroad _____

15. Expected date of completion (day, month, year) _____

Part 3: Program Preferences

You are applying for the United States

16. Placement preferences

Please list the top five institutions that you are interested in attending (in order of preference). Please briefly note the reasons for these preferences. We will make every effort to place you at one of your top choices, but cannot guarantee this due to space limitations and other considerations. Please use the “**Comments**” section if you need additional space.

For a list of current US member institutions, please refer to:

www.iie.org/programs/global-e3/institutions/usa.htm

- *Some universities require additional application forms to be completed. Please review the requirements for each university on our website.*

Student name _____

17. Program duration (check one).

one semester of academic study

two semesters of academic study

one semester of academic study and one semester in a practical internship

(in that case, the maximum duration of the internship, according to the American regulations, would be 4 months)

17 a. Earliest date by which you can leave your home country and begin your program abroad (day, month, year)

17 b. Latest date by which you must end your program abroad and return to your home country (day, month, year)

18. Are you planning to take (check one)

all or mostly undergraduate courses

all or mostly graduate courses

Undergraduate courses in US institutions are courses taken during the first four years of higher education. Completion of the first four years leads to the BA/BSc degrees. In many universities if you are admitted to the undergraduate school, you may not be able to take more than one or two courses in the graduate school. Fourth year French students (second year students in the Grandes Ecoles system) are usually considered undergraduates; fifth year French students (third year in the Grandes Ecoles) are graduate students; in the German system, students need an additional two years after the Vordiplom to qualify for a graduate school.

Note: Graduate level study through Global E³ generally does not lead to a graduate degree at the host institution. The Global E³ program is a non-degree exchange program. You may be able to transfer graduate level credits into a degree program, but such a decision is made separately by each host institution and is not guaranteed through Global E³.

If you wish to apply for a graduate program at the host institution, you must do so completely separately outside the Global E³ program. Graduate admission is then decided on an individual basis by that institution. Once you are accepted into a degree program, normal tuition fees could be applied as required by the host institution's own policies.

Student name _____

Part 4: Additional information

19. First language(s): (languages spoken at home, in which you can communicate fluently)

20. English language

a. TOEFL (you must submit a hard copy of your score with this application)

score: _____ date taken _____

score: _____ date taken _____

b. Other standardized tests of English

Name of the test _____ score _____ date taken _____

Name of the test _____ score _____ date taken _____

21. Other language(s):

Please assess yourself for each other language using the scale below.

language 1: _____

years of study _____

reading/writing _____

1 = fluent

2 = good communication / comprehension

3 = working knowledge

language 2: _____

years of study _____

reading/writing _____

1 = fluent

2 = good communication / comprehension

3 = working knowledge

oral _____

1 = fluent

2 = good communication / comprehension

3 = working knowledge

oral _____

1 = fluent

2 = good communication / comprehension

3 = working knowledge

22. Computer languages and software applications (WordPerfect, MS Word, Excel, Lotus, etc.)

a. _____

d. _____

b. _____

e. _____

c. _____

f. _____

Student name _____

23. Other skills, interests, or hobbies:

24. Practical Experience (engineering internship, etc.)

List most recent or most relevant position held. You may list additional experience in the **Comments** section of the application.

Company name : _____

Dates employed:

from (day, month, year) _____ to (day, month, year) _____

Position title: _____

Please describe your position and duties/responsibilities.

Part 5: Comments

All the above mentioned information may be displayed on the Global E³ website and could be used by industrialists through a private access code (www.globale3.org).

Signature

Student name _____



PROGRAM OF STUDIES FORM

Student Name _____
Family
Given
Middle

Home Institution _____

To be completed by host institution only:

Host Institution _____

Please, list courses offered at your home institution for which you would like to find corresponding courses at your host institution overseas. Please indicate if the course is necessary for your participation in the program (ie you will not accept placement at an institution which does not offer an equivalent course). Please attach a course syllabus for each course listed below.

To be completed by host institution only:

Desired courses	Is the course necessary for participation in the program?		Suggested corresponding course at host institution (name and number)
1. _____	yes	no	1. _____
2. _____	yes	no	2. _____
3. _____	yes	no	3. _____
4. _____	yes	no	4. _____
5. _____	yes	no	5. _____
6. _____	yes	no	6. _____
7. _____	yes	no	7. _____

Note to host institution: Please attach descriptions for each course listed in the shaded area above before forwarding to the student's home university.

Student name _____

PROGRAM OF STUDIES FORM (cont)

Student name _____

Please describe any additional courses which you would like to take overseas but are not normally offered at your home institution.

To be completed by host institution only:

Suggested courses at host institution which match those described above.

Other courses required at the host institution.

Signatures

Advisor at home university should sign after an appropriate program of studies has been agreed upon. At that time, the form is sent to the host university for the final signature with copies given to the student and the regional administrative agency.

Signature of student advisor or Global E³ representative
home university

Signature of student advisor or Global E³ representative
host university

Student name _____

PROOF OF FINANCIAL SUPPORT

In order to be issued a DS-2019 (required for the J-1 visa) or an I-20 (required for the F-1 visa), you must demonstrate proof of adequate financial support. Although the cost of living varies by region, and is determined by the host school in the US, in general you can estimate that you will need to have approximately \$1,480 per month multiplied by the number of months that you will be in the United States. This proof can be in the form of a bank statement or a letter from your bank, certifying that you (or your parents or other family member) have access to that total amount. (This letter must be in English.) If the total amount is not currently available to you, you may offer some other form of proof that you will receive or have access to the amount stated above each month. However, immigration regulations require that we receive some evidence that you will be financially supported while in the United States. This is very important! You cannot receive an DS-2019 or I-20, and therefore a visa without this information. Please include a statement demonstrating proof of financial support with your Global E³ application. (Note, after you have been accepted at a university, the host university may ask for updated proof of financial support.

PROOF OF HEALTH INSURANCE

Unless you have dealt with US health insurance before, this may be a strange concept to you. ***You must have adequate health insurance coverage in order to study in the US according to J-1 visa regulations. Socialized national health care systems in European countries do NOT qualify as this kind of coverage.***

On the following page is a description of the minimum requirements for health insurance as defined by the J-1 visa regulations. Most US universities offer health insurance that meet these minimum requirements, or if your current insurance meets these requirements, you may continue to use it in the US. Please read through the requirements carefully. After checking with your health insurer to ascertain that your health insurance meets these requirements, or confirming with your host university that you will purchase their insurance, in compliance with these regulations, please sign the attached page

Remember, your DS2019 (required to apply for your J-1 visa) will not be issued until we have received this form!

Please note:

- your host university may sponsor you for an F-1 visa (by issuing you an I-20 form). They may request that you sign an additional form.
- Your host university may require that you purchase insurance provided by the host university, so, please do NOT purchase insurance at this time. Please wait until you know which host university you will attend, and then clarify with them their policy on health insurance.

Student name _____

INSURANCE REQUIREMENTS FOR THE J-1 VISA

In order to comply with J-1 regulations, your health insurance policy must comply or exceed the following guidelines.

1. Dates:

Your insurance coverage must extend throughout the full length of time that you are in the United States under the Global E3 program. (If you are applying for academic training, your insurance must cover you for the full duration of the academic training period.)

2. Minimum coverage shall provide:

- a. medical benefits of at least \$50,000 per accident or illness;
- b. repatriation of remains in the amount of \$7,500;
- c. expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000; and
- d. a deductible not to exceed \$500 per accident or illness.

3. An insurance policy secured to fulfill the requirements of this section:

- a. may require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
- b. may include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness;

4. Policy must be underwritten by an insurance corporation having an A.M. best rating of "A-" or have; an Insurance Solvency International, Ltd. (ISI) rating of "A-" or above; a Weiss Research, Inc. rating of "B+" or above. It is your responsibility to confirm with the insurance company that they meet this criteria.

I have read the above description in full and in detail describing the regulations concerning the minimum health insurance requirements my insurance must carry in order to be eligible for the J-1 visa. I agree that I will purchase insurance that meets or exceeds these requirements for the full duration of time that I am in the United States under the Global Engineering Education Exchange program including time spent in academic studies and in academic training.

(Print Name)

(Signature)

(Date)

Student name _____

ADDITIONAL PRACTICAL INFORMATION

1. VISA PROCEDURES

Visa procedures vary slightly from one consulate or embassy to another. However, there are standard items that are required for the application. There are new guidelines for international students so be extra meticulous when preparing your documents. In order to apply for a visa each student must have:

- A current, valid passport
- An I-20 form for the F visa or an DS-2019 form for the J visa
- A documentation of your financial support, including an original bank statement accompanied by a letter of financial support from a bank, or other sponsor as well as the letter of admission from the school that you will be attending in the United States
- Proof that you have permanent residence outside the United States
- One or more passport-type photographs
- A non-immigrant visa application

Once a complete application is received, the local American Embassy will attempt to respond to you as soon as possible. An interview may be required and it may be several weeks before they can reach a final decision on your application. One of several things may happen:

- as soon as the required security checks can be completed and an officer can decide that you are eligible for a visa, the visa will be placed in your passport and your passport mailed back to you,
- if you send an incomplete application, they may need to return your entire package to you or may try to notify you concerning any missing items by e-mail or telephone (please give them the number and the e-mail address, if possible) so that they can help you complete the form, but note that your application for a visa will only be considered complete when they receive the corrected or completed items,
- if it is necessary to schedule you for a personal interview, an appointment letter will be forwarded to you as soon as this requirement is determined by an officer (during the summer or holiday periods, appointments may involve a delay of one month). If they can anticipate a delay beyond the normal processing time because of required additional processing involving consultations with the Department of State, they will inform you by letter and provide the best estimate of current delays in similar cases.

IMPORTANT NOTICE: Please understand that the Embassy's goal is to provide service that takes no more time than necessary. They do attempt to process the visa request as soon as possible. However, please be aware that recent security measures are delaying the process by several weeks.

2. SEVIS (Student and Exchange Visitor Information System).

The U.S. Government has mandated that an internet-based system be implemented to enable schools and the US Bureau of Citizenship and Immigration (BCIS) to exchange information on the immigration and academic status of international students, scholars, and their dependents, nationwide. This program, called SEVIS, is also used by the U.S. Government to track arrivals and departures as well as continued enrollment, academic training, on campus employment and other important related activities.

For more information, please check <http://www.ice.gov/graphics/sevis/>

Student name _____