International Exchange Student Admission Process

International Student and Scholar Services Georgia State University P.O. Box 3987

Atlanta, GA 30302-3987 Tel: 404-413-2070 Fax: 404-413-2072 Email: isss@gsu.edu

www.gsu.edu/isss



J-1 Applicants

Student applicant completes and submits **Exchange Student Application** (must submit finanical documentation and copy of passport) to Program Coordinator/Director.

Program Coordinator/Director reviews application for accuracy and completion, completes the **Exchange Program Info** form and sends the completed application to appropriate Admissions Coordinator*.

Admission coordinator reviews application, fully admits the student; adds Fee Rate code, if applicable, in Banner; sends completed application and copy of acceptance letter to International Admissions Coordinator (Yun Lin). IA and LP Holds will be placed on the student's account;

Yun reviews and approves financial documents once documents are complete; DS-2019 form will be issued and welcome packet will be sent to Admission Coordinator or Program Director (for undergrauate students); Holds will be removed by Yun.

Admissions Coordinator sends welcome packet to program coordinator. Program Coordinator sends everything to student.

BANNER

- SAAADMS (Pending admissions code)
 - •Admit type: XI (International Transient) or GR (Graduate)
 - •Student Type: X, M, or W
- SPAIDEN
 - Name must appear exactly as on passport
 - Must have PE address in home country

SOAHOLD

- •IA (International Admissions)
 Hold: need complete
 financial documents to be
 removed
- •LP (Lawful Presence) Hold: need appoprate immigration verification to be removed

Fee Rate Code--SGASTDN

- EXCHG: Reciprocal exchange/Exchange student (Living expense only, no tuition & fee)
- •EXCWF: Exchange student paying fee only

Welcome Packet

- Welcome Letter
- DS-2019 Form
- ISAC List
- Orientation Brochure
- Visa Brochure (Not for SEVIS transfer students)
- Immunization Form

^{*}For undergraduate students: Lan Nguyen (3-2037)