

Incoming Exchange Student Application Guide

North Carolina A&T State University
Office of International Programs (OIP)
1601 East Market Street, Academic Classroom Building, Room 213 Greensboro, NC 27411
(336) 334-7104

**Application Deadline: Fall Semester-Application should arrive by March 31
Spring Semester- Application should arrive by October 15**

Thank you for your interest in North Carolina Agricultural and Technical State University. In order to be considered for exchange, please submit the following documents with your completed application form to the Office of International Programs:

- 2 Passport Photos** (write your name on the back of photo)
- Photocopy of the photo/signature page of your passport**
- 2 Academic Reference Forms**
(Each form must be completed by a different individual)
- Language Proficiency Report**
- Official transcripts**
- Personal Statement**
- Security Questionnaire**
- Statement of Financial Support**

Mail this completed application to:

North Carolina Agricultural & Technical State University
Office of International Programs
1601 East Market Street, Academic Classroom Building, Room 213
Greensboro, NC 27411

Academic References

Complete the first section of each Academic Reference Form; read the waiver and sign it if you wish.

You need academic references from two professors or instructors. Ask them to complete both sides of the form and return it to you in a sealed envelope with their signature overtop.

Language Proficiency Report

If you are from a country where English is not the official language, you must take the TOEFL exam. NCA&T requires a minimum score of 550.

Official Transcripts

Please include official transcripts from the registrar of each college or university you have attended. Your application cannot be processed without official transcripts.

Personal Statement

Please answer the following question in a clear, thoughtfully prepared brief essay (300-500 words).

Introduce yourself and present your reasons for wanting to study at NCA&TSU. Tell us about strengths and special interests that may not be evident in other materials you have submitted. Explain why you are a strong candidate for study abroad, referring to your educational achievements, intellectual and personal interests, and career goals.

Your experience abroad will expose you to an academic system, culture, society and (possibly) economic conditions that are different from those of your home country. Reflect on some of the differences you expect to encounter and on what you hope to learn from them.

PART II: Academic Information**10. Duration requested for period of study** (check one)

one semester two semesters beginning date requested: ____/____/____
month year

11. Study at NCA&T is desired at the (please check **one** only):

Undergraduate (B.A. or equivalent) level Graduate/Postgraduate level and will involve (*check one or both*)
___ taking courses ___ conducting research

NOTE: Students requesting to study at the graduate level will be required to submit proof of completion of the B.A. /B.S. or equivalent at the time of application. This proof may be a transcript indicating completion of the Bachelor degree, a copy of the diploma, and/or a letter from the home university dean or chancellor stating that the student has completed the equivalent of this degree. Students requesting graduate-level status must also have a TOEFL score of at least 550. **Students who cannot meet both of these requirements should apply for the exchange at the undergraduate level.** Undergraduate-level exchange students may take graduate-level coursework for which they are qualified.

12. Highest degree completed or in progress at your current institution: _____

Major field of study: _____ Date of Completion (*actual or expected*) ____/____/____
month year

13. English Proficiency: This section must be completed by all students except:

1. Students whose native language is English
2. Students who have completed at least one year of a **university degree** in the U.K., Ireland, Australia, Canada, Ghana, or the U.S.

Please check the appropriate box:

I have completed/ will complete the TOEFL

Date of completion ____/____/____ Test Score: _____
month day year

OR

I have completed/ will complete the Cambridge First Certificate Exam

Date of completion ____/____/____ Test Score: _____
month day year

A TOEFL score of 195/550 for undergraduate-level status and 213/550 for graduate-level status, OR a Cambridge First Certificate in English grade of C for undergraduate-level status, is REQUIRED before participating in this program. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT OTHER THAN AS NOTED ABOVE. NO OTHER TESTS OF ENGLISH PROFICIENCY WILL BE ACCEPTED.

14. Course Selection:

Using the North Carolina Agricultural & Technical State University, catalogue (also available on the Internet at [Course Catalog](#)) list **specific courses** (units/ modules) you would prefer to take on page 3. The final selection will be determined upon arrival at NCA&T, after meeting with an academic advisor. A typical course load is 12-15 credit hours each semester. **Please note:** after you arrive in Greensboro, you will have the opportunity to make changes to these course requests. However, it is recommended that you list as many *specific course interests* as possible to ensure that you are able to enroll in popular courses that may be full by the time you arrive in Greensboro.

If there are specific courses that your home university requires you to take while at NCA&T, please consider alternatives in case those classes are full when you arrive.

PREFERRED COURSES

Course Number	Course Title

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Course Number	Course Title

PART III: Housing Information

I DO wish to reserve a room in a NCA&T residence hall. I have enclosed the housing application form and a non-refundable deposit of \$150.00 that will be applied toward my housing cost.

I DO NOT wish to reserve a room in a residence hall, and I understand that I will be responsible for making my own housing arrangements off-campus.

PART IV: CONDITIONS OF THE EXCHANGE

I acknowledge that all my statements are complete and accurate to the best of my ability. I understand the following conditions concerning participation in this exchange:

1. Students are required to participate in an orientation program prior to the beginning of classes. Student must remain in continuous enrollment until the end of the semester and complete all final examinations.
2. A TOEFL score of **195/550** for undergraduate-level status and **213/550** for graduate-level status, OR a Cambridge First Certificate in English grade of 'C' for undergraduate-level status, is required before participating in this program.
3. Students requesting on-campus housing will be required to sign a contract with NCA&TSU Office of Housing and Residence Life upon arrival in the U.S. and will be responsible for payment of the room and boarding fees for the full period of the exchange.
4. To meet U.S. Immigration and Naturalization visa requirements, visiting students must be registered for at least 12 undergraduate or 9 graduate credit hours per semester.
5. Students must purchase NC A&T medical insurance for him/her and any accompanying family members, payable in U.S. dollars upon arrival. The estimated cost of this insurance is \$_____

Signature: _____

Date: _____

North Carolina Agricultural And Technical State University

Academic Reference
(Please type or print clearly)

Applicant:
Please complete the top section of this form and ask a professor or official academic advisor to complete the reference section or attach a letter of reference. You must submit two academic references.

Applicant Information:

Name: _____
(Last) (First) (Middle)

Current Address: _____

City State Zip Code

Telephone: (____) _____

Email: _____

Reference Requested From: _____

Under Section 438, General Education Provision Act (Public Law 90-247), you have the right to access certain educational materials submitted to OIP in connection with your application. Section 438 (a) (2) (B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that recommendation letters may have a greater effect when such letters are written in confidence. If you choose to waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature

Date

Reference:

The student above is applying for study abroad through the Office of International Programs. Applicants are involved in challenging cross-cultural situations, both in and out of the classroom. To succeed, the applicant must have a high degree of academic and personal motivation and the ability to adjust to people of different social and cultural backgrounds. Since participants serve as representatives of both NC A&T and their nation, the OIP is concerned with both academic excellence and personal suitability of the applicant for study abroad. The willingness of host institutions to accept future participants will be affected by the candidates' performance. Since the application cannot be reviewed until we receive this form, please submit either to the student in a sealed envelope, with sign overtop or to OIP, A-16 C.H. Moore Building, Campus.

1. How long and in what capacity have you known this student?

ACADEMIC REFERENCE FORM (CONTINUED)

2. In comparison with other students you have known, please note the applicant on the following characteristics:
(Check the box the box that applies to you).

	Excellent	Good	Average	Poor	Unknown
Writing ability					
Ability to express himself or herself orally					
Initiative					
Ability to cope with ambiguity					
Emotional stability and maturity					
Ability to adjust to and cope with unusual/uncomfortable situations					

3. What are this student's intellectual and/or other strengths relevant to studying abroad?

4. What are this student's intellectual and/or other weaknesses that might be relevant to studying abroad?

5. Please comment on the student's motivation for studying abroad. Does he or she have the ability and maturity to achieve his or her goals in studying abroad?

Additional comments:

Signature

Date

Name

Position or Title

Office address

Telephone

North Carolina Agricultural and Technical State University Campus Safety Questions (Application Addendum)
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INSTRUCTIONS: Please answer all questions, making entries legible with a black or blue pen. Your signature is **required**. If this form is not signed, your file will be incomplete and your admission decision will not be determined.

Your “**yes**” answer to one or more of the following questions **will require a written Explanation** and will not necessarily preclude your being admitted. **However, you will be required to submit a criminal background check.** Failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

1. Have you been convicted of a crime? _____ Yes _____ No

2. Have you enter a plea of guilty, a plea of no contest, and a plea of nolo Contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge? _____ Yes _____ No

3. Have you otherwise accepted responsibility for the commission of a crime?
_____ Yes _____ No

4. Do you have any criminal charges pending against you?
_____ Yes _____ No

5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? _____ Yes _____ No

6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? _____ Yes _____ No
_____ Currently Serving _____ Never Served

You must promptly notify the Admissions Office in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

I have read this information carefully and I agree to abide by the policies and regulations of North Carolina Agricultural and Technical State University and to the best of my knowledge, the information I have given is true. By signing this document, I understand that any misrepresentation of facts on this document will be cause for refusal of admission, cancellation of admission, or suspension from the University.

Applicant Signature

Social Security Number or Passport Number/Country of Issue

Print Signature

Date



INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

North Carolina Agricultural and Technical State University
208 Murphy Hall • 1601 East Market Street • Greensboro, NC 27411

(336) 334-7551 • Fax (336) 256-2421 • E-mail: isso@ncat.edu

EXCHANGE STUDENT FINANCIAL GUARANTEE

Financial Requirements: Federal regulations require that North Carolina A&T State University have documentary evidence on file that a nonimmigrant student has adequate financial means to pay all tuition, required fees, insurance (*health, repatriation and medical evacuation*) and living expenses during the approved period of study at the University. *Insurance is MANDATORY through the University and has now been set as a "required fee". Exceptions must be reviewed and approved by the ISSO **prior** to submitting a request to waive University insurance.*

Exchange students must show adequate proof of funds outside those covered by the respective "Exchange Program Partner". Generally, all tuition and required fees are covered by the program and exchange students need to show the following either by supporting bank documents and/or a bank letter. The **original documents** should be provided to the U.S. Embassy/Consulate where the exchange student is taking the interview. *Copies can be provided to the ISSO for issuance of DS-2019.*

Exchange Students Living Expenses

One Semester

\$4500 (USD)

Full Year (2 semesters)

\$9000 (USD)

Please note that the University of North Carolina System requires enrollment in the Mandatory Insurance plan which includes health, repatriation and evacuation. The limits of coverage meet and/or exceed the requirements set forth by the Department of State for Exchange Students. The cost of this coverage is approximately \$709.00 per semester or \$1418.00 per year.

New students will need a one-time "Settling-in" allowance of at least **\$1200 (USD)** **if** they are not living on campus. Apartments and other housing options in the United States generally require deposits and there are other costs associated with establishing utility services (electricity, water, gas, telephone, etc.) as well.

Students Living On Campus – The residence halls are closed during the following breaks: Thanksgiving Holidays (4 days), Christmas/New Year's Break (2 ½ weeks), Spring Break (7 days), and Summer break (3 months). Students must move off campus during the breaks at their own expense. On campus housing during the summer is provided for students attending Summer School only. There are two six-week sessions during the summer.

Please Complete and Return Page 2**Sponsor's Certification****(To be completed by person(s) responsible for tuition and fees)**

By my signature I certify that I am financially responsible for the living, educational and insurance expenses of the exchange student applicant associated with this Financial Guarantee. My commitment is binding in the amount stated below and I understand that upon request, the student must pay all tuition, fees, educational expenses, and living expenses associated with enrollment at North Carolina A&T State University. I further guarantee that the funds are readily available and will be provided as specified.

I have read and clearly understand the requirements and commitment associated with becoming a financial guarantor.

Print Name of Student Applicant _____

Date: _____

The total amount I will provide each semester/year is \$_____ (USD)

Sponsor's Name (PRINT): _____

Relationship to Applicant: _____ **E-mail:** _____

Telephone: _____ **Employer:** _____

Complete Address: _____
Street/Lane # and Name or Post Office Box

City **Province/State** **COUNTRY** **Postal Code (If applicable)**

Please attach *copies* all supporting documents from the bank and/or financial institution to this financial guarantee. Remember, original bank and/or financial institution documents must be provided to the U.S. Consular Officer at the time of the visa interview.

You may contact the ISSO by phone or e-mail if you have questions or require additional information. E-mail: isso@ncat.edu. Phone: (336) 334-7551