

UGA International Student Exchange Programs

APPLICATION INSTRUCTIONS

Submit the following materials to International Business Programs, 356 Brooks Hall:

- Exchange Program application
- Two reference forms (or letters of recommendation)
- Short essay
- UGA transcript

1. Complete and sign the application forms. Indicate the program name, and attach essay and transcript.
2. Request references from faculty or employers using the provided form (or letters of recommendation). These may be attached to the application or forwarded by the referee.
3. Candidates must have a minimum 3.0 cumulative GPA to be eligible. Participation is also subject to availability, acceptance by the host institution, and immigration requirements.
4. Check your UGA e-mail account for program notices (or set UGA mail to forward to the account that you prefer to use).

ADMISSIONS TIMELINE

Fall program applications due before February 1

Spring program applications due before September 15

Applications will be reviewed after the deadline, and applicants will be notified of the decision via email. Students accepted to participate in an exchange program will then receive further instructions and assistance to complete the process of program enrollment, orientation, and travel.

IMPORTANT CONSIDERATIONS FO STUDY ABROAD

- ⇒ Foreign courses need to be pre-approved for transfer credit. Check with your academic advisor about which foreign courses have already been assessed. Courses not yet assessed need the syllabi reviewed by the college. **Complete a Credit Transfer Form the semester *prior* to your semester abroad.**
- ⇒ Study abroad tuition for students in UGA exchange programs is normally assessed at the in-state rate, regardless of resident status. HOPE and other scholarships and financial aid normally apply. Talk with your financial aid counselor for details.
- ⇒ Airfare and housing must be arranged and paid for in advance of a semester abroad by the student (direction will be provided). Additional costs to consider are listed on the program “fact sheet.”
- ⇒ The Office of International Education (OIE) strongly recommends that participants have completed one semester of instruction in the host country’s language, or enroll in the host institution’s intensive introductory language program, usually offered a couple weeks prior to the first day of classes.
- ⇒ You need a passport to go abroad, valid at least 6 months beyond the trip duration. Have a passport well in advance of travel if visa service is required. If you are not a U.S. citizen, please follow your country’s immigration requirements for travel to and short-term residency in the host country.
- ⇒ Participants in UGA exchange programs must sign an agreement to the terms and conditions of the program, a waiver of liability, and a health disclosure form prior to departure.



The University of Georgia
Terry College of Business
Exchange Program Application

SELECT A PROGRAM

Intended Term Abroad: Fall 20__ Spring 20__ Academic Year 20__ to 20__

Undergraduate

- Peking University (Beijing, CHINA) – *Business School Exchange*
 City University of Hong Kong (CHINA) - *Information Systems Dept. Exchange*

Note: If the program you are interested in is not listed here, contact the UGA Office of International Education for application instructions and other information.

ABOUT YOU

Full Name: _____

Preferred Name: _____ 810 ID# _____

Birthday: _____ Gender: _____ Race : _____

Permanent Address _____ City/State/Zip: _____

Permanent Phone _____ Cell Phone _____

UGA e-mail Address _____

What is the best way to reach you during breaks/holidays? _____

Passport Number: _____ Citizenship: _____

Major/Minor: _____ Graduate/Undergraduate level _____

UGA Cumulative GPA _____ Are you a transfer student? __Y __N

Please list any other college(s) you have attended and dates of attendance

Recent employment: _____ Service/Leadership: _____

FOREIGN LANGUAGE BACKGROUND

Please complete this section if you plan to study in a country where the native language is NOT English.

Which term describes your proficiency in the host country's language? Excellent/Good/fair/poor

Please describe the experiences that have helped you develop your language skills: _____

For exchanges in non-English speaking countries, the Office of International Education recommends that applicants have completed at least 1 semester of instruction in the host country's language, OR enroll in the host institution's intensive native language course, usually offered a couple weeks prior to the first week of classes.

Are you interested in enrolling in the host institution's intensive language course, if available, prior to your exchange semester? ____Yes ____No



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ESSAY

To evaluate your application, we need to know more about you. Please attach an essay expressing in 250-500 words why you want to participate in this exchange. Please describe your preparation for the exchange and how participating in this program will support your personal, academic and professional goals.

DISCIPLINARY AND CRIMINAL RECORD

If your answer to either of the following questions is yes, please submit a full statement of relevant facts on a separate sheet attached to this application (specifying the nature of the offense(s), date(s) of occurrence, name and location of the court(s) and sentence(s) imposed).

Are you currently, or have you ever been, charged with, or subject to, disciplinary action for scholastic or any other type of misconduct at any educational institution? Yes No

Have you been charged with, convicted of, or pled guilty or nolo contendere to a crime other than a minor traffic offense, or are any criminal charges now pending against you? Yes No

Note: Convictions shall include a finding of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, a plea of no contest, an Alford plea to a criminal charge or a plea under the first offender act, irrespective of the pendency or availability of any appeal or application for collateral relief. Any official court documentation should be submitted directly to the UGA Office of Admissions.

RELEASE AND APPLICATION SIGNATURE

I hereby authorize officials at any educational institution that I have attended to release any and all information to the Program Director of the exchange program to which I am applying. I understand that my prior criminal or disciplinary history may be a factor in evaluating my application.

I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal from the exchange program.

Student Signature

Date



Exchange Program Reference

This section to be completed by the student applicant.

Program Name: _____

Applicant's Name: _____ UGA Email: _____

This reference is _____ Confidential _____ Not confidential

This section to be completed by the faculty member providing the reference.

Name and title of referee _____

Phone _____ E-mail _____

1. How long have you known the applicant and in what capacity?

2. Please indicate your perceptions of the applicant's competence in the following areas:

Area	Below Average	Average	Above Average	Outstanding	Inadequate Opportunity to Observe
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to represent UGA well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academically Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Exchange students enroll directly in university classes at one of UGA's partner institutions. Please describe any strengths or weaknesses that could help or hinder the applicant's successful participation in an international exchange program.

4. Based on your knowledge of the applicant's academic aptitude, please select one of the following:

- I strongly recommend this student for participation in the exchange program.
- I recommend this student for participation in the exchange program.
- I recommend this student for participation in the exchange program with reservations.
- I do not recommend this student for participation in the exchange program.

5. Please provide additional comments regarding the applicant's qualifications and preparation for participation in this UGA international exchange program on the back of this form or separate sheet.

Signature of Referee _____ Date: _____

Please notify the student when he/she may pick up the reference, or forward it to the address below:
UGA, Terry College of Business, International Programs, 356/357 Brooks Hall, Athens, GA 30602



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