

Exchange Application Instructions

IMPORTANT, PLEASE READ

1. Be sure to indicate the program name on the application and release forms.
2. Your social security number is required (UGA legacy information system), and all materials will be handled with confidentiality.
3. **Program announcements will be sent to your UGA e-mail address**, so please check it periodically or forward mail to the account that you prefer.
4. Your passport expiration must be at least 6 months beyond intended stay. If not, please renew ASAP.
5. If you are not a U.S. citizen, please check your country's visa requirements for travel
6. Students must have a minimum 3.0 cumulative GPA at the time of application to be eligible. Participation is also subject to availability, acceptance by the host institution, and immigration requirements of the host country.
7. Tuition for exchange is assessed at the in-state rate regardless of resident status
8. According to the Family Educational Rights and Privacy Act of 1974, you may decide whether a Reference is to be kept confidential or available for your inspection. *Please indicate your choice on the form. **Either include a Reference in your application or have it sent directly to OIE.*** A reference from a faculty member is preferred.
9. The Office of International Education (OIE) highly recommends that applicants have completed 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 day of classes
10. The host institution will have additional forms which candidates must complete. (See program Fact Sheet for details)
11. Participants in UGA exchange programs are required to complete and sign a student agreement that stipulates the terms and conditions of the program, waiver of liability, and health disclosure form.

APPLICATION DEADLINES

Fall program applications due before February 1

Spring program applications due before September 15

SUBMISSION INSTRUCTIONS

1. Submit application to:
UGA, Terry College of Business, International Programs, 356/357 Brooks Hall, Athens, GA 30602
2. Submit the following materials:
 - Completed and signed application
 - UGA transcript (must be official copy for Peking U.)
 - A list of courses you are currently enrolled in (Prefix/#/Title)
 - 1 Reference (see attached form)
3. Upon acceptance to the program, you'll also need to submit
 - A completed Credit Approval Form (CAF)
 - A check/money order for \$125 payable to UGA (CAF fee)
 - Additional admission materials required by the Host Institution (see Program Fact Sheet)



The University of Georgia
Terry College of Business
Exchange Program Application

PROGRAM NAME

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

Undergraduate

- City University of Hong Kong (CHINA)
 Peking University (Beijing, CHINA)

Graduate

- Bocconi University (ITALY)
 Peking University (Beijing, CHINA)

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.

PERSONAL & ACADEMIC INFORMATION

Official Name (on Passport): _____

Preferred Name: _____ Social Security # _____

Date of Birth: _____ Gender: ____ Race (opt.): _____

Permanent Address _____

Permanent Phone _____ Local/Cell Phone _____

UGA E-mail Address _____

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

Passport Number: _____ Nationality: _____

Major/Minor: _____ Graduate/Undergraduate level _____

Cumulative GPA at present _____ Are you a transfer student? __Y __N

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

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



The University of Georgia
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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 is yes, you must submit a full statement of relevant facts on a separate sheet to be attached to this form.

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

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. If "Yes", explain fully, specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s) and sentence(s) imposed. Please have the appropriate authority submit official court documentation directly to UGA, Terry College of Business, International Business Programs, Athens, GA 30602.

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: _____

Applicant's Local Telephone: _____ 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