



UNIVERSITY of
NORTH FLORIDA.

Fall 2012 Incoming exchange student application check list:

Please submit (via email and mail) the following completed items by the deadlines listed below:

Deadline: May 1, 2012

_____ UNF Exchange Student Application Form

_____ Letter from partner university attesting that the student is in good academic standing at his/her university

_____ Letter from partner university that the student is proficient in English to be successful in classes at UNF.

_____ Official copies of student's University transcripts for reference regarding any possible pre-requisite courses needed for UNF courses.

Deadline: June 1, 2012

_____ Completed Immunization Form: <http://www.unf.edu/uploadedFiles/sa/shs/immunization-form.pdf>. The student should get the immunization form completed in their home country, and NOT wait until they come to Jacksonville. Students cannot register for classes until this form is submitted and approved, so we recommend that they send this form in as soon as possible.

_____ Please be aware that students will be billed for medical insurance when they register for classes. If students have alternate insurance that they think covers all the requirements, they should have that taken care of as soon as possible, preferably before they come to Jacksonville. I have attached an information sheet on insurance. In addition if students choose to have alternative insurance they must complete the International Insurance Evaluation form. We recommend that our exchange students buy UNF insurance as it will avoid them from having any problems in registering for classes.

_____ For immigration purposes, in order for us to send the Form DS-2019 so the student can get the J-1 student exchange visa, we need the Affidavit of Financial support. For exchange students, we use **\$7,000 USD** per semester, so students/sponsors should fill out the Affidavit form indicating these available funds.

_____ Housing Applications: The sooner a student submits their housing application, the better, because rooms fill up fast. Application form can be found at: <https://housing.unf.edu/contract.asp> . Information on housing prices can be found at: <https://housing.unf.edu/rates.asp> . Information about room layouts please go to: <https://housing.unf.edu/halls/> . Here is the UNF Housing website: <https://housing.unf.edu/index.asp> .

Please submit all Housing forms to Ruth Lopez in the International Center.

Please submit all exchange student application materials to Ruth Lopez, Assistant Director at:

University of North Florida
International Center (58 E/ 2300)
Attn: Ruth Lopez
1 UNF Drive
Jacksonville, FL 32224, USA

Email: rlopez@unf.edu
Telephone: 904-620-2657
Fax: 904-620-3925