



## **Exchange Student Application Instructions**

Carefully read all instructions on this document, as they apply to both the exchange student application and the process of enrolling at Eastern University.

### **Application**

Please complete the following application, and return it along with your completed housing contract (for those residing on campus) and health forms (for all students), a transcript from your host institution and a \$150 prepayment of your semester fees to the address at the bottom of the application. Students wishing to study at Eastern University for our fall (August - December) semester must submit their documents to Eastern by March 15. Students wishing to study in our spring semester (January - May) must do so by October 15.

The Housing Contract and Health Forms are available here: [www.eastern.edu/print](http://www.eastern.edu/print)

### **my.eastern.edu**

After submitting these documents, students will be notified of their user-name and passwords for both their Eastern University email account, as well as their my.eastern.edu page. Instructions on how to access this page will be included in the mailing. You will be able to view your class schedule and bill through this student portal.

### **Housing and Meal Plans**

Housing will be assigned to Exchange students after their Housing Contract is received by the Admissions Office and provided to the Housing Office. Students can make specific housing requests on the Housing Contract, however, Eastern University cannot guarantee that the requests will be able to be honored.

There is a variety of meal plan options available to Eastern students. Each plan is assigned the same price. You will be assigned to the Unlimited Meal Plan unless you request a different plan to the Housing Office. Such requests need to be made at least 20 days prior to the start of the semester, and can be made from your Eastern University email account. Send all requests to [housing@eastern.edu](mailto:housing@eastern.edu).

Information on meal plans and housing options can be found here: [www.eastern.edu/housing](http://www.eastern.edu/housing).

### **Class Registration**

Class registrations will be processed by the Registrar's Office according to the classes approved for exchange students and course availability. The Registrar will email your registration to you when it is completed.

### **Costs and Fees**

Exchange students are required to pay room, board and health insurance costs to Eastern University. Information on all costs can be found here: [www.eastern.edu/sa](http://www.eastern.edu/sa). Please note: room costs vary depending on the style of room to which you are assigned. We cannot guarantee the standard room rate.

Student bills will be accessible through their [my.eastern.edu](http://my.eastern.edu) page at least one month prior to the start of the semester. All bills must be paid in full prior to the student's arrival to campus (August 15 for fall semesters, December 15 for spring semesters.) Payment plans are not permitted for exchange students.

### **Health Insurance**

All Eastern students are required to have health insurance during their time at Eastern. International students are required to purchase coverage through Eastern's health insurance plan, and this cost will be automatically added to your bill. Information on the health insurance plan can be found here: [www.eastern.edu/healthinsurance](http://www.eastern.edu/healthinsurance).

### **Why a J-Visa?**

Exchange students at Eastern study under the terms of a J-Visa. This is different from a traditional student visa (an F-Visa), however, it is appropriate for students studying under the terms of an existing exchange relationship between two institutions. If you have questions regarding your visa status, please contact Kathy Kautz de Arango, Director of International Student and Scholar Services, at [kkautz2@eastern.edu](mailto:kkautz2@eastern.edu).



## Exchange Student Application

*Before completing the application, please be sure to review all of the information on the preceding page. Please type or print all information.*

*Mail Application to the address listed at the bottom of the page. Please include a copy of your passport.*

**NOTE: Birth date and gender on this form will be used by the university and government for statistical purposes. The information will not be used in an unlawful manner. Your response to these questions is voluntary.**

I AM APPLYING FOR ENTRANCE IN: AUGUST 20\_\_\_\_ JANUARY 20\_\_\_\_

I INTEND TO BE: \_\_\_\_\_ Resident \_\_\_\_\_ Commuter

NAME \_\_\_\_\_

*Last*

*First*

*M.I.*

HOME ADDRESS (STREET or P O BOX) \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

[If current mailing address is different than your home address, please write it on the back of this application form.]

EMAIL \_\_\_\_\_ CITIZENSHIP \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

DATE OF BIRTH (mm/dd/yyyy) \_\_\_\_\_ GENDER: M\_\_ F\_\_

COUNTRY OF BIRTH \_\_\_\_\_ CITY OF BIRTH \_\_\_\_\_

HOME INSTITUTION \_\_\_\_\_ INTENDED GRADUATION YEAR \_\_\_\_\_

COUNTRY \_\_\_\_\_ UNIVERSITY GPA \_\_\_\_\_ MAJOR \_\_\_\_\_

WHO WILL BE SUPPORTING YOU FINANCIALLY WHILE YOU ARE ENROLLED AT EASTERN

UNIVERSITY? \_\_\_\_\_ RELATION TO YOU \_\_\_\_\_

EASTERN COURSES PREFERENCES\*:

*\*Courses are subject to availability and approval by Eastern University. Exchange students are required to follow Eastern University's registration and billing guidelines.*

*All students at Eastern University are expected to support and abide by the policies and regulations governing all areas of college life and operation.*

*By signing below, you indicate your agreement with those policies and regulations, which can be found at*

*[https://secureweb.eastern.edu/application/standart\\_of\\_conduct.html](https://secureweb.eastern.edu/application/standart_of_conduct.html)*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Eastern University is an Equal Opportunity University

Eastern is committed to providing Equal Educational and Employment Opportunity to all qualified persons regardless of their economic or social status and does not discriminate in any of its policies, programs, or activities based on sex, age, race, handicap, marital or parental status, color, or national or ethnic origin.

EASTERN UNIVERSITY COLLEGE OF ARTS AND SCIENCES  
OFFICE OF TRADITIONAL UNDERGRADUATE ADMISSIONS

1300 EAGLE ROAD, ST DAVIDS, PA 19087

800-452-0996 e-mail: [ugadm@eastern.edu](mailto:ugadm@eastern.edu) [www.eastern.edu](http://www.eastern.edu)