



The Office of Global Education The University of Scranton

O Hara Hall
Room 106
Tel: 570-941-4841 Fax: 570-941-4845
E-mail: international@scranton.edu

Incoming Student Exchange Application

Dear Exchange Student Applicant:

Thank you for your interest in The University of Scranton. To apply as an exchange student, please submit the following documents through the International Office on your home campus:

- University of Scranton Exchange Student Application
- Official Transcript (Undergraduate)
- Evidence of Funding i.e. bank statements, scholarship letters, loan etc.
- Proof of English proficiency. An official copy of TOEFL or IELTS scores (you will require a 80ibt or a 6.5 IELTS for admission)
- Physical examination and immunization records. Proof of meningitis vaccination is required. Do not send hardcopy. Please upload electronically in the university My.Scranton portal. Instructions will come in the e-mail upon acceptance to the program.

Please send your completed application, financial agreement, housing preference, and supporting documentation, including official transcripts, financial records, and TOEFL or IELTS to The Office of Global Education at The University of Scranton.

Deadlines for application are **April 1** for the Fall Semester and **October 1** for the Spring Semester

Upon acceptance, we will send the following documents to you **via the International Office at your home institution**:

- A University of Scranton Acceptance Letter
- Form DS-2019 with which to apply for the J-1 visa at your local U.S. embassy or consulate

Entering the U.S. as an Exchange Student:

Upon acceptance, we will issue you a Form DS-2019 to certify that you are coming to The United States as a J-1 exchange student with a specific academic objective. You may not change your program objective while you are a student. You will be expected to return to your home country at the end of your exchange program, within 30 days. All program documents are sent to your home institution – not to you. If you wish to make any significant changes or modifications to your program after you have received your DS-2019, you must contact the International office at international@scranton.edu before a new DS-2019 could be issued.

Health Insurance (mandatory): All exchange students are required to purchase a University of Scranton health insurance policy for the duration of their stay at the University. The cost of insurance is approximately \$130 per month which will be automatically charged to your University account. For more information please contact The Office of Global Education at: international@scranton.edu

Meningitis Immunization (mandatory): ALL students attending The University of Scranton must show proof of meningitis immunization. If you do not have the necessary documentation, or have not been immunized against

meningitis, you *must* go to the Student Health Center upon arrival for this immunization. The health insurance which we will be purchasing, will not cover immunization, therefore, we recommend that you get your immunization at your home country.

On-Campus Housing: ALL students participating in The University of Scranton Student Exchange Program *must* reside on campus as assigned/selected. Exchange students are not allowed to live off campus. The Residence Life office will arrange your University of Scranton housing.

Meal Plans: ALL students are required to purchase a meal plan if assigned to a dorm or apartment without a full kitchen.

Arrival Dates: You must arrive one week before classes start for both the fall and spring semester so that you can attend orientation. *Attendance at orientation is mandatory!*

Registering for Courses: The Office of Global Education will assist you with course registration. Please complete the attached "Course Selection" form carefully.

Once again, we welcome your interest in The University of Scranton Exchange Program. We hope the upcoming year will be fun and exciting for you. Please check these web pages to learn more about studying at The University of Scranton or contact us if you have any questions:

The University of Scranton Home Page: <http://www.scranton.edu>

Colleges and Departments: <https://www.scranton.edu/academics/colleges-departments.shtml>

Student Handbook: <http://catalog.scranton.edu/index.php?catoid=23>

Course Description: [Course Description for classes](#)

Course and Time Schedules: <https://ssbprd.scranton.edu/appprd/syaclst.main>

Residence Hall information: <https://www.scranton.edu/studentlife/studentaffairs/residence-life/index.shtml>

Health and Wellness information: <http://www.scranton.edu/studentlife/studentaffairs/health-services/index.shtml>

Dining Services: <https://scranton.campusdish.com/>

Office of Global Education: <https://www.scranton.edu/academics/IPS/international-students/index.shtml>

Estimated Costs Per Semester:

(Subject to change)

Room: \$4826- \$5,307

Board (meals): \$2,753-\$3,259

Books: \$1000

Health Insurance: \$600.00

Miscellaneous/Personal Expenses: \$1,000

Total Estimated Cost = \$11,000 per semester



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EXCHANGE-1

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Student Exchange Application
(Please type clearly)

1. Name: (Last/Family) (First/Given) (Middle)

2. Home Address: (Number and Street) (City) (Province/State) (Country) (Postal Code)

3. Country of Citizenship: Country of Permanent Residence:

4. Telephone Number: E-mail Address:

5. Date of Birth (mm/dd/yyyy): City and Country of Birth:

Male Female

6. Is English your first language? Yes No If no, TOEFL/IELTS score: Date taken:

7. Provide the following information for the university you are currently attending. List any degree(s) earned or expected:

Name of university: Field(s) of study:

Dates of attendance: Degree(s) earned:

Anticipated degree completion date:

8. Please list the semester(s) you wish to attend the University of Scranton:

Fall (Aug-Dec) Year

Spring (Feb-May) Year



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EXCHANGE-3

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Official Transcript Request Form

Please provide the following information to ensure that an official record (transcript) of the classes you will complete at the University of Scranton will be forwarded to your university.

Student Information:

1. Name: _____
(Last/Family) (First/Given) (Middle)
2. Country of Citizenship: _____ Country of Permanent Residence: _____
3. Date of Birth: _____

Home University Information:

1. Home University: _____
2. Official at Home University that is to receive your official electronic academic transcript:

Name: _____
(Last/Family) (First/Given) (Middle)

Address: _____

Phone: _____ Fax: _____

*E-mail: _____

Your signature authorizing release of your transcript to the entities you have listed

X _____ Date: _____

***An official transcript of your academic work will be emailed to the university official identified above no later than four weeks after the end of your academic term at the University of Scranton**



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EXCHANGE-4

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International Exchange Participant Agreement

If I accept placement as an exchange student at The University of Scranton, I agree that:

- I will take part in all aspects of the exchange program, including orientation and evaluation.
- I understand that I must submit a University of Scranton participant evaluation at the end of my exchange.
- I will pay my home institution the designated program fee covering the full period of my exchange.
- I will have the status of non-degree student while on student exchange. Should I wish to seek a degree at The University of Scranton in the future, I will be required to apply for admission as a degree-seeking student and submit all required documents as indicated in the University of Scranton's admission policies and procedures.
- My placement will be limited to the period specified. An extension request is subject to review and approval by both my University of Scranton and my home institution exchange coordinators.
- My exchange may be terminated early by The University of Scranton or my home institution if I: fail to remain enrolled full time (2 courses for graduate students, 4 for undergraduate students); fail to maintain a minimum standard of 2.0 GPA EACH semester during my exchange at The University of Scranton ; or am found by the University of Scranton or my home institution to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program anytime after accepting the placement, or if my exchange placement is terminated after I enroll at The University of Scranton, I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with the University of Scranton.

AGREEMENT TO PURCHASE AND MAINTAIN HEALTH INSURANCE:

As an exchange student, I agree to purchase The University of Scranton health insurance policy (mandatory). I understand that the cost of insurance will be included in my bill and will not be waived even though I may have insurance from my home country.

Additional Information:

I understand that official academic records/transcripts of work I undertake at the University of Scranton will be sent to my home institution **provided that:** all fees not covered by the program and any remaining balances which are my responsibility are paid in full prior to my departure from the University of Scranton.

I agree to notify both my home institution exchange coordinator and the University of Scranton exchange director *immediately* if I no longer want to be considered for a placement at the University of Scranton or wish to end my enrollment prior to the agreed upon time.

Signature: _____ Printed Name _____ Date: _____

SUBMIT ALL MATERIALS TO THE EXCHANGE COORDINATOR AT YOUR HOME INSTITUTION



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EXCHANGE-5

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Exchange Student Financial Agreement

1. Applicant's name: _____ Telephone: _____
(LAST/FAMILY) (FIRST/GIVEN) (MIDDLE) (Country/City Code/Number)

2. Home address: _____
(NUMBER AND STREET)

(CITY) (STATE/PROVINCE) (POSTAL CODE) (COUNTRY)

3. Current address (if different from home address) : _____
(NUMBER AND STREET) (CITY) _____ (valid dates: _____)

(STATE/PROVINCE) (POSTAL CODE) (COUNTRY)

4. Country of citizenship: _____ E-mail: _____

5. Please show below the financial sources and amounts (in U.S. dollars) that you will have to cover all educational and living expenses for yourself (and any dependents accompanying you) during your exchange. You should have sufficient funds in liquid assets (i.e., a bank account) to cover these expenses.

SOURCE OF FUNDS AMOUNT PROVIDED TO APPLICANT

Personal Sources

Applicant's savings (attach bank statement of account) \$ _____
Family member's savings (attach bank statement of account) \$ _____
Other personal or family income (attach documentation) \$ _____

Organizational Sponsors

U.S. Government Agency (specify _____) \$ _____
Your Government \$ _____
Other (specify _____) \$ _____

Scholarship (attach detailed scholarship award letter)

Name of organization: _____ \$ _____

6. **Declaration of Support from Financial Sponsor.** (If you have more than one sponsor, please make a photocopy of this form for their completion)

Name: _____ Relationship to student: _____
(PLEASE PRINT CLEARLY)

Address: _____

Sponsor living in the US must check appropriate status: U.S. citizen _ Immigrant __ Nonimmigrant (visa type:)

I promise to provide the funds indicated above: _____ Date: _____
(SPONSOR'S SIGNATURE)

7. My signature certifies that all information provided on this form is complete and accurate, and that I agree that I am responsible for all expenses I incur during my attendance at the University of Scranton.

8. Applicant's signature: _____ Date: _____



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EXCHANGE-6

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On Campus Housing Information Sheet

Applicant's Name: _____
Gender: _____
Date of Birth (mm/dd/yyyy): _____
Telephone Number: _____
Country of Citizenship: _____
Email Address: _____

Please list the semesters you plan on attending the University of Scranton:

- Fall (list year _____)
 Spring (list year _____)

Please list any additional information you would like the Residence Life Office to consider when assigning on-campus housing:



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Frequently Asked Questions

How do I register for classes?

Your choices for classes will be forwarded to an academic advisor, who will review the availability of those classes and will contact you prior to your arrival. You may be able to make changes to those classes upon arrival at the university during the International Student Orientation.

What subjects can I take as an exchange student?

Most courses with the exception of Nursing and Physical Therapy course that are available for each semester

How many credits can I take as an exchange student? You must take a full-time course of study to fulfill the requirements of your visa. That is a minimum of 12 credits for undergraduates, 6 credits for graduates. Maximum credits you can take as an exchange student is 15 credits for undergraduate and 9 credits for graduate students.

Do I need to submit TOEFL/IELTS scores? If English is not your first language, 80 on the Internet-based TOEFL is required at the time you apply for admission. The University also accepts an IELTS score of 6.5. Please provide an official copy of the score; student copies will not be accepted.

Do I need to provide transcripts as part of my Exchange Student Application? You must submit official academic transcripts from your home institution. This is necessary to determine if you have met the necessary prerequisites for the courses that you have requested.

Where can I find information on class offerings and schedules? The course bulletin, where you can find course descriptions and schedules, is available on-line at <https://ssbprd.scranton.edu/appprd/syaclst.main>

If I want to enroll in a degree program later, will the credits I complete as an exchange student apply to a degree program?

There is no limit to the number of undergraduate semester credits that may be accepted at the undergraduate level; however, your last 36 semester credits must be earned at the University of Scranton. To enroll as a degree-seeking undergraduate, submit an application for undergraduate admission, application fee, and official transcripts from your high school and all colleges and universities attended. If you are admitted, your academic adviser will determine how courses taken as an undergraduate exchange student will apply to the specific undergraduate degree program you choose. Graduate courses taken as an undergraduate non-degree student will not be accepted into a graduate degree program.

Up to 6 semester credits of graduate courses taken as a non-degree graduate student may be accepted toward a graduate degree program. To enroll as a degree-seeking graduate student, submit an application for graduate admission, application fee, and official transcripts from all colleges and universities attended, proof of any degrees earned, GRE scores, and 3 letters of recommendation.

Can I live in the residence halls or in University apartments as an exchange student?

You are in fact required to stay in the residence hall during the exchange program. As an exchange student, you are guaranteed a spot in university housing. This environment gives you the opportunity to learn from other students in an atmosphere of understanding and mutual respect. Complete the housing application included in this packet and return it with the rest of your application materials. The housing portion of your application will be forwarded to the Office of Residence Life after you have been offered admission to the University of Scranton

What kind of housing does the University offer?

The University offers housing for approximately 2,600 students: 16 residence halls on campus house the majority of these students, while the remaining students live in University-owned houses and apartment buildings. The housing options available consist of small-to-medium size residences including traditional and more contemporary "quad-style" halls, houses and apartments. The University also has an apartment-community specifically focused on bringing together domestic and international students. Regardless of the type of residence hall, bedrooms serve 1 or 2 students. All residences are located either on campus proper or on the campus perimeter within easy walking distance. They each offer, wireless Internet, ports to connect TVs to cable (TVs are not provided), reliable maintenance, and 24-hour security.

Each student will have his/her own furniture in the bedroom including a bed, desk and chair, closet (or similar piece of furniture), and a dresser. The beds are size "extra-long twin." The University provides an initial set of linens for the bedroom including sheets, blanket, and a pillow. Washing machines and dryers are available in most residence halls and some houses. All of these machines are coin operated and many are also Royal Card operated.

The Office of Residence Life staffs each building with Resident Assistants (RAs), who are student staff members, and also has 4 Area Coordinators (professional staff) that live on campus as well. These staff members are trained to offer students support and to maintain an educational environment. Each region, or group of buildings, is supervised by an Area Coordinator who supports students through personal and academic challenges, and are also a resource for connecting with maintenance.

Housekeeping

Light housekeeping is provided in the residence halls and houses, and to a considerable extent the housekeeping that custodians are able to accomplish is determined by the manner in which the students maintain their rooms. It is the responsibility of the students to remove litter from their rooms on a timely basis. Custodians do not make student beds and they are not expected to handle dirty clothes, move heavy furniture, vacuum student-owned carpeting, etc.

Mail

Mailbox assignments are made in conjunction with building assignments. Box numbers then become part of each student's mailing address. Mailboxes are located in the DeNaples Student Center. Mail is delivered once a day, Monday through Saturday. A notice is placed in a mailbox if a package, certified receipt or registered letter, etc., has arrived for the student. Students then pick up their package or letter at the Mail Department office located in the DeNaples Student Center. A photo I.D. must be presented by students.

Meal Plans

The University offers a choice of three meal plans providing unlimited meals, 14 or 10 meals per week. These plans are available only when The University is officially opened and NOT during vacation periods.



The University of Scranton

The Office of Global Education

European Union General Data Protection Regulation Privacy Notice

Introduction

The University of Scranton Office of Global Education provides this Privacy Notice in compliance with the European Union General Data Protection Regulation (“EU GDPR”) This privacy notice explains how the University processes your personal data, and your rights in relation to the personal data we maintain.

The University is the data controller of your personal data and is subject to the European Union General Data Protection Act (the “GDPR”) to the extent your data is provided to the University while you are located in the European Union. For more information on whether the GDPR applies to your personal data, please see <https://www.eugdpr.org/>.

Scope

This privacy notice applies to you if you were located in any of the following European Member States at the time you provided your personal data to the University.

European Union Member States include: *Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom.*

This privacy notice also applies to all GDPR affected data whether it was provided to the University on the University website, or through the Common Application, (CAS or otherwise), or by any service (such as College Board, ACT, PSAT, NRCCUA, and/or CBSS) or any other tool whereby personal data is collected by, or on behalf of, the University of Scranton.

Lawful Basis for the Collection and Processing of Personal Data

The University of Scranton is a private, non-profit Catholic and Jesuit institution that delivers a transformative education, grounded in the liberal arts. The University offers academic programs leading to undergraduate and graduate degrees. The University is committed to fostering academic excellence, leadership, research and commitment to community through a collaborative learning environment. The University of Scranton maintains a campus located in Scranton, Pennsylvania.

The University processes personal data required to determine prospective student eligibility for attending the University of Scranton. This personal information you provide is necessary in order for the University to determine whether the individual is eligible to matriculate at the University of Scranton.

In addition, the University may also process your personal data because it is necessary for the performance of a contract with you or in order to enter into a contract with you.

Types of Personal Data Collected

Under the European Union's General Data Protection Regulation (GDPR) *Personal Data* is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

In order for the University of Scranton to provide international education activities, it needs to collect the following categories of personal data:

The personal data that the University collects about you includes: your name and contact information such as e-mail address, mailing address, permanent address, primary phone number, secondary phone number, date of birth, emergency contact, intended major, academic history, academic successes, academic failures, employment history, personal statement, past military service, state/country of residence, length of residence in state/country, previous ethics violations, criminal history, disciplinary history, ethnic origin, native language, proficiency in additional language, gender, alternative first, middle and/or last name, age, language proficiency test scores (TOEFL or IELTS), athletic achievements, financial information, billing information, passport information, additional information we are required or authorized by applicable laws to collect and process in order to authenticate or identify you or the information you have provided, information you choose to include in community discussions, student forums, chat venues, or other social media.

The personal data collected by the University's Office of International Programs and Services will be used for the following:

- To evaluate your application for study as part of the International Exchange Program;
- Once you have enrolled, to provide you with services related to administration of your academic courses and program, registering you as a student, establishing and administering your student account and financial aid programs, evaluating your academic performance and granting of degrees, issuing and use of University Identification card including your photograph, providing student housing and food service, providing student support services including accommodations under disabilities laws, tutoring services and physical and mental health and wellness care and counseling, campus security measures, complaint and grievance procedures, assisting with internship and job placement, recruitment and marketing, research, alumni and advancement, complying with legal obligations in accordance with applicable laws and regulations imposed under European, federal, state and local laws or upon your specific or explicit consent to do so.
- We may also share your personal information with third parties in the administration of your study abroad program. These include insurance companies, travel agencies administering study abroad programs, Federal and State agencies responsible for visa and immigration compliance, embassies and consulates, ticketing agencies and local excursion companies in the administration of student living-learning communities.

How We Collect Personal Data

The University receives personal data from multiple sources. Most often, this data comes directly from the data subject or under the direction of the data subject who has provided it to a third party (for example, application for admission to the University of Scranton through use of the Common App).

Failure to Provide Personal Data

If you do not provide information necessary to perform contracts to which you are a party or to satisfy certain legal requirements binding upon the University, the University will not be able to process such contracts or comply with such legal requirements and you will not be eligible to receive the benefits that may result from the processing of such contracts or compliance with such requirements. For example, if you fail to provide personal data necessary to process your admission, student housing application, legally required information to process a visa or background check, you will not be eligible to receive those services or benefits.

Data Subject Rights

As a data subject, at any time the University is in possession of or processing your personal data you have the right to:

- **Access** the information we hold about you– you have the right to request a copy of the information that we hold about you;
- **Rectify** or correct the data that is inaccurate or incomplete;
- **Erase**, under certain circumstances the personal data we maintain about you;
- **Restrict Processing** of your personal data under certain circumstances;
- **Transfer** personal data to another institution;
- **Object** to certain types of processing such as direct marketing, solicitation, or automated processing

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The University will provide a reason for the denial in the event a request is refused.

Any data subject who wishes to exercise any of the above-mentioned rights may do so by filling such request with international@scranton.edu

Cookies

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Our website uses persistent cookies in conjunction with a third party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

Data Retention

The University of Scranton keeps the data it collects for the time periods specified in the University Records Retention Schedule. <http://www.scranton.edu/general-counsel/policies.shtml>

If you have specific questions regarding the collection and use of your personal data for the University of Scranton, please contact the Office of Global Education at international@scranton.edu

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