



Office of International Programs

400 South Orange Avenue
President's Hall, Room 9
South Orange, NJ 07079
Tel: 973-761-9072
Fax: 973-275-2383
Email: oiip@shu.edu

DS-2019 Exchange Student Application

Due 2 months prior to the start of the semester

This application is for exchange students from partner universities that will study at Seton Hall for 1-2 semesters. This application explains how to get your Form DS-2019, which is used to apply for the J-1 visa. You will bring it to your visa appointment at the United States embassy in your home country.

In order to issue the form DS-2019, our office requires the following documents. You may email, fax or mail these documents to our office.

- 1) The Application for Exchange Students
- 2) Proof of Finances: As you are participating in a tuition exchange program, you do not need to provide finances to cover tuition and fee costs. However, you must provide proof of finances to cover living expenses and health insurance for the duration of your stay in the United States. Please read the section in this packet that further describes providing financial proof.
- 3) Passport copy
- 4) Proof of English-language proficiency

In order to prepare for the semester at Seton Hall University, please complete the following:

- 1) Register for classes
- 2) Apply for on-campus housing, if desired.
- 3) Submit your health history
- 4) Pay your bill
- 5) You will automatically be enrolled in the mandatory health insurance plan of the University.

IMPORTANT VISA INFORMATION:

- You ***cannot*** use an **ESTA** authorization for this program at Seton Hall University. The ESTA program can only be used by tourists coming to the U.S. This is an educational program, you are not coming as a tourist.
- **Do not book your flight before you have been approved for the J-1 visa.**
- J-1 visa holders **may not** enter the United States more than **30 days** prior to the program start date on your DS-2019 form.

For more information on the J-1 visa regulations, what to expect at the visa interview and studying in the United States, please visit our website at: <http://www.shu.edu/offices/international-programs/about.cfm> and the Department of Homeland Security's website, "Study in the States" at: <http://studyinthestates.dhs.gov/>



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APPLICATION FOR EXCHANGE STUDENTS

PERSONAL DATA

Last Name _____ First Name _____

Date of Birth ____/____/____ Male/Female _____

Country of Citizenship _____ City and Country of Birth _____

Current College/University _____

Address _____ City _____

State/Province _____ Postal Code _____ Country _____

CURRENT MAILING ADDRESS

Street Number _____ City _____

State/Province _____ Postal Code _____ Country _____

Telephone _____ E-mail _____

EMERGENCY CONTACT

Last Name _____ First Name _____

Relationship to Student _____

Telephone _____ Email _____

Address _____

ENROLLMENT

Semester: Fall Spring Summer 20_____

Expected dates in the United States: From: _____ to: _____

Major Choice _____ Level of Education _____

Housing: I will apply for on-campus housing I will look for off-campus housing

PROOF OF FINANCES

CALCULATE YOUR EXPENSES PER SEMESTER

To estimate housing and living costs for **one semester**, please refer to the breakdown below. You must show proof of available funds for each semester that you plan to attend Seton Hall University. This breakdown may fluctuate based on the individual's lifestyle and the selections they make for housing and a meal plan.

ROOM & BOARD

On-Campus*:	\$5,249
Meal Plan U-300**:	\$2,594
Off-Campus (approximate)	\$4,000
Off-Campus Food (approximate)	\$2,000

OTHER EXPENSES

Personal Expenses	\$1,500
SHU Medical Insurance***	\$ 2,000
SHU Medical Insurance (Spring only)	\$ 1,174
Books	\$ 250 (depending on major)

TOTAL

	On-Campus	Off-Campus
Total (w/ whole year Health Insurance)	\$11,593	\$9,750
Total (w/ spring semester Health Insurance)	\$10,767	\$8,924

*This is the cost of the average dormitory; however, prices vary depending on the specific dormitory and if single/double.

**Meal plans are mandatory when living on-campus. You may select other plans that include more or less meals.

***SHU Medical Insurance is mandatory for all international and exchange students. **The University automatically bills for 1 academic year (\$2,000). If you are only studying for the spring semester, you will be charged \$1,174. If you are only studying for the fall semester, you must email our office to adjust this. Rate price as of 10/2020. Subject to change.**

SOURCES OF FUNDING YOU CAN USE

- **Funds from Sponsors** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of monetary funds and/or room and board. Free housing is when you live with someone in the U.S. and will not pay for rent or utilities.
 - **Financial Sponsors** should provide bank statements, bank letter with account balance or other type of document of liquid finances, as proof that these funds are available. These documents should be in the sponsor's name, in English, no more than 3 months old and state the currency. Additionally, financial sponsors should sign the Cash Support Form (attached) to certify that they will use their funds to pay for your education costs.
 - **Room and Board Sponsors** should sign the Housing Support Form and attach proof of address.
- **Personal Funds** (come from your own resources). Please provide a bank statement, bank letter with account balance or some other type of financial document. These documents should be your name, in English, no more than 3 months old and state the currency

PROOF OF ENGLISH LANGUAGE PROFICIENCY

All J-1 visa exchange visitors must possess sufficient English-language skills in order to carry out their program and daily life in the United States. Your home university must provide us with a signed letter confirming this about you or you can submit English proficiency test scores: TOEFL 79 or IELTS 6.



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CASH SUPPORT FORM

Each sponsor must complete and sign this form, as well as provide proof of the available funds indicated below (i.e. bank account). The documents acceptable to prove your financial sponsorship must be:

- Less than 3 months old
- In English (or translated into English)
- Name clearly stated
- Type of currency
- No company finances

PART I: SPONSOR PROMISE

I promise that I can and will give the student _____, no less than USD \$_____ in cash (including annual tuition cost increase) for EVERY SEMESTER OR YEAR of the student's program of study at Seton Hall University. I am aware of how many semesters they will be studying at Seton Hall University.

PART II: SPONSOR INFORMATION

My relationship to the student is

First Name		Last Name	
My Address			
Street Address			Apartment/Unit #
City	Province	Postal Code	Country
Phone		Email	

PART III: SPONSOR HOUSEHOLD INFORMATION

The following people are fully or partially dependent upon me for their support. (Do not include the student named above).

Name	Relationship to me	Age
Name	Relationship to me	Age
Name	Relationship to me	Age

PART IV: SPONSOR EMPLOYMENT INFORMATION

Name of my employer	
Annual Salary (USD)	Other Income (USD)
I have attached the following required documents: <input type="checkbox"/> Bank Statement in USD <input type="checkbox"/> Proof of Income in USD	

PART V: SIGNATURE

I swear the information I have provided above is true and correct.

Signature of Sponsor		Date	
Signature of Co-Sponsor (if applicable)		Date	



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HOUSING SUPPORT FORM

The purpose of this form is to verify that the student will not have any living expenses during their studies. The person(s) who owns or rents the property where the student will reside should sign this form. If more than one person is named on the documents you are submitting, please make sure both people sign below.

Please attach proof of address along with this form, using one of the following documents:

- Lease or Deed Document
- Bills
- Driver's License
- Bank Statement

PART I: SPONSOR PROMISE

I promise that for each semester of his/her program of study, the student, _____ will live free of any charge WITH ME in my home. I promise that I will not require any type of service(s) to be performed in exchange for this benefit. I am aware of how many semesters the students intends to study at Seton Hall University.

Last Name		First Name	
Signature		Date	

PART II: SPONSOR INFORMATION

My relationship to the student is

Phone	Email
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My Home Address where the student will be living:

Street Address	Apartment/Unit #
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City	State	Zip Code
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I currently own rent this property.

PART III: SIGNATURE

I swear the information I have provided above is true and correct.

Signature of Sponsor		Date	
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PREPARING FOR ENROLLMENT AT SETON HALL UNIVERSITY

REGISTER FOR CLASSES

- Students can review the list of classes being offered at: <http://www.shu.edu/academics/course-exam-schedules.cfm>
- Click on “Course Schedule” under the semester that you are interested in looking for classes
- Once on the next page, you can search for courses by subject matter and indicate course level: undergraduate.
- Fill in the Registration Grid Sheet (sent to you by OIP) with the courses you would like to take. It is advisable to fill in 1-2 extra classes, if possible.
- Send the completed grid sheet and a copy of your academic transcript (showing all the classes you took at your home university) to: Attention to Ms. Maria Bouzas at oip@shu.edu
- If approved, the form will be sent to the SHU registrar.

APPLY FOR ON-CAMPUS HOUSING & SUBMIT A HOUSING DEPOSIT ONLINE

You must **both** make a housing deposit **and** submit a housing application online. **You will first need a SHU ID given to you by our office after we receive at least the first page of this application.** Be sure to read any emails that you receive from the Housing Department, in case you are missing any items in your housing application.

IMPORTANT: Some dormitories close for holiday breaks that occur during the semester. The ones that remain open are Boland, Xavier, Ora and Turrell. If you don't get placed in one of these dormitories, you will have to apply to move to one that remains open for each break.

How to submit a housing deposit and application online:

Go to <https://www13.shu.edu/offices/housing-residence-life/housing-application.cfm>

For the deposit

- Click on “Pay Your Housing Deposit”
- Enter information in form “new residents housing deposit”: \$375

For the housing application:

- Click on “Start Your Roommate Survey Here”
 - a. On the application it will ask you for your SHU ID a local phone number. You may enter our office number to fill this field: (973) 761-9072

For additional housing and meal plan inquiries:

Department of Housing and Residence Life

Phone: (973) 761-9172

E-Mail: shuhousing@shu.edu

Website: <http://www.shu.edu/offices/housing-residence-life>

SUBMIT YOUR HEALTH HISTORY

Every student is required to submit a health history and proof of immunizations. This ensures the health and safety of everyone on campus by requiring that everyone has received the same general vaccinations. ***You must do this online before registering for classes or a hold will be placed on your account until you submit this information.** Health Services would like this submitted by August 1 for the fall semester or December 15 for the spring semester. Please do it as soon as possible. If you do not do it before your 1st semester, you will be prevented to register for the next semester.

How to submit the Health History:

- 1) Go to the Department of Health Services website at <https://www.shu.edu/health-services/index.cfm>
- 2) Read the information under the heading "Health Requirements" which provides a link to the instructions.

If you have any questions about how to complete this, please contact:

Department of Health Services
Seton Hall University
400 South Orange Avenue
South Orange, New Jersey 07079

Phone (973) 761-9175
Fax (973) 761-9193
Website: www.shu.edu/health-services.com

PAY YOUR BILL

- Your bill must be paid prior to the start of the semester or as soon as you register for classes and housing. Bills not paid on time will be subject to late fees.
- Once you register for classes, a tuition bill will be automatically generated. Please disregard this. You are only responsible for paying housing, meal plan and insurance.
- Please visit the Office of the Bursar's website to review the various methods of payment.
- Please note, the university payment plans do not last the entire duration of the semester.

Bursar's Office: <http://www.shu.edu/bursar/tuition-payment-information.cfm>

REVIEW YOUR HEALTH INSURANCE COVERAGE IN THE UNITED STATES

As a J-1 visa holder, it is a legal requirement for you to be covered for health insurance that meets the U.S. Department of State's requirements during your program. Therefore, all international and exchange students are required to purchase the University plan, administered by United Healthcare.

- 1) **Students who register for a full-time course load (12 credits for undergraduates and 9 credits for graduates) will automatically be enrolled in the SHU health insurance plan. This plan is \$2,000 per year and \$1,174 for the Spring semester only (rate for undergraduates as of 10/2020, subject to increases at any time).**

For information about the SHU plan's medical coverage and costs:

Please visit Health Services' website at <https://www.shu.edu/health-services/>

Click on South Orange Campus Health Insurance – [View the Policy](#)

From there you can also view the emergency services covered by clicking on [Travel Assistance, Evacuation & Repatriation](#) on the left side.