

**Date:** January 7, 2025  
**To:** Exchange Program Applicants and Coordinators  
**From:** Susan B. Lewis, Associate Director for International Partnership Development  
**Subject:** Binghamton University Exchange Program Information Packets

2025-2026 application materials are ready for the nominees for your institution's exchange program with Binghamton University.

All application materials are now online at the Office of International Education and Global Initiative (IEGI) website at:

<https://www.binghamton.edu/office/iegi/index.html> (Select "Incoming Exchange" and then "Documents for Exchange Partners") and include the following:

1. Application Instructions and Information 2025-2026
2. Application form (to be submitted online\*)
3. Memo and template for English Proficiency 2025-2026
4. International Exchange Student Financial Statement
5. Estimate of Costs Sheets for 2025-2026
6. link to the University Academic Calendar

\*Please make sure you have the Estimate of Costs for the appropriate year, for your level (undergraduate or graduate), and your university's exchange agreement with Binghamton ("tuition plus fees" or "tuition, fees and housing" (for AUI students only)).

**Deadlines:**

We request that the applications be submitted by **October 1<sup>st</sup>** for the spring semester, and by **March 1<sup>st</sup>** for the fall and academic-year programs, so that we have ample time to get students admitted before the early registration period begins. All the supporting documents can be scanned and sent via email to [intlexch@binghamton.edu](mailto:intlexch@binghamton.edu), as long as they are of high-quality resolution. Please also send us a list of the courses you are taking in the current semester if they are not included in the transcript. Once students are admitted we will send further information and instructions about the early registration process.

**Further Instructions:**

**Official academic transcripts** for all completed courses are required. For graduate students, this must include your bachelor's-level transcript and a copy of your Bachelor's Diploma as well as your graduate-level transcript.

The application form states that a TOEFL score of 80, or IELTS score of 6.5 is required if English is not the first language. **Note: for students from partner institutions where English is the language of instruction signed documentation from the sending university will be accepted in lieu of test scores.** All international students, regardless of native language, must submit an English Proficiency Certification letter from their home university as part of the immigration requirements.

The **International Exchange Student Financial Statement** is an essential component of the application. You should refer to the **Estimate of Costs** sheet for the appropriate year and type of exchange, which explains what Binghamton provides and what the students must cover themselves. On the reverse side of the Financial Statement form, there are instructions regarding the required documentation you must present to prove sufficient financial resources for the period spent studying at Binghamton. **It's very important that students follow these instructions carefully.**

We ask that a **photocopy of the front page of your passport** be included with the application, to avoid having to reissue visa application documents due to discrepancies in name spelling, etc. **You should apply for your passport as soon as you consider studying abroad if you don't already have one.**

Once you have been admitted, you will receive an email from Decker Student Health Services (DSHS) instructing you to complete the online health information process. You will be required to submit your record of immunizations, and we request that you begin gathering that information now so as not to hold up your course registration in late March/October. For more information on this process and the requirements see the [DSHS webpage for New Students](#).

If you have questions about any of the materials or application procedures, do not hesitate to contact us via e-mail at [intlexch@binghamton.edu](mailto:intlexch@binghamton.edu) or by telephone at 1 607 777-2336.

A few weeks after you have been admitted to the University, instructions for completing the on-line housing application will be e-mailed to you. All undergraduate exchange students are guaranteed on-campus housing, provided they apply on time. Graduate students must find off-campus housing. For a list of currently available off-campus housing opportunities in apartments and rooms in private homes, check the Binghamton University [Off-Campus College \(OCC\) Housing Information](#) page. The cost of room and board off campus varies considerably according to the type of accommodations chosen and personal eating habits.

For more detailed information about housing options, course descriptions, department and faculty lists, area maps, etc., please visit the University homepage at <http://www.binghamton.edu>.