

Date: December 6, 2016
To: Exchange Program Applicants and Coordinators
From: Susan B. Lewis, Associate Director for International Partnership
Development
Subject: Binghamton University Exchange Program Information Packets

2017-2018 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:
<http://www2.binghamton.edu/oip/incoming-exchange/documents-for-exchange-partners.html>
and include the following:

1. Application Instructions and Information
2. Application form (can now be submitted online*)
3. International Exchange Student Financial Statement
4. Estimate of Costs Sheet

Please make sure you have the Estimate of Costs for the appropriate year, and for your University's exchange agreement with Binghamton.

Deadlines:

We request that the applications be submitted by **October 1st** for spring semester, and by **March 1st** for fall and year-long programs, so that we have ample time to get students admitted before the advance registration period begins. All the supporting documents, except the original bank statements, can be scanned and sent via email to intlsexch@binghamton.edu, as long as they are of high-quality resolution. Original bank statements must be mailed to us for the financial verification. Please also send us a list of the current courses you are taking if they are not included in the transcript. Once students are admitted we will send further information and instructions about the advance registration process.

Further Instructions:

The application form states that a TOEFL score of 80 is required if English is not the first language. A letter from a faculty member attesting to the nominee's English proficiency may be substituted for the TOEFL score as long as the student is not using the exchange program to apply for admission to a Binghamton degree program. **Note: for students from partner institutions where English is the language of instruction signed documentation from the sending university will be accepted.**

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 student 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 your passport** be included with the application, in order 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 begin to consider studying abroad, if you don't already have one.**

Once you have been admitted, you will receive an email from Health Services instructing you to complete the online health information process.

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 or by telephone at 1 607 777-2336.

A few weeks after students have been admitted to the University, instructions for completing the on-line housing application will be e-mailed to them. All undergraduate exchange students are guaranteed on-campus housing, provided they apply in a timely manner. Graduate Students may now apply for on-campus housing on a space-available basis. However, the cost will be significantly higher than most off-campus housing. The cost of room and board off campus varies considerably according to the type of accommodations chosen and personal eating habits. For those choosing to live off campus, the Office of International Education and Global Initiatives can provide substantial guidance in selecting appropriate housing.

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