

Loyola University Maryland
Exchange Student Application Requirements

Hello Loyola University Maryland Exchange Student Applicant! Once you are logged into the application website (instructions on how to access this website are under the “How to Apply” section of our webpage, right below this Admission Requirements Section), you will be provided with instructions for how to submit and complete documents and materials.

In order to be admitted as a visiting (exchange) student your online application must be completed by March 8th for the fall semester and October 16th for the spring semester. All required materials for your online application must be completed and submitted before your application will be reviewed for admission. Once admitted and all remaining documentation has been received, the Office of International Student Services will issue a Form I-20 (Certificate of Eligibility for F-1 Student Visa) to you. If you have questions please contact our office at 1-410-617-5245 or at oiss@loyola.edu.

****You will see on the application site that you will need to provide the physical copy of some of the documents. Please submit these documents by the designated deadline date to:****

Ms. Sunanda Bhatia, Director
Office of International Student Services
Loyola University Maryland, HU 141
4501 N. Charles Street
Baltimore, MD 21210 USA

Please note, our application portal consists of three different types of application items:

1. **Signature Documents**: A signature document is a document that the student must click on and electronically sign in order to verify that he or she agrees with the information provided.
2. **Application Questionnaire**: This section contains items that the student must either electronically fill out, or upload a document into. If the student has to upload a document into the questionnaire submission section, it will either be one that we provide for the student (example: Financial Affidavit for International Students), or one that the student obtains on his or her own, and must upload to the site (example: copy of the biological page of the student’s passport).
3. **Material Submissions**: This section contains blank copies of documents that we provide. These documents must be downloaded and completed by the student and/or advisor or program coordinator, and uploaded into the coinciding Application Questionnaire submission item. For example, the student must download the Financial Affidavit for International Students in the “Material Submission” section, fill it out, and then upload the completed version to the Financial Affidavit of Support for International Students in the “Application Questionnaire” section.

Loyola University Maryland
Exchange Student Application Requirements

Please note: all advisors/program coordinators will be asked to complete and fill out the Pre-Admission Checklist, which the student can find in his or her “Material Submission” Section. This checklist is to make sure that the advisor confirms that he or she has reviewed the pre-admission application materials that are necessary for the student’s application. Then, the student must submit the Pre-Admission Checklist into its corresponding submission area under “Application Questionnaires.” In addition, the advisor/program coordinator must complete the Statement of Good Standing for the student, which can also be found in his or her “Material Submission” Section, and must be filled out and uploaded to its corresponding submission area under the “Application Questionnaire” section, as well.

Please see below for a summary of application requirements:

Pre-Admission Materials (these are materials that the student needs to submit complete in order to be eligible for admission):

1. Admission Application for Exchange Student
2. Exchange Program Course Planning: Complete the electronic form asking for your desired courses to be enrolled in during your studies at Loyola
3. Biological Page of Exchange Student Passport: Include a copy of the biographical page of your passport only. This is the page that includes your photo, name, date of birth, country of citizenship, and nationality, and the expiration date.
4. Financial Affidavit of Support for Immigration purposes (the amount given is specifically for one-to-one exchanges please ask your international office if your university has a different exchange agreement).
 - If the student is relying on personal funds for his/her stay, the student must complete the Affidavit of Financial Self Support Form stating he/she is able to financially support themselves and that he/she has sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student’s stay in the United States
 - OR
 - If the student is relying on other funds (ex. funds from parents, other family member, sponsor, etc.) for his/her stay, the sponsor must complete the Affidavit of Financial Support Form stating that they are willing to financially support the student and that they have sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student’s stay in the United States.

***Please note: Full-year applicants must show sufficient funds equivalent to a minimum of \$24,000 US dollars.**

****The original, official hardcopy of this Financial Affidavit needs to be physically mailed to Loyola’s Office of International Student Services. ****

Loyola University Maryland
Exchange Student Application Requirements

5. Original Bank Statement:

- If the student is relying on personal funds for his/her stay, the student must provide an original bank statement, on bank stationary with contact information and signed by a bank official, stating that he/she has sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student's stay in the United States.

OR

- If the student is relying on their parents' funds for his/her stay, the parents must provide an original bank statement from the parents' bank on bank stationary with contact information and signed by a bank official, stating that they have sufficient funds (equivalent to a minimum of \$11,600 US dollars or higher per semester) to cover the student's stay in the United States.

***Please note: Full-year applicants must show sufficient funds equivalent to a minimum of \$24,000 US dollars.**

****The original, official hardcopy version of this Bank Statement signed by a bank official needs to be physically mailed to Loyola's Office of International Student Services. ****

6. Official Transcript: Copy of official transcript from home university. Transcripts must be provided in English or with English translation.
7. Statement of Good Standing: Statement from home university program coordinator stating that the applicant is in good academic standing and that the student's home institution will accept the student's credit transfer upon successful completion of his or her exchange program.

has been granted permission to take classes at Loyola University Maryland and tuition has been paid to the home university.

8. Proof of English Proficiency: TOEFL test results of 213 or higher on the computer-based test, or an IELTS score of 8 or higher. If you are requesting to waive this requirement due to English being your native language, your program coordinator at your home university must submit the Request to Waive TOEFL or IELTS form directly to our office.
9. Checklist: Please download and use the Pre-Admission Checklist to ensure you have completed all documentation. Your exchange program administrator must sign this completed checklist before you submit your application.

Loyola University Maryland
Exchange Student Application Requirements

Post-Admission Materials (these are made available after a prospective applicant is admitted to Loyola):

1. Health Insurance Acceptance/Waiver Form: Completed Health Insurance Acceptance/Waiver Form **(this can be submitted after the student is admitted)**

If Loyola's health insurance is not purchased, a summary of benefits (in English) must be submitted to Loyola. Loyola will review and determine whether or not the alternate health insurance plan meets the minimum coverage requirements.* Once an alternate health insurance plan is approved by Loyola, students must submit proof of coverage with validity throughout the length of the student's stay in the United States. A copy of the front and back of insurance card must be presented.

*Note: The health insurance plan review may take up to 3 weeks for processing, therefore, please plan accordingly.

2. Health Form & Immunization Record: Completed Health Form and Immunization Record **(this can be submitted after the student is admitted)** signed by both doctor and student. The student's healthcare provider/physician must provide accurate and legible information on the form prior to the student's arrival at Loyola. If the student's immunizations are not up-to-date, the student will have to receive updated immunizations in the United States for a fee. Please read the Immunizations at Loyola handout for a list of required immunization.

****The original, official hardcopy version of this Health Form and Immunization Record (signed by healthcare provider) needs to be physically mailed to Loyola's Office of International Student Services. ****

3. Travel Itinerary Form (this item can be submitted after the student is admitted)