



Hello Loyola University Maryland Exchange Student Applicant!

Below you will find the instructions and requirements necessary to formally apply to Loyola University Maryland as an international exchange student. If you have any questions during the exchange student application process, please contact the Office of International Student Services (OISS) via email at [oiss@loyola.edu](mailto:oiss@loyola.edu) or via phone at 1-410-617-5245.

In order to be considered for admission as a visiting (exchange) student at Loyola, your online application must be completed by March 8th for consideration for the fall semester or by October 18th for consideration for the spring semester. **All requirements** must be completed and submitted before the application can be reviewed for admission. If admitted, and all remaining documentation has been received and approved, the Office of International Student Services (OISS) will issue a Form I-20 (Certificate of Eligibility for F-1 Student Visa Status) to you in order for you to apply for an F-1 student visa. In order to study at Loyola, you will need to apply for an F-1 student visa at your local U.S. Consulate or Embassy with a valid Immigration Form I-20 issued to you by Loyola for your approved start term.

Once you are logged into Loyola's Exchange Student Application Portal (instructions on how to access the portal are under the "How to Apply" section of our webpage), you will see application instructions in the portal.

## Exchange Student Application Requirements:

The following exchange student application requirements are required to be submitted via the instructions in the Exchange Student Application Portal in order to be eligible for consideration of admission to Loyola University Maryland:

1. **Application Questionnaire for Exchange Student**: Complete the electronic form with application questions to answer.
2. **Exchange Program Course Planning**: Complete the electronic form asking for your requested courses to be enrolled in during your studies at Loyola. For courses that require pre-requisite(s), applicants must submit documentation that they have previously taken the required pre-requisite(s) course. Further instruction is available in the exchange student application portal.
3. **Biological Page of Student's Passport**: Include a copy of the biographical page of your passport. This is the page that includes your photo, name, date of birth, country of citizenship, nationality, and the expiration date.
4. **Exchange Student Passport Information Questionnaire**: This should be completed by applicants in the portal.
5. **Official Transcript**: Applicants must mail an official transcript (translated in English) to the address listed in the exchange student application portal. In the meantime, applicants are required to upload an unofficial transcript, translated in English, into the portal. If your current semester's courses are not listed on the transcript you provide to us, please also upload a copy of your **current** course schedule to the portal as well.  
**\*The original, official hardcopy version of this Official Transcript must be physically mailed to Loyola's Office of International Student Services. \***
6. **Exchange Program Coordinator Attestation Form**: This form should be downloaded by the student and sent to the student's exchange program coordinator responsible for outbound programs at the student's home institution. Your exchange coordinator will need to complete the Exchange Program Coordinator Attestation Form. Once completed, the student's exchange coordinator should email the form directly to our office at [oiss@loyola.edu](mailto:oiss@loyola.edu).



7. **Exchange Student Proof of English Proficiency:** Proof of English proficiency is required. 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. See below for minimum requirements:
- TOEFL iBT test result of 85 or higher.
  - IELTS score of 6.5 or higher across all bands.
  - TOEFL Essentials Test result of 9.0 or higher.
  - For the current cycle, our office will also consider Duolingo English Test (DET) scores of 110+.

**Note: TOEFL iTP will not be accepted.**

8. **Official Bank Statement or Bank Letter:** Official financial documents, such as original bank statements, indicating sufficient available funds of at least \$11,000USD\* to live and study at Loyola (for one semester). Please refer to your Exchange Student Application Portal for more information and acceptable submission methods.  
\*The amount given is specifically for one- to-one exchanges. Our exchange agreements do vary somewhat, therefore, please check with your international office if your university has a different exchange agreement with our university or you may check with our office at [oiss@loyola.edu](mailto:oiss@loyola.edu) for the amount of financial support to be documented for immigration purposes.
9. **Financial Affidavit of Support:** Please refer to your Exchange Student Application Portal for more information and acceptable submission methods.
10. **Health Insurance Requirement:** Please refer to your Exchange Student Application Portal for more information.

**In addition, there are several documents in the Exchange Student Application Portal that applicants are required to electronically sign in order to complete their application.**

## Loyola Exchange Student Application Portal Components:

1. **Offline Requirements:** This section contains documents that you must download, complete and upload into the coinciding online application document item. For example, you will need to download the Financial Affidavit of Support for International Students form in the “Offline Requirements” section, have your financial sponsor fill it out, and then you should upload the completed form to the Financial Affidavit of Support for International Students in the “Online Application” Section.
2. **Online Application Document:** This section is where students will be completing all application materials. There are two types of symbols located next to the documents listed.



This symbol means that the student must either electronically complete questions or upload a document. Some of the documents are ones that the student must supply (example: copy of the bio page of the student’s passport), and some need to be downloaded and printed from the Offline Requirements and then uploaded to the portal (example: Financial Affidavit for International Students).



This symbol means that the document contains important information that applicants are required to read and electronically sign to verify they agree with the information provided.



## Post-Admission Materials (available after a prospective applicant is admitted):

If your application for exchange is approved, and you are extended an offer from the Office of International Student Services, you will need to complete the following post-admission materials (subject to change) by the deadlines prior to your arrival to Loyola. These will be made available in the portal after a prospective applicant is admitted.

1. **Confirmation of admission acceptance** and intention to attend Loyola.
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): Admitted exchange students are required to submit their travel itinerary in their application portal.
4. **Loyola University Maryland OISS Housing Questionnaire**.
5. **Consent Form to Receive Immigration Documents**.
6. **COVID-19 PCR Test**.
7. **Proof of COVID-19 Vaccination**.
8. **COVID-19 Waiver form**.

## Questions?

If you have any questions during the exchange student process, all inquiries should be sent to our office, the Office of International Student Services, via email at [oiss@loyola.edu](mailto:oiss@loyola.edu) or via phone at 1-410-617-5245.

**We look forward to receiving your application!**