

Application Process for J-1 Visiting Students (INTL)

1. If the student will be taking classes, he/she must apply online at <http://www.louisiana.edu>. All visiting students should enter “J-1” in the visa field on Capture and pay the \$30 application fee.
 - If the student is not taking classes (only working or teaching), he/she should NOT apply online, but should complete the J-1 Exchange Visitor Application Packet at <http://oia.louisiana.edu/node/191#> and return it to roseh@louisiana.edu (Rose Honegger).
 - J-1 Documents include:
 - o Request for a DS-2019 Form (page 2, all applicants)
 - o Dependent Information Form (page 3, if applicable)
 - o Exchange Visitor Information Form (page 4, all applicants)
 - o Approval for the Employment/Visit of J-1 Form (page 5, all applicants)
 - o Certification of Medical Insurance Coverage Form (page 7, all applicants)
 - o Termination from Program Participation Form (page 8, all applicants)
 - o Request for Extension of Exchange Visitor (page 9, if applicable)
2. After applying online, students who are taking classes, must also complete the J-1 Exchange Visitor Application Packet at <http://oia.louisiana.edu/node/191#> and return it to the Admissions Office at admissions@louisiana.edu (see J-1 documents above).
3. Student must submit to the Office of Admissions official or certified true copies of all academic post-secondary records (mark sheets, examination results, or transcripts) from their current university. Official English translations must be provided. Translators must be certified by the American Translators Association (www.atanet.org). Evaluations of transcripts are also accepted if the evaluating organization is a member of the National Association of Credential Evaluation Services.
4. Students who are non-native speakers of English and who are studying at institutions where the native language is not English, must provide proof of English proficiency in the form of TOEFL, IELTS, SAT, or ACT scores. Official copies of score reports must be sent directly to the Office of Admissions.
5. Students will have to complete a Confidential Financial Statement for Visiting Students and attach a bank statement of at least \$8,000 for one semester or \$16,000 for two semesters.
6. The student’s home institution must provide a letter recommending the prospective student to be an exchange student at UL. The type of funding and the amount the student will be receiving from the university or government must be included in the letter. If UL has a Memorandum of Understanding (MOU) with the student’s institution, the student must indicate this in the letter.
7. The student must submit a resume with all relevant work experience and a correct mailing address.
8. Once all documents are provided, if the applicant meets the English proficiency and GPA requirements and provides financial the required financial guarantee, the student can be admitted in ISIS (See admitting students in ISIS.) and the DS-2019 (immigration document for J-1 students) can be issued.
9. Once students arrive, those who will be taking classes must go to University College to register.