

**FORT HAYS STATE UNIVERSITY (FHSU)**  
**VISITING STUDENTS FROM INTERNATIONAL PARTNER SCHOOLS**  
**REQUIREMENTS AND PROCEDURES PERTAINING TO**  
**SHORT-TERM J-1 STUDENT PROGRAM**

**I. POLICY**

It is the policy of Fort Hays State University (FHSU) that students at international partner schools who wish to participate in a Short-term J-1 Student Program to the FHSU campus must complete an application process and meet the established requirements to participate in the J-1 Student Program.

**II. PROCEDURES**

**APPLICATION PROCEDURE**

Students must submit a completed DS-2019 request form, a personal statement or letter, an academic transcript, a listing of Chinese classes student will miss while at FHSU, financial support statement and recommendation letter. Letters of recommendation for undergraduate or graduate students should come from a faculty member, or administrator at the partner school who can address the student's academic potential and merit to participate in the program. Only complete applications will be considered.

**MINIMUM LANGUAGE SCORE REQUIREMENTS**

The minimum score requirement for the TOEFL test is 500 paper-based or 173 computer-based for all undergraduate students and 550 paper-based or 213 computer-based for all graduate students. The Language Institute administers an English proficiency test and determines a passing score. Students must score at least an 80 or above on two (2) of the three (3) tests given, which is equivalent to passing level IX.

**TIMEFRAME**

The FHSU International Student Services Office (ISS) must receive the completed application six (6) months prior to the start of the J-1 program date. Once the student is approved for the J-1 program, FHSU will mail the student's acceptance letter along with Form DS-2019 and supporting documents to the FHSU International Official designated at each partner school.

**PREPARING FOR DEPARTURE**

After the student receives his or her acceptance letter and DS-2019 form from the FHSU International Office at the partner school, the student should make arrangements to pay the SEVIS fee of \$100.00. Students can refer to the FHSU International web site for application information, or go to <http://www.ice.gov/graphics/sevis/>. A receipt must be secured BEFORE a visa appointment can be made. Once the SEVIS fee receipt is received the student should make an appointment to secure a visa at the U.S. Embassy or U.S. Consulate General Office in the home country. Students will need the following documents: a current passport; DS-2019; recommendation letter(s); SEVIS fee receipt; evidence of financial support/statement; proof of a permanent residence outside the U.S.; a non-immigrant visa application and visa fee.

Arrangement for travel should be made to meet the report date in the acceptance letter at the FHSU. Students should plan to arrive two (2) to three (3) days BEFORE the start of the academic semester. The ISS Office should be notified of the arrival date and time so arrangements can be made for transportation from the Hays Airport or the Hays bus station. Students will be responsible for travel and transportation expenses to FHSU and for their return home.

It is suggested that the students bring the following documents with them to the U.S.; medical and dental records including immunization record, information about medical conditions, and T.B. skin test results if previously taken.

### **HOUSING ARRANGEMENTS**

It is required that students live on-campus in residence halls during at least the first semester of their program. The International Student Services Office should be contacted if the student needs assistance with making on-campus housing arrangements. Students are responsible for bedding and other personal items related to their housing.

### **FINANCIAL ARRANGEMENTS**

An estimated cost to participate in the J-1 program will be provided based on the length of the program period. The length of student program is approximately nine (9) months, or an academic year consisting of fall and spring semesters. A shorter five (5) month, or semester program can also be arranged. The cost of attendance will be based on full-time enrollment, on-campus residence hall housing, books and supplies, health insurance and estimated personal expenses. Students should plan to bring enough money, or have funds available to them upon arrival and enrollment. Fort Hays State University will not defer payment of tuition or other institutional charges. Fort Hays State University will not manage funds for students. In addition, the university will not bill a third party for any educational expenses. Students can deposit funds on their Tiger Card account to pay tuition, housing, books and other educational related expenses.

Students should plan to bring with them a small amount of U.S. currency to have available upon their arrival in the U.S. Banks are not open over the weekend to obtain cash or open a bank account.

### **AFTER ARRIVAL**

Students should report to the ISS Office and plan to attend Orientation. Students who have not had a T.B. skin test will be required to schedule a visit to the Student Health Center. The ISS Office will assist the students in opening a bank account, obtaining a Tiger Card (student ID), finalizing housing arrangements, arranging a campus tour and answering any additional questions regarding the University. Students will meet with their Academic Advisor at the Academic Department for registration and then finalize their enrollment. Arrangements will be made to take students shopping locally to purchase personal items needed for their stay. Additional personal transportation throughout the exchange period cannot be provided by FHSU.

## **COMPLETION OF VISIT**

Program periods can be shortened once the student arrives, but students will not be allowed to transfer to another school or program while visiting on a DS-2019 issued by Fort Hays State University. An extension to the program period and DS-2019 can only be requested if a student meets the following criteria; one, they are in their final semester of their program and will finish all degree requirements for their BGS degree while at Fort Hays State University, and secondly they have been admitted to a graduate program at Fort Hays State University within the same department area listed on their original DS-2019 form. Admission into the graduate school must be completed before the end date on the DS-2019 for an extension to be granted. The extension is only to pursue a graduate degree at Fort Hays State University, and no further extensions, transfers or employment authorization will be granted once the degree is completed. At the completion of the Visiting Students program, students should make arrangements to check out of their housing arrangement, take care of any final bills and complete coursework that is in progress. Transportation will be provided to Hays Airport or the Hays bus station upon request.

*Approved by International Education Management Group (IEMG) 03/18/05*

*Adopted by President's Cabinet 05/03/06*