



EAST TENNESSEE STATE
UNIVERSITY

**BILATERAL EXCHANGE
STUDENT CHECKLIST-
FALL 2022**

studyabroad@etsu.edu



OVERVIEW

DUE DATE	STEPS	CONTACT
May 15	1: Application	higginsv@etsu.edu
June 1	2: Visa	drewcl@etsu.edu
July 1	3: Health	youngra1@etsu.edu floram@etsu.edu
July 15	4: Registration	Academic Advisor
July 15	5: Housing & Travel	housing@etsu.edu IFP-IBB@etsu.edu
July 15	6: Arrival Plan	IFP-IBB@etsu.edu
Mid-Aug.	7: At ETSU	IFP-IBB@etsu.edu
Dec. 1	8: Transcripts	registra@etsu.edu

For questions, please contact studyabroad@etsu.edu or dolljc@etsu.edu



FALL 2022 SEMESTER DATES

Aug. 15	Recommended arrival day
Aug. 15	Fee payment due (tentative)
Aug. 17	Orientation (tentative)
Aug. 21	Last day to enroll/ drop/ change classes without additional fees (tentative)
Aug. 22	First day of classes
Sept. 5	Labor Day holdiaiy
Oct. 11-12	Fall break
Nov. 11	Veterans Day holiday
Nov. 24-26	Thanksgiving holiday
Dec. 2	Last day of classes
Dec. 5-9	Final exams
Dec. 11	Commencement (graduation)

For questions, please contact studyabroad@etsu.edu or dolljc@etsu.edu



1: APPLICATION

COURSE CATALOG

Ensure ETSU is a good fit by reviewing the course catalog (click "Course Descriptions"): <https://catalog.etsu.edu/content.php?catoid=36&navoid=1568>

Note the following:

- Students will need to have some flexibility with courses
- Unavailable courses are education courses that require a background check, higher level business courses, and courses with pre-requisites that students cannot fulfill

APPLICATION STEPS

Apply online at <https://www.etsu.edu/admissions/apply/international/>

- Apply as an undergraduate international student
- Please use your full legal name as it appears on your passport
- Pay the application fee

Email your transcript, copy of your passport identification page, and proof of English proficiency (if required) to Valerie Higgins (higginsv@etsu.edu)

ACCEPTANCE LETTER & ETSU ACCOUNT ACTIVATION

You will receive an email from ETSU with an attached acceptance letter

- Save your ETSU E Number for future reference
- Activate your ETSU email account and start checking it regularly

Due date: May 15

For application questions, please contact Valerie Higgins (higginsv@etsu.edu)



2: VISA

REQUEST A DS-2019

Follow instructions on the "I-20/ DS-2019" tab on the International Programs New Student website: www.etsu.edu/honors/international/new-students.php

- Make sure your ETSU account is activated and check your ETSU email for detailed instructions
- Complete the online form and upload all required documents (passport, admission letter, scholarship & funding information)

APPLY FOR A J-1 VISA

Follow instructions on the "Immigration" tab on the International Programs New Student website: www.etsu.edu/honors/international/new-students.php

- Pay the SEVIS I-901 fee (see link on website)
- Complete the appropriate visa application, schedule a J-1 visa appointment at the relevant U.S. consulate or embassy, and gather required documents
- You will receive cost of attendance information for visa purposes with your acceptance materials. For more information about this, please contact interntl@etsu.edu

AFTER ARRIVAL: CHECK-IN & DOCUMENTS

Follow instructions on the "Check-in" tab

- Attend the check-in/ welcome event before classes start (required)
- Submit required immigration documents online

Due date: June 1

For visa questions, please contact Chasity Drew (drewcl@etsu.edu)



3: HEALTH

Please note: You will not be able to enroll in courses until you have completed health insurance and immunization requirements. Late enrollment may result in additional fees.

HEALTH INSURANCE

Follow instructions on “Health & Immunization” tab at www.etsu.edu/honors/international/new-students.php

- Purchase health insurance from International Student Protection (see link in website)
- Email proof of insurance to Ruby Young (youngra1@etsu.edu)

IMMUNIZATIONS/ VACCINES

Follow immunization requirements at <https://www.etsu.edu/nursing/universityhealth/>

- Complete the Immunization Form and email to Megan Flora (floram@etsu.edu). Please note that the following are required:
 - Two MMR (measles, mumps, and rubella) vaccinations
 - Two Varicella (chickenpox) vaccinations
 - Meningococcal Vaccine for students under 22 years old

Follow [covid-19 vaccine & testing requirements for entry to the U.S.](#) Please consult the [U.S. embassy or consulate in your country](#) for more information

Due date: July 1

For health insurance questions, please contact Ruby Young (youngra1@etsu.edu)
For immunization questions, please contact Megan Flora (floram@etsu.edu)



4: REGISTRATION

Please note: the appropriate amount of tuition & fees cannot be removed from the student's billing statement if this deadline is not met. Missed deadlines may result in costly fees.

REGISTER FOR CLASSES

Consult your Academic Advisor for the following:

- Course registration instructions
- Adding/dropping a class, as this may result in fees
- Note: students cannot be added to full courses

Follow the international visiting student instructions below:

- Reciprocal Exchange Students: Register for 12-15 credit hours
- Tuition-Paying Students: Register for 12-18 credit hours
- Usually, 9 hours of on-ground (not online) classes are required, and we recommend taking all classes on-ground. Please email your Immigration Advisor for more information.

TUITION & FEES

The appropriate amount of tuition & fees will be removed from your billing statement after you have registered and before payment is due.

- Please note: some courses have extra fees that students must pay. See "Incidental Fees" and "Course Fees" here:
<https://www.etsu.edu/bf/bursar/tuitioninfo/calendar.php>
- Follow instructions from the Bursar's office on how to pay fees before due dates

Due date: July 15

For registration questions, please contact your academic advisor



5: HOUSING & TRAVEL

Please note: the meningococcal vaccine is required for students under 22 years old who plan to live in on-campus housing. You must receive this vaccine before you move in to your residence hall.

APPLY FOR HOUSING

Follow instructions on "Housing" tab: www.etsu.edu/honors/international/new-students.php

- Apply here: <https://www.etsu.edu/students/housing/applyhousing.php>
 - Most exchange students choose Lucille Clement Residence Hall
 - The deposit will be refunded at the end of your program if you do not owe the university any money
 - You will be enrolled in the Silver Dining Meal Plan
- Email housing@etsu.edu to request to move into the residence hall early
- Please note, you will need to get your student ID card from ID Services (2nd floor of the Culp Center) and meet with your RA before you can move in

BUY FLIGHT

Follow instructions on "Travel" tab: www.etsu.edu/honors/international/new-students.php

- Book a flight into the Tri-Cities Regional Airport (airport code: TRI) in Blountville, TN (caution: there are other airports with the same name)
- Arrange transportation from the airport to ETSU
- Follow [covid-19 vaccine requirements for entry to the U.S.](#) Please consult the [U.S. embassy or consulate in your country](#) for more information.

Due date: July 15

For housing questions, please contact housing@etsu.edu

For travel questions, please contact IFP-IBB@etsu.edu



6: ARRIVAL PLAN

APPLY FOR A HOST FAMILY/ AIRPORT PICKUP

Apply here to stay with a host family for the first few days through the International Friendship Program (IFP):

<https://www.etsu.edu/students/mcc/programs/international-student-success/ifp/new-students.php>

- Your host family will pick you up from the airport and let you stay at their house for the first 2 nights. Please share your flight and contact info with your host family.
- You can also choose a non-homestay family who will pick you up at the airport and help you move into the residence hall the first day you arrive.

APPLY FOR A STUDENT BUDDY

Apply to have a local ETSU student buddy through the International Buccaneer Buddies (IBB) program here:

<https://www.etsu.edu/students/mcc/programs/international-student-success/ibb/new-students.php>

OTHER INFORMATION

- Follow [covid-19 vaccine requirements for entry to the U.S.](#) Please consult the [U.S. embassy or consulate in your country](#) for more information.
- Review the "Miscellaneous" tab for bank and hotel info:
<https://www.etsu.edu/honors/international/new-students.php>

Due date: July 15

For homestay family, airport pickup, and student buddy questions, please contact International Student Success (IFP-IBB@etsu.edu)



7: AT ETSU

REQUIRED ORIENTATION & TASKS

- Follow instructions on “Check-In and Welcome Event” tab:
www.etsu.edu/honors/international/new-students.php
 - Attend the international student orientation
 - Submit required documents online
- Get your student ID card from ID Services (2nd floor of the Culp Center)
- Complete a tuberculosis (TB) test at the University Health Center- email universityhealth@etsu.edu or call 423.439.4225
- Pay any additional course fees

OPTIONAL ACTIVITIES

- Attend One-Stop Shop after orientation for help with a bank account, cell phone, student ID card, TB test appointment, public transportation, and other things
- Sign up for Preview Day to meet other ETSU students and experience ETSU:
<https://www.etsu.edu/students/nsfp/preview/>
- Attend welcome lunches to meet other international & local students
- Attend the IBB welcome social with your International Buccaneer Buddy
- Use the campus map to find your classes and buildings:
<https://www.etsu.edu/ehome/maps/>
- Use the ETSU Calendar for class start dates and campus events:
<https://go.activecalendar.com/etsu/directory/>
- See more information about arrival week events here:
<https://www.etsu.edu/students/mcc/programs/international-student-success/quest.php>

Due date: 1 week before classes start

For arrival week activity questions, please contact International Student Success (IFP-IBB@etsu.edu)



8: END OF SEMESTER/ YEAR

ORDER TRANSCRIPTS

- Order your transcripts before you return to your country
- Read all instructions on the following website carefully, to review your various options: <https://www.etsu.edu/reg/records/transcripts.php>
- Free Transcripts: follow the instructions numbered 1-8 in the middle of the page or fill out the Transcript Request Form and give, mail or email to the Records Office (records@etsu.edu)
- PDF Transcripts (\$7.50): follow the TranscriptsPlus instructions
- Pick up a copy for yourself and request that a version be mailed to your home university. Please note that the mailing cost is \$9.80.

Have safe travels home and thank you for studying abroad at ETSU!

Due date: December 1 (recommended)

For transcript questions, please email (registra@etsu.edu), call 423-439-4230, or visit the Office of Registrar in 101 Burgin E. Dossett Hall