

## Flow Chart for SMU Exchange Program Application

Jessica Cheng,

Director of International Development sends an email with updated program dates, costs and flyers

Partner school shares SMU exchange program information with students

Partner school sends nominations to jcheng@stmartins.edu

Please allow 2 months for the whole application process

When the application is complete, student will receive a prompt to pay a \$60 application fee

Students must complete the online application and upload official transcript and proof of English language proficiency

Jessica will send the application requirements/links to partner school/students.

When students receive letter of acceptance, they must provide bank statements with enough funds to cover the costs, copy of photo page from their passport, and complete the declaration of finances form

Saint Martin's University will create a DS-2019 when documentation required is received.

Then student must apply for a J-1 Visa and make an appointment with the local US consulate/Embassy

Student will complete housing application and provide health records required

Students will work with the Advising center on course selection and registration

Make travel arrangements and provide Jessica with itinerary