

University of Wisconsin-Eau Claire

# International Exchange Guide

Fall 2025 | Spring 2026



# Table of Contents

<b>Admissions</b> .....	3
Deadlines .....	3
<i>Nomination Deadlines (Exchange Coordinators)</i> .....	3
<i>International Exchange Student Application Deadlines (Students)</i> .....	3
International Exchange Student Application Process.....	3
<i>Exchange Coordinator Responsibilities</i> .....	3
<i>Student Responsibilities</i> .....	3
Admitted International Student Checklist .....	4
<b>Courses</b> .....	4
Registration Process.....	4
Course Restrictions.....	4
<b>United States Immigration</b> .....	5
Exchange Visitor (J-1) Visa .....	5
Form DS-2019 .....	5
Student and Exchange Information System (SEVIS) Fee .....	5
Visa Application & Interview .....	5
Travel Arrangements .....	6
<b>Student Health</b> .....	6
Mandatory Health Insurance .....	6
Services for Students with Disabilities (SSD) .....	6
<b>Campus Connections</b> .....	6
Buddy Program.....	6
Student Organizations.....	7
<b>Center for International Education (CIE)</b> .....	7
International Program Assistant.....	7

# Admissions

## Deadlines

### *Nomination Deadlines (Exchange Coordinators)*

You, the Exchange Coordinator, are responsible for emailing your nomination(s) to the University of Wisconsin-Eau Claire's Center for International Education by the nomination deadline.

- Nominate students by **March 15<sup>th</sup>** for the **upcoming fall semester**.
- Nominate students by **September 15<sup>th</sup>** for the **upcoming spring semester**.

### *International Exchange Student Application Deadlines (Students)*

Your students are responsible for completing the entire International Exchange Student Application by the application deadline.

- Apply by **April 15<sup>th</sup>** for the **upcoming fall semester**.
- Apply by **October 15<sup>th</sup>** for the **upcoming spring semester**.

### **Important Notice:**

Students interested in registering for specific courses should apply early, as class registration begins in early April (for Fall semester) and early November (for Spring semester). Students who wait to complete their application by the deadline may have limited course availability.

## **International Exchange Student Application Process**

### *Exchange Coordinator Responsibilities*

As the exchange coordinator, the only application material you need to submit on the student's behalf is their *official transcript(s)*. Please submit both the original language and an English translation, if applicable. The transcript(s) must include courses, grades, an official stamp, and a signature from a university official. The Admissions office requires students to have, at minimum, a 2.0 GPA on a 4.0 scale. The Admissions staff will calculate the students' GPA at the point of admission.

Transcripts must be emailed to [intled-transcripts@uwec.edu](mailto:intled-transcripts@uwec.edu) by the International Exchange Student Application deadline.

### *Student Responsibilities*

The International Exchange Student Application is specifically designed for students applying through an international exchange program. It is distinct from the application process for degree-seeking or dual-degree students. International exchange students must complete the international exchange application process to be considered.

The application consists of multiple parts, including the Universities of Wisconsin Special Student Online Application. To complete the online application, students must create an account and submit their application electronically. Additionally, students are required to submit various application materials to the Center for International Education via email. Application instructions are provided on the [International Exchange Student Program](#) website, and students should follow them carefully.

## **Admitted International Student Checklist**

You, the home university, will be contacted by email with the results of your student's application.

Once the student is accepted to UWEC, they must complete all sections of the [Admitted International Student Checklist](#) that are applicable to International Exchange students, before coming to Eau Claire. It is crucial that students *activate their UWEC email immediately* upon admission and check it regularly for important updates.

# **Courses**

## **Registration Process**

Students may begin exploring course options by searching through the UWEC student portal, CampS. For detailed instructions on how to search for courses, please refer students to the [UWEC Class Schedules](#) website. Please note that the courses listed on the portal may not be available each semester. Students should remain flexible and work with their home university to address any necessary coursework substitutions.

After acceptance to UWEC, students will receive registration instructions from their UWEC academic advisor via their UWEC email. Students must communicate with their UWEC academic advisor to register for classes.

## **Course Restrictions**

International exchange students are eligible to enroll in bachelor-level courses. Currently, UWEC is unable to offer graduate-level courses to international exchange students. Additionally, international exchange students are not permitted to enroll in nursing courses.

# United States Immigration

## Exchange Visitor (J-1) Visa

Students must obtain an Exchange Visitor (J-1) Visa prior to departure.

Upon acceptance to UWEC, students will gain access to their UWEC International Student Portal. The portal will provide students with instructions on how to apply for a J-1 visa, including payment of the SEVIS fee and downloading the DS-2019 form.

## Form DS-2019

The DS-2019 is a personalized form that allows the student to apply for a J-1 student visa. Students can access their DS-2019 and other important immigration information through the UWEC International Student Portal. The DS-2019 is required to apply for a J-1 student visa at a U.S. embassy or consulate.

To enter the United States, the student will need their DS-2019, passport, and student visa.

## Student and Exchange Information System (SEVIS) Fee

The U.S. government requires all J-1 visa students to pay a SEVIS fee, which is collected by the United States Citizenship & Immigration Services (USCIS).

Students must pay this fee before their visa interview and retain a copy of the receipt. They should bring the SEVIS fee payment receipt to their visa interview and bring it with them when entering the United States. Payment instructions are available on the [I-901 Fee U.S. Immigration and Customs Enforcement website](#).

## Visa Application & Interview

Students applying for an [Exchange Visitor \(J-1\) Visa](#) should first complete the Online Nonimmigrant Visa Application (Form DS-160) and schedule a visa interview appointment with their nearest [U.S. Embassy or Consulate](#). Visa appointment wait times vary by location and can be found on the [U.S. Department of State's website](#).

Students and Exchange Coordinators should contact their local U.S. embassy or consulate to determine if there are any additional visa requirements specific to their country.

## **Travel Arrangements**

Students may not enter the U.S. earlier than 30 days before the program start date on their DS-2019. Specific information about flights and transportation to the university is available on the [Admitted International Students Checklist](#).

# **Student Health**

## **Mandatory Health Insurance**

All international exchange students are required to have the Universities of Wisconsin Student Accident & Sickness Insurance Policy. No exceptions will be made.

The student is responsible for the cost of the Accident & Sickness Insurance Policy, which is approximately \$1150 per semester. The Center for International Education will enroll the student at the beginning of the semester, and the cost will be applied to their UWEC bill. Students do *not* need to purchase supplemental insurance.

## **Services for Students with Disabilities (SSD)**

UW-Eau Claire can provide many services and accommodations to assist students with a variety of needs. The [Services for Students with Disabilities](#) (SSD) office collaborates with students, faculty, staff, and community partners to facilitate services and accommodations. Documentation from a medical provider may be required by the SSD office to approve services or accommodations.

Students who may need services or accommodation can email the International Program Assistant. The International Program Assistant will assist in connecting the student with the SSD office. Eligibility for services and accommodations is determined by the SSD office.

# **Campus Connections**

## **Buddy Program**

The [Buddy Program](#), offered by the Center for International Education (CIE), pairs new international students with domestic or current international students at UW-Eau Claire. The program aims to foster intercultural relationships with students familiar with UWEC and U.S. culture. Participation is voluntary. New students are encouraged to sign up during orientation and will be matched with a buddy within the first two weeks of classes.

## **Student Organizations**

Participation in campus organizations is an integral part of the university's educational experience. These organizations offer social and service opportunities for members, the university, and the community. Involvement helps students expand their networks, develop leadership skills, and complement their academic studies. For a complete list of campus organizations, please visit the [UWEC Student Organizations](#) webpage.

# **Center for International Education (CIE)**

The Center for International Education (CIE) houses the International Student and Scholar Services (ISSS), which provides immigration and cultural advice, along with programs designed to enhance the experience of international students.

For a complete list of CIE staff, please visit the [CIE Staff](#) website.

## **International Program Assistant**

The International Program Assistant serves as the on-campus point of contact for students and exchange coordinators regarding questions related to international exchange. The assistant is responsible for collecting all nominations and application materials. At the time of publication, the International Program Assistant is:

**Samantha Maurer (she/her)**

Email: [maurersl@uwec.edu](mailto:maurersl@uwec.edu)

Phone: 715-836-4411