

Application Materials Deadline for Your Program:



International Exchange Checklist

Items needed before applying to Host School:
Return the following to Building 71 by the above deadline date:

- International Exchange Application:** The first step in Applying for International Exchange
- International Exchange Participation Request:** Must be signed by student and academic advisor.
- Insurance Form:** Additional coverage is needed to Study Abroad.
- University of West Florida Agreement and Release for International Exchange:** All students planning to Study Abroad must complete this form
- Statement of purpose:** 1-2 page state of you reason for studying abroad and what you hope to gain from the experience
- Host School Application:** The student's application to the Host School is required and in some cases may require a signature of approval from the Associate Vice President.

Items needed after receiving UWF Approval **and**
Before leaving for International Exchange:

- Advising Agreement:** Department Heads at UWF sign off on classes to insure credit is awarded. A copy of this form must be in the student's International Exchange File. (This is for direct exchange to a partner school.)
- OR**
- Transient Student Form:** Requires signature of student, academic advisor and approval of UWF Registrar. (This is for non-affiliated programs not offered directly by UWF.)
- Passport:** A copy of your passport and any Certificates of eligibility or Visas issued are required for the file.
- US Address and Email:** a US address that can be used to send information before departure and after return.
- Host Address and Email:** Once a Host address is known, the student must provide the information for the file to have on record for contacting the student while they are away from UWF.

Contact the Office of Diversity and International Education and Programs, Building 71, at 474-2479 if you have any questions.