Completing the J-1 Exchange Student Online Application

1) After setting up your user account, log-in at the following link:

2) Click on “University of Memphis” under Applications.

3) For your online application you will complete the following sections:
   a. Material Submissions
   b. Signature Documents
   c. Application Questionnaires
   d. Learning Content
2) Materials Submissions: Please request your home institution mail an official transcript and TOEFL score to the following address.

Please note minimum TOEFL score:

TOEFL: 79 iBT/500 PBT
IELTS: 5.0
Other tests accepted: TOIEC: 650

The University of Memphis
Center for International Programs
102 Brister Hall
Memphis, TN 38152
USA

Once we receive these items we will mark this as “received” in your application.

3) Signature Documents: Please read the housing payment instructions and J-1 visa health insurance requirements carefully. After reading each item click the signature button at the bottom of each page to acknowledge that you read and understood each policy. If you have questions about the policy please email tigersabroad@memphis.edu.
4) Application Questionnaire(s)

a) Documents to Upload/Scan: You will need to submit a scanned copy of the following completed forms:
   a. Affidavit of Support
   b. “Short Form” for undergraduate or graduate admissions
   c. Immunization Form
   d. Housing Application Form
   e. Proof of Health Insurance that meet the requirements for J-1 visa holders as stated in the “Signature Documents” section of your application.

b) You can find and download each form in the “Learning Content” section under “Documents to Complete and Upload.”

c) After completing each form, please upload scanned copies into “Documents to Upload/Scan” section under Application Questionnaire(s). You can find instructions on how to attach/documents to the questionnaire section under Learning Content.
d) Complete the “J-1 Student Information” section under Application Questionnaire(s).

5) Learning Content: Please be sure to read each item in the Learning Content section.
Post-Decision Process

Once all items have been submitted your application will be processed following the application deadline. After the status of your application has changed to “accepted” you will receive notification via email. You will then log-in to your application and complete the following items:

1) Change your status to “committed.”

![Image of Commitment to Participate](image1)

2) Complete the arrival form under the Application Questionnaire(s).

![Image of Application Questionnaire(s)](image2)

Be sure to clearly answer all of items of the Arrival Form so we may arrange airport pick-up.

![Image of Arrival Form](image3)
3) After your application has been accepted, the Learning Content will have items to review including information regarding Arrival, Housing, Registration and Courses, Sevis Fee procedures, U of M Transcripts, and Tuition Payment if applicable.