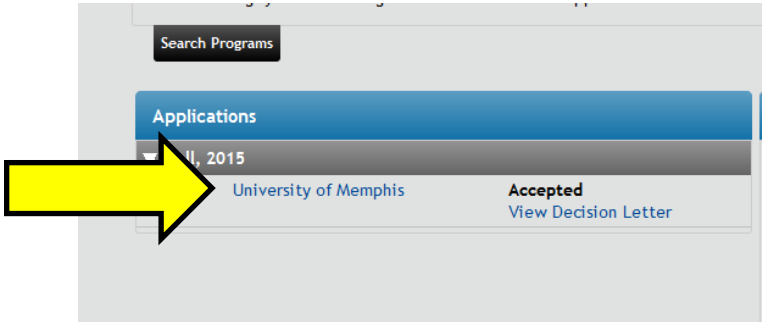


## Completing the J-1 Exchange Student Online Application

- 1) After setting up your user account, log-in at the following link:  
<https://memphis.studioabroad.com/index.cfm?FuseAction=Security.Login&urc=24706&sig=99C808A1B04DAEF35E01B515A2F619BE8027AEC13BF1ED3AC73C5FF8795C36AA>
- 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

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Official Transcript	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Housing Payment	<input type="checkbox"/>
J-1 Student Insurance	<input type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Documents to Upload/Scan	<input type="checkbox"/>
J-1 Student Information	<input type="checkbox"/>

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
Documents to Complete and Upload	<input type="checkbox"/>
Living Costs at the U of M	<input type="checkbox"/>
Tutorial on How to Attach Documents to Questionnaires	<input type="checkbox"/>

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

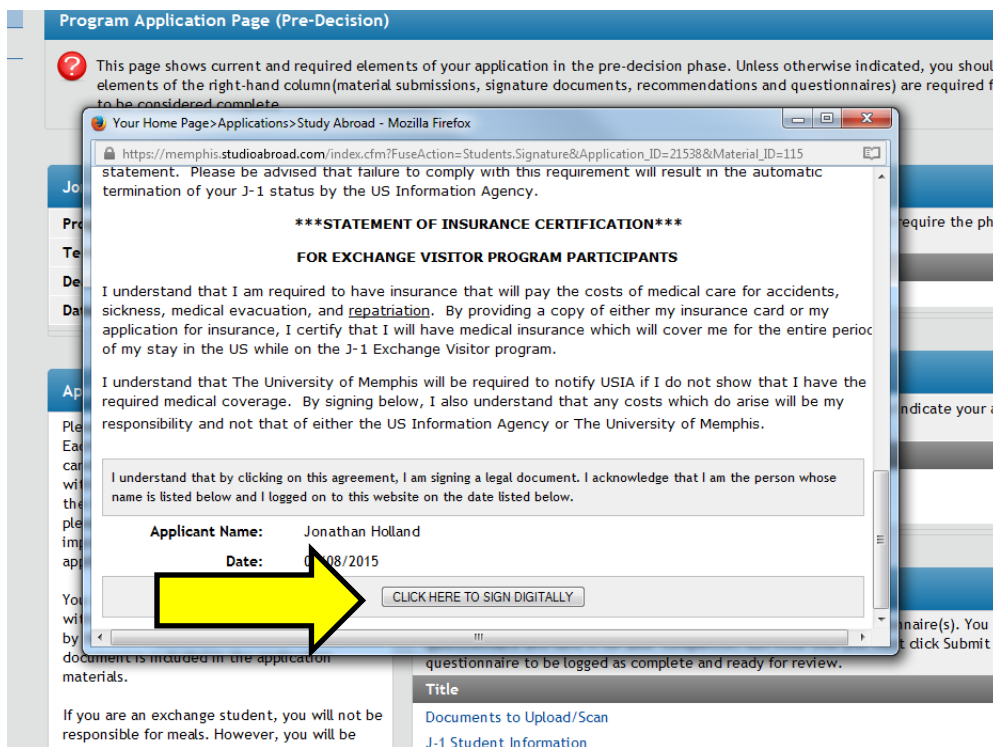
IELTS: 5.0

Other tests accepted: TOIEC: 650

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

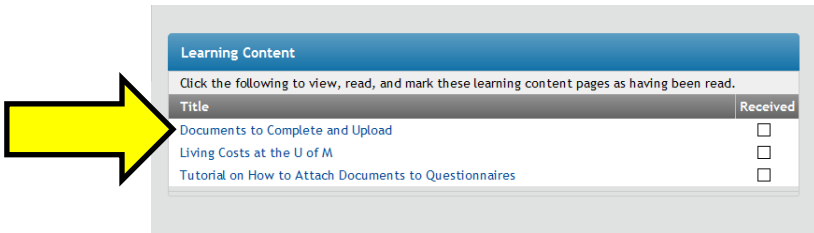
Once we receive these items we will mark this as “received” in your application.

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](mailto:tigersabroad@memphis.edu).

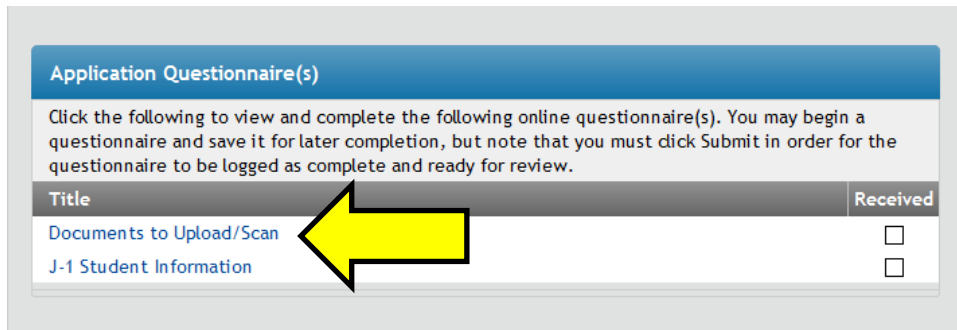


#### 4) Application Questionnaire(s)

- a) Documents to Upload/Scan: You will need to submit a scanned copy of the following completed forms:
- Affidavit of Support
  - “Short Form” for undergraduate or graduate admissions
  - Immunization Form
  - Housing Application Form
  - 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).

**J-1 Student Information:**

(\*) Indicates the question is required.

1. Last Name (\*)

2. First Name (\*)

3. Middle Name

4. Date of Birth (\*)

Please write your date of birth using this format dd/mm/yyyy

5. City of Birth (\*)

6. Country of Birth (\*)

7. Citizenship (\*)

8. Country of Permanent Residence (\*)

9. Current Mailing Address (\*)

4000 characters left

10. Permanent Mailing Address

Please leave blank if your permanent address is the same as your current mailing address.

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

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
<a href="#">Documents to Complete and Upload</a>	<input type="checkbox"/>
<a href="#">Living Costs at the U of M</a>	<input type="checkbox"/>
<a href="#">Tutorial on How to Attach Documents to Questionnaires</a>	<input type="checkbox"/>

## 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.”

al submissions, signature documents and questionnaires) are required for you to participate in the

### Commitment to Participate

Your status: **Accepted**

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this as soon as possible so that the office will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click the Decline button.

### Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
<a href="#">Official Transcript</a>	<input type="checkbox"/>

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

### Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
<a href="#">Documents to Upload/Scan</a>	<input type="checkbox"/>
<a href="#">J-1 Student Information</a>	<input type="checkbox"/>
<a href="#">Arrival Form</a>	<input type="checkbox"/>

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

### Arrival Form:

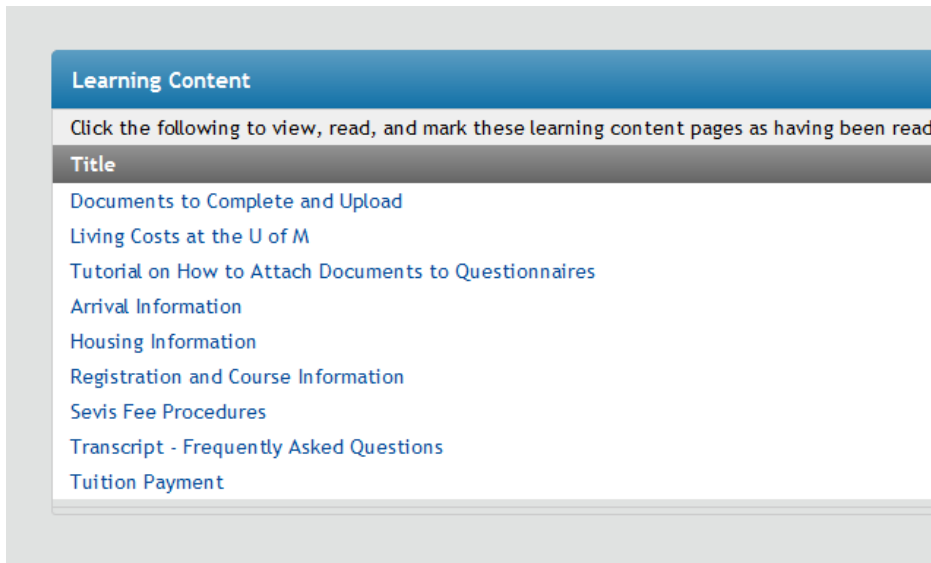
**Instructions:**  
To ensure that we are aware of when and where you are flying from overseas, we ask that all exchange students complete the following arrival questionnaire prior to your departure. If you have questions, please contact the Study Abroad Office at [studyabroad@memphis.edu](mailto:studyabroad@memphis.edu).

(\*) Indicates the question is required.

1. State your date of arrival. (\*)  
  
4000 characters left
2. State your time of arrival. (\*)  
  
4000 characters left
3. State your flight number. (\*)  
  
4000 characters left
4. State the airline. (\*)  
  
4000 characters left
5. Please detail your travel plans. (\*)  
  
4000 characters left

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

- 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.



The screenshot shows a web interface for 'Learning Content'. At the top, there is a blue header with the text 'Learning Content'. Below the header is a grey bar with the instruction: 'Click the following to view, read, and mark these learning content pages as having been read.' Underneath this is a table with a dark grey header row labeled 'Title'. The table contains a list of ten items, each with a blue hyperlink:

Title
<a href="#">Documents to Complete and Upload</a>
<a href="#">Living Costs at the U of M</a>
<a href="#">Tutorial on How to Attach Documents to Questionnaires</a>
<a href="#">Arrival Information</a>
<a href="#">Housing Information</a>
<a href="#">Registration and Course Information</a>
<a href="#">Sevis Fee Procedures</a>
<a href="#">Transcript - Frequently Asked Questions</a>
<a href="#">Tuition Payment</a>