

Department Deadlines for Exchange Programs: Incoming Students Tasks

Incoming Exchange students add an international dimension to AU home campus courses and the AU students in those courses. As part of a 1:1 exchange program (see the other half of the program “Outgoing AU students”), the incoming students do not pay AU tuition however they do pay for Intl Student Insurance, housing, meals and books. Departments sponsoring incoming international students must assist in the flow of applicant information from the host/partner institution to OIP AUAB as well as OIP International Student and Scholar Services (OIP ISSS). As sponsors of incoming students, classified as J Students, departments do need to know the status of their incoming student’s academic experience and how they are functioning during the semester(s) that they are at Auburn. The chart below is an overview, for additional information on Exchange Agreement and procedures, please contact Assistant Director, OIP Auburn Abroad and Exchange Programs at weissds@auburn.edu. VERY IMPORTANT: CHECK THE AU OIP ISSS Website www.auburn.edu/academic/international/oie/iss and contact balsa@auburn.edu for the specific forms, etc. required for incoming international students. The ISSS advisors are available to assist as needed.

Phase 1: Getting Program Approved, department duties

Semester Program Runs	Submit Exchange Agreement (1)	Verifies course available at AU for incoming students.	Provides info to OIP AUAB re: number of students willing to accept	OIP AU sends out Welcome Package to host/ partner institution for their recruiting efforts	Early Incoming student deadline for on-campus housing. Welcome package sent to students
Summer	June (prior year)	June-Aug	August/ Sept	Sept – Oct.	October
Fall	August (prior year)	Aug- Jan	January	Jan- Feb.	February
Spring	February	Feb-July	July	January	August

Phase 2: Incoming student logistics.

Semester Program Runs	Incoming student applications due to Sponsoring Department. Department sends DS2019 forms to OIP ISSS, informs OIP AUAB of incoming students	OIP AUAB sends out OIP ISSS’s completed DS2010 to Sponsor Dept.(to send to student).	OIP AUAB works with Enrollment Management to enroll students.	OIP AUAB: Works with ESL to determine available housing. Works with Registrar and Dept. advisors to enroll students in courses	OIP AUAB: Picks up students at airport. Assists in getting semester housing for student. Incoming students attend OIP ISSS orientation
Summer	March 15	Feb-April	April	April -May	May
Fall	March 15	Mar-April	April-May	June-August	Aug
Spring	October 15	Aug- Oct.	Oct-Nov	Nov-Jan	Jan

(1) Exchange Agreement duration = 5 years.