



Hello Loyola University Maryland Exchange Student Applicant!

Below you will find the instructions and requirements necessary to formally apply to Loyola University Maryland as an international exchange student. If you have any questions during the exchange student application process, please contact the Office of International Student Services (OISS) via email at oiss@loyola.edu or via phone at 1-410-617-5245.

In order to be considered for admission as a visiting (exchange) student at Loyola, your online application must be completed and submitted by the posted, required deadline for your intended semester found on the Loyola Incoming Exchange webpage at: [Loyola Incoming Exchange Deadlines](#). **All requirements** must be completed and submitted before the application can be reviewed for admission.

If admitted, and all remaining documentation has been received and approved, the Office of International Student Services (OISS) will issue a Form I-20 (Certificate of Eligibility for F-1 Student Visa Status) to you in order for you to apply for an F-1 student visa. In order to study at Loyola, you will need to apply for an F-1 student visa at your local U.S. Consulate or Embassy with a valid Immigration Form I-20 issued to you by Loyola for your approved start term.

Once you are logged into Loyola's Exchange Student Application Portal (instructions on how to access the portal are under the "How to Apply" section of our webpage), you will see application instructions in the portal.

Exchange Student Application Requirements:

The following exchange student application requirements are required to be submitted via the instructions in the Exchange Student Application Portal in order to be eligible for consideration of admission to Loyola University Maryland:

1. **Application Questionnaire for Exchange Student**: Complete the electronic form with application questions to answer.
2. **Exchange Program Course Planning**: Complete the electronic form asking for your requested courses to be enrolled in during your studies at Loyola. For courses that require pre-requisite(s), applicants must submit documentation that they have previously taken the required pre-requisite(s) course. Further instruction is available in the exchange student application portal.
3. **Biological Page of Student's Passport**: Include a copy of the biographical page of your passport. This is the page that includes your photo, name, date of birth, country of citizenship, nationality, and the expiration date.
4. **Exchange Student Passport Information Questionnaire**: This should be completed by applicants in the portal.
5. **Official Transcript**: Applicants must mail an official transcript (translated in English) to the address listed in the exchange student application portal. In the meantime, applicants are required to upload an unofficial transcript, translated in English, into the portal. If your current semester's courses are not listed on the transcript you provide to us, please also upload a copy of your **current** course schedule to the portal as well.
***The original, official hardcopy version of this Official Transcript must be physically mailed to Loyola's Office of International Student Services. ***
6. **Exchange Program Coordinator Attestation Form**: This form should be downloaded by the student and sent to the student's exchange program coordinator responsible for outbound programs at the student's home institution. Note: Students are expected to have completed two years of coursework at their home institution by the start of their exchange program. Your exchange coordinator will need to complete the Exchange Program Coordinator Attestation Form. Once completed, the student's exchange coordinator should email the form directly to our office at oiss@loyola.edu.



7. **Exchange Student Proof of English Proficiency:** Proof of English proficiency is required. If you are requesting to waive this requirement due to English being your native language, your program coordinator at your home university must submit the Request to Waive TOEFL or IELTS Form directly to our office. See below for minimum requirements:
- TOEFL iBT test result of 85 or higher.
 - IELTS score of 6.5 or higher across all bands.
 - TOEFL Essentials Test result of 9.0 or higher.
 - For the current cycle, our office will also consider Duolingo English Test (DET) scores of 115+.

Note: TOEFL iTP and MyBest will not be accepted.

8. **Official Bank Statement or Bank Letter:** Official financial documents, such as original bank statements, indicating sufficient available funds of at least \$12,095 USD* to live and study at Loyola (for one semester). Please refer to your Exchange Student Application Portal for more information and acceptable submission methods. You will also need to submit the required original financial documents by one of the acceptable methods listed in the Exchange Admission Portal.

**The amount given above is specifically for one- to-one exchanges. However, our exchange agreements do vary somewhat from program to program, therefore, please check with your international office if your university has a different exchange agreement with our university for the required amount to show or you may check with our office at oiss@loyola.edu for the amount of financial support to be documented for immigration purposes.*

9. **Financial Affidavit of Support:** Please refer to your Exchange Student Application Portal for more information and acceptable submission methods.
10. **Health Insurance Requirement:** Please refer to your Exchange Student Application Portal for more information.

In addition, there are several documents in the Exchange Student Application Portal that applicants are required to electronically sign in order to complete their application.

Loyola Exchange Student Application Portal Components:

1. **Offline Requirements:** This section contains documents that you must download, complete and upload into the coinciding online application document item. For example, you will need to download the Financial Affidavit of Support for International Students form in the “Offline Requirements” section, have your financial sponsor fill it out, and then you should upload the completed form to the Financial Affidavit of Support for International Students in the “Online Application” Section.
2. **Online Application Document:** This section is where students will be completing all application materials. There are two types of symbols located next to the documents listed.



This symbol means that the student must either electronically complete questions or upload a document. Some of the documents are ones that the student must supply (example: copy of the bio page of the student’s passport), and some need to be downloaded and printed from the Offline Requirements and then uploaded to the portal (example: Financial Affidavit for International Students).



This symbol means that the document contains important information that applicants are required to read and electronically sign to verify they agree with the information provided.



Post-Admission Materials (available after a prospective applicant is admitted):

If your application for exchange is approved and you are extended an offer from the Office of International Student Services (OISS), you will need to complete the following post-admission materials (subject to change) by the deadlines prior to Loyola issuing immigration documents to you / prior to your arrival to Loyola. These will be made available in the exchange student portal **after** a prospective applicant is admitted.

1. **Acceptance of Exchange Admission offer.**
2. **Loyola University Maryland OISS Housing Questionnaire**
3. **Consent Form to Receive Immigration Documents**
4. **Health Form & Immunization Record:**
5. **Travel Itinerary Form:** Admitted exchange students are required to submit their travel itinerary via their exchange application portal after Loyola's OISS has assigned you your required arrival date to Loyola (NOTE: this form should only be submitted **after** the student is admitted. Additionally, it is recommended to wait until after your F-1 visa has been approved to purchase your airline tickets).

Questions?

ALL questions regarding the exchange student process should be sent directly to our office, the Office of International Student Services (OISS), via email at oiss@loyola.edu or via phone at 1-410-617-5245.

We look forward to receiving your application!