



TEXAS TECH UNIVERSITY

Office of International Affairs™

## EXCHANGE APPLICATION

### **REQUIRED DOCUMENTS**

1. Official Transcript from your University
2. TOEFL Scores
3. Letter showing that students have the necessary funds to support themselves while attending Texas Tech University. All students are required to have this by United States Emigration Law for their J-1 visa.
4. One picture of yourself, either a Passport Picture or send one electronically. Please sign the back of passport picture.
5. Copy of your passport.
6. For information to be processed at Texas Tech University for international students it must be sent to:

Lilly Kilcrease, International Exchange Coordinator  
Texas Tech University Office of International Affairs  
601 Indiana Avenue MS 5004  
Lubbock, Texas 79409

Or faxed +1.806.742.1286 or emailed:

[Lilly.J.Kilcrease@ttu.edu](mailto:Lilly.J.Kilcrease@ttu.edu)

If this information is not sent to Lilly Kilcrease, The office of international affairs cannot begin processing the documents necessary to obtain a visa.



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**PERSONAL INFORMATION:**

1. Name \_\_\_\_\_

2. Year/Term of Exchange \_\_\_\_\_

3. Home university \_\_\_\_\_

4. E-mail address \_\_\_\_\_

5. Present address (valid until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ )  
month day year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Telephone:  
\_\_\_\_\_

7. Permanent address (mail will be sent here after the date given above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Permanent Telephone  
\_\_\_\_\_

9. Male \_\_\_\_ Female \_\_\_\_

10. Married \_\_\_\_ Single \_\_\_\_

11. Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month day year

12. Place of birth \_\_\_\_\_ / \_\_\_\_\_  
city country



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13. Person(s) to contact in case of emergency:

Name(s), Address, Telephone (include country and area prefix) & Relationship to you

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14. Highest degree completed or in progress: \_\_\_\_\_

Completion date or projected completion date: \_\_\_\_\_

15. List academic work completed at your home university in previous years (list specific courses if applicable; use additional sheet if necessary)

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16. Indicate academic work in progress during the present academic year (list specific courses if applicable; use additional sheet if necessary)

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I acknowledge that all of my statements on this Nominee Profile are complete and accurate to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## ACADEMIC INFORMATION:

The information below will be used by Texas Tech University's Office of International Affairs to confirm your placement with academic departments and/or colleges and to assist them in knowing of your educational interests and background.

Please provide information for each year of study, beginning with the secondary-school certificate.

*Years attended  
Certificate or not*

*Name of institute*

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## List of Courses you would like to take while at Texas Tech University:

Students are recommended only to take 4 classes while at Texas Tech. Students need to list the course abbreviations when listing their courses. In order to reserve class space we need to have your preliminary schedule. Course information can be found at <http://www.depts.ttu.edu/officialpublications/CourseDescriptionsHome.html> and a schedule of the course can be found at:

[https://ssb.texastech.edu/pls/TTUSPRD/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb.texastech.edu/pls/TTUSPRD/bwckschd.p_disp_dyn_sched)

Undergraduates must be enrolled in a minimum of 12 hours (4 classes) and graduate students must take 9 hours (3 classes). *The first 4 classes listed will be the ones we will try to get students.*

Course Abbreviations/Course Number    Course Name  
*Example: POLS 1301    American Government, Organization*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



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All international students attending Texas Tech must give following information. Which will be used to issue your IAP-66 "Certificate of Eligibility for Exchange Visitor Status."

## Information on the Exchange Visitor (J-1) Program

The following is required:

### 1. Written proof of financial support

If you are sponsored by your government or an international organization, you must submit a letter from the sponsor stating the amount of money, in U.S. dollars, you will receive each year and the number of years you are being sponsored. (A LETTER THAT DOES NOT SPECIFY AN AMOUNT WILL NOT BE ACCEPTED.)

If you are sponsored by an individual or plan to use personal funds, you must provide an affidavit of support stating the amount of money you will receive each year and the number of years you will receive support.

### 2. A written statement from you indicating that you understand and agree to the following insurance requirements. Prior to registration at the University, you must submit proof that you are covered by health and repatriation insurance. If you have a spouse and/or children in the U.S., you must include proof of insurance coverage for them.

### 3. If you are currently in the U.S., submit photocopies of the pink form of your IAP-66; Form I-94; U.S. visa; and pages of your passport showing your name, general information about you, and the expiration date of your passport.

### 4. A completed "J-1 Exchange Student Application" (below)

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#### J-1 Exchange Student Application

##### 1. Name (as it appears on your passport)

\_\_\_\_\_

(Family Name)

(Given Name)

##### 2. Country of Citizenship

\_\_\_\_\_

##### 3. Country of Legal Residence

\_\_\_\_\_



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4. Position (or employment) you hold in your country of legal permanent residence (be specific, give title, name of institution, city; for example: name, undergraduate student, Texas Tech University, Lubbock, TX.)

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5. Total Period of Stay in the U.S.

From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
mo. day yr. mo. day yr.

6. Financial Support: (list each source and amount, in U.S. Dollars, to be received during stay) If support is from any source other than TTU, attach proof of support.

\_\_\_\_\_ ( ) TTU \_\_\_\_\_

Source of TTU funds:

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Account #	Type of Account
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7. Will any U.S. government funding be involved? \_\_\_\_\_

If so, state the name of agency providing the funds.

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8. Was this funding received specifically for the visitor?

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9. Was the funding received specifically designated for an exchange visitor program? \_\_\_\_\_

\_\_\_\_\_ ( ) U.S. government agency

\_\_\_\_\_  
(name of agency)

\_\_\_\_\_ ( ) International Organization

\_\_\_\_\_  
(name of organization)

\_\_\_\_\_ ( ) Exchange Visitor's Government

\_\_\_\_\_ ( ) Personal Funds

\_\_\_\_\_ ( ) Other

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\_\_\_\_\_  
(please explain)