

Graduate exchange student "admissions" policy

(Approved at the Graduate Directors Meeting, February 6, 2009)

Background:

- Incoming graduate exchange students, up until now, have had to be fully admitted as degree candidates, even if they will only be at CU-Boulder for one semester.
- This creates a lot of work for the students and for the departments involved.
- Currently, undergraduate exchange students are admitted with a TEX registration type. To easily identify these students, the records are also assigned to a student group (PTEX) and a positive service indicator (S51 – Foreign Exchange Student) is applied. These students do not go through the full admissions process. They are vetted by their home institutions (the Office of International Education (OIE) has formal written exchange agreements with these institutions) and by OIE staff who check for red flags. They are not admitted to degree programs here. If such an exchange student were to decide to stay and enter into a degree program, the student would have to apply and be admitted just as any other student would. This registration type keeps their Campus Solutions records from rolling into future semesters and keeps them out of official counts of regular degree students. [Updated to be accurate for Campus Solutions – May 2012.]

New Policy:

The Office of International Education will begin to handle the "admission" of graduate exchange students in much the same way as we now handle undergraduate exchange students. This would save the students and the departments a lot of work.

- There are MEX and DEX registration types that already exist and will be used for master's and doctoral-level students in the same way that the TEX registration type is used for undergraduate exchange students.
- We will ask incoming exchange students to provide:
 - The OIE application for exchange student admission (vetted by the Office of Admissions).
 - Transcripts (or other documents, as appropriate, showing their previous study)
 - Proof of English language proficiency
 - Financial documentation (needed for visa eligibility)
- Departments/Programs may request (if desired):
 - Statement of Purpose
 - Letters of recommendation
 - GRE scores or other departmental exam requirements
 - Anything else that departments require for degree students
- When OIE receives an exchange application, we will forward it (less the financial documentation) to the appropriate department for their review with a reminder that they do not need to put the candidate through the full application process. The International Admissions Team in the Office of Admissions is willing to provide a review of the transcripts if departments would find that helpful.
- Once all is determined to be okay, OIE would do a "quick admit" of the student in the system.

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