

International Exchange Student Checklist

A completed application to Washington College must contain the following documents:

- _____ Admissions Application for Exchange (submitted online)
- _____ 2 Letters of Professor's Recommendation
- _____ Financial Certification Form
- _____ Official Transcript with your university's seal
- _____ Copy of passport
- _____ 1 recent photograph – head and shoulders
- _____ Short essay, in English, explaining your reasons for wanting to study at Washington College
- _____ TOEFL Official Score Report
- _____ J-1 Exchange Students and Scholars Declaration of Compliance with Health Insurance Requirements
- _____ Housing Preference Form (submitted online)
- _____ Housing Contract for New Students
- _____ Student Health and Counseling Form – signed by student (or parent) and a licensed doctor

GLOBAL EDUCATION OFFICE
300 Washington Avenue, Chestertown, MD 21620-1197 USA
Fax: 410-810-7451 Web: www.washcoll.edu

Kate McCleary – Director
Tel: 410-810-7470 / email: kmccleary2@washcoll.edu

Theresa Capule – Assistant Director
Tel: 410-778-7762 / email: tcapule2@washcoll.edu

Washington College
GLOBAL EDUCATION OFFICE

LETTER OF RECOMMENDATION

STUDENT

Fill in the information below and give this form to a current professor, to be returned to you upon completion. Enclose the completed Letter of Recommendation with your Application for Admission.

Student Name: _____

Street Address: _____

City/State/Zip: _____

Washington College finds candid evaluations helpful in choosing from among highly qualified students. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college life in the U.S. Please submit your references promptly.

Please return this sheet to the applicant, for inclusion in his or her application packet.

Name: (please print of type) _____

Position: _____

College/University: _____

BACKGROUND INFORMATION

How long have you known this student and in what context: _____

List the course(s) you have taught this student: _____

Washington College
GLOBAL EDUCATION OFFICE

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the student's intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, and enthusiasm.

RATINGS

Compared to other university students whom you have taught, check how you would rate this student in terms of academic skills and potential:

No basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	One of the top few encountered in my career
Creative, original thought						
Motivation						
Independence, initiative						
Intellectual ability						
Academic achievement						
Written expression of ideas						
Effective class discussion						
Disciplined work habits						
English skills						
SUMMARY EVALUATION						

Signature _____

Date _____

Financial Certification Form

As an international applicant, you are required to certify that you will have adequate financial support for your program of study. Complete support for your semester or year abroad must be guaranteed. Student visa applications cannot be processed until you have completed this form satisfactorily and return it to the Office of International Programs. Please complete items 1, 2 and 3 below. If your exchange program falls under the Tuition Only category, \$7,500 should be assured for a semester abroad (\$15,000 for a year abroad). If your program is a Full Exchange then \$2,750 should be assured for a semester abroad (\$5,500 for a year abroad). If your program is a tuition/room exchange, \$5,250 should be assured for a semester (\$10,500 for a year).

1. STATEMENT BY APPLICANT - Sources of Financial Support

Student's personal funds: _____
Funds from parent/guardian: _____
Funds from another source (indicate type and source below) _____

Amount Assured for Semester or Year Abroad: _____

I certify that the amounts shown above will be available for my term of study abroad.

PRINTED - Applicant's name

Applicant's signature

2. ATTESTATION BY PARENT/GUARDIAN/SPONSOR

I, the undersigned, certify that the information given above by the applicant is true and accurate, and that the funds are available and will be provided as specified in this form.

Name of person guaranteeing funds: _____
PRINT FULL LEGAL NAME

Signature: _____ Date: _____

Relationship to applicant: _____

Permanent home address: _____

Telephone: _____ Fax: _____

3. CERTIFICATION BY BANK OFFICIAL

I, the undersigned, certify that the applicant or the person guaranteeing funds for the applicant has been a client at this financial institution since _____ and, to the best of my knowledge, has adequate resources to provide funds as specified in this form. ***A notarized bank statement MUST be sent with this form.***

Name of bank official: _____

Signature: _____ Date: _____

Name of bank: _____

Address: _____

**J-1 Exchange Students and Scholars
Declaration of Compliance with Health Insurance Requirements**

Information on Health Requirements

In March 1993, The U.S. Information Agency (the government agency that administers and regulates [1] the J-1 visa document DS 2019, [2] those who use this document, and [3] those approved to be officers for the issuance and monitoring of the document and the J-1 visa holders) published a revised set of regulations for Responsible Officers and Alternate Responsible Officers who issue J-1 visa documents (DS 2019).

The requirements for the Health insurance, as set forth in the Federal Code of Regulations, Vol. 58, Section 514.14 are as follows:

1. The J-1 must have health insurance for the entire period of stay.
2. The minimum requirement for coverage is health insurance covering at least \$50,000.00 per accident or illness.
3. The minimum requirement for coverage for medical evacuation is \$10,000.00, in case of need for the J-1 visa holder to be returned to home country for medical treatment.
4. The minimum requirement for coverage for repatriation of remains is \$7,500.00, in case of the unlikely event that the visa holder should die in the U.S. and his or her remains need to be returned to the home country.
5. The maximum deductible on the health insurance may not exceed \$500.00 per accident or illness.
6. The health insurance must cover all accompanying J-2 dependents, with exactly the same terms as above.

Penalties

According to Federal regulations, “an exchange visitor in J-1 status who willfully fails to maintain the insurance coverage set forth above while a participant in an exchange visitor program, or who makes a material misrepresentation to the sponsor concerning such coverage, shall be deemed to be in violation of these regulations and shall be subject to termination as a participant.”

According to Federal Regulations, the College “shall terminate an exchange visitor’s participation in its program if the sponsor determines that the exchange visitor or any accompanying spouse or dependent willfully fails to remain in compliance with this section.”

Therefore, the College has the right to refuse a visa document to any person who holds a J-1 or J-2 visa and is not in compliance with the health insurance requirements for a J-1 or J-2 visa holder. This includes degree seeking students, exchange students (non-degree students), visiting researchers, visiting professors and short-term scholars. Any time a person in the J-1 or J-2 category wishes an extension, transfer or duplicate DS 2019 visa documents, the health insurance held by that person shall be confirmed, and an extension, transfer or duplicate shall be withheld if health insurance is not being maintained with adequate amounts of coverage. The College is required to meet its responsibility as a J-1 sponsor.

J-1 Student or Scholar Declaration of Agreement to Above Requirements:

I have read all of the above requirements regarding the maintenance of health insurance coverage for the J-1 visa holders and their J-2 dependents and I agree to comply with all of the above requirements throughout my stay as a J-1 visa holder. I understand that failure to comply with the above requirements is grounds for termination of my J-1 visa status and that of any J-2 dependents.

Signature of J-1 Student/Scholar

Name in Print

Date

Please sign and return to

GLOBAL EDUCATION OFFICE
300 Washington Avenue, Chestertown, MD 21620-1197 USA
Email: oisp_1@washcoll.edu Fax: 410-810-7451 Web: www.washcoll.edu

Kate McCleary – Director
Tel: 410-810-7470 / email: kmcclary2@washcoll.edu

Theresa Capule – Assistant Director
Tel: 410-778-7762 / email: tcapule2@washcoll.edu

WASHINGTON COLLEGE HOUSING CONTRACT ACADEMIC YEAR 2014-2015

Name: _____

Student ID No: _____

Academic Year of 2014-2015 Senior ___ Junior ___ Sophomore ___ Freshman ___

This contract is a license for the student named above ("Student") to live in Washington College ("College") housing for the 2014-2015 academic year. This housing contract is not to be construed as a lease agreement. Student agrees to abide by the following terms and conditions:

1. The College will assign Student a room in one of the College's residence halls. Assignment to a particular room is not guaranteed. The College reserves the right to make all room assignments and reassignments as it may reasonably deem in the interest of the College, for reasons including, but not limited to, maintaining order, health, or community welfare. Student is entitled to occupy and use the assigned room (with limitations as stated in Paragraph 10) and to use the residence hall facilities. Student agrees to use the assigned room only as a student living accommodation and to abide by the College's Student Handbook in creating an atmosphere of mutual respect and integrity in the living and learning environment.
2. Residents of College housing must be registered for classes at the College during the term(s) of occupancy. The right to occupy the assigned room or any College residence facility shall terminate immediately upon Student's withdrawal, suspension, or dismissal from the residence hall or the College. Student must vacate the residence hall within 24 hours of withdrawal, suspension, or dismissal during a given academic term.
3. Room fees are due with the bill for each academic term. The College reserves the right to cancel the license and reassign the room if Student fails to pay applicable room fees by the deadline.
4. The term of this license begins with the official opening of the residence halls for the academic year as published by the College and terminates upon the official closing of the residence halls at the end of the academic year. Student agrees that Student may not occupy the residence halls during the published Winter Recess period, when the residence halls are officially closed. Student agrees to vacate the residence halls within twenty-four hours following Student's last final examinations in each semester.
5. The College shall make no refunds of a room fee.
6. Occupancy of the assigned room is limited to Student and to any other student the College has assigned to the room. Student agrees to transfer rooms only after receiving written permission from the Office of Residential Life. Overnight guests are allowed ONLY when both/all roommates agree. No guest is allowed to stay for more than two consecutive nights without written permission from the Office of Residential Life. Student agrees to be held accountable for the conduct of Student's guests.
7. Students are responsible for care of rooms, furnishings, and equipment; the College provides no janitorial services in student rooms. Charges will be made for damages to, unauthorized use of, or alterations to, rooms, floors, walls, ceilings, appliances (if any), fixtures, plumbing, electrical wiring, or furnishings owned and supplied by the College. Charges will also be made for special cleaning necessitated by improper care of rooms or College-owned furnishings. Students are jointly responsible for care of areas and items available for use by all students living in a unit, on a floor, or within a hall. Charges for damages to common areas and equipment may be made to all students assigned to separate units, floors, or entire halls as appropriate.
8. Student is responsible for knowing and complying with all College regulations and procedures as set forth in official College publications, including, but not limited to, the residence hall policies in the Student Handbook. The College reserves the right to make such other and further rules and regulations as in its judgment that may be necessary for the safety, care and cleanliness of the premises and for the preservation of good order therein. Student agrees to abide by all such additional rules and regulations that are adopted. Student acknowledges that violation of College rules, regulations, and procedures may lead to disciplinary measures, including removal from the assigned room and termination of this license.
9. The College is NOT liable for damage or loss of personal property, failure or interruption of utilities, or injury to persons. Students are encouraged to provide their own personal property loss insurance.
10. The College reserves the right to regulate the use of the residence hall in accordance with the policies of the College. Authorized College personnel may enter student rooms for normal inspection and maintenance purposes. Student's personal property is not subject to search without express approval of Student except when a reasonable belief exists that the room is being used for a purpose that is unlawful or may seriously interfere with discipline and/or personal safety.
11. All residence halls are smoke free.
12. Student shall not possess on College property the following items: firearms, fireworks, illegal drugs, or materials or objects that may be hazardous to the health or safety of the community. In addition, Student shall not possess within the residence halls any motorcycles, waterbeds, pets, animals, open electric elements, or open flame elements.
13. All students living in College residence halls are required to board on campus. Student selects the following meal plan option (choose one):

MEAL PLAN OPTIONS ___ ULT ___ 19U ___ 14U ___ 19T ___ 14T (see descriptions below)*

(The Ultimate - \$2,942) Unlimited meals per week. Retail exchange and equivalency throughout the day – can dine as often as you like. \$6.00 equivalency. No restriction on access to the dining hall. \$100.00 dining dollars. Use one meal swipe per meal period in retail operations in lieu of dining hall meal access. 12 guest passes; **(Advantage 19 - \$2,639)** Up to 19 meals per week at any time in the dining hall. Retail exchange and equivalency throughout the day. Use one meal swipe per meal period in retail operations in lieu of dining hall meal access. \$100.00 in dining dollars to be used in any dining services location, add more as needed. 10 guest passes; **(Advantage 14 - \$2,531)** Up to 14 meals per week at any time in the dining hall. Retail exchange and equivalency throughout the day. Use one meal swipe per meal period in retail operations in lieu of dining hall meal access. \$100.00 in dining dollars to be used in any dining services location, add more as needed. 8 guest passes; **(Traditional 19 - \$2,323)** 19 meals available of 19 offered per week in the dining hall. Retail exchange 8:00 p.m. – 10:00 p.m. for the meal deal special. No equivalency. \$75.00 in dining dollars; **(Traditional 14 - \$2,114)** 14 meals available of 19 offered per week in the dining hall. Retail exchange 8:00 p.m. – 10:00 p.m. for the meal deal special. No equivalency. \$75.00 dining dollars. *costs are for the 2013-2014 academic year and are subject to change

Student's Signature _____ Date _____

Parent's Signature _____ Date _____
(if student under 18 years of age)

Housing Assignment 2014-2015:

Hall _____ Room _____



WASHINGTON COLLEGE

EST. 1782

RESIDENCE HALL OPTIONS AT WASHINGTON COLLEGE

A detailed description of each option can be found online, <http://residentiallife.washcoll.edu/halldescriptions.php>.

Caroline House

This is a three-floor coed building, housing women on the first floor, and men on the second and third floors.

Cecil House

The building is configured to accommodate four three-person suites and two six-person suites. This building is home to the Phi Delta Theta Fraternity. Limited housing is available for non-fraternity students.

Chester House

This is a three-floor coed building housing students of all years. It contains both full suites (with common room) and partial suites (with out common room). All suites have a double and two singles. There is a lounge on each floor with a full kitchen on the first floor.

Dorchester House

The building is configured to accommodate four three-person suites and two six-person suites. This building is home to the Kappa Sigma Fraternity. Limited housing is available for non-fraternity students.

East Hall

The International House is a three-floor coed building which serves as a home for students interested in international relation and foreign language study. This theme house has a faculty adviser and has limited housing available for new students. There is a lounge and full kitchen in the basement.

Gibson

This one-story building is for men only. It houses students of all years.

Harford House

This three floor building is comprised of four seven-person suites per floor.

Kent Crossing

This apartment complex has several units designated for upperclassmen students. Each apartment has a full kitchen, washer and dryer, living room, two bedrooms and two bathrooms.

Kent House

This is a two-floor coed building, housing men and women on separate wings. It is centrally located on campus and houses the presidential fellows.

Middle Hall

The Creative Arts House is a three-floor coed building which serves as a home for students interested in drama, musical performance, and literary and creative arts. This theme house has a faculty adviser and has limited housing available for new students. There is a lounge and a full kitchen in the basement.

Minta Martin

This four-floor building is for women only, housing both new students and upperclass women. There is a spacious lounge on all floors.

Queen Anne House

This two-floor coed building is dedicated to wellness living. Alcohol and tobacco products are prohibited in this building.

Reid Hall

This three-floor building is for women only. There is a kitchen and a lounge with a pool table in the basement.

Sassafras House

This is a three-floor coed building housing students of all years. It contains both full suites (with common room) and partial suites (with out common room). Most suites have a double and two singles. There is a lounge on each floor with a full kitchen on the first floor. This building also houses a small exercise room and group study room open to all residential students.

Somerset House

This four-floor building houses men. It is centrally located on campus.

Talbot House

The building is configured to accommodate four three-person suites and two six-person suites. This building is home to the Kappa Alpha Fraternity. Limited housing is available for non-fraternity students.

West Hall

The Science House is a three-floor coed building which houses students interested in the sciences. This theme house has a faculty adviser and is frequently available to new students. This building is made up of mostly singles and has a full kitchen and lounge in the basement.

Western Shore

These buildings contain four apartment-style suites. Each suite contains four single bedrooms, two baths, a common area, and kitchenette.

Wicomico House

This is a two-floor coed building, housing men on the first floor, women on the second floor. This building is centrally located on campus.

Worcester House

This is a two-floor coed building, housing men on the first floor, women on the second floor. This building is centrally located on campus.

If you require special housing accommodations due to a documented medical condition, please make a note on the housing preference form in the section titled Special Circumstances. These requests must include: a current statement of the medical or mental health diagnosis by the appropriate treatment professional, the treating professional's discussion of the functional impact this diagnosis has on community living, and the requested accommodation. Requests will be reviewed by Health Services.

THINGS YOU MIGHT WANT TO BRING

1. Desk Lamp
2. Storage bins
3. Shower Shoes (i.e.-flip flops)
4. Pens/pencils; school supplies
5. Hangers
6. Bedding sheets/blankets/pillows; you can order them on-line at Target.com and have them sent to our office (beds are twin extra long which is a single bed extra long)
7. Pillow
8. Mattress pad/liner
9. Laundry basket/bag
10. Calendar
11. Shower box/kit
12. Bath Towels

RESIDENCY REQUIREMENT

All freshmen and sophomores are required to live on campus. Exceptions may be made for those who live locally or who can justify the specific need to live off campus. Please contact the Office of Student Affairs if you have questions concerning the residency requirement. **All visiting exchange students are required to live on campus.**

The following fee schedule applies for room rates*:

Caroline, Harford, and Queen Anne	\$2,501 per semester
Chester/Sassafras	\$2,797 per semester
All other halls	\$2,241 per semester

* rates are subject to change

Contact Information

Washington College
300 Washington Avenue
Chestertown, MD 21620-1197
Voice: 1-800-422-1782

Global Education Office

Kate McCleary, Director
Tel: 410-810-7470
Email: kmccleary2@washcoll.edu

Theresa Capule, Assistant Director
Tel: 410-778-7762
Email: tcapule2@washcoll.edu

Office Fax: 410-810-7451
Office Email: oiw@washcoll.edu

Business Office

Debra Bergen, Account Receivable
Specialist
Tel: 410-778-7266
Fax: 410-778-7850
Email: dbergen2@washcoll.edu

Health Services

Vickie Anderson, Administrative Assistant
Tel: 410-778-7261
Email: vanderson2@washcoll.edu

Student Affairs Office

Tel: 410-778-7752
Fax: 410-778-7205
Email: student.affairs@washcoll.edu