



## **INDIANA UNIVERSITY**

**SCHOOL OF HEALTH, PHYSICAL EDUCATION,  
AND RECREATION**

Bloomington

**Attached is essential information needed to assist international students interested in enrolling in study at the School of Health, Physical Education, and Recreation at Indiana University:**

- 1. INTERNATIONAL STUDENT ADMISSION PROCEDURES**
- 2. INTENSIVE ENGLISH PROGRAM APPLICATION PROCEDURES**
- 3. INFORMATION SPECIFIC TO HEALTH INSURANCE REQUIREMENTS FOR INTERNATIONAL STUDENTS**
- 4. THIRD PARTY/EXTERNAL AGENCY SPONSORSHIP OF STUDENTS**
- 5. HOUSING OPTIONS FOR INTERNATIONAL STUDENTS**
- 6. INTERNATIONAL VISITING SCHOLAR APPOINTMENT APPLICATION PROCEDURES**

# 1. INTERNATIONAL STUDENT ADMISSION PROCEDURES

## -Four Step Overview-

Please follow this sequence of steps in order to understand admission requirements to Indiana University-Bloomington:

1. Go to the website: Indiana University at Bloomington (IUB) Home Page  
<http://www.iub.edu/>
2. Click on “Prospective Students” at left top of IUB Home Page. You will arrive at the IUB Office of Admissions home page <http://www.indiana.edu/~iuadmit/index.php>
3. Click on “International Students” at right top of IUB Office of Admissions Home Page  
You will arrive at the IUB Office of Admission International Student Home Page  
<http://www.indiana.edu/~iuadmit/international/welcome/> . Read and complete all items 1-6 at top of page.
4. Once you have received a letter of admission to IUB you will need to acquire a visa. All of the information you will need to do this can be acquired at:  
<http://www.indiana.edu/~iuadmit/international/welcome/?student=all&option=visa&format=graphics>  
As a general summary, if you are not a United States citizen or permanent resident of the United States, and you wish to study at Indiana University, you will need to follow these steps to obtain a visa:
  - You must first apply to and be admitted by IUB.
  - You will also need to demonstrate the ability to cover the cost of one year of university study in the United States.
  - Once you have met these requirements, IUB will send you either a Document I-20 or DS-2019, depending on your particular situation.
  - You must take the document to a U.S. Consulate or Embassy to apply for your student visa.

## 2. INTENSIVE ENGLISH PROGRAM

### Application Procedures

The Intensive English Program (IEP) at Indiana University offers a comprehensive set of programs aimed mainly at preparing international students to study in English at the university level. Enrollment in IEP is separate from the admissions and enrollment process to the University.

All information related to IEP can be obtained at the following website:

<http://iep.indiana.edu/index.shtml>

There are four ways to apply to the IEP:

- write to the [address](#) on the IEP [Contact Us](#) page,
- [send email](#) requesting application materials,
- fill out the [online application form](#),
- print out the [application form](#) and fax or mail it to IEP

### **3. INFORMATION SPECIFIC TO HEALTH INSURANCE REQUIREMENTS FOR INTERNATIONAL STUDENTS**

The details regarding required health insurance for international students may be found on the website of the Office of International Services. The website is located at:

<http://www.indiana.edu/~intlsv/>

Specifically:

<http://www.indiana.edu/~intlsv/core/insurance/index.php> provides basic information about insurance as well as the details concerning waivers from the IU program.

<http://www.indiana.edu/~intlsv/ois/announce/insurance.php> provides updated information about the cost of insurance, plus a link to the web site of the company which provides the coverage.

## 4. THIRD PARTY/EXTERNAL AGENCY SPONSORSHIP OF STUDENTS

### General Requirements

The Indiana University Office of the Bursar oversees the process for external agencies that desire to sponsor (fund) the costs of international students. Should you have any questions or concerns, the Office of the Bursar can be contacted by telephone at (812)855-2444, or by e-mail to [bsponsor@indiana.edu](mailto:bsponsor@indiana.edu) General requirements include:

#### A Letter of Authorization:

- A letter from your organization authorizing Indiana University to bill you for a student's charges is required.
- Payment from your organization cannot be contingent upon grades, course selection, or course completion. Should a class schedule or transcript be required by your organization, they must be obtained from the student.
- Letters should be received at least thirty days before the start of a term or before a student registers if they are registering late.
  - Late authorizations could result in the student having to pay in full from personal funds or financial aid, and then be reimbursed once the authorization is received. Late authorizations could also cause a late fee(s) to be assessed to the student.

The letter of authorization, on organization letterhead or official form, must clearly state:

- Student's name
- Student's 10-digit University ID number (UID) as assigned by the Office of Admissions. (The last four digits of the student's social security number may be used *only* if the IU UID is not known to the sponsor.)
- Indicate if the sponsorship is for 100% of the fees noted or a maximum dollar amount (complete fee listing may be found at [www.bursar.indiana.edu](http://www.bursar.indiana.edu)).
- State which types of educational fees will be paid. Assessed fees include:
  - \* Tuition
  - \* Mandatory Fees charged to all enrolled students (Activity Fee, Technology Fee, Health Fee, and Transportation Fee)
  - \* Course/class fees associated with specific courses. (lab fees, studio fees)
  - \* Program fees: fees associated with a specific major or school. (University Division Services Fee, Business Program Fee, Music Program Fee, Graduate Non-degree Processing Fee)
  - \* Orientation fees (required of all entering IU students, one-time only)
  - \* International Health Insurance (unless waiver is accepted)
  - \* International Services Fee (required of all international students)
  - \* On-campus housing room/residence hall charges
  - \* On-campus meal plan/dining charges

- The authorized terms/dates, not to exceed one academic year
- Sponsor contact information: name, title, phone number, complete billing address, e-mail address, and fax number

**Invoice Guidelines:**

- Invoices will be mailed after the close of the term (Fall, Spring, Summer) refund period, typically the fifth week after the start of classes for Fall or Spring term; the third week for Summer.
- A \$25.00 processing fee per term will be included on the first invoice for the term. Summer sessions are billed together and thus charged one processing fee. If this fee is not paid, the payment made for the student will be reduced. This will create a balance due from the student.

**Payment Guidelines:**

- Payment in full will be due from the sponsor by the due date noted on the invoice. Failure to remit payment will result in charges reverting back to the student's account; the student will be responsible for payment and subject to service restrictions and late fees.
- Indiana University reserves the right to suspend acceptance of future authorizations.
- Payments must be remitted to the address on invoice and accompanied by the bottom portion of the invoice.
- Wire transfers are accepted as a means of payment and using the following information:

Bank Name: The Northern Trust Company  
 Bank Routing/ABA: 071000152  
 Swift Code: CNORUS44  
 801 Canal Street C5N  
 Bank Address: Chicago, IL 60675  
 USA  
 Account Number: 69426  
 Account Name: Trustees of Indiana University

In order for your wire payment to be posted correctly, you **must** include:

- **BL** to designate payment for the Bloomington campus
- **Office of the Bursar** or **Bursar** for the university department
- **L. Abbott** as the contact name
- Sponsor name & sponsor ID number from invoice (10 digits)
- Name(s) of student(s) for whom payment is being remitted

## 5. HOUSING OPTIONS FOR INTERNATIONAL STUDENTS

Complete information concerning housing options can be found on the website of the Office of International Services: <http://www.indiana.edu/~intlsvr/core/misc/housing.php>

### ***On-Campus Housing***

On-campus housing is found through the Indiana University Department of Residential Programs and Services (RPS). On-campus housing is convenient, cost effective, and simple to reserve. In order to be able to secure the kind of housing arrangements you desire, i.e. number of rooms, amenities, location, etc., you should contact RPS as soon as possible to make arrangements. If you are traveling with dependents, RPS will want to know your arrival date and the number of persons in your family. You can find more information about on-campus housing and start the application at <http://rps.indiana.edu/index.cfm> All questions about on-campus housing should be emailed to RPS at [housing@indiana.edu](mailto:housing@indiana.edu)

International undergraduates may want to consider one of IU's Living-Learning Centers that have an international focus: Foster International and The Global Village. International graduate students may prefer to live in University Apartments or Willkie Residence Hall, as these accommodations may be more suitable to the graduate student lifestyle.

### ***Off-Campus Housing***

Accommodations available off-campus include furnished and unfurnished apartments, houses, townhomes, and single rooms within houses for rent. Some of the advantages to living off-campus include saving money by sharing the cost of housing, utilities, and food with roommates; having a kitchen in which to cook your own meals; and being able to stay in your apartment or house during breaks and vacations. The following websites are recommended to begin your search for housing before arrival to Bloomington:

- Comprehensive apartment search websites ([www.apartmentsinbloomington.com](http://www.apartmentsinbloomington.com), [www.apartmentguide.com](http://www.apartmentguide.com), [www.apartments.com](http://www.apartments.com), [www.rentalhomesplus.com](http://www.rentalhomesplus.com), [www.rent.com](http://www.rent.com), [www.mynewplace.com](http://www.mynewplace.com)).
- Indiana Daily Student Classified Ads (<http://www.idsnews.com/classifieds/>)
- Bloomington Herald-Times Classified Ads ([www.heraldtimesrentals.com](http://www.heraldtimesrentals.com)): The local community newspaper housing listings.
- [Craigslist Classified Ads](#)
- GRADUATE STUDENTS: Graduate & Professional Student Organization Housing Bulletin Board (<http://www.indiana.edu/~gpso/resources/housing/housing.php>).
- SCHOLARS AND GRADUATE STUDENTS: Dean of the Faculties Housing Page (<http://www.indiana.edu/~deanfac/housing.html>).

## **6. INTERNATIONAL VISITING SCHOLAR APPOINTMENT APPLICATION PROCEDURES**

1. The international scholar informs the School of Health, Physical Education, and Recreation (HPER), via letter or e-mail, of his or her interest in serving as a visiting scholar appointment
2. The following information/items are needed from the applicant:
  - Requested dates for visit
  - Purpose of visit
  - Curriculum vita
3. HPER reviews the information above and identifies an existing faculty member from one of the three academic departments in the School who is willing to serve as a mentor
4. A formal Letter of Invitation is sent to the applicant – this letter includes all pertinent information concerning housing, office space, health insurance and appropriate forms. Included with the letter is a Personal Information Form.
5. The applicant must complete and submit the Personal Information Form. Once submitted, HPER sends the form to the IU Office of International Services. That office then provides a DS-2019 form which is then sent to the applicant.
6. The applicant uses the DS-2019 form to obtain visa.
7. The applicant should remain in contact with HPER during all stages of the process identified above
8. Arrangements can be made to transport applicants to Bloomington upon their arrivals to the Indianapolis International Airport.
9. Upon arrival on campus, the individual should check in at the Office of the Dean at the School of HPER. Staff will provide any ancillary assistance. The individual should also report to the Office of International Services upon his/her arrival to campus.