

STEPS ON HOW TO BE AN INBOUND EXCHANGE STUDENT IN UNIVERSITY OF MINDANAO

This page provides information about the steps an interested inbound exchange student must go through to study in the University of Mindanao.

How to be an Inbound Exchange Student in UM:

1. Students must apply at your home university's International Affairs Office.
2. Home University's International Affairs Office will screen and select home students to be sent to UM.
3. Home University's International Affairs Office will contact UM's International Relations Officer via email and give names of select student/s and their programs. UM will send list of available subjects for that semester that the student/s can choose from. Make sure the courses you enroll in will be credited in your home university, so seek guidance from your professors or advisers.
4. Fill out the Inbound Student Application Form (ask one from the International Affairs Office) and comply the application requirements. (see details of requirements below)
5. UM will send letter of acceptance and confirmation to the Home University of inbound student/s.
6. UM will process exchange student's admission requirements and discuss board and lodging details in Davao City with the Home University's IA office.
7. Arrival of inbound exchange student/s at University of Mindanao.

Upon Arrival of Inbound Exchange Student:

1. Home Partner University will coordinate with UM's IA office about the flight details of the exchange student/s.
2. UM will fetch the international student/s in the airport upon arrival.
3. The host university will conduct a city tour around Davao City and in the University for exposure to both the cultural and university spirit.
4. The International Relations Officer will conduct an orientation regarding the school policies, academic concerns, and other agenda.
5. The inbound exchange student/s will have a pre-immersion discussion regarding academic expectations to be facilitated by International Relations Officer.

Before the Inbound Exchange Student leaves:

1. Exchange student will conduct a public lecture regarding the academic experience and the entire stay in the University as exchange student/s.

After the Exchange Student Program:

1. UM will communicate with Partner University on the general assessment of the exchange student program and will send feedback form to partner school for further assessment.
2. UM will send the transcript of records of the student/s back to their home university.

Additional Application Requirements

As soon as the home university has selected student/s to be sent to UM, the student/s must comply the following additional application requirements:

1. Inbound Student Application Form
2. Letter of Recommendation from Home Institution's President or Chairman of the Office of the International Affairs
3. Photocopy of Student Visa
4. Student Study Permit
5. Transcript of Records
6. 450 IELTS Result or its Equivalent
7. Personal Statement/Brief Biography
8. Study Plan
9. International Medical Insurance

Note: The following requirements may be scanned and sent to um_iaoffice@umindanao.edu.ph

For more info:

- Like us on facebook: **UM International Affairs Office** or <https://www.facebook.com/IAOUM/>
- Visit our website: <http://umin.edu.ph/newlook/global/>
- Alternate Email: eriaio@umindanao.edu.ph

Schedule for Inbound International Student Exchange Program

Activity	Schedule
Submission of Application Form to the University of Mindanao	<i>March 14 –25, 2016</i>
Announcement of Results for Acceptance	<i>April 6-8, 2016</i>
Visa Application of Inbound Students	<i>April 11, 2016 - onwards</i>
Expected Admission of Students to the University of Mindanao	<i>August 2016 (2nd Term of the 1st semester)</i>