

**EXCHANGE GUIDE FOR ACADEMIC YEAR 2023-2024****ABOUT US**

American University (AU) is a private institution situated in a residential neighborhood in Washington, D.C. The University is well known for academic programs in international service, public policy and public affairs, international law and human rights. The AU student body is largely interested in global perspectives and political activism. In fact, the majority of AU students participate in study abroad, internships, and community service. AU is proud that many of our alumni serve in the Peace Corps upon graduation.

The School of International Service (SIS) is a top ten school for international relations and enrolls a diverse student body of approximately 3,000 undergraduate and graduate students from throughout the United States and more than 150 countries. Our location allows students to take advantage of the vast wealth of professional, intellectual, educational, and cultural resources available in the nation's capital. The city offers unique opportunities to study, conduct research, and actively engage in the ongoing work of international relations. SIS is a vibrant forum for debates and events, and frequently hosts government, NGO, and industry leaders to talk and meet with students.

**NOMINATION PROCESS**

All students must be nominated by their home institution before submitting their application to the School of International Service. This can be done at any time before the application deadline.

**Instructions for nominating all undergraduate and graduate exchange students:**

- Identify in an e-mail message the name(s), date of birth, and email address(es) of the student(s) you are nominating and send to [sfilsaime@american.edu](mailto:sfilsaime@american.edu).
- Please see page 4 of this document for contact information from program managers contact information

**APPLICATION PROCESS**

All students must be nominated by their home institution before applying directly to the School of International Service. This is a multi-step application and requires more than one day to complete.

**Instructions for all undergraduate and graduate exchange students:**

- **Complete the online application**
  - Undergraduate Exchange Applicants:  
[https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10533](https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10533)
  - Graduate Exchange Applicants:  
[https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10534](https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10534)
- **One you create an account for your application you will need to upload the following:**
  - 500-word personal essay (details included in application form)
  - Copy of the front page of your passport and any U.S. visas you already have
  - Financial documents indicating sufficient funds to cover expenses for the duration of your study
  - Certificate of Finances for International Students (CFIS) requesting a DS 2019 for a J-1 student visa
  - Résumé/CV
  - Official English language exam results either requested to be sent directly to SIS (**TOEFL: code 5007, IELTS: select School of International Service**) or verified as official with a signature from your institution's international office
  - Verified official transcript signed by your institution's international office
  - Immunization form if you will be under age 26 when you begin your study at AU (to be provided after acceptance).



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**APPLICATION DEADLINES- Semester Exchange**

<b>Fall 2024:</b>	April 1, 2024
<b>Spring 2025:</b>	October 1, 2024

**RESOURCES FOR APPLICATION SUBMISSION**

<b>CFIS Form</b>	<a href="https://www.american.edu/ocl/iss/upload/cfis_2023.pdf">https://www.american.edu/ocl/iss/upload/cfis_2023.pdf</a>
<b>Undergraduate Cost Guide</b>	<a href="https://www.american.edu/ocl/iss/undergraduateprogramcostguides.cfm">https://www.american.edu/ocl/iss/undergraduateprogramcostguides.cfm</a>
<b>Graduate Cost Guide</b>	<a href="https://www.american.edu/ocl/iss/sisgraduateprogramscostguide.cfm">https://www.american.edu/ocl/iss/sisgraduateprogramscostguide.cfm</a>
<b>Financial Proof</b>	<a href="https://www.american.edu/ocl/iss/financial-documents.cfm">https://www.american.edu/ocl/iss/financial-documents.cfm</a>
<b>Immunization Form</b>	<a href="https://www.american.edu/ocl/healthcenter/immunization-faqs.cfm">https://www.american.edu/ocl/healthcenter/immunization-faqs.cfm</a> (Review frequently asked questions and complete <a href="#">AU Mandatory Immunization Form</a> )

**COST GUIDE (2023-2024 Academic Year)**

All exchange students are required to demonstrate financial ability to pay the living expenses for their semester(s) of study. Use the below costs as a reference for completing the CFIS form.

For a more detailed description of costs, please refer to the link for the respective program cost guide in the table above. *Please note that the estimate includes room, board, books, health insurance, transportation and living expenses.*

<b><u>Undergraduate Exchange</u></b>	<b><u>Graduate Exchange</u></b>
One Semester: USD \$11,286	One Semester: USD \$14,629
Two Semesters: USD \$22,572	

**ENGLISH LANGUAGE REQUIREMENTS: Valid scores must be from two years of test date**

	<b>TOEFL</b>	<b>IELTS</b>	<b>PEARSON'S</b>	<b>DUOLINGO</b>
<b>Undergraduate</b>	85* Sub-scores for each section of the TOEFL must be 20 or higher. To be considered competitive, a 90 TOEFL iBT score or above is recommended, with each sub-score 20 or above.	Composite score of 6.5 or higher. Sub-scores for each section of the IELTS must be 6.0 or higher	60	Duolingo English Test (DET) score of 115 or higher. Each sub-score must be 105 or higher. NOTE – for Spring 2024 and beyond, score minimum will be 120 or higher and each sub-score must be 110 or higher.
<b>Graduate</b>	100 on the iBT test, 250 on computer-based test, and 600 on paper-based test.	7.0	68	120

Test scores expire two (2) years from the test date. Please refer to the below webpages for further details regarding requirements and additional options to demonstrate English Language proficiency:

**Undergraduate Students:** <https://www.american.edu/admissions/international/instructions.cfm>  
**Graduate Students:** <http://www.american.edu/sis/admissions/International-Financial.cfm>



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**COURSE SELECTION**

Before applying, applicants should review courses available during their time of study at American University. Undergraduate courses are listed at the 100 to 400 level, with 400 being advanced undergraduates (fourth year/senior students). Graduate courses are listed at the 600 level.

**Course Schedule** <http://www.american.edu/provost/registrar/schedule/>

**Course Catalog** [http://www.american.edu/provost/registrar/university\\_catalog.cfm](http://www.american.edu/provost/registrar/university_catalog.cfm)

**ELIGIBILITY**

Students from partner institutions of the School of International Service may study at American University on exchange per the below criteria.

**GPA:** Equivalent to 3.0 or higher on a 4.0 scale

**Student Status:** The required amount of coursework completed at the applicant’s home institution before applying varies by partner agreement. Please refer to your respective Memorandum of Agreement.

**ACADEMIC CREDITS**

Students on exchange are required to study full time and permitted to enroll in the below number of credits while at American University.

**UG Exchange:** 12-15 per semester

**Grad Exchange:** 9 per semester

**HOUSING & MEALS**

It is preferred for undergraduate students to live on-campus and purchase a campus meal plan. On-campus housing availability may vary by term and is not guaranteed. Students wishing to live on-campus should inform SIS Abroad as soon as possible.

**Housing:** AU manages eight residence halls with double or triple rooms that include a bed, desk, dresser, and closet space for each resident, plus in-room wiring for computers, internet access and cable TV. Clean, modern bathrooms and laundry facilities are shared on each floor.  
<http://www.american.edu/ocl/housing/residence-halls.cfm>

**Meal Plans:** Regardless of the student’s age or year of study, all undergraduate exchange students who live on-campus must enroll at a minimum in the All Inclusive Standard or All Inclusive Basic Meal Plan.  
<https://www.american.edu/ocl/OneCardDining/mealPlan.cfm>

**AU DOES NOT PROVIDE ON-CAMPUS HOUSING OR MEALS FOR GRADUATE STUDENTS.** The below website outlines multiple resources to assist students in their housing search:

<http://www.american.edu/ocl/housing/off-campus-services.cfm>

Students are advised to research the cost of living and housing in the DC-area. Like in many major cities, cost of housing may be higher than what students are accustomed to, especially if searching for housing for one semester.



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**PRELIMINARY ACADEMIC CALENDAR**

**Fall 2024:** August 26, 2024 – December 14, 2024  
**Spring 2025:** January 13, 2025 – May 7, 2025  
<https://www.american.edu/provost/registrar/academic-calendar.cfm>

**GRADING SYSTEM**

Grade	Quality Points	Grade	Quality Points
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

**CONTACT DETAILS**

**SUZANNE FILS-AIME**

Study Abroad Advisor  
 American University  
 School of International Service, Suite 112K  
 4400 Massachusetts Ave. NW  
 Washington, DC 20016

**Email:** [SFILSAIME@American.edu](mailto:SFILSAIME@American.edu)

**Phone:** +1 202 885 1606 – please leave a voicemail.