



University of Michigan
Stephen M. Ross School of Business

International Exchange Student Application and I-20 Processing Guide

Winter 2019

Welcome

We are thrilled to welcome you to the Ross School of Business at the University of Michigan! As the Global Education Advisors in Ross Global Initiatives, we are here to guide you through the application process and prepare you for your term abroad.

The Table of Contents below will help you to navigate the information provided in this document. Please be sure to read this document **in its entirety** as there is important information about:

- Submitting your Ross application in M-Compass
- Documentation required for your U.S. student visa
- Information regarding your health insurance
- Frequently asked questions

If you ever have any questions or concerns, please feel free to email us at ross-globalinitiatives@umich.edu. We look forward to meeting you in person soon!

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Your Nomination and Ross Application Requirements

Once your home school coordinator has nominated you to our program, we will send you a “Welcome to Ross” email. Please know that we will be working diligently “behind the scenes” to prepare for your application and for the upcoming term.

When the portal is open, we will manually add you to our application system, M-Compass (see next section).

Accessing M-Compass

Using the information your home school coordinator provided, we have created an application for you in the M-Compass system. Soon, you will receive an automated email message from M-Compass, giving you a temporary password. **Again, the temporary password will only be valid for three (3) days.** If you miss the 3-day window, you will need to request a new temporary password from global.engagement@umich.edu.

Make sure that emails received from m-compass@umich.edu are not blocked or sent directly to a spam or junk folder!

When you receive the email, please follow the steps below. You can also review these steps in the attachment “M-Compass Instructions – Incoming Exchange Student Application.”

1. Follow the link provided in the email for the “**General non-Uniqname/UMICH Password.**” On the login screen, enter the “**User ID**” and “**Temp Password**” listed in the email. (Your username is your email address.)
2. You will be prompted to create security questions. After you create these, click “**update.**”
3. You will be prompted to create a permanent password. This permanent password together with your “User ID” will be used to visit the site after the initial login. To access your application from this point forward, use this web address <https://mcompass.umich.edu/> and click on the “**Non-UM Log-In**” on the top right corner of the page.
4. Once you’ve created a permanent password, you will be on your application Home Page. You can navigate between your application, your profile, and past emails sent to you by M-Compass.
5. First, complete your student profile by clicking “**Edit Profile.**” Once you’ve completed this, click “**Return to Home**” at the top of the page.
6. From the Home Page, click on “**Ross: International Incoming Exchange Program at the Ross School of Business – Ann Arbor, Michigan.**” Click on the name of each link in all sections [Learning Content, Signature Documents, and Questionnaire(s)]. Additional instructions will be provided once you’ve clicked on each link. If you have any questions about your applications, please email ross-globalinitiatives@umich.edu.
7. If you are having trouble logging in, you can email global.engagement@umich.edu.

Please work to submit your application requirements by the deadline listed in your email from Global Initiatives. Once all items have been completed in M-Compass, your application will be processed for admission to the University of Michigan's Ross School of Business as a non-degree seeking exchange student. Late applications may delay the admissions process and your access to the course registration system.

Required Documents for Ross and U.S. Student Visa

All requirements for registration into Ross and your U.S. student visa must be submitted through our online application system, M-Compass (more details on this system in the previous section).

The requirements are:

1. **Ross Incoming Exchange Application** (available in M-Compass)
2. **Copy of the photo/ID page of your passport.** If your dependents (spouse/children) will accompany you as F-2 dependents, you will also need to submit copies of the photo/ID page of their passports.
3. **Financial Resource Statement:** The *Financial Resource Statement* (available in M-Compass) is required for all incoming exchange students. This is needed for the University of Michigan to generate F-1 visa paperwork on your behalf. If you plan to have your dependents accompany you to Ann Arbor, you will need to account for them financially on the document and in your supporting financial documentation.
 - **Affidavit of Financial Resources:** If your parent/relative/friend is financially sponsoring your studies at the Ross School of Business, be sure to include their current bank statement along with the completed and signed Affidavit of Financial Resources statement (page 2 of the *Financial Resource Statement*).
 - If you are currently in the United States on an F-1 visa, please indicate this on page 1 of the *Financial Resource Statement* and be prepared to email us copies of: your most recent I-20, your I-94, and your visa.
 - If you are currently in the United States on another visa (F-2, J-1, B-2, etc.), please indicate this on page 1 of the *Financial Resource Statement* and be prepared to email us copies of your immigration documents (e.g. I-20 for F2; DS-2019 for J-1/J-2; I-797 for H-1B, H-4, L-1/L-2, etc.) and your most recent I-94.
4. **Supporting Financial Documents:** This document can be a bank statement or an official letter from your bank. It must be written in English and include the following:
 - The first and last name of the account holder
 - The type of account (saving or checking)
 - The account balance
 - The type of currency (EUR, USD, etc.)
 - The date (within 12 months of your start date at Ross)A printout of your online bank record is fine as long as it includes all of this information. **However, a screenshot of your online bank account is not acceptable.**

Ross Admissions, UMID Number, and Uniqname

Once you have been admitted into Ross, you will be emailed your UMID number. This is an 8-digit number and is your University of Michigan identification number. You will receive an email asking you to create a "uniqname" with your UMID number. Your uniqname is your University of Michigan computing ID and will be part of your permanent email address. (Your U-M email address will be YourUniqname@umich.edu.)

Please note that some offices on campus will only communicate with you through your U-M email address. In particular, the Ross Registrar's Office will send you information about course registration only to your U-M email address. Therefore, it is in your best interest to create your username as soon as possible and begin checking your U-M email account regularly.

I-20 Processing

After you have been admitted into Ross, we will submit your application to the University of Michigan's International Center. The advisors in the International Center are the visa and immigration experts on campus. They will review your application and required documents and will process your I-20. This is a form that you will need to apply for your F-1 visa.

There is no concrete approval date, as there are several steps the International Center must take to generate your I-20. Please note that this process can take several weeks, so do not worry if you have not heard from us in a while. If there are any problems with your application, we will reach out and let you know.

Once the International Center has processed your I-20, Global Initiatives will ship this document and your Ross acceptance letter to you via UPS, so you do not need to prepay for a courier service. We will send you an email with the UPS tracking number so you can prepare for the delivery.

Once you have received your I-20, you should:

1. Pay the [SEVIS fee online](#).
2. Print SEVIS fee receipt to keep with your other documentation
3. Make an appointment at an U.S. Embassy/Consulate to apply for your F-1 student visa.

Please note that it is preferred that you make your appointment with a U.S. Embassy/Consulate in your home country. However, if this is not possible, in most cases you can make an appointment at the closest U.S. Embassy/Consulate.

Be sure to carefully read through the [University of Michigan's International Center](#) student website to get an overview of the visa paperwork and procedures.

Mandatory Exchange Student Orientation

Details of the Orientation will be sent to you later this year, but please be sure to save the date below in the meantime. This is a mandatory Orientation, and all exchange students are required to attend.

**Mandatory Exchange Student Orientation:
Monday, January 7, 2019**

Included in this Orientation is the mandatory check-in with the International Center. They will confirm your arrival at the University of Michigan to the U.S. government and sign the travel endorsement on your I-20.

Health Insurance

All international students are required to purchase the University of Michigan health insurance for coverage during the duration of their exchange term at the University of Michigan (including dependents on F-2 visas). The 2018-19 rates for one term are as follows:

Estimated International Student Health Insurance Rates for 4 Months	
Student	\$695
Student & One Dependent	\$1,367
Student & Two Dependents	\$2,040

Your health insurance will be billed to your student account after you arrive on campus. You do not need to purchase insurance before coming. At Orientation, the International Center advisors will explain your insurance in depth. If you would like to learn more about insurance coverage, we recommend you review the International Center's website: <http://internationalcenter.umich.edu/resources/healthins>.

Housing

Although it seems that your time in Ann Arbor is a long time away, Ann Arbor can be a difficult place to find short-term housing. **We strongly encourage you to begin your search as soon as possible.** Please review the housing resources listed in the Incoming Exchange Student Handbook attached to this email.

Frequently Asked Questions

How do I log back in to M-Compass?

Go to <https://mcompass.umich.edu/> and click on the “**Non-UM Log-In**” on the top right corner of the page. Your username is your email address.

I didn't use my temporary password, and it's after the 3-day window. Can I click the “Forgot my password” link?

No, the “Forgot my password” link is only available after you have set up your permanent password. You need to email global.engagement@umich.edu and request a new temporary password.

Where can I find the Affidavit of Financial Support?

This is found on page 2 of the Financial Resource Statement. You can find this form in the “Questionnaire(s)” section in M-Compass.

My bank won't create a bank statement in English. What do I do?

That's okay. Instead of creating a bank statement in English, many banks can write an official letter or certificate with your banking information. This will be sufficient too, as long as the required components are included.

How long will it take for my I-20 to arrive?

There is no concrete approval date, as there are several steps the International Center must take to generate your I-20. Please note that this process can take several weeks, so do not worry if you have not heard from us in a while. If there are any problems with your application, we will reach out and let you know.

How can I track my I-20's shipping progress?

Once your I-20 is produced, Global Initiatives will ship you your I-20 and Ross acceptance letter. We will send you the tracking number, so you can keep an eye on its progress online.

Can my I-20 be scanned and sent to me?

No, the I-20 itself cannot be scanned and sent because you need the original copy of the I-20 to take to the U.S. Embassy/Consulate during your appointment.

Is there anything additional that I will need to do after my I-20 is produced?

While your I-20 is being shipped, there is nothing further you need to do. Once your I-20 arrives, you can proceed with next steps. Your I-20 has a colored sheet attached to the back with further instructions regarding next steps. It includes information on your visa application at the U.S. Embassy/Consulate, entering the U.S. as an F-1 student, and more. It also explains what documentation you should take with you to your appointments.

I'm confused about the visa application process. Who should I ask?

The University of Michigan's International Center are the visa experts on campus. They have helpful information about student visas here: <https://internationalcenter.umich.edu/resources/visas>. They also have a number of topics relevant to international students on the rest of their website: <https://internationalcenter.umich.edu/students>.

When will I find out about course registration?

Once you have created your username and U-M email address, watch out for information from the Ross Registrar's Office. To prepare for course registration, you can look through course descriptions here: <http://www.bus.umich.edu/Courses/default.aspx>. If the upcoming term is not yet available, you can review previous years' courses and check back soon.

When should I arrive to Ann Arbor?

We recommend students arrive 2-3 days before Orientation. This helps students adjust to the time change and allows flexibility in case you have flight delays/cancellations.

Glossary

F-1 Student Visa - The type of student visa issued to international students who are attending an academic program at a U.S. college or university. All Ross exchange students will apply for an F-1 student visa.

I-20 - An I-20 is a form that the University of Michigan creates on your behalf with the SEVIS system so that you can apply for your F-1 visa.

International Center (IC) - The International Center (IC) serves the international population on campus, facilitates intercultural and international education, and fosters a global campus community at the University of Michigan.

M-Compass - U-M's education abroad application management system. U-M students use it to search for programs for their own education abroad experiences, and nominated students from our partner institutions use it to complete the process for applying to study at U-M. The website is mcompass.umich.edu.

Ross Global Initiatives - The department within the Ross School of Business that works with incoming exchange students as well as coordinates semester and short-term study abroad programs for full-time Ross BBA and MBA students.

Ross Registrar's Office - The office that handles all Ross student records, which includes both class registration and transcripts.

SEVIS (Student and Exchange Visitor Program) - The Web-based system that the U.S. Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP)-certified schools and F-1 and M-1 students who come to the United States to attend those schools. SEVIS issues the I-20 forms for all Ross Exchange Students.

UMID - An 8-digit number issued to each student, which serves as your University of Michigan identification number.

Uniqname - The University of Michigan computing ID for each student, staff, or faculty member affiliated with the University. The uniqname also serves as the U-M email address (YourUniqname@umich.edu).

Next Steps: Task Checklist

- Log in to [M-Compass](#) within 3 days of receiving the email from m-compass@umich.edu.
- Submit [your Ross application and required documents](#) to M-Compass.
- Once you receive your UMID number via email, [create your username](#).
- Check your U-M email regularly for important messages from the Ross Registrar's Office.
- Book your flights, making sure to arrive 2-3 days before [Orientation](#) and to stay through the end of the exam period. You can find the academic calendar here: <https://www2.bus.umich.edu/MyiMpact/academics/academic-calendar>.
- [Secure housing](#). Review the housing resources listed in the Incoming Exchange Student Handbook.

Once you receive your [I-20](#):

- Pay the SEVIS fee online.
- Make an appointment at a U.S. Embassy/Consulate to apply for your F-1 visa.