**Nomination and Application Process for Non-Degree Direct Enroll Students**

**Who wish to study at the University of Tennessee**

The international coordinator (or responsible person) at Southeast University should select and nominate one student for each University of Tennessee scholarship. Each scholarship is for one student for one year or for 2 students for one semester each.

We would like the international coordinator to nominate a first and a second student for each scholarship in the event that UTK has additional scholarships available.

The international coordinator (or responsible person) should collect all the documents for the nominated students from Southeast University and send them directly to Alisa Meador [ameador2@utk.edu](mailto:ameador2@utk.edu)

Students must not send documents directly to the University of Tennessee.

Alisa Meador will accept scanned copies of all documents and the documents can be sent as attachments by email.

**Step One:** The International coordinator (or responsible person) at Southeast University will send a nomination list of students including both the first and second nominated students with three documents for each student to Alisa Meador [ameador2@utk.edu](mailto:ameador2@utk.edu) as soon as possible ***Fall Semester Deadline: April 30th but earlier is better.***

***Spring Semester Deadline: October 1st.***

The three documents should be scanned and sent by email. They are:

* + - Application Form
    - Transcript/Academic Record from the university translated into English. A 3.0 GPA or better is preferable but we can accept a lower GPA if there is a good reason.
    - English Proficiency Proof as described on Application (TOEFL Score, IELTS Score or Letter of English Language Proficiency)

**Step Two:** The University of Tennessee will review the application, transcript, and English language and if they are satisfactory and space is available, an acceptance email will be sent to the international coordinator.

**Step Three:** The International coordinator at Southeast University will scan and send additional documents in one email to Alisa Meador immediately after the student is accepted. ***Fall Semester Deadline to receive these documents is May 15, 2013.***

***Spring Semester Deadline to receive these documents is October 15.***

Documents are required for students to be eligible to apply for a visa.

The documents are:

* + - Signed Certificate of Financial Responsibility (include guarantor’s signature, if required)
    - Financial Documentation (bank, statement, bank letter, grant letter, etc) in English.
    - Photocopy of passport identification page
    - One passport size photograph

**Step Four: Financial Certification and Payment**

Students from Southeast University will pay the University of Tennessee in US dollars directly at the beginning of each semester. They will need to have financial documentation for (tuition, housing and extra costs) the following amounts for the visa:

* 1. Two semesters (Fall and Spring): See Budget Sheet.

General Student: $28,402.00 (US Dollars)

* 1. Fall semester: See Budget Sheet.

General Student: $14,251.00

* 1. Spring semester: See Budget.

General Student: $14,451.00

Students may search the catalog for course descriptions within a major. <http://catalog.utk.edu/> Please note: Only the timetable will show which courses are available in a particular semester. <https://bannerssb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched>

\*Costs are estimates based on the 2012-2013 academic year. Fees are determined in June 2013 for the 2013-2014 academic year.