Exchange Student Application Procedures

Eligibility / Application Requirements:

The home institution will determine the participant’s eligibility based on criteria established in the formal exchange agreement. In order for Rollins College to process each participant’s required enrollment at the college and immigration sponsorship documents, all documents listed below need to be submitted to Rollins College by April 1 for fall semester study or by October 15 for spring semester study.

1. Exchange Student Information Form – please complete on computer and print.

2. Essay of 250+ words or more in English explaining your reasons for applying, including your academic interests and goals for the semester or year at Rollins College. (Be sure to include your name & home institution on each page of the essay.)

3. Official TOEFL or IELTS examination score report. A minimum score of 80 (iBT) is required on TOEFL. A 6.5 band width or higher required on IELTS.

4. Official transcript from the home institution in English or a certified translation of the transcript in English.


The above items should be submitted to:

Office of International Student & Scholar Services
Rollins College
1000 Holt Avenue -#2780
Winter Park, FL 32789
Tel: (407) 691-1158
Fax: (407) 646-2595

Scanned documents are acceptable.