



Sophia Man <sman@sdsu.edu>

SDSU Exchange Nomination Instructions for University of Macau, Spring 2026/CY2026

1 message

sman@sdsu.edu <sman@sdsu.edu>

Wed, Jul 16, 2025 at 9:55 AM

To: karenlau@um.edu.mo, fba.suggestion@um.edu.mo

Cc: exchange@sdsu.edu

Dear Partner,

Greetings from San Diego State University!

This email is meant to provide updates form SDSU and nomination instructions for the upcoming Spring 2026 and Calendar Year 2026 application cycle.

**If you typically do not nominate students for the Spring semester at SDSU, please review the action requested and course updates section as it will impact any student nominated for Fall 2026.*

Action Requested

- Review [Updated English Language Proficiency Process for SDSU Exchange](#)
 - All test scores will remain the same
 - Detailed instructions for letters of exception have been added for students who qualify
 - If you are an institution where English is the primary language of instruction, we are streamlining your student's application process by requesting a one-time letter from your institution that confirms that English is the institution's primary language of instruction aside from foreign language course instruction. Letters received through the exchange@sdsu.edu email will remain on file for reference until changes occur. Please contact Sophia at sman@sdsu.edu if you have any questions.

Course Updates

- [Television Film and New Media courses](#) have been updated to include additional courses offered in Spring 2026, review closely for the conditions where students can enroll in specific courses.
- [Theater courses](#) have been updated to reflect a small handful of closed or restricted courses. Review the link to see if this will impact your students. The restricted classes will have no impact on Fall 2025 students starting in August. This will only begin impacting students for Spring 2026

SDSU Contacts

Please find below the details for who is best to contact at SDSU for your concerns

SDSU students to University of Macau

- Jazelle Johnson, Global Education Advisor, jjohnson20@sdsu.edu

University of Macau students to SDSU

- Sophia Man, Exchange Program Advisor, sman@sdsu.edu
- General Exchange Email for your students to use: exchange@sdsu.edu

Student/Semester Mobility Numbers

- Sophia Man, Exchange Program Advisor, sman@sdsu.edu

Deadline Dates

Spring 2026 Exchange (January 2026 - May 2026) and Calendar Year 2026 Exchange (January 2026 - December 2026)

- Nomination Deadline: August 15, 2025
- Application Deadline: September 15, 2025

Fall 2026 Exchange (August 2026 - December 2026) and Academic Year 2026-2027 Exchange (August 2026 - May 2027)

- Nomination Deadline: February 2, 2026

- Application Deadline: March 2, 2026

Nomination Instructions

Preparing Students for Application Submission

- Students must be nominated first before application instructions are sent
- We **strongly** recommend students begin reviewing the [Financial Statement Form for 2025-2026](#) and identifying sources of financial funding they can provide evidence for. For more information, please read through our [Criteria for Financial Proof](#). *Students must turn in both the form **and** supporting financial proof.* Significant delays to application processing have occurred when students do not submit supporting financial proof.
- Ensure that your nominated students have at least 5-7 SDSU courses, if not more, pre-approved by their home academic advisor, to ensure they have enough academic options for their time at SDSU. Have students reference the following resources as they prepare
 - [SDSU Course Catalog](#) - all possible courses
 - [SDSU Course Schedule](#) - what is actually offered during a semester
 - [SDSU Digital Syllabus Collection](#) - long detailed course description of varying semesters (access temporarily limited to SDSU users)
 - [GEO Syllabus Collection](#) - long detailed course descriptions from previous exchange students

Nominating a Student

1. Use [this linked form](#) (or copy and paste the link below) to nominate your students before the **August 15, 2025** deadline.
 - i. <https://forms.gle/ypYmE542URJt4gEPA>
 - ii. **If your institution would like to request a later deadline, please select the option, "Our University has a different deadline for nominations than August 15 and has yet to contact the Exchange Program Coordinator" in the nomination form.*
2. Direct your student(s) to review details about completing an exchange through the [J-1 Exchange Student Program website](#).

After Students are Nominated

1. Once the nominations have been received, instructions are sent directly to students to set up their application in the Global Education Office Portal.
 - i. If the student has been *previously nominated*, they will be required to submit a new application.
2. The Global Education Office Portal Application for Spring 2026 instructions will be emailed to students after they are nominated. **We will begin sending application instructions on August 1.** Please instruct students to add exchange@sdsu.edu as a contact in their email. Students can prepare their required documents beforehand; instructions can be found on our [website for Exchange Students](#). This website acts as our fact sheet as it includes updated expected costs for the upcoming semester.
 - i. If students have questions regarding the application process, please direct them to exchange@sdsu.edu
3. Students must submit their Global Education Portal application by **September 15, 2025** with all appropriate documents

For questions pertaining to the nomination process, semester or student mobility numbers or exchange agreements, please reach out to me at sman@sdsu.edu. If students have questions concerning SDSU, the application process or other questions, please have them contact exchange@sdsu.edu.

Kind Regards,
Sophia

Sophia Man, M.Ed. (*she/her/hers*)

Exchange Program Advisor, Global Education Office

Contact: (619) 594-2475 | sman@sdsu.edu

San Diego State University | sdsu.edu/global-education

[Find us in SDSU Gateway Center, Room 1532](#)

5500 Campanile Drive | San Diego, CA 92182-1916

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