

**Exchange Program Fact Sheet**

**Academic Year 2019 - 2020**

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| **Contact** | Anna Shur-WilsonAssistant Director for Academic Affairs & Student ExperiencePhone: 781-736-8362Email: annashurwilson@brandeis.edu |
| **Website** | [www.brandeis.edu/global](http://www.brandeis.edu/global) (Brandeis IBS)[www.brandeis.edu/isso](http://www.brandeis.edu/isso) (Brandeis International Students & Scholars Office) |
| **Application****Deadlines** | Nominating Deadlines:* **May 11, 2019** – for fall semester (Aug. 28, 2019 – Dec. 20, 2019)
* **September 7, 2019** – for the spring semester (Jan. 13, 2020 – May 14, 2020), however, we prefer nominations for fall and spring students to be submitted by May 11, 2019.

Nominations from coordinators should include the following information:* Official written nomination specifying semester and year of exchange.
* Demographical background information (First/Last Name, Citizenship, Date of Birth, E-mail Address, and Degree Program)
* English Language Verification Form
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| **Required****Paperwork** | Upon acceptance from Brandeis IBS, students must complete the following online forms:* VIDOF (for visa application)
* Health Form
* Exchange Course Registration Form
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| **Language** **Requirement** | * All exchange students must have a high proficiency in English
* All courses are taught in English.
* We do not have a TOEFL score requirement, for exchange students, however, we expect that the nominating office understands that all courses are taught in English and strong English language skills are required.
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| **English Language Courses** | Intensive language courses for learning English are NOT offered through Brandeis. English Language Learning workshops and tutoring are offered. |
| **Academics at Brandeis IBS** |
| **Academic** **Pre-Requisites** | Exchange students MUST be enrolled in a graduate level program in their home university. |
| **Courses Available to Exchange Students** | Students can view all the courses offered at Brandeis IBS in their exchange semester at:http://www.brandeis.edu/registrar/registration/schedule.html |
| **Fields of Study at Brandeis IBS** | Economics, Business and Finance. |
| **Departments Available****to Exchange Students** | Exchange students may enroll in any course at Brandeis IBS. Due to space limitations and heavy demand, priority will be given to Brandeis IBS full-time students. Students are not able to take class outside of the Brandeis Campus. |
| **Full-Time Class-Load** | In order to maintain their J-1 immigration status, exchange students must remain enrolled in a minimum of 3 courses or equivalent (12 credits) per semester. Depending on their language level and their home requirements, students may enroll in a maximum of five full-time courses. We have full-semester and half-semester courses, called modules.Exchange students are permitted to add and drop courses using the online SAGE system. Some courses require permission codes provided by the Exchange adviser. |
| **Exchange Student Status** | Exchange student status is Non-Degree Status. |

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| **Learning Expectations, Class Format, Coursework & Assessment** | Typically, classes meet once each week for a total of 3 hours. Some courses meet twice a week at 1.5 hours/session. Students are expected to attend all classes and class participation is very important in the Brandeis IBS academic setting. Academic integrity is crucial to the Brandeis IBS mission, and we expect all students to cite papers/projects appropriately and according to Brandeis and IBS Policies. The majority of classes at Brandeis IBS are case-based. During orientation, a case-study session is conducted to orient the students to the case analysis format. The majority of classes have mid-terms, final exams, projects and papers. |
| **Grading System** | Brandeis uses a “letter-grading” scheme: A+ excellentA excellentA- above averageB+ above averageB averageB- satisfactoryC+ below averageD not satisfactory F failingA grade of at least a B- is required to earn credit. |
| **Credit System****At Brandeis IBS** | 4 credits = full semester course (3 hours/week for 13-14 weeks)2 credits = module half semester course (3 hours/week for 7 weeks) |
| **Academic Calendar** |
| **Fall Semester** | * August 29th – December 20th, 2019 including final exam period.
* Exchange students MUST participate in orientation, dates will be sent to them well in advance.
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| **Academic Calendar** | The academic calendar, and calendar highlights can be found at:<http://www.brandeis.edu/registrar/calendar/futurehighlights.html> |
| **Other Relevant Dates** | Please check the academic calendar for winter/spring breaks and other holidays, which the university observes and on which no classes are held. |
| **Spring Semester** | * January 13th – May 12th, 2020 including final exam period
* Exchange students MUST participate in orientation, the date will be sent to them well in advance.
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| **Anticipated Expenses** |
| **Estimated Expenses***Estimates are in U.S. dollars.**Expect 3-5% increase each year.**Based on 2018.* | Fall/Spring SemesterBooks & Supplies 816.00Housing/Food 7,291.00Transportation 1,124.00Medical/Insurance 1,541.00Personal 1,800.00 \_\_\_\_\_\_TOTAL $***12,572.00*** (rate for Brandeis insurance; pro-rated for spring semester)  |
| **Immigration and Insurance Requirements** |
| **Health Insurance** **Requirements** | Both Massachusetts State Law and J-1 Exchange Visitor Program require exchange students to have appropriate health insurance. Due to laws that went into effect in January 2011, there are now more specific requirements regarding acceptable insurance coverage. Students should not assume that insurance policies that were accepted previously will still be accepted. The new law requires that the policy:1. be purchased from a United States corporation2. be purchased in the United States3. cannot cover emergency care only4. provides coverage for mental health and substance abuse care 5. provides coverage of pre-existing conditions 6. provides a prescription subsidyExchange students will automatically be enrolled in the Brandeis group health insurance, referred to as SHP; unless they can demonstrate that they have insurance that satisfies all of the above requirements. Brandeis University cannot exempt students from the requirements of law. |
| **Visa** **Requirements** | Once a student has been accepted, and they have completed the online VIDOF form, the International Students & Scholars Office (ISSO) will create a DS-2019 form which will be mailed directly to the student. The DS-2019 must be submitted to the U.S. consulate or embassy in the student’s home country, along with the visa application and other required documents. Please make sure to check with your consulate office regarding any other forms necessary prior to attending your interview for a U.S. student visa. |
| **On-Campus** **Student Facilities & Services** | • Indoor & outdoor athletic/sports facilities• Dining Services• Free transportation to Waltham and surrounding communities• Easy access to downtown Boston by rail or bus• Writing Center• English Language Program (priority goes to full-time IBS students)• Library Resource Center• Graduate student affairs lounge• Graduate student study facility | • Counseling Services• Bloomberg Terminals • Rose Art Museum • University Library• Campus Bookstore• Shapiro Campus Center• University Health Center• Mailboxes• On-campus U.S. Post Office• Information Technology• Career Strategies Center • Social Activities • Computer Labs • Wireless campus |
| **Orientation Program** |
| **Orientation****Program** | Graduate exchange students arriving in the fall participate in a 4-day orientation program. The orientation schedule includes faculty workshops, social activities, a mandatory advising session for Exchange Students, a mandatory ISSO check-in session, a technology and career strategies overview, and additional events to ease the transition of the student and prepare for a successful semester. Graduate exchange students arriving in the spring, participate in a one-day orientation program. This orientation is typically scheduled the day before the first day of classes. The orientation will include a mandatory exchange student advising session, registration, a mandatory ISSO check-in session, social activities and additional sessions as scheduled. |
| **Housing** |
| **On-Campus** **Housing**  | Unfortunately, Brandeis does not offer graduate student housing. |
| **Off-Campus** | While there are many options for off-campus housing, it can be a challenge and students are expected to begin their housing search early.Each semester there are Brandeis IBS students who are on exchange. These students often look for incoming exchange students to sublet their apartment while they are abroad. These opportunities are normally circulated by Brandeis email. Exchange students should also use the Graduate Student Affairs Housing Resources page:<http://www.brandeis.edu/gradstudent/housing/index.html> |