

## **Exchange Program Fact Sheet Academic Year 2021 - 2022**

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<b>Website</b>	<p><a href="http://www.brandeis.edu/global">www.brandeis.edu/global</a> (Brandeis International Business School)  <a href="http://www.brandeis.edu/isso">www.brandeis.edu/isso</a> (Brandeis International Students &amp; Scholars Office)</p>
<b>Application Deadlines</b>	<p>Nominating Deadlines:</p> <ul style="list-style-type: none"> <li>● <b>March 31, 2021(Fall Semester)</b></li> <li>● <b>September 7, 2022</b> – for the spring semester (</li> </ul> <p>Nominations from coordinators should include the following information:</p> <ul style="list-style-type: none"> <li>● Official written nomination specifying semester and year of exchange.</li> <li>● Demographical background information (First/Last Name, Citizenship, Date of Birth, E-mail Address, and Degree Program)</li> <li>● English Language Verification Form</li> </ul>
<b>Required Paperwork</b>	<p>Upon acceptance from Brandeis International Business School, students must complete the following online forms:</p> <ul style="list-style-type: none"> <li>● VIDOOF (for visa application)</li> <li>● Health Form</li> <li>● Exchange Course Registration Form</li> </ul>
<b>Language Requirement</b>	<ul style="list-style-type: none"> <li>● All exchange students must have a high proficiency in English</li> <li>● All courses are taught in English.</li> <li>● 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.</li> </ul>

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<b>English Language Courses</b>	Intensive language courses for learning English are NOT offered through Brandeis. English Language Learning workshops and tutoring are offered.
<b>Academics at Brandeis IBS</b>	
<b>Academic Pre-Requisites</b>	Exchange students MUST be enrolled in a graduate level program in their home university.
<b>Courses Available to Exchange Students</b>	Students can view all the courses offered at Brandeis International Business School in their exchange semester at:  <a href="http://www.brandeis.edu/registrar/registration/schedule.html">http://www.brandeis.edu/registrar/registration/schedule.html</a>
<b>Fields of Study at Brandeis IBS</b>	Economics, Business and Finance.
<b>Departments Available to Exchange Students</b>	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.
<b>Full-Time Class-Load</b>	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.
<b>Exchange Student Status</b>	Exchange student status is Non-Degree Status.

<b>Learning Expectations, Class Format,</b>	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
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<b>Coursework &amp; Assessment</b>	<p>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.</p> <p>The majority of classes at Brandeis are case-based. During orientation, a case-study session is conducted to orient the students to the case analysis format.</p> <p>The majority of classes have mid-terms, final exams, projects and papers.</p>						
<b>Grading System</b>	<p>Brandeis uses a “letter-grading” scheme:</p> <p>A+ excellent  A excellent  A- above average  B+ above average  B average  B- satisfactory  C+ below average  D not satisfactory  F failing</p> <p>A grade of at least a B- is required to earn credit.</p>						
<b>Credit System At Brandeis IBS</b>	<p>4 credits = full semester course (3 hours/week for 13-14 weeks)  2 credits = module half semester course (3 hours/week for 7 weeks)</p>						
<b>Academic Calendar</b>							
<b>Fall Semester</b>	<ul style="list-style-type: none"> <li>Exchange students MUST participate in orientation, dates will be sent to them well in advance.</li> </ul>						
<b>Academic Calendar</b>	<p>The academic calendar, and calendar highlights can be found at:  <a href="http://www.brandeis.edu/registrar/calendar/futurehighlights.html">http://www.brandeis.edu/registrar/calendar/futurehighlights.html</a></p>						
<b>Other Relevant Dates</b>	<p>Please check the academic calendar for winter/spring breaks and other holidays, which the university observes and on which no classes are held.</p>						
<b>Spring Semester</b>	<ul style="list-style-type: none"> <li>Exchange students MUST participate in orientation, the date will be sent to them well in advance.</li> </ul>						
<b>Anticipated Expenses</b>							
<b>Estimated Expenses</b> <i>Estimates are in U.S. dollars.</i>	<p><u>Fall/Spring Semester</u></p> <table border="0"> <tr> <td>Books &amp; Supplies</td> <td style="text-align: right;">804.00</td> </tr> <tr> <td>Housing/Food</td> <td style="text-align: right;">7,444.50</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">1,150.00</td> </tr> </table>	Books & Supplies	804.00	Housing/Food	7,444.50	Transportation	1,150.00
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<p><i>Expect 3-5% increase each year.</i></p> <p><i>Based on 2019.</i></p>	Medical/Insurance	1,500.00
	Personal	1,886.00
TOTAL		<b>\$ 12,785.00* this is an estimate, please budget for between \$13,000 and \$15,000</b>

## Immigration and Insurance Requirements

<b>Health Insurance Requirements</b>	<p>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:</p> <ol style="list-style-type: none"> <li>1. be purchased from a United States corporation</li> <li>2. be purchased in the United States</li> <li>3. cannot cover emergency care only</li> <li>4. provides coverage for mental health and substance abuse care</li> <li>5. provides coverage of pre-existing conditions</li> <li>6. provides a prescription subsidy</li> </ol> <p>Exchange 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.</p>	
<b>Visa Requirements</b>	<p>Once a student has been accepted, and they have completed the online VIDO form, the International Students &amp; 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.</p>	
<b>On-Campus Student Facilities &amp; Services</b>	<ul style="list-style-type: none"> <li>• Indoor &amp; outdoor athletic/sports facilities</li> <li>• Dining Services</li> <li>• Free transportation to Waltham and surrounding communities</li> <li>• Easy access to downtown Boston by rail or bus</li> <li>• Writing Center</li> <li>• English Language Program (priority goes to full-time IBS students)</li> <li>• Library Resource Center</li> <li>• Graduate student affairs lounge</li> <li>• Graduate student study facility</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling Services</li> <li>• Bloomberg Terminals</li> <li>• Rose Art Museum</li> <li>• University Library</li> <li>• Campus Bookstore</li> <li>• Shapiro Campus Center</li> <li>• University Health Center</li> <li>• Mailboxes</li> <li>• On-campus U.S. Post Office</li> <li>• Information Technology</li> <li>• Career Strategies Center</li> <li>• Social Activities</li> <li>• Computer Labs</li> <li>• Wireless campus</li> </ul>

## 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>