EXCHANGE PROGRAM
Fact Sheet: 2015-2016

Overview

The college experience is about stretching the brain muscles, about exploring new ideas, about self-discovery. There's no better place to do it all than at the University of Maryland, one of the world's top-ranked public research institutions. With more than 100 majors as well as customized programs, UMD has something to match everyone's interests. Students will find high-tech labs, world-class performing arts, a hugely popular athletics program and school spirit that can't be beat. UMD is also a member of Universitas 21, a global alliance that ensures quality university outcomes through international benchmarking.

Located just outside Washington, DC, the campus is a 1,250-acre oasis in suburban College Park, with green lawns, shady oak trees and stately architecture. The campus is a short Metro ride from all the culture and opportunities of such an international city – including many embassies and potential internships at places like the National Institutes of Health, the World Band and the International monetary Fund. Students are just a car, bus or train ride from Annapolis, Baltimore, Philadelphia and New York (not to mention with 45 minutes of three major airports). And the university's shuttle buses make it easy to get around College Park, with its eclectic hangouts and cool university vibe.

Discover the University of Maryland. Awaken your inner turtle.

About the Robert H. Smith School of Business

The Smith School of Business is a recognized leader in management education and research. With nearly 3,000 undergraduates and almost 2,000 graduates, the Smith community is a dynamic environment for student learning. The Smith School hosts top-ranked programs for both undergraduate and graduates as well highly respected faculty.

What is a Terp?

Terps are University of Maryland students, alumni, fans, and supporters. It's short for Terrapins, named for the diamondback terrapin, or turtle, indigenous to the state of Maryland. At the University of Maryland, we call the terrapin mascot Testudo and we proudly say, "Fear the Turtle!"

Fast Facts

- 73 Academic programs ranked in the top 25 in the United States
- Among the top 20 public research institutions in the United States
- 37,631 students / 4,123 total faculty / 319,000+ alumni
- 1:1 male-female ratio / 1,250-acre campus / 6 bronze Terrapin statues

1	**Contact Address**	Office of Global Initiatives Robert H. Smith School of Business 2410 Van Munching Hall University of Maryland College Park, MD 20817 USA Tel: 001.301.405.4824 Fax: 001.301.314.0365 Website: www.rhsmith.umd.edu/global
2	**Contact People**	Rebecca Bellinger Director, Office of Global Initiatives Tel: 001.301.405.6171 Email: rbellinger@rhsmith.umd.edu Chris Olson Program Coordinator, Office of Global Initiatives Incoming business exchanges – graduate and undergraduate Tel: 001.301.405.4824 Email: clolson@rhsmith.umd.edu Krista Uhrig Exchange Coordinator, Education Abroad Campus exchanges Tel: 001.314.7775 Email: kuhrig@umd.edu In case of emergency after hours, please contact the University of Maryland Police at 001-301-405-3555.
3	**Academic Calendar**	Fall Semester August 31, 2015 to December 19, 2015 Spring Semester January 25, 2016 to May 18, 2016 *Note: MBA courses may have different start dates.* Academic Calendar: http://www.provost.umd.edu/calendar/
4	**Application Period for Admission**	Fall Semester December 15 to April 1 Spring Semester August 15 to November 1 **March 1** – Best consideration deadline. Students who send applications by this deadline will be able to register for fall classes as soon as possible. **April 1** – Final deadline for submitting *all* application materials for the Fall semester. **October 1** – Best consideration deadline for students studying in the Spring semester. **November 1** – Final deadline for submitting *all* application materials for the Spring semester Coordinators can send the nomination form to Chris Olson. For more information, visit http://globalmaryland.umd.edu/offices/education-abroad/incoming-exchanges.

5	**Application Requirements**	**Forms and detailed instructions can be found online.** ****Exchange students do not have to pay any application fees. Any fees that are collected in the application process will be refunded. ****

STEP 1:
The Exchange coordinator or advisor at the student's home university must submit a Nomination Form.

The exchange coordinator or advisor at the student's home university must submit the UMD Nomination Form by completing the following steps:

1. Confirm the number of students you are nominating with the UMD Exchange Coordinator.
2. If needed, upload the latest free version of Adobe Reader from the Adobe website.
3. Download the UMD Nomination Form
4. Complete the fields and **email** the completed form to *Chris Olson*.
5. Save a copy of the form for your own records.

*** The form has space for only three nominees. If you are nominating more than three students, you can complete and submit the form more than once.

STEP 2:
As soon as the nomination has been confirmed, which can take up to one week, the Smith School Office of Global Initiatives will create a student account for the incoming exchange student on the exchange application system, "MyEA." MyEA is the application system that the University of Maryland uses to manage student applications and important post-acceptance materials and resources.

MyEA will automatically generate a message to the student including a temporary log in and password that is only valid for 24 hours. Students must log into MyEA within 24 hours to change their password. Once the student has done so, he or she can access the complete UMD exchange required application forms, submissions and readings. Each student's application will not be considered complete and will not be reviewed until all of the forms and submissions have been completed as requested.

STEP 3:
Students submit application documents through MyEA by the application date. Application materials on MyEA consist of the following:

- Completed and signed Undergraduate Exchange Student Online Application Form or Graduate Application Online Application Form
- Photocopy of the photo, personal information, and signature page of your passport
- DS-2019 Information Sheet
- Proposed Units of Study Form
- Current original transcript with translation to English and grade translation scale demonstrating the equivalent of a 3.0/4.0 GPA grade scale.
- Proof of English Proficiency demonstrating the following qualifications:
  TOEFL IBT
  Total Minimum Score: 90
  Minimum Sectional Scores: 22
  IELTS

Total Minimum Score: 6.5
Minimum Sectional Scores: 6.5

Students must provide a copy of their TOEFL or IELTS test results with their application.

**Students who do not meet the above English proficiency qualifications will not be admitted provisionally. If students do not meet the minimum English proficiency scores listed above, they will not be accepted as UMD exchange students.

Please note that students are exempt from providing the English language proficiency documentation listed above if they fall under one of the categories below:

o Native English speakers
o Students who have received a degree from an institution of higher education in the U.S. (official transcript from U.S. institution is required)
o Students who have completed at least 7 years of education at an institution in an English-speaking country (official documentation of enrollment in this institution must be provided)
o Students from exchange partner institutions in non-native English speaking countries where students are taking ALL of their classes in English toward their degree program. Nominated exchange students must have completed at least one-year of course work at their home institution before studying at UMD.
o If non-native English speaking students are taking their degree program at an institution in an English-speaking country where all of their classes are in English and they have studied at that institution for one year.

- Proof of Financial Support showing an available minimum balance of **$7,000** for students studying at UMD for the Fall 2015 semester only and **$15,750** for the full academic year.

Students can demonstrate proof of financial support in the following ways:

1) A bank statement on bank letter head signed by a bank official with the applicant's full name listed as the account holder (first and last name).

2) If the bank statement is not in the matriculating student's name, a letter of support must be submitted and signed by a sponsor stating that the sponsor is accepting full financial responsibility for the applicant accompanied by a bank statement on bank letter head signed by a bank official with the sponsor's full name listed as the account holder.

3) A scholarship letter from the sponsoring organization listing the amount of the award and the student's full name (first and last name).

Please note: Bank statements or letters must be dated within 6 months of the date the application is submitted. Applicants cannot submit statements

		from investment accounts or loan agencies. It must be a regular checking or savings account from which applicants or sponsors can withdraw money at any time. ****Again, each student's application will not be considered complete and will not be reviewed until all of the forms and submissions have been completed as requested on MyEA.**** Once a student's application is complete, it may take up to 3 weeks for UMD to process the application and send the student's acceptance letter. Applications will be reviewed starting in mid-March 2015 for fall 2015 admissions.
6	**Exchange Student Visa Requirements**	**J-1 (Exchange Visitor) Visa** Exchange students should apply for a J-1 visa. The J-1 visa is used for educational and cultural exchange programs at the University of Maryland. Students on a J-1 visa typically come to the United States to study for a shorter period of time - one to two semesters. Please see the following link for more details on how to apply for the J-1 visa: http://globalmaryland.umd.edu/offices/international-students-scholar-services/applying-student-visa
7	**Arrival & Orientation**	**Arrival Guide:** International Student & Scholar Services (ISSS) has created an arrival guide for all international students studying at UMD that includes information about academics, related campus activities, communication, money/banking, climate, cultural considerations, housing, safety & security, transportation, and more. The Arrival Guide is available online: http://globalmaryland.umd.edu/offices/international-students-scholar-services/arrival-guide **Suggested Arrival:** Students are also given instructions on how to get to campus from the various airports in the metro DC area on their MyEA post-acceptance materials. Undergraduate students who live on campus are given permission to move into their accommodations the day before International Student Orientation begins. Students who are living off-campus are advised to arrive a few days prior to International Student Orientation. All J-1 visa exchange students can enter the U.S. up to 30 days prior to the start date of the period of coverage listed on the Certificate of Eligibility of Exchange Visitor (J-1) Status form. Students should see section 3 of the form to check their beginning and end period of coverage.
8	**Orientation**	All exchange students must attend the required International Student Orientation at the beginning of each semester. Students who are attending UMD for the full-year only need to attend the orientation and check-in once. The orientation takes place over the course of 3 days and begins about a week

		before the first day of classes for the semester. The following topics are addressed: academics, student code of conduct, housing, immigration, campus tour, health & safety, adjusting to American culture, and more. Students will also be provided with the opportunity to do an excursion to DC.
		Please see link for more details: http://globalmaryland.umd.edu/offices/international-students-scholar-services/international-student-orientation
9	**Course Offerings** **Syllabi**	http://www.testudo.umd.edu/ScheduleOfClasses.html http://www.rhsmith.umd.edu/syllabi.aspx
10	**Registration Procedure**	Exchange students can select from thousands of course offerings over 10 colleges. A complete list of current course offerings can be found on the UMD Testudo registration site: https://ntst.umd.edu/soc/ The Office of Global Initiatives at the Smith School will register business students for business courses after they have been accepted to the University of Maryland. Students cannot register themselves for business courses.
11	**Choosing Courses**	Graduate students must take at least 48 "units" - usually amounts to eight (8) credits, but students are recommended to take twelve (12). Please refer to http://www.testudo.umd.edu/soc/fulltime.html for more information regarding units. **Students can choose courses from BUFN, BUMK, BUMO, BUAC, BUDT, and BULM in the 700 – 799 range (electives)**. Students must indicate section numbers (e.g., BUFN700 section *0101*, BUMK 746 section *DC01*) – most sections containing only numbers (e.g., 0101, 0201) and/or the prefix DC (e.g., DC01, DC06) are permissible. Graduate students can occasionally take undergraduate courses with special permission. *See below for restrictions.* Undergraduates must take twelve (12) credits. **Students can choose courses BMGT in the 300 – 499 range**. Students must meet all prerequisite requirements with an equivalent course at your home university. For undergraduates, courses outside the business school are allowed and encouraged; for those courses indicated as "by permission only" (e.g., Economics classes), students must contact that department directly for permission once they have their UMD ID number. *See below for course restrictions.* http://www.testudo.umd.edu/ScheduleOfClasses.html Courses taken for AUDIT do *not* generate credits (or graduate units) and CANNOT be used in calculating full-time status. Students who are unable to enroll full-time because of an extraordinary health or academic reason must obtain approval from an international student advisor BEFORE dropping or withdrawing from a course. The deadline to obtain approval from an ISSS advisor is the last day of the schedule adjustment (drop/add) period. U.S. Citizenship and Immigration Services (USCIS) does not require students to be enrolled during their annual vacation (summer and winter) unless it is their final term.

12	**Courses Not Available to Exchange Students**	Graduate students are not permitted to take the following courses: • Any 600-level courses; these are core classes for the MBA program. • Any specialized Masters courses. These are noted on the schedule of classes and can be identified by a "5" in the section numer (i.e. DC51, DC52, 0501, 0502, etc.). Students may request special permission, but it is at the discretion of the professor and/or academic director. Contact Chris Olson for more information. • Any section that takes place at the Shady Grove or Baltimore campuses. These are not accessible by public transportation so are unavailable to exchange students. They can be identified by their section codes (GS01, BA01, etc). Washington, DC courses *are* accessible by public transportation and may be taken by exchange students if enough time is allowed for transit. DC classes are denoted by the DC01, DC02, etc section codes. • Any undergraduate courses. Occasionally graduate courses may request permission, but that will not be granted until the second day of classes. Undergraduate students are not permitted to take the following courses: • BMGT367, 407, 457, 494, 495; these are capstone courses for UMD business majors. • Any BMGT courses ending in 'H', 'F' or 'N' (i.e. BMGT340F, BMGT350H, etc); these are special Fellows programs available only to UMD business students. • Any graduate courses (600-800 level courses)
13	**Number of credits per course**	Credits are listed per course on Testudo. Usually 2 credits for graduate courses and 3 credits for undergraduate courses.
14	**Total contact hours per course**	Total of 45 hours for 3 credit-hours Total of 25 hours for 2 credit-hours
15	**Course Outline and Syllabus**	Students will obtain the course syllabus after registration and in the first class attendance. Syllabi from past courses can be found at http://www.rhsmith.umd.edu/syllabi.aspx

16	**Grading System and Course Levels**	Letter Grade	Quality Points /Grade Point)	Description
		A+	4.0	denotes excellent mastery of the subject and outstanding scholarship.
		A	4.0	
		A-	3.7	
		B+	3.3	denotes good mastery of the subject and good scholarship.
		B	3.0	
		B-	2.7	
		C+	2.3	denotes acceptable mastery of the subject and the usual achievement expected.
		C	2.0	
		C-	1.7	
		D+	1.3	denotes borderline understanding of the subject. These grades denote marginal performance, and they do not represent satisfactory progress toward a degree.
		D	1.0	
		D-	0.7	
		F	0	denotes failure to understand the subject and unsatisfactory performance.

Course Levels
Course numbers at UMD have a 4-letter academic department code followed by a three-digit course number. The course numbers indicate the following:

- 000-099: Non-credit courses.
- 100-199: Primarily freshman undergraduate courses (not acceptable for graduate students)
- 200-299: Primarily sophomore undergraduate courses (not acceptable for graduate students)
- 300-399: Junior and senior undergraduate courses (not acceptable for graduate students)
- 400-499: Junior and senior undergraduate courses (acceptable for graduate students; however, the number of such credits is limited based on Graduate School policies)
- 600-898: Courses restricted to graduate students

17	**Language of Instruction**	English

| 18 | **Expenses & Budgeting** | Students are waived from paying tuition, most mandatory student services fees, and application fees to UMD. Incoming students will be required to pay a student activity fee to UMD. This fee will be automatically charged to the student's UMD account. Information regarding the student activity fee will be updated every year on the UMD Bursar website.

Students are responsible for housing & food costs, books for classes, visa application fees, any health center visit costs, health insurance policy costs, and additional exchange student activities that are not free.

Below is a sample budget for one semester to give students an idea of on-site expenses. **Please note, the budget below is an estimate and will not necessarily apply to all students:**

SEVIS J-1 Visa Application Fee: $180 USD
UMD Student Activity Fee: $37 USD per semester

Housing:
On-campus - $3084 USD per semester
Off-campus - $850 USD per month

Food:
On-campus - $2088 USD per semester
Off-campus - $400 USD per month

Books/Supplies: $600US
Personal expenses (including local travel & entertainment): $400 USD per month
UMD SHIP Health Insurance: $650 USD per semester

For arrival expenses, the International Student & Scholar Services suggests the following:

"You should budget at least $1000 for your first week here to cover such expenses as hotels, taxis and general setting-up costs. Try to bring the majority of your money as credit cards or traveler's checks."

More information about Money & Banking can be found in the ISSS Arrival Guide. |

19	**Accommodation & Dining Services**	**Undergraduate Students** Undergraduate students are guaranteed on-campus housing. Undergraduates apply for on-campus accommodations through the Department of Resident Life. Instructions on how to apply for on-campus housing are given in the post-acceptance documents on MyEA. Students can only apply for housing after they have been accepted and been assigned a student and university ID number. Housing fees depend on the type of housing – see Department of Resident Life website for costs (http://www.resnet.umd.edu/housing/housingfees/) Some on-campus accommodations do not have kitchen facilities. In these cases, students are required to purchase a meal plan and do not have the option of waiving out of an on-campus meal plan. Students who are assigned to on-campus accommodations with a kitchen can option out of a meal plan. **Graduate Students** Graduate students are not eligible for on-campus housing. Graduate students are provided with information from the Off-Campus Accommodations Office. This office provides students with a searchable database of rooms and apartments that are available for rent in College Park and the surrounding communities. There are guides about how to conduct the housing search, safety & security, apartments located on Shuttle-UM routes, the local communities, signing a lease, how to find a roommate, and much more. **Dining Services:** There are many dining services and facilities available on-campus. Students living on or off campus can purchase different types of dining plans to fit their needs. (http://dining.umd.edu/) Information about available meal plans can be found here.
20	**Health Services, Insurance & Vaccinations**	**Health & Counseling Services:** UMD has excellent health care facilities available for students. Please view the University Health Center website for more details on available services: http://www.health.umd.edu/ The UMD Counseling Center provides free and confidential services by professional counselors to all UMD students (http://www.counseling.umd.edu/). **Health Insurance Requirement for J-1 Students:** Health insurance with emergency evacuation and repatriation is required. Students are not required to buy UMD health insurance as long as their personal insurance meets the standards below. (http://globalmaryland.umd.edu/offices/international-students-scholar-services/health-insurance-0) Proof of insurance must be submitted to International Student & Scholar Services within 30 days of entering the U.S

		Students can learn more about SHIP health insurance offered by the University of Maryland at this: website: http://www.firststudent.com/. If exchange students determine that they need or want to sign up for UMD SHIP health insurance, they can sign up during orientation week. Hilary Wilson in Education Abroad in 3121 Susquehanna Hall provides students with a proof of enrollment letter, which should then be taken to the UMD Health Center to sign up for SHIP health insurance. Students are expected to pay for SHIP health insurance upfront. The cost per semester for UMD SHIP health insurance is approximately $650. General FAQs about health insurance can be found here: http://www.health.umd.edu/general_insurance_faq **Vaccinations:** All students must have measles, mumps and rubella (MMR) vaccine, and international students must have had a tuberculosis (TB) test within the past six months. Students are required to turn in a completed and signed Immunization Form before the first day of classes. A physician needs to sign the form. If students are unable to get all of the required vaccinations before arriving in the U.S., they can get vaccinated at the UMD Health Center or at local facilities for a fee.
21	**Scholarship / Financial Aid for Exchange Students**	Not available.
22	**Textbooks**	Students can buy textbooks at the campus bookstore, at several bookstores located within walking distance of the university, or through online retailers such as amazon.com. Please note that intellectual property laws are strict in the United States and copying of textbooks is not allowed.
23	**Regulations**	Students must abide by the student honor code and the University of Maryland Code Of Conduct and the Code of Honor. http://www.shc.umd.edu/SHC/Default.aspx Cheating is strictly prohibited and can result in the termination of the J-1 visa and deportation.
24	**Campus Life**	UMD exchange students have access to a number of recreation facilities on-campus, including the Eppley Recreation Center, which has a full gym with group fitness classes, Outdoor Aquatic Center, Outdoor Recreation Center, and an Adventure Complex. There are a few other smaller gyms located across campus and intramural sports clubs. The Adele H. Stamp Student Union (known as The STAMP) is located at the heart of the campus and has food, events, shops & services, and entertainment facilities. In addition, UMD has a career center, health center, counseling center, disabilities support services, fraternity and sorority life, eight libraries, several campus diversity offices, and hundreds of student organizations.

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ROBERT H. SMITH SCHOOL OF BUSINESS