

# ASU Exchange Program Profile

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## **STUDENT PROGRAM: APPLICATION & ACADEMICS**

### **APPLICATION**

#### **How do students apply for the exchange program?**

All applicants must begin the application process by registering in our system. Students must first be nominated by their home institution and agreed upon by the ASU Study Abroad Office-this is essentially replacing the letter of endorsement. Once that is confirmed, the application website will be sent by our International Coordinators to the international office at the partner school along with application instructions and the password, which is required to start an application. Once they have opened the online application, students must complete all items on the online checklist and submit all supporting documents to their home institution's international office. The complete packet of supporting documents must be forwarded to the Study Abroad Office (SAO) no later than the application deadline.

#### **When may students participate in the ASU/CGES exchange program?**

Fall semester (August-December), Spring semester (January-May), Academic Year (August-May), or Calendar Year (January –May and August-December)

#### **What are the application deadlines for each term?**

Fall semester & Academic Year: April 1  
Spring semester: October 1

**What are the specific dates of the program?**

Exchange students **must** arrive one week prior to the start of the semester in order to participate in a mandatory Exchange Student Orientation. Upon acceptance into the program, the student will be sent an acceptance letter stating the exact date he/she should arrive. Normally, Orientation is held one week prior to the start of classes.

To obtain ASU academic calendars for current and future semesters, please visit the Registrar’s website: <http://students.asu.edu/registrar-semester-calendar>

First and last dates of class, holiday closures, recesses, and final exam dates can be found here: <http://students.asu.edu/academic-calendar>

**What is the primary language of instruction and is there a proficiency requirement?**

The primary language of instruction is English.

Submitting any of the following exam scores can fulfill the proficiency requirement:

TOEFL	550 (paper) 213 (computer), 79 (ibt)
TOEIC	750
Cambridge CPE	Grade A, B, C
Cambridge CAE	Grade A, B
ALTE	Levels 4 & 5
IELTS	Level 6.5

**Are students required to purchase health insurance?**

Yes. Students should purchase ASU health insurance at the time of registration. For the fall semester the cost is approximately US\$588 (coverage August 16th-January15th). For the spring semester the cost is approximately US\$935 (coverage January16th-August 15th). For the academic year the cost is approximately US\$1,523 (coverage August 16<sup>th</sup>-August 15<sup>th</sup>) More information about ASU student health insurance can be found at <http://students.asu.edu/healthcoverageoptions>.

Students may apply for a waiver for the ASU Health Insurance requirement from the ASU Student Health Center. In order to obtain a waiver, non-ASU insurance must meet certain requirements. If you have questions regarding this process, please contact the Health Insurance office of the Campus Health Center at (480) 965-2411 or by e-mail [insurance@asu.edu](mailto:insurance@asu.edu).

Please note that the start and end dates may not cover students for their entire stay at ASU. Students arriving earlier than the start of coverage should take out an additional policy to cover them until the ASU coverage begins. In addition, this policy does not include any coverage for personal property. Students should take out an additional policy to cover personal belongings.

### **What is sufficient “proof of funding”?**

To participate on the exchange program, students must prove that they have sufficient financial support during their stay. This means at least **US\$5,400** per semester, or **US\$10,800** per academic year. This support is meant to cover their basic living expenses, since they are not eligible to work.

We prefer an official letter from their bank stating their name and that they have access to funds equal to or over the above stated amount. This letter must be in English and include an official stamp and signature. If their parents will be providing support for them, please submit a letter from their bank, along with a statement from their parents saying they are taking financial responsibility for the student.

We can also accept a recent bank statement showing sufficient financial support. It must state the account holder’s name and the account balance. Please highlight the account balance, as foreign bank statements are sometimes difficult to decipher.

#### **THINGS THAT WILL NOT BE ACCEPTED AS SUFFICIENT PROOF OF FUNDING:**

Credit card statements

Paycheck stubs

Payment history

Loan awards for years or semesters prior to the start of the ASU program

### **Are students required to obtain a student visa?**

Yes, all exchange students must obtain the J-1 exchange visitor’s visa. Upon acceptance to the exchange program, CGES will issue the DS-2019 form necessary for applying for the J-1 visa. DS-2019 forms may not be issued until the student’s application is complete. Upon acceptance to the exchange program, CGES staff enters students into SEVIS (Student Exchange Visitor Information System). *Please see Appendix A for important information regarding the SEVIS fee.*

## **ACADEMICS**

### **When do students register for courses at ASU?**

Students may register upon receiving their acceptance packet which includes the details necessary to access the online registration system. In order to register, students must first clear their immunization requirement with student health. Students may also register upon arrival in Tempe, but SAO strongly recommends that students register prior to arrival because classes often fill before the exchange orientation.

### **Who assists students with course registration?**

ASU departmental academic advisors and the SAO International Coordinators can help if students have questions about ASU course registration. ASU advisors are not qualified to determine degree requirements for foreign institutions. Prior to arrival, students should meet with the academic advisor at their home institution to ensure the courses they choose will meet degree requirements.

### **How do students register for courses at ASU?**

Students choose courses from the current schedule of classes, [www.asu.edu/schedule](http://www.asu.edu/schedule), and register using the My ASU on-line registration system. To register for restricted courses, students need to obtain approval from advisors and/or ASU professors. Upon arrival, students will complete registration by paying health insurance and mandatory registration fees which are billed to their ASU student account. This process is detailed at Exchange Student Orientation.

More information is available on the CGES website at:  
<http://ipo.asu.edu/international/learnAboutCourses.php>.

### **How long are courses?**

Almost all courses run for the entire duration of the semester (15 weeks).

### **Are students charged a fee for general registration, registration for certain courses, or any other mandatory fees? If so, what are they?**

Yes. All students must pay registration fees of approximately US\$169 per semester of participation. If students choose a course that carries an additional fee, the student is responsible for paying that fee (for example; laboratory fees, art supplies, field trip fees, etc). If a course carries an additional fee, it will be noted in the Schedule of Classes ([www.asu.edu/schedule](http://www.asu.edu/schedule)). The exact cost of the fee is also listed. For a detailed list of registration fees, please see the tuition and fees schedules on the Student Business Services website, (<http://www.asu.edu/sbs>).

### **How are units of credit defined at ASU?**

The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work per semester by each student is required for each unit of credit. An hour of work represents a minimum of 50 minutes of class time—often called a “contact hour” —or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours per semester and a minimum of 30 hours of work outside the classroom for each unit of credit. Even though the values of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit. Students must enroll in 12 credits per semester in order to be considered a full-time student.

### **What grading scale is used at ASU?**

All grades and marks appear on the permanent record and/or unofficial transcript. They are indicated by the letters shown below in the “Grades” table.

## Grades

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Grade	Definition	Value
A+	Excellent	4.33
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Average	2.33
C	Average	2.00
D	Passing	1.00
E	Failure	0.00
I	Incomplete	—
NR	No Report	—
P	Pass	—
W	Withdrawal	—
X	Audit	—
Y	Satisfactory	—

### **Are all courses graded?**

Ordinarily a letter grade is given upon completion of a course, unless a grading option of “audit” or “pass/fail” is indicated at the time of registration. If students are required to report their grades at their home university in percentages, it will be their responsibility to collect that data from their professors. Exchange students must have at least 12 credits of coursework taken for a letter grade.

### **Are all courses and grades listed on a transcript issued by ASU?**

Yes. Grades will be sent to the home institution on an ASU issued grade report.

### **When will grade reports be sent to the home institution?**

Ideally, within 4 weeks of the end of the semester. Grade reports are both faxed and mailed to the international office of each partner university. However, if a student has an Incomplete (I) or outstanding charges on their ASU student account, we will not send their grade report until the issue has been resolved.

## **STUDENT PROGRAM: STUDENT LIFE**

### **ARRIVAL**

#### **Where will students go when they arrive in Phoenix?**

It depends on when students arrive. If they are living in ASU on-campus housing, they can check-in the day before orientation. For example, if Orientation is on August 15th, they can check-in to the dormitory on August 14th. If they arrive prior to that date, they must arrange for their own accommodations, (i.e. hotel), or negotiate directly with the staff of the residence hall. If students are not living on-campus, they may plan to go directly to their apartments or whatever living arrangements they have made.

#### **What transportation will be available for students from the airport?**

There are several options for transportation from the airport. The METRO Light Rail train connects Phoenix, Tempe, and Mesa and offers various stops between routes, including stops at Arizona State University Tempe and Downtown Campuses and Phoenix Sky Harbor Airport. A free shuttle from the airport can take you to a transit station, where passes to the Light Rail can be purchased for approximately \$1.75 for a one-way ticket. The Light Rail stop at Rural Road is about one block from the Cholla Apartments on the ASU Tempe campus. More information about the METRO Light Rail can be found at [http://www.valleymetro.org/metro\\_light\\_rail/](http://www.valleymetro.org/metro_light_rail/).

City buses also run throughout the Phoenix Metropolitan area. Information about fares and routes can be obtained by visiting <http://www.valleymetro.org/>.

Students can take Super Shuttle to their accommodation. Taking Super Shuttle to campus will cost approximately US\$12. You do not need to make reservations for Super Shuttle. At the airport students should collect their luggage, then go to the area marked "Van Service". A uniformed Super Shuttle employee will be there to make the transportation arrangements. More information is available online at: [www.supershuttle.com](http://www.supershuttle.com)

Taxi service is also available. A taxi from the airport to campus will cost about US\$20-25.

#### **Will ASU offer an orientation for exchange students?**

Yes, and attendance at orientation is mandatory.

Orientation always takes place one week prior to the start of classes. Students will be notified of the exact date in their acceptance letter. Orientation lasts one day, with optional activities scheduled throughout the week. The following topics will be covered at orientation:

- Course Registration
- Visa Status Requirements
- Local Culture
- Cultural Adjustment

- Safety/Local Laws
- Medical/Health
- Academic Success
- Campus Involvement

## ACCOMODATION

### What type of housing is available to exchange students?

Students can apply for on-campus housing in the Global Village, or students can make arrangements for off-campus apartments. More information on housing is available on the CGES website at [http://ovpge.asu.edu/CGES/study\\_abroad/international\\_students](http://ovpge.asu.edu/CGES/study_abroad/international_students).

### Is housing included in the exchange program?

No, housing is **NOT** included in the exchange program.

The cost for on-campus housing is approximately US\$2,750 - \$3,500 per semester. This will change yearly, and depending on where students are housed. Off-campus housing prices also vary. Students can have their own one-bedroom apartment for about \$700-750 a month. If students share a larger apartment with a few friends, they will pay about \$350-400 a month.

### Is a housing application necessary?

Yes, a housing application is necessary if students plan to apply for housing in the Global Village at the Cholla Apartments or any other on-campus residence hall. Please consult the CGES website for more information: [http://ovpge.asu.edu/CGES/study\\_abroad/international\\_students](http://ovpge.asu.edu/CGES/study_abroad/international_students). Students will also find the housing information in their **ASU exchange student** account. For on-campus housing and room requests, students must apply online through [ASU Residential Life](#).

An additional application to live in the Global Village community in the Cholla Apartments must be submitted to the ASU Study Abroad Office after completing Residential Life's online housing application.

### What is the application deadline for the housing application?

Students may apply for housing as soon as they are nominated by their home university, but students are encouraged to apply to ASU Residential Life only as soon as their acceptance in to the ASU exchange program is confirmed by SAO. On campus housing is assigned on a first come, first served basis and placement is not guaranteed.

### How will students get from housing to classes?

Depending on where they live, students can walk, take the free local area shuttle (FLASH and Orbit), ride a bicycle, or take public transportation, (bus, light rail). Currently, ASU offers a discounted semester pass for the Valley Metro system for US\$40, which includes the METRO Light Rail and city buses. Very few students choose to buy a car; it is not necessary. Most students purchase bicycles.



### **What student dining or other facilities are easily accessible to students for daily meals?**

Students may eat at any number of restaurants or cafeterias located on or nearby campus. Grocery stores are located nearby for those who wish to cook their own meals at home. Information on campus dining can be found at: <http://www.campusdish.com/en-us/CSMW/ArizonaState>.

### **What dietary restrictions (if any) can be accommodated?**

Almost any dietary restriction can be accommodated, especially if the student is cooking and shopping for her/himself. Please contact ASU Campus Dining for specific details regarding on-campus meal plans.

## **STUDENT RESOURCES**

### **What student physical health services are provided on-campus?**

All ASU students, including exchange students, are eligible to use the ASU Student Health Center, whether they plan to take the ASU health insurance or not. This includes access to the campus pharmacy, the allergy clinic, and urgent care services. For details, please visit the ASU Student Health Center at: <http://www.asu.edu/health>

### **Are student mental health services provided on-campus?**

Yes, there are many services available to students. Please visit the Counseling and Consultation center at: <http://students.asu.edu/counseling>

### **What resources are available for physically disabled students?**

Disability Resource Center for Students: <http://www.asu.edu/studentaffairs/ed/drc/>  
Services beyond infrastructure already in place (ramps, etc.) cannot be guaranteed because ASU requires advanced notification in order to arrange special services. However, the Disability Resource Center can be helpful or may be able to offer assistance.

### **Are computers available for student use?**

Yes, students will have access to computers/internet use at ASU and all registered students are charged a technology fee as part of their registration to support this service. For details regarding types of computing centers and hours of operation, please visit: [http://help.asu.edu/ASU\\_Computing\\_Site\\_Locations/Hours](http://help.asu.edu/ASU_Computing_Site_Locations/Hours).

### **Should students be advised to bring laptop computers?**

It is a personal choice for the student. Having a laptop is not absolutely necessary at ASU, although it may be convenient. Be sure to check with Commuting Commons to see if your computing needs will be met before buying or bringing a laptop. There are also some discounts on computer purchases available to students through ASU's bookstore at <http://bookstore.asu.edu>.

**Do students have access to University libraries?**

Yes. For more information, please see: <http://lib.asu.edu/>

**Do students have access to city libraries?**

If they wish, exchange students can apply for a City of Tempe library card. Please see: [www.tempe.gov/library](http://www.tempe.gov/library)

**Do students have access to exercise/sports facilities?**

Students will have unlimited access to the Student Recreation Complex (SRC). To view SRC's services, please visit: <http://src.asu.edu/>

**What other student activities/organizations will be available to exchange students at ASU?**

There are many opportunities for students to get involved with clubs and organizations on campus. The Student Organization Resource Center (SORC) is an excellent place to get information on getting involved. Please see: <http://www.asu.edu/clubs/>

**We strive to provide the most accurate information possible. Please use our website at [http://ovpge.asu.edu/CGES/study\\_abroad/international\\_students](http://ovpge.asu.edu/CGES/study_abroad/international_students) to obtain more information on the exchange program including: Academics, Financing, Applications, Accommodation, and Health Insurance. If you have any additional questions, please feel free to contact us directly!**

## **Appendix A**

### **NEW SEVIS FEE REQUIREMENT**

Effective September 1, 2004

The U.S. Department of Homeland Security (DHS) now requires the collection of a one-time SEVIS fee of \$180 from certain J-1 Exchange Visitor students and scholars. This fee is being collected to fund operation of the Student and Exchange Visitor Program Office, which has oversight over SEVIS - the Student and Exchange Visitor Information System.

- Because your DS-2019 was issued after September 1, 2004, and you are applying for a J-1 visa for initial participation in a program, **you are required to pay the \$180 SEVIS fee.**
- This is a one-time fee. You will not be required to pay the fee again if your Exchange Program is extended.
- J-2 dependents are not required to pay the SEVIS fee.

**Time of payment of SEVIS fee:** You must remit the fee directly to DHS by completing Form I-901 electronically using the Internet or by mail as follows:

#### **Procedures for payment of the SEVIS fee:**

1. **On-line submission** of Form I-901 ([www.FMJfee.com](http://www.FMJfee.com)) to DHS using a credit card (Visa, MasterCard, or American Express accepted).
2. **Mail-in submission** of Form I-901 to DHS address on form, along with the \$180 SEVIS fee paid by check, money order, or foreign draft drawn on a financial institution in the U.S. and payable in U.S. currency. Allow two (2) weeks for delivery and two (2) weeks for return of the receipt. For an additional \$30 fee, DHS will return the receipt in 3 – 5 days.

Another person (friend or family) can make the payment for an exchange visitor by one of the two methods above.

**Receipts:** DHS will issue and mail an official paper receipt (I-797) acknowledging every payment regardless of payment method. Express delivery service for the I-797 receipt may be requested at an additional cost. Anyone who submits an individual fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the mail delivery of the official paper receipt.

Although SEVIS fee payments will be recorded by DHS in your SEVIS record and will eventually be used by government officials to document the SEVIS fee payment, it is recommended that a SEVIS fee receipt be used to request any status-related benefit (i.e., application for visa, admission at U.S. port-of-entry, application to change status).

NOTE: DHS will not refund the SEVIS fee if you are not granted a visa or choose not to come to the U.S. after your visa is granted.

Applying for the J-1 visa: The SEVIS fee should be processed by DHS at least 3 business days prior to the consular interview. Fees will not be payable at the consulate. The following steps are a guideline for obtaining a J-1 visa from abroad:

- a. Receive DS-2019 from the Exchange Visitor Program (enclosed)
- b. Make visa appointment with U.S. Embassy/Consulate.
- c. Submit SEVIS fee payment in time to allow DHS to process payment at least **3 days prior to visa interview.**
- d. Print SEVIS fee payment receipt from Internet **or** wait to receive form I-797 receipt from DHS via mail **and** submit receipt with visa application.
- e. Receive J-1 visa stamp in passport from U.S. Embassy/Consulate.
- f. Enter U.S. **up to 30 days PRIOR** to the start date indicated on the DS-2019 and **no later than 25 days AFTER** the start date indicated on the DS-2019.
- g. **Report** to the International Programs Office to validate program **no later than 25 days AFTER** your **start date** or **arrival date** in the US, whichever is sooner.

Individuals who are exempt from the visa requirement: The SEVIS fee should be processed at least 3 business days prior to applying for admission at a U.S. port-of-entry by non-immigrants, who are exempt from the visa requirement (i.e., citizens from Canada, Bermuda, and other island countries listed in 8 CFR 212.1).