

# **EXCHANGE STUDENT FACT SHEET**



**A.B. Freeman School of Business**

**Tulane University**

<b>I. General Information</b>	
<i>Institution Name</i>	A. B. Freeman School of Business, Tulane University
<i>Address</i>	Goldring Woldenberg Business Complex, Suite 220 7 McAlister Drive New Orleans, LA 70118 USA
<i>University Website</i>	<a href="http://tulane.edu/">http://tulane.edu/</a>
<i>Business School Website</i>	<a href="http://www.freeman.tulane.edu/">http://www.freeman.tulane.edu/</a>
<i>International Programs Website</i>	<a href="https://freeman.tulane.edu/goldring-institute">https://freeman.tulane.edu/goldring-institute</a>
<b>II. International Programs Office Contacts</b>	
<i>Associate Director</i>	Ms. Mariette Thomas – <a href="mailto:mthoma3@tulane.edu">mthoma3@tulane.edu</a>
<i>Senior Program Coordinator</i>	Ms. Brianna Harrison – <a href="mailto:bharris8@tulane.edu">bharris8@tulane.edu</a>
<i>Office Email</i>	<a href="mailto:goldring@tulane.edu">goldring@tulane.edu</a>
<i>Office Phone</i>	(+1) 504-865-5438
<i>Office Fax</i>	(+1) 504-862-8770
<b>III. Student Application Procedure</b>	
<i>Eligibility Criteria</i>	<ul style="list-style-type: none"> <li>• GPA of 3.0 or equivalent</li> <li>• English language proficiency               <ul style="list-style-type: none"> <li>• TOEFL minimum of 90</li> <li>• IELTS minimum of 6.5</li> </ul> </li> </ul>
<i>Nomination Procedure</i>	Exchange Coordinator at your University sends student nomination via e-mail (including name, gender, email address, date of birth, study period at Tulane and level of study) to <a href="mailto:mthoma3@tulane.edu">mthoma3@tulane.edu</a> .
<i>Nomination Deadlines</i>	<ul style="list-style-type: none"> <li>• Spring Semester (January – May): <b>September 20</b></li> <li>• Fall Semester (August – December): <b>February 20</b></li> </ul>
<i>Application Procedure</i>	Nominated students will receive an email with instructions to submit application forms online. All required application forms & documents must be received by the deadlines.
<i>Application Deadlines</i>	<ul style="list-style-type: none"> <li>• Spring Semester (January – May): <b>October 5</b></li> <li>• Fall Semester (August – December): <b>March 5</b></li> </ul>

<i>Documents that must be sent in addition to your application form</i>	<ul style="list-style-type: none"> <li>• Copy of passport</li> <li>• University transcripts <b>in English</b></li> <li>• TOEFL or IELTS Score Report</li> <li>• Proof of financial Support</li> <li>• Course selection form</li> <li>• Immunization form (completed and uploaded to Student Health online portal)</li> </ul>
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## IV. Important Dates

Academic Calendars	<a href="http://registrar.tulane.edu/academic-calendar">http://registrar.tulane.edu/academic-calendar</a>	
<i>Fall Semester</i>	<p><b><u>Schedule for Fall Semester 2018</u> – ALL DATES SUBJECT TO CHANGE</b></p> <p style="text-align: right;"><u>Undergraduate &amp; Graduate (MBA)*</u></p> <p><i>Recommended Arrival</i>                      <i>August 16 (*master's students August 9)</i></p> <p><i>Orientation (attendance required)</i>        <i>August 22 &amp; 23 (*master's orientation August 16)</i></p> <p><i>Classes Begin</i>                                    <i>August 27* (*master's level courses start August 20)</i></p> <p><i>Labor Day Holiday</i>                            <i>September 3</i></p> <p><i>Fall Break</i>                                        <i>October 11-14</i></p> <p><i>Thanksgiving Break</i>                          <i>November 21-25</i></p> <p><i>Last Day of Classes</i>                          <i>December 7</i></p> <p><i>Exams Begin</i>                                      <i>December 11</i></p> <p><i>Exams End</i>                                         <i>December 18</i></p>	
	<i>Spring Semester</i>	<p><b><u>Schedule for Spring Semester 2019</u> – ALL DATES SUBJECT TO CHANGE</b></p> <p style="text-align: right;"><u>Undergraduate &amp; Graduate (MBA)</u></p> <p><i>Recommended Arrival</i>                      <i>January 3</i></p> <p><i>Orientation (attendance required)</i>        <i>January 10 &amp; 11</i></p> <p><i>Classes Begin</i>                                    <i>January 14* (*master's level courses may start earlier)</i></p> <p><i>MLK Holiday</i>                                     <i>January 21</i></p> <p><i>Spring/Mardi Gras Break</i>                    <i>March 3 - 10</i></p> <p><i>Easter Break</i>                                      <i>April 19-22</i></p> <p><i>Last Day of Classes</i>                          <i>April 30</i></p> <p><i>Exams Begin</i>                                      <i>May 3</i></p> <p><i>Exams End</i>                                         <i>May 11</i></p>

## V. Learning Expectations

<p><i>Class Format</i></p>	<p>Most courses are characterized by traditional teaching with lectures, discussions, group work (in and out of class), and written course assignments. Many of the courses require substantial preparatory reading.</p>
<p><i>Attendance &amp; Participation</i></p>	<p>Class attendance &amp; participation is mandatory for all Tulane students, including exchange students, and is part of a student's final grade in all courses. Excessive absences may result in failing the course (receiving a grade of "F") and may jeopardize an exchange student's visa status.</p>
<p><i>Academic Integrity &amp; Student Conduct</i></p>	<p>Tulane students, including exchange students, are required to read and abide by the Codes of Academic and Student Conduct, which contain the standards of behavior for all students, describe the judicial process, and outline potential sanctions associated with Code violations. Violation of either Code by exchange students may jeopardize their visa status.</p>
<p><i>Grading &amp; Transcripts</i></p>	<p>Grading is based on the traditional American system. Grades given are from A to F, with A being the highest grade.</p> <p>Transcripts are sent to home institutions in February for students enrolled in the Fall semester and June for Spring semester students.</p>
<p><i>Course Selection &amp; Registration</i></p>	<p>The Tulane schedule of classes can be found online at <a href="https://classschedule.tulane.edu">https://classschedule.tulane.edu</a>.</p> <p>Business school course descriptions can be found at <a href="http://catalog.tulane.edu/catalog-17-18/pages/bs_courses.html">http://catalog.tulane.edu/catalog-17-18/pages/bs_courses.html</a>. Please note that the classes in the university catalog are not necessarily offered every semester. Refer to the Tulane schedule of classes for an updated list of course offerings.</p> <p>Students must complete the Course Selection Form included with their program application in a timely manner. Exchange students are not able to register themselves in courses. As such, our office will register students in their requested classes once registration opens.</p> <p>It is important that students ensure that they meet all prerequisites for the courses they wish to enroll in. Every effort is made to accommodate students' preferences but students must be flexible and should have some extra pre-approved courses to replace those in which we are unable to register you.</p> <p>Exchange students must be registered for at least 12 credit hours (undergraduate) or 9 credit hours (graduate) to remain in compliance with their J-1 or F-1 visa status.</p> <p>Undergraduate students should select at least 12 credits from the A. B. Freeman School of Business (ACCN, ENRG, FINE, LGST, MCOM, MGMT, MGSC, MKTG, TAXN). Classes in other departments (e.g., ECON, POLC, SOPA) require the approval of the department and/or instructor and are not guaranteed.</p> <p>Graduate students should select at least 9 credits from the A. B. Freeman School of Business (ACCN, ENRG, FINE, LGST, MCOM, MGMT, MGSC, MKTG, TAXN). Classes require the approval of the Director of Graduate Education. Classes in non-Freeman departments require the approval of the department and/or instructor and are not guaranteed.</p>

<i>Course Selection &amp; Registration (cont.)</i>	Students must confirm their registration at the beginning of each semester. Students are able to request changes to their course selection and must notify our office prior to the end of the drop/add period.
<i>Examinations</i>	Most are written examinations. A final paper may be required in addition to (or in place of) a final exam.
<b>VI. Important Information</b>	
<i>Orientation</i>	<p><b>Exchange Students must attend two mandatory orientations:</b></p> <ul style="list-style-type: none"> <li>• <u><i>J1 International Student Orientation</i></u>: This orientation session is conducted by the Office of International Students and Scholars (OISS) and is <b>mandatory</b> for any student with a J1 visa. It includes general information about Tulane University and will cover all the rules and responsibilities concerning your student visa to the United States.</li> <li>• <u><i>Business School Exchange Student Orientation</i></u>: This orientation session is <b>mandatory</b> for all Exchange Students at the Business School. Topics discussed will include academics, course registration, course changes, business school resources, business school student organizations, business technology, etc.</li> </ul>
<i>Accommodation</i>	<p>Exchange students are responsible for arranging their own accommodations. It is an independent process. You may arrange housing after you arrive, however, some students prefer to arrange housing in advance. Note that if you choose not to arrange housing in advance other exchange students may already have roommates.</p> <p><b>On-Campus Housing</b> On-campus residence hall space is limited. Exchange students are not guaranteed accommodations on-campus.</p> <p>On-campus housing information can be found on Tulane University’s Housing and Residence Life website at <a href="http://housing.tulane.edu/">http://housing.tulane.edu/</a>. <b>Important:</b> If you submit a Tulane Housing Application form, you are signing a binding contract declaring that you will live in Tulane’s residence halls and pay for the room even if you decide not to accept your housing assignment. If you later decide not to live in Tulane housing, you are not able to decline this application/contract and you will still be responsible for paying the full cost of housing for the semester plus a non-refundable application fee. There is no way to cancel your application form. Please do NOT complete a Housing Application form unless you are absolutely sure you wish to live in a dorm or apartment on campus.</p> <p>On-campus housing often reaches 100 percent capacity, in which case exchange students cannot be accommodated on campus.</p> <p><b>Off-Campus Housing</b> Many exchange students live in off-campus apartments located in the neighborhoods around the university. Costs vary but can be less expensive than living on-campus. It normally takes at least 4 to 5 days to finalize setting up an apartment/house if you do not have housing when you arrive. Be sure to make a reservation at a hotel, hostel or Airbnb for the first few days you are in the city.</p> <p>The Freeman international programs office can connect you with landlords who regularly rent to exchange students. At your request, we can also introduce you to other exchange students looking for housemates.</p>

<p><i>Accommodation (cont.)</i></p>	<p>In addition to the resources provided by our office, many exchange students have found apartments through Tulane Classifieds (<a href="http://tulane.uloop.com/classifieds/">http://tulane.uloop.com/classifieds/</a>), Tulane Classifieds Facebook Page (<a href="https://www.facebook.com/groups/Tulane.Classifieds/">https://www.facebook.com/groups/Tulane.Classifieds/</a>), Tulane Off-Campus Residents Association Facebook Page (<a href="https://www.facebook.com/groups/22772533953554">https://www.facebook.com/groups/22772533953554</a>), Craigslist, NOLA.com, the Gambit and local real estate companies.</p> <p>For additional off-campus housing resources, please visit the Housing and Residential Life's off-campus housing website at <a href="http://housing.tulane.edu/off-campus-housing">http://housing.tulane.edu/off-campus-housing</a>.</p> <p><b>Note:</b> The Freeman international programs office does not endorse any of the housing listed on the above links. The quality and condition of the apartments listed have not been verified by the international programs office. Individuals interested in the properties are responsible for checking the condition of the listed apartments and we recommend that students have any lease checked for free by the Tulane Legal Assistance Program before signing. Please check any housing listed in person before signing a lease or making a deposit.</p>
<p><i>Program fees</i></p>	<p>The requirement to pay tuition and fees is waived with the exception of the health center fee at Tulane and supplemental course fees used to support additional costs of instruction, supplies or materials. The participating students under the terms of the exchange agreement continue to pay tuition and fees to the home institution. The home institution has the discretion to impose certain non-academic fees on its students, in order to facilitate the student exchange program. The costs of food, accommodation, travel, books, transportation, passports, visas, insurance, and personal expenses shall be borne by the participating students.</p>
<p><i>Approximate cost of living</i></p>	<p>The 2018-2019 estimates for living expenses reflects a student budget of \$2,351 per month for room (rent, utilities), food, miscellaneous expenses, books and supplies, and all transportation. Book expenses are estimated to be \$750 per semester, which is included in the above amount. Health expenses (\$1,500 per semester), representing medical insurance and ordinary health expenses (such as prescriptions), are not included in the estimated living expense budget of \$2,351 per month.</p>
<p><i>Student Health Center &amp; CAPS Fee</i></p>	<p>All Tulane students, including exchange students, are required to pay the Health Center Fee (specific fee amount to be included with application materials). This fee is separate from the Health Insurance fee. The fee covers visits to the Health Center and Counseling &amp; Psychological Services (CAPS) if the student is injured, ill or needs to meet with a mental health professional. Instructions on how to make payment will be provided during orientation.</p> <p>The Student Health Center provides comprehensive medical care through their Primary Care Clinics, including evaluation and treatment of acute and chronic medical illnesses. The Preventive Health Clinic includes women's and men's health, nutrition, allergy shots and immunizations. They provide accessible, high quality medical care for students during their time at Tulane University. Students may schedule an appointment online through the Patient Portal and same-day appointments are typically available for an acute illness.</p>

<p><i>Student Health Center &amp; CAPS Fee (cont.)</i></p>	<p>Counseling &amp; Psychological Services (CAPS) is committed to providing a safe, inclusive and affirming community of care for all students. The interdisciplinary team fosters personal, emotional and academic well-being by offering comprehensive therapeutic services, outreach and prevention programs, and consultative relationships throughout Tulane. Appointments may be made in advance but walk-in consultations are also available if the situation is urgent.</p>
<p><i>Medical Coverage</i></p>	<p>All J-1 visa-holding international students at Tulane University (and their dependents) are required to have health insurance and will be automatically charged for the university-sponsored student health insurance plan. All international students must either enroll in the university-sponsored student health insurance plan or waive enrollment in this plan by providing proof of other adequate coverage. Costs and instructions for enrolling in or waiving the insurance will be provided the semester prior to a student's exchange period.</p>
<p><i>Immunizations</i></p>	<p>Various immunizations and tests are <b>REQUIRED</b> for all students attending Tulane University. The list can be found online at <a href="http://campushealth.tulane.edu/patient-portal/immunization-compliance">http://campushealth.tulane.edu/patient-portal/immunization-compliance</a>.</p> <p>Instructions on submitting the proof of immunization form are included in the application process. The immunization form must be submitted by the deadline so that students may register in classes.</p>
<p><i>Visa Information</i></p>	<p>Students must submit the completed application including, a copy of the first page of their passport, proof of English language proficiency and proof of sufficient financial resources. Proof of sufficient financial resources can be shown by obtaining a letter from the student's bank, or from the bank of a sponsor/parent who is sponsoring their stay. If the letter is from a sponsor's/parent's bank, an affidavit of support from the parent must also be included (or the bank must specifically mention the student's name in their letter).</p> <p>The required amount of financial proof is \$10,000 per semester for exchange students (subject to change). Please verify the exact amount in the application materials. <b>The exact amount of financial support must be included in all letters (from parents/bank) and bank statements.</b> Please do not submit proof of funding that does not specifically mention the funding amount. The amount must cover costs of living, books, school supplies, fees and health insurance.</p> <p>Dual degree students should check with Goldring about the required amount of funding.</p> <p>We will send the visa form (DS-2019) to student. Students must take the form with them to the nearest U.S. Embassy or Consulate for their visa appointment. Due to time restraints, we must receive documents in a timely manner.</p>