

## Exchange Program Fact Sheet Academic Year Spring 2025

<b>Contact</b>	<p>Incoming &amp; Outgoing Student Coordinator: Kapik Yeung Associate Director for Academic Affairs &amp; Student Experience Email: <a href="mailto:kyeung@brandeis.edu">kyeung@brandeis.edu</a></p> <p>Partnership email: <a href="mailto:globalexchange@brandeis.edu">globalexchange@brandeis.edu</a></p>
<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>October 10, 2024 – (Spring 2025 semester)</b></li> </ul> <p>Nominations from coordinators should submit <a href="#">this form</a> that includes the following:</p> <ul style="list-style-type: none"> <li>● Demographic background information (First/Last Name, Citizenship, Date of Birth, Sex at Birth, E-mail Address, and Degree Program)</li> <li>● Semester of exchange</li> <li>● Completed <a href="#">English Language Verification Form</a></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>● Brief Application</li> <li>● VIDOF (for visa application)</li> <li>● Health 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>

<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 International Business School</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>	Courses are available on a space available basis when course prerequisites are met.
<b>Fields of Study</b>	Economics, Business and Finance.
<b>Departments Available to Exchange Students</b>	Exchange students may enroll in any course at the business school with open enrollment when students have satisfied the prerequisite coursework at their home institution. Due to space limitations and heavy demand, priority will be given to full-time degree enrolled 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 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,</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
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<b>Class Format, Coursework &amp; Assessment</b>	<p>attend all classes and class participation is very important in the Brandeis academic setting. Academic integrity is crucial to the Brandeis International Business School mission, and we expect all students to cite papers/projects appropriately and according to Brandeis and business school 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 midterms, 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</b>	<p>4 credits = full semester course (3 hours/week for 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="https://www.brandeis.edu/registrar/calendar/highlights-24-25.html">https://www.brandeis.edu/registrar/calendar/highlights-24-25.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. Expect 3-5% increase each year.</i>  <i>Based on 2023.</i>	<u>Fall or Spring Semester</u>	
	Books & Supplies	1,018.00
	Housing/Food	9,803.00
	Transportation	1,455.00
	Medical/Insurance	1,992.00
	Personal	2,389.00
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	<b>TOTAL</b>	<b>\$ 16,657.00*</b>
<b><i>this is an estimate, please budget for between \$16,000 and \$18,000</i></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 VIDOF 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</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>
<h2 style="margin: 0;">Orientation Program</h2>		
<b>Orientation Program</b>	<p>Graduate exchange students arriving in the spring, participate in a one-day orientation program. This orientation is typically scheduled a few days 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.</p>	
<h2 style="margin: 0;">Housing</h2>		
<b>On-Campus Housing</b>	<p>Unfortunately, Brandeis does not offer graduate student housing.</p>	
<b>Off-Campus</b>	<p>While there are many options for off-campus housing, it can be a challenge and students are expected to begin their housing search early.</p> <p>Each semester there are business school 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:  <a href="http://www.brandeis.edu/gradstudent/housing/index.html">http://www.brandeis.edu/gradstudent/housing/index.html</a></p>	