



# **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>	7 McAlister Drive, Room 240 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="http://www.goldringinstitute.com/">http://www.goldringinstitute.com/</a>
<b>II. International Programs Office Contacts</b>	
<i>Director, International Programs</i>	Ms. Janice Hughes – <a href="mailto:jlhughes@tulane.edu">jlhughes@tulane.edu</a>
<i>Senior Program Coordinator</i>	Mr. Cooper Jumonville – <a href="mailto:cjumonv@tulane.edu">cjumonv@tulane.edu</a>
<i>Senior Program Coordinator</i>	Ms. Lenore Mason – <a href="mailto:lmason@tulane.edu">lmason@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>Application Procedure</i>	<p>- <b>Nominations:</b> Exchange Coordinator at your University sends student nomination via e-mail (including name, gender, e-mail, study period at Tulane &amp; level of studies)</p> <p>- <b>Student's application:</b> Nominated students will receive an email from our office with instructions to submit application forms via email</p> <p>- <b>Deadlines:</b> All required application forms &amp; documents must be received by <b>March 20</b> for August start date or <b>October 20</b> for January start date</p>
<i>Documents that must be sent with your application</i>	<ul style="list-style-type: none"> <li>• Copy of passport</li> <li>• University transcripts</li> <li>• TOEFL Score Report</li> <li>• Proof of Financial Support</li> <li>• 1 passport style photo (.jpg or .jpeg; preferably 600 x 600 pixels)</li> </ul>
<i>Nomination Deadline</i>	Fall Semester (August – December): February 20 Spring Semester (January – May): September 20

## IV. Important Dates

Academic Calendars	<a href="http://registrar.tulane.edu/academic_calendars/academic_calendars">http://registrar.tulane.edu/academic_calendars/academic_calendars</a>
<u>Fall Semester</u>	<p style="text-align: center;"><b><u>Schedule for Fall Semester 2015</u></b></p> <p style="text-align: right;"><u>Undergraduate (*Graduate/MBA)</u></p> <p>Recommended Arrival: August 17 (*August 10)</p> <p>Orientation (<b>attendance required</b>): August 20-21</p> <p>Classes Begin: August 24 (*August 17)</p> <p>Labor Day Holiday: September 7</p> <p>Fall Break: October 15-18</p> <p>Thanksgiving Break: November 25-29</p> <p>Last Day of Classes: December 4</p> <p>Exams Begin: December 7</p> <p>Exams End: December 15</p>
<u>Spring Semester</u>	<p style="text-align: center;"><b><u>Schedule for Spring Semester 2016</u></b></p> <p style="text-align: right;"><u>Undergraduate &amp; Graduate (MBA)</u></p> <p>Recommended Arrival: January 4</p> <p>Orientation (<b>attendance required</b>): January 7-8</p> <p>Classes Begin: January 11</p> <p>MLK, Jr. Holiday: January 18</p> <p>Mardi Gras Break: February 8-9</p> <p>Spring Break/Easter: March 20 – 28</p> <p>Last Day of Classes: April 26</p> <p>Exams Begin: April 29</p> <p>Exams End: May 7</p>

## V. Learning Expectations

<i>Class Format</i>	Most courses are characterized by traditional teaching with lectures, discussions, group work (in and out of class), written course assignments. Many of the courses require substantial preparatory reading.
<i>Attendance &amp; Participation</i>	Class attendance & 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.

<i>Academic Integrity</i>	Tulane students, including Exchange students, are required to read and abide by the Code of Student Conduct, which contains the standards of behavior for all students, describes the judicial process, and outlines potential sanctions associated with Code violations. Violation of the Code by Exchange students may jeopardize their visa status.
<i>Grading &amp; Transcripts</i>	Grading is based on the traditional American system. Grades given are from A to F, with A being the highest grade.  Note that Transcripts are sent to home institutions at the end of February for students enrolled in the Fall semester and at the end of June for Full year and Spring semester students.
<i>Course Selection &amp; Registration</i>	Students must complete the Course Registration 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.  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.  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 visa status.  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 (end of the second week of classes).
<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>	<b>Exchange Students must attend two mandatory orientations:</b> <ul style="list-style-type: none"> <li>• <u><i>J1 or F1 International Student Orientation</i></u>: This orientation session is <b>mandatory</b> for any student with a J1 or F1 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 student safety, course registration, etc.</li> </ul>
<i>Accommodation</i>	On-campus housing is hard to find and is seldom available. Students should not plan on being placed in a dorm room. Upon arrival, our office will assist students by suggesting landlords to call, neighborhoods to consider and showing them where to look for apartments.

<p><i>Approximate cost of living</i></p>	<table> <tr> <td>Accommodation (room in shared apartment)</td> <td>\$800 / month</td> </tr> <tr> <td>Monthly Utilities (gas, internet, etc)</td> <td>\$100 / person</td> </tr> <tr> <td>Food</td> <td>\$300 / month</td> </tr> <tr> <td>Student Fees (<i>Student Health Center fee</i>)</td> <td>\$320 (<i>subject to change</i>)</td> </tr> <tr> <td>Books &amp; Class Materials</td> <td>\$75 - \$200 <i>per class</i></td> </tr> </table>	Accommodation (room in shared apartment)	\$800 / month	Monthly Utilities (gas, internet, etc)	\$100 / person	Food	\$300 / month	Student Fees ( <i>Student Health Center fee</i> )	\$320 ( <i>subject to change</i> )	Books & Class Materials	\$75 - \$200 <i>per class</i>
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<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 required for the students' visas. The fee covers visits to the Health Center and CAPS if the student is injured or ill. 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>CAPS (Counseling &amp; Psychological Services) 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 F-1 and J-1 visa-holding international students at Tulane University (and their F-2 &amp; J-2 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 on the Student Health Center website <a href="#">here</a>.</p> <p>Instructions on submitting the proof of immunization form is included in the application process. The immunization form must be submitted by the deadline provided so that students may register in classes.</p>										
<p><i>Visa Information</i></p>	<p>Students must submit the Foreign Admissions Data Form (included in Application Packet), a copy of the first page of their passport 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). The required amount of financial proof will be provided in the application materials. The amount will cover costs of living, books, school supplies, fees and health insurance. We will send the Visa form to the student's home institution where s/he can pick it up. Students must take the form with them to the nearest American Consulate for their visa appointment. Due to time restraints, we must receive these three documents in a timely manner.</p>										