Partnership Exchange Program
Institutional Information Sheet 2015-2016

1. INSTITUTION: Virginia Commonwealth University
Web site: http://www.vcu.edu/

2. COORDINATOR of EXCHANGE:
   Sarah Carrier
   Academic Advising Coordinator
   Global Education Office
   Virginia Commonwealth University
   912 W. Grace St.
   P.O. Box 843043
   Richmond, VA 23284-3043

   Office Telephone: 804-828-1228
   E-mail: Syoung8@vcu.edu
   Office hours: 8:00am - 4:30pm

3. Person participant should contact on arrival and regarding arrival information:
   Sarah Carrier, Academic Advising Coordinator
   Phone: 804-828-1228
   Office hours: 8:00am - 4:30pm

4. OFFICIAL ARRIVAL DATE
<table>
<thead>
<tr>
<th>Official Arrival Date</th>
<th>Last Date of Benefits</th>
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<tbody>
<tr>
<td>Semester 1/Quarter 1</td>
<td>August 15/16, 2015</td>
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<tr>
<td>Semester 2/Quarter 2</td>
<td>January 13/14, 2016</td>
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5. ACADEMIC CALENDAR
   First term/semester
   Orientation: August 17, 2015
   Registration: March 25, 2015 (at earliest)
   Classes Begin: August 19, 2015
   Classes End: December 5, 2015
   Examination Period: December 7-15, 2015
   Vacation Period(s): September 7 (Labor Day); September 19-27 (Classes Cancelled for Reading Days and World Cycling Championships); November 25-27, 2015 (Thanksgiving break)

   Second term/semester
   Orientation: January 15, 2016
   Registration: November 2015
6. **TRAVEL INFORMATION**

Once travel arrangements have been made, e-mail Sarah Carrier (syoung8@vcu.edu) the exact date and time of your arrival. The Global Education Office may be able to organize a pick-up if other students are arriving to the airport at the same time. VCU also offers a free shuttle service called RamAway that students are able to use to get from the airport to campus during certain operating hours.

If a pick-up is not available, please follow these instructions: From Richmond International Airport, students should take a taxi to the VCU campus. The cost is about $25 and takes 15 minutes. Students arriving at Washington Dulles or Washington National Airports may take either a shuttle or the Metro to downtown Washington, then take the Amtrak train (Main Street Station is recommended) or Greyhound bus to Richmond. The residence hall is called the West Grace North Residence Hall ("the Globe") and is located at 830 W. Grace Street.

7. **DESCRIPTION OF ORIENTATION PROGRAM**

Campus tour and overview of housing, safety, visa requirements, health services, insurance requirements, study and library facilities, meal plan arrangements, cell phones, and local transportation. We will also take a trip to a local store to buy needed items for the semester. During the orientation students will have the opportunity to make changes to their class schedule.

8. **HOUSING AND MEALS**

A. **HOUSING**

Type of housing provided: West Grace North Residence Hall

http://www.global.vcu.edu/vcuglobe/

COST: approximately $295/semester

A refundable housing deposit is NOT required.

Additional housing information:

- Distance from housing to institution: on campus
- Number of students sharing room or apartment: 2 per room, 4 per apartment
- Number of students sharing bathroom facilities: 2
- The following services are checked if provided:
  - bed linens
  - laundry facilities
  - blankets
  - towels
  - cooking facilities

We will take students on a shopping trip during orientation to purchase necessary supplies such as kitchen utensils, dishes, pots, pans, lamps, bed and bath linens, and bathroom and cleaning supplies.
B. **MEALS**

Students may purchase meal plans at the dining hall or prepare meals in their residence hall kitchens.


We recommend that students purchase at least the 100 Block Plan (100 meals per semester) which also includes 75 Dining Dollars (a rechargeable declining balance account on your VCU Dining Plan that allows for tax-free food purchases, an 11% savings, at any VCU Dining Center or VCU Retail Restaurant). Currently, the 100 Block Plus 75 Dining Dollars plan is $868. We will discuss and visit dining options at orientation.

10. **ESTIMATED PERSONAL EXPENSES**

Tuition will be covered by VCU through the partnership exchange agreement. Students are responsible for all personal expenses including: fees not required of all participants (e.g. art, business, language, music, science lab fees), books, food, health insurance, local transportation, entertainment, etc. The amount below is provided as a guide; the actual amount needed will vary depending on courses and personal habits.

Your personal expenses per month, including books, are estimated at:

at least $250 month (minimum), not including personal travel beyond Richmond or health insurance

Books are approximately $300-300 semester.

Some courses require additional fees, including many Business, Art, and Science labs. Refer to this site for more information regarding course fees:


11. **ACADEMIC NOTES**

**Academic information useful to participants.** Most courses are 3 credits each (some language and art courses are 4 credits). A full-time schedule is 12 credits. Most classes use a combination of tests, quizzes, homework, attendance and participation to determine students’ grades.

Number of classes typical student takes per term: 4

Number of hours per week typical student spends in class: 12-16 hours

Number of weeks per term: 15

Students will be registered for classes by Sarah Carrier, Academic Advising Coordinator, in the Global Education Office. VCUQ students will be registered for classes by the School of the Arts.

When applying, students should submit a list of the classes they would like to take. The entire Bulletin for VCU can be accessed here: [http://www.pubapps.vcu.edu/vcucourses/](http://www.pubapps.vcu.edu/vcucourses/) However, the Schedule of Classes offers the most accurate information on which classes are available for specific semesters:

[http://www.pubapps.vcu.edu/scheduleofclasses/](http://www.pubapps.vcu.edu/scheduleofclasses/)

For questions about registering for classes, please contact: Sarah Carrier, Academic Advising Coordinator, 912 W. Grace Street, (804)828-1228, syoung8@vcu.edu.
12. MEDICAL REQUIREMENTS/ HEALTH SERVICES

Insurance:
All J-1 visa holders must obtain appropriate insurance. More information can be accessed here:
http://www.global.vcu.edu/students/connections/started/insurance/

Medical requirements for registration:
All certificates of childhood vaccination. Form to be completed is included in acceptance packet. This requirement cannot be waived.

Where participant should go if they are in need of medical attention:
University Student Health Center, located on-campus. We will visit Student Health on the campus tour during orientation at which time you can submit your immunization form. The phone number is 804-828-8828.

13. TRANSCRIPT ISSUANCE

Semester 1 within one month of the end of classes
Semester 2 within one month of the end of exchange period
Full Year within one month of the end of classes

Procedure student should follow in order to ensure timely processing of transcripts:
Each partnership institution will receive one official copy of their students’ transcript via post from the Global Education Office. If students would like to request additional transcripts, they must submit a transcript request form in order for the records to be released. On the form, students can indicate the number of copies they wish, and they can send the transcript to themselves or to a contact at their institution. To complete the form, visit: http://www.enrollment.vcu.edu/rar/transcripts.html

14. APPROXIMATE TOTAL COST FOR 1-YEAR EXCHANGE at VCU (not including airfare):

Tuition: Students pay tuition at their home campus
Special Course fees: varies: http://www.enrollment.vcu.edu/accounting/tuition_fees/course_fees.html
Housing: $5,990
Meals: $4,000
Miscellaneous (books, immigration fees, health insurance, transportation, etc.): $2,500

TOTAL (2 semesters): approximately $12,490 (based on 2014-2015 prices)
TOTAL (1 semester): approximately $6,245