

# **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>	Golding 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>Inbound Exchange Website</i>	<a href="http://freemanabroad.tulane.edu/?go=exchange">http://freemanabroad.tulane.edu/?go=exchange</a>
<i>Dual Degree Website</i>	<a href="http://freemanabroad.tulane.edu/?go=dualdegree">http://freemanabroad.tulane.edu/?go=dualdegree</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> Contact for exchange agreements, exchange student numbers and transcripts
<i>Senior Program Coordinator</i>	Ms. Mary Hicks – <a href="mailto:mhicks4@tulane.edu">mhicks4@tulane.edu</a> Advisor for Asia, Australia, Europe (except Spain)
<i>Senior Program Coordinator</i>	Mr. Tyler Young – <a href="mailto:tyoung11@tulane.edu">tyoung11@tulane.edu</a> Advisor for Latin America and Spain
<i>Office Email</i>	<a href="mailto:freemanabroad@tulane.edu">freemanabroad@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>	<p>Students must:</p> <ul style="list-style-type: none"> <li>• Have successfully completed at least one year full-time study at the home institution;</li> <li>• Be in good to excellent academic standing at the home institution;</li> <li>• Meet all admission or specific requirements of their home institution;</li> <li>• Be proficient in English (TOEFL minimum of 90; IELTS minimum of 6.5*)            *Native speakers do not need to submit test scores. Students whose degree programs are entirely taught in English can submit a letter from the home university.</li> </ul>

<i>Nomination Procedure</i>	<p>Exchange Coordinator at your University sends student nomination via e-mail (including name as written exactly on students' passport, date of birth, email address, gender, study period at Tulane and level of study) to:</p> <ul style="list-style-type: none"> <li>Ms. Mary Hicks, Advisor for Asia, Australia, Europe (except Spain) <a href="mailto:mhicks4@tulane.edu">mhicks4@tulane.edu</a></li> <li>Mr. Tyler Young, Advisor for Latin America and Spain <a href="mailto:tyoung11@tulane.edu">tyoung11@tulane.edu</a></li> </ul>
<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): Phase I of the application is due <b>October 5</b></li> <li>Fall Semester (August – December): Phase I of the application is due <b>March 5</b></li> </ul>
<i>Application Requirements</i>	<p>Phase I:</p> <ul style="list-style-type: none"> <li>Application form</li> <li>Copy of passport</li> <li>University transcripts in English</li> <li>Proof of English proficiency (e.g., TOEFL or IELTS Score Report)</li> <li>Proof of financial Support</li> </ul> <p>Phase II:</p> <ul style="list-style-type: none"> <li>Immunization form (completed and uploaded to Student Health online portal)</li> <li>Course preference form</li> <li>Code of student conduct</li> <li>Code of academic conduct</li> </ul> <p>Phase III:</p> <ul style="list-style-type: none"> <li>Mandatory Freeman Orientation</li> </ul>

## IV. Important Dates

<i>Academic Calendars</i>	<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 2020</u> – ALL DATES SUBJECT TO CHANGE</b></p> <p><u>Undergraduate &amp; Graduate (MBA)*</u></p> <table> <tr> <td><i>Recommended Arrival</i></td><td>August 11 (*graduate students Aug 5)</td></tr> <tr> <td><i>Orientation</i> (<u>attendance required</u>)</td><td>August 18 &amp; 19 (*graduate orientation Aug 12)</td></tr> <tr> <td><i>Classes Begin</i></td><td>August 24 (*graduate courses start Aug 17)</td></tr> <tr> <td><i>Labor Day Holiday</i></td><td>September 7</td></tr> <tr> <td><i>Fall Break</i></td><td>October 8-11 (*graduate Oct 2-11)</td></tr> <tr> <td><i>Thanksgiving Break</i></td><td>November 25-November 29</td></tr> <tr> <td><i>Last Day of Classes</i></td><td>December 4 (*graduate Dec 2)</td></tr> <tr> <td><i>Exam Period</i></td><td>December 7-15</td></tr> </table>	<i>Recommended Arrival</i>	August 11 (*graduate students Aug 5)	<i>Orientation</i> ( <u>attendance required</u> )	August 18 & 19 (*graduate orientation Aug 12)	<i>Classes Begin</i>	August 24 (*graduate courses start Aug 17)	<i>Labor Day Holiday</i>	September 7	<i>Fall Break</i>	October 8-11 (*graduate Oct 2-11)	<i>Thanksgiving Break</i>	November 25-November 29	<i>Last Day of Classes</i>	December 4 (*graduate Dec 2)	<i>Exam Period</i>	December 7-15
<i>Recommended Arrival</i>	August 11 (*graduate students Aug 5)																
<i>Orientation</i> ( <u>attendance required</u> )	August 18 & 19 (*graduate orientation Aug 12)																
<i>Classes Begin</i>	August 24 (*graduate courses start Aug 17)																
<i>Labor Day Holiday</i>	September 7																
<i>Fall Break</i>	October 8-11 (*graduate Oct 2-11)																
<i>Thanksgiving Break</i>	November 25-November 29																
<i>Last Day of Classes</i>	December 4 (*graduate Dec 2)																
<i>Exam Period</i>	December 7-15																

Spring Semester	<b><u>Schedule for Spring Semester 2021 – ALL DATES SUBJECT TO CHANGE</u></b>	
	<u>Undergraduate &amp; Graduate (MBA)*</u>	
	Recommended Arrival	January 6
	Orientation ( <i>attendance required</i> )	January 13 & 14
	MLK Holiday	January 18
	Classes Begin	January 19* (*graduate courses may start earlier)
	Mardi Gras Break	February 15-16
	Spring/Easter Break	March 28-April 5
	Last Day of Classes	May 4
	Exam Period	May 7 - 15

## V. Learning Expectations

Class Format	Most courses are characterized by traditional U.S.-style teaching with lectures, discussions, group work (in and out of class) and written course assignments. Many of the courses require regular homework assignments and substantial preparatory reading.
Attendance & Participation	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.
Academic Integrity & Student Conduct	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.
Grading & Transcripts	Grading is based on the traditional American system. Grades given are from A to F, with A being the highest grade.  Transcripts are sent to home institutions in February for students enrolled in the Fall semester and June for Spring semester students.
Course Selection & Registration	The Tulane schedule of classes can be found online at <a href="https://classschedule.tulane.edu">https://classschedule.tulane.edu</a> .  Undergraduate business school course descriptions can be found at <a href="https://bit.ly/2utvap9">https://bit.ly/2utvap9</a> . Graduate business school course descriptions can be found online at <a href="https://freeman.tulane.edu/node/3191">https://freeman.tulane.edu/node/3191</a> . Please note that the classes listed are not necessarily offered every semester. Refer to the Tulane schedule of classes for an updated list of course offerings.

<p><i>Course Selection &amp; Registration (cont.)</i></p>	<p>Students must complete the Course Preference 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. It is not possible to take courses in PECN.</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> <p>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.</p>
<p><i>Syllabi</i></p>	<p>If you need the syllabus for a course, please contact Study Abroad &amp; Exchange at <a href="mailto:freemanabroad@tulane.edu">freemanabroad@tulane.edu</a></p>
<p><i>Examinations</i></p>	<p>Most are written examinations. A final paper may be required in addition to (or in place of) a final exam.</p>
<p><b>VI. Important Information</b></p>	
<p><i>Orientation</i></p>	<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>

<p><i>Accommodation</i></p>	<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>In addition to the resources provided by our office, many exchange students have found apartments through 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/227725533953554">https://www.facebook.com/groups/227725533953554</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://www2.tulane.edu/studentaffairs/offcampus/resources/index.cfm">http://www2.tulane.edu/studentaffairs/offcampus/resources/index.cfm</a>.</p> <p><b>Note:</b> Study Abroad &amp; Exchange 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>
-----------------------------	--

<i>Program fees</i>	<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>
<i>Approximate cost of living</i>	<p>The 2020-2021 estimates for living expenses reflects a student budget of \$2,456 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 (\$1,400 per semester), representing medical insurance and ordinary health expenses (such as prescriptions), are not included in the estimated living expense budget of \$2,456 per month.</p>
<i>Student Health Center &amp; CAPS Fee</i>	<p>All Tulane students, including exchange students, are required to pay the Health Center Fee (\$320 per semester). 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>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>
<i>Medical Coverage</i>	<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>



<i>Immunizations</i>	<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>
<i>Visa Information</i>	<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 Study Abroad &amp; Exchange for 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>
<i>Student Organizations and Buddy Program</i>	<p>As a visiting student directly enrolled at Tulane University, you can participate in the various on-campus student organizations and associations. For more information on the more than 200 student organizations at Tulane, visit <a href="http://tulane.edu/life-tulane/campus-life">http://tulane.edu/life-tulane/campus-life</a>.</p> <p>The TUPals program connects visiting students to current Tulane students (international or U.S.). The primary mission of TUPals is to ease the transition of new international students to Tulane so that they may succeed personally, socially, and academically. Additionally, the program encourages the Tulane community to develop a global mind-set. For more information on the TUPals program, visit <a href="https://global.tulane.edu/tupals-program">https://global.tulane.edu/tupals-program</a>.</p>
<i>Service Learning</i>	<p>Business Service Learning is an educational experience that provides students with the opportunity to apply what they are learning in class to real-world settings. Through reflection and assessment, students gain deeper understanding of course content and the importance of civic engagement. Service learning gives students the opportunity to gain hands-on experience, increase their understanding of class topics, and learn more about the diverse cultures and communities of New Orleans.</p> <p>Business Service Learning is an optional component of some Freeman business courses. More information about service learning opportunities can be found online at <a href="https://cps.tulane.edu/academics/service-learning-course">https://cps.tulane.edu/academics/service-learning-course</a>.</p>



## ***VII. Service Learning and Employment***

<i>On-campus Employment</i>	<p>Exchange students on a J-1 visa are permitted to work on campus with prior authorization in SEVIS while enrolled in a full course of study. During the regular semester, students cannot work more than 20 hours per week; they must also be enrolled in classes full-time. During breaks, students can work full-time (more than 20 hours per week).</p> <p>Resources at Tulane for finding on-campus employment:</p> <ul style="list-style-type: none"><li>• <a href="#">Tulane Student Employment</a></li></ul> <p>Resources at Tulane for finding internships / academic training opportunities:</p> <ul style="list-style-type: none"><li>• <a href="#">Tulane Handshake</a></li><li>• <a href="#">Tulane Career Services Job Postings</a></li><li>• <a href="#">Tulane Career Services</a></li><li>• <a href="#">FreemanLink</a> (dual degree students only)</li></ul>
<i>Internships</i>	<p>Exchange students on a J-1 student visa are allowed to pursue paid and unpaid internships (“academic training”) while studying in the U.S. J-1 students are eligible for one month of academic training for every month of study in the U.S. Academic training must be related to the student's field of study (business). J-1 students may participate in academic training during or after their exchange term. During the regular semester, students cannot work more than 20 hours per week; they must also be enrolled in classes full-time. After the semester (during breaks or summer), students must work a minimum of 20 hours per week.</p>