

STUDENT EXCHANGE PROGRAM INFORMATION SHEET 2016/2017

CONTACT INFORMATION

Full Name of the University	St. Edward's University
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ACADEMIC CALENDAR FOR 2016/2017

Full academic calendar posted online at: <http://think.stedwards.edu/registrar/academiccalendars>

< Semester 1: August 29 – December 15 , 2016 >

Suggested Arrival Date	August 21, 2016
Mandatory Orientation for exchange students	International Student Orientation and New Student Orientation
Orientation Week (Course Registration)	August 21-28, 2016
Term Dates	August 29-December 9 2016
Examination Periods*	December 12-15, 2016
Term Breaks	<u>Thanksgiving Break</u> : November 24-27, 2016 *on-campus housing still available during

	Thanksgiving Break* <u>Winter Break:</u> December 16-January 9 * on-campus generally not available for winter break*
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ADMISSION PROCEDURE

Application Deadline	April 1 for semester 1 applicants; October 20 for semester 2 applicants.
Application Documents	<ul style="list-style-type: none"> • New Exchange Student Application • college transcript(s) • TOEFL score • Certification of Finances form and supporting bank document(s) • Copy of passport (biographical information page only; should be valid for more than 1 year from arrival date) and any other US visas.
Language Requirement	For students whose first language is not English, the TOEFL or the IELTS examination should be taken. TOEFL: 500 on the written test or a 61 on the Internet-based test. IELTS: 5.0. A score of 3 on the English Language or English Literature AP Exam, a score of 5 on the English Higher Level IB Exam, a score of 500 or higher on the Critical Reading section of the SAT, or a score of 21 or higher on both the English and Reading sections of the ACT, will also satisfy the testing requirement for non-native English speakers.
Minimum GPA Requirement	3.0 (or equivalent) out of a 4.0 scale

ACADEMIC INFORMATION

Level	Undergraduate
Duration of Exchange	1 semester or 1 academic year
Colleges	Behavioral & Social Sciences, Management and Business, Education, Humanities, Natural Sciences
Language of Instruction	English
Number of Hours per Week per Course	Most courses meet for 3 hours each week, though this may be different for some courses.
Number of Weeks of Study	16 weeks
Required Number of Courses	At least 12 credit hours each semester (approximately 4 or more courses); more than 18 credit hours requires authorization by

	academic advisor
Language Facilities and Support	No ESL (English as a Second Language) courses are offered, though the Writing Center offers writing assistance to both native and non-native English speakers. Writing and reading courses specifically for international students are offered for course credit.
Are there any course registration restrictions for exchange students? If YES, please explain.	Some upper level courses have prerequisite courses required before the upper level course is taken, especially within the School of Business. Student transcripts will be reviewed by the school of major to ensure that students are placed in courses that are at the proper level. *Please note that the class Strategic Management is never available for exchange students.
Courses that available to exchange students:	Course offerings for each semester are posted at http://think.stedwards.edu/registrar/courseschedules . Course descriptions are posted in the Undergraduate Bulletin. The most recent bulletins are posted at http://think.stedwards.edu/avpacademicaffairs/sites/think.stedwards.edu/avpacademicaffairs/files/14-15_UG_Web.pdf Do note that not every course listed in the Undergraduate Bulletin is offered every semester. For the specific semester course offerings, please see the first link.
Course Registration Period	Registration occurs during orientation week for new students when they meet with their academic advisor. Students should submit a list of requested courses (and alternates) to the Inbound Exchange Coordinator by May 1 (for semester 1 students) or November 30 (for semester 2 students) so that an effort can be made to reserve space in the requested classes. Students studying for a full academic year will have the opportunity to pre-register online in November or April for their second semester of study at St. Edward's University.
Course Syllabus	Course syllabi are provided by professors at the start of each term.
Credit system	The semester hour is the unit of measurement for work completed. Normally, a semester hour of credit means the successful pursuance of a course requiring 50 minutes of class time a week for 14 weeks plus a week of finals. Most courses are worth 3 semester hours of credit. International students on F-1 and J-1 visas must be enrolled in a full course load of at least 12 hours each semester. An average course load is 15 semester hours. 1 credit hour is equal to 15 contact hours each semester.
Grading system	Letter grades are typically awarded by professors (A Excellent, B Good, C Average, D Passing, but usually not transferable, F Failure). These letter grades are then translated to a 4.0 grading scale (A = 4 points per semester hour, B = 3 points per semester hour, C = 2 points per semester hour, D = 1 point per semester hour, F = 0 points) and averaged together to provide a grade point average

	(GPA) between 0.0 and 4.0.
Transcripts	Transcripts are issued by the Office of the Registrar a few weeks after the end of the semester. Exchange students should fill out a transcript request form requesting that their transcript be released to their international advisor before they leave after final exams. The transcript will then be sent by their international advisor directly to the Exchange Coordinator at the home university.

ACCOMMODATION

On-campus Accommodation	Residence Halls, double occupancy *Exchange students and first year students are not eligible to live in the on-campus apartments ** Please note that residence halls are not available over the winter or summer break.
Fees and Method of Payment	Residence hall fee vary based on which hall is assigned. Exchange students are guaranteed on-campus housing, and are usually placed in a double occupancy room, though which room is assigned depends upon availability. Residence hall and meal plan rates are posted at http://think.stedwards.edu/studentfinancialservices/costs . Fees may be paid with MasterCard, Visa, Novus/Discover or American Express. Personal checks, cashier's checks, traveler's checks and money orders are also accepted. Students can also request information about wire transfers. Students have the following options for payment of tuition and fees: 1. Payment in full at the time of registration. 2. St. Edward's University offers families the Monthly Arrangement Payment Plan (MAPP). All or part of the semester's expenses may be paid in equal monthly payments. A nominal participation fee is charged each semester.
Meal Plan	Meal plan required for any student living on campus and meal plan options A or B are suggested for exchange students. There are multiple dining facilities available on campus accommodating most all dietary needs and preferences.
Are on-campus rooms available upon arrival?	Rooms are generally available one day before new student orientation begins. Please see suggested arrival date above.
Telephone/internet line, air-conditioner etc?	Telephone line provided in room (telephone provided by student – optional); wireless internet available in residence halls and throughout campus; all rooms have air conditioning and heating
Residence Life Website	http://think.stedwards.edu/residencelife/

VISA

Accepted students will apply for a J-1 student visa. A DS-2019 document is required before a visa application can be submitted and the DS-2019 will be issued by The Office of International Education after the student is officially accepted and has submitted all required documentation. Guidance on applying for a J-1 student visa and associated fees will be provided along with the DS-2019 document. The DS-2019 will be issued for the amount of time the student is approved to study at St. Edward's University by their home university. Students may enter the USA no more than 30 days prior to the program start date on the DS-2019 and should leave the country no later than 30 days after the program end date.

Once the application and supporting documents have been received and reviewed, the DS-2019s will be sent to the Exchange Coordinator at the home university by mail via Fed Ex.

MANDATORY HEALTH / MEDICAL INSURANCE

One of the requirements of the J-1 visa is health insurance that meets the minimum level of coverage set by the Department of State. To ensure that all our exchange students have health insurance that meets or exceeds the necessary coverage levels, **students will be required to enroll in and purchase the St. Edward's University health insurance plan for the duration of their stay.** The amount for one semester or one year of St. Edward's University health insurance is included on the Certification of Finances form.

MANDATORY VACCINE FOR BACTERIAL MENINGITIS

The state of Texas requires that all students enrolling in a college or university are required to have a vaccine against bacterial meningitis (meningococcal vaccine). This vaccine should be current (given within the past 5 years) and received no later than 10 days before the start of classes. Students will not be eligible to register for orientation or courses until documentation of the vaccine has been sent to the St. Edward's Health and Counseling Center. If the vaccine is not available in a student's home country, they should contact the Office of International Education for assistance. More information is available online at <http://think.stedwards.edu/internationaleducation/bacterial-meningitis-vaccine> AND <http://think.stedwards.edu/healthcounseling/meningitiswhatyouneedknow>.

EMPLOYMENT

Employment Opportunities for Exchange Students	J-1 Exchange students are eligible to work on-campus. J-1 Exchange students may also be eligible for "Academic Training", which is an internship within their field of study near the completion of their studies at SEU. All students should consult with their international advisor before accepting any offer of employment.
Employment Regulations	Students may work on-campus for no more than 20 hours each week during the semester. Students should see their international

	advisor for authorization details.
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DRIVING

Students can drive in Texas with most international driver's licenses for up to one year, but should carry a translation of the license (such as the International Driving Permit or "international driver's license"). Students studying in the USA for more than one year are eligible to apply for a Texas driver's license. It is recommended that anyone planning to drive in the USA review the Texas Drivers Handbook, available at <http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf>.

Most exchange students choose not to drive as public transportation (city bus) is easily accessible. Students can also purchase a bicycle if they wish.

ESTIMATED LIVING COST (in USD)

Housing	\$2,415 - \$4,355 (per semester)
Food / Meals	\$1,990-\$2,520 (meal plan) + \$50-\$100/month for off-campus meals (per semester)
Academic Expenses (e.g. books)	\$550 (per semester)
Health Insurance	\$1,150 (per semester)
Transportation	City bus fares are about \$45 for a month pass
Other (university fees/personal)	\$1,400 (per semester)

ONLINE RESOURCES

Office of International Education	http://think.stedwards.edu/internationaleducation/international-student-services
Academic Calendar	http://think.stedwards.edu/registrar/academiccalendars
Course Schedules	http://think.stedwards.edu/registrar/courseschedules
Course Descriptions	http://think.stedwards.edu/academicprogress/undergraduatebulletins
Fees and Costs	http://think.stedwards.edu/studentfinancialservices/costs
Student Financial Services	http://think.stedwards.edu/studentfinancialservices/
Residence Life (Housing)	http://think.stedwards.edu/residencelife/
Health & Counseling Center	http://think.stedwards.edu/healthcounseling/
US Embassies/Consulates	http://www.usembassy.gov/