



**Information Sheet for Incoming Exchange Students 2021/2022**

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**International Education Office Staff**

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**Important Dates and Deadlines**

Deadline for Fall Semester Nomination	Deadline for Fall Semester Application	Fall Orientation Dates	Beginning of Fall Semester	End of Fall Semester	Final Examination Period- Fall
May 1	June 1	August 21-24	August 30	December 10	December 13-17

Deadline for Spring Semester Nomination	Deadline for Spring Semester Application	Spring Orientation Dates	Beginning of Spring Semester	End of Spring Semester	Final Examination Period- Spring
October 1	November 1	January 12 -14	January 17	May 2	May 4 - May 9

## Nomination and Application Process

### Nomination Process:

The partner university nominates students for the upcoming exchange semester or year. Nominations should be sent by email to [internationaled@utica.edu](mailto:internationaled@utica.edu). Nominations should include student's complete name, student's email address, duration of exchange, and major field of study.

### Application Process:

Student will receive an email with the application form attached after being nominated by their home university. Students are asked to send the completed application, along with additional documents listed below to [internationaled@utica.edu](mailto:internationaled@utica.edu) if these were not included their nomination packets. Additional documents include:

- Proof of English proficiency- TOEFL, IELTS, or Duolingo (if language of home university is not English)
- A copy of their passport
- International Student Certification of Finances
- A bank letter showing adequate funding to cover costs
- An official transcript of records (in English), listing all courses taken so far

English Proficiency	Minimum Score
TOEFL	550 (paper based) 79 (internet based)
IELTS	6.0
Duolingo	100
Cambridge English Exam	170

## 2021-2022 Costs

Per Semester	Per Year
Estimated costs are subject to change and based on exchange agreement with sending school	Estimated costs are subject to change and based on exchange agreement with sending school
Tuition and Fees: \$11,632 * Room and Board: \$6,573 ** All Access Book Fee: @\$26 per credit (\$390/15 cr)*** Health Insurance: \$857 (fall) / \$1183 (spring)**** Personal Expenses: \$800  <div style="text-align: right;"> <b>Totals</b>  <b>Fall: \$20,252</b>  <b>Spring: \$20,578</b> </div>	Tuition and Fees: \$23,264 * Room and Board: \$13,146 ** All Access Book Fee: @\$26 per credit (\$780/30 cr) Health Insurance: \$2040 Personal Expenses: \$1600  <div style="text-align: right;"> <b>Total:</b>  <b>\$40,830</b> </div>

*\*Some courses require additional course-related fees.*

*\*\*For double room in Tower, Boehlert, & Bell Halls. Add \$318/semester for single room.*

*\*\*\*The All Access Book Fee of \$26 per credit is included on the student's bill unless waived by the deadline.*

*\*\*\*\* Fall health insurance covers 5 months (August – December) / Spring health insurance covers 7 months (January – July)*

*Personal expenses include estimates of minimal living costs other than room and board.*

*Transportation, travel, basic healthcare and medicine, clothing, and entertainment costs are not included.*

## Room and Board

Information on residence halls can be found here: <http://www.utica.edu/student/reslife/halls/>. Exchange students are placed in double rooms in the Global Village in Tower Hall if space is available. Single rooms may be requested for an additional cost, subject to availability. Information on how to apply for student rooms will be sent by email in the Welcome Letter that all accepted students receive upon acceptance.

Students living on campus must purchase the Gold Meal Plan at minimum. This includes unlimited meals in our main Dining Commons, and \$100 per semester to spend at one of the smaller dining areas around the campus.

## Health Insurance

Exchange students are billed for comprehensive health insurance by semester as required by the terms of the Exchange Visitor Program (J-1 visa). Full details are provided upon enrollment. Students on a J-1 visa may waive health insurance only by providing proof of coverage at the federally required minimum levels established by the Department of State.

## Bank Accounts and Money

<b>Credit Cards</b>	All major credit cards (Visa, Mastercard, etc) are widely accepted in the U.S.
<b>Banks</b>	There are many local banks around the area that students can set up accounts with if they wish. Students are driven to a local bank during orientation to set up an account if they wish to do so.

## Visa Requirements

<b>Entry Regulations</b>	<p>There are several steps to gain entry to study in the United States. All exchange students are required to obtain a J-1 Student Visa before arrival. Students will be sent a DS-2019 Certificate of Eligibility upon acceptance. Below are the basic steps in acquiring a visa. Students will be sent more in-depth information with their DS-2019.</p> <ol style="list-style-type: none"><li>1. Pay I-901 SEVIS fee of \$220.</li><li>2. Complete the Online Visa Application (DS-160) and pay the non-refundable visa application fee, if required.</li><li>3. Schedule a visa interview at your nearest US Consulate.</li><li>4. Attend your visa interview, with the following documents*.<ul style="list-style-type: none"><li>• Valid Passport</li><li>• DS-2019</li><li>• I-901 SEVIS Fee Payment Receipt</li><li>• Form DS-160 Confirmation Page.</li><li>• Proof of adequate funding (ie. bank letter or statement)</li></ul></li></ol> <p>*Additional documents may be required for your visa interview. Please check with your embassy or consulate before your interview.</p>
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## Academic Information

<b>Credit system</b>	Most classes at Utica College are three-credit courses. A three-credit course consists of a minimum of 37 ½ hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. Exchange students at Utica College are considered full time students and are required to take a minimum course load of 12 credits.																								
<b>Programs of Study</b>	Information about programs of study is found on: <a href="http://www.utica.edu/academics/programs/">http://www.utica.edu/academics/programs/</a> . Programs that have classes that exchange students can take can be found under “on-ground” as well as “minor” programs.																								
<b>Courses</b>	Information about course schedules for the semester are available online at: <a href="https://www.utica.edu/academics/academic-resources">https://www.utica.edu/academics/academic-resources</a> . Please check the course schedules so that there are no clashes between your chosen courses. When initially choosing courses, please include alternate course selection choices as well. Submit at least 8 courses in order of preference.																								
<b>Grading Scales</b>	<p>The grading system used at Utica College is a letter system: A, A-, B+, B, B-, C+, C, C-, D+, D, and P (passing), and F (failing). Professors will indicate the grading system they use on their syllabus at the beginning of the course.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>A</td> <td>94 - 100</td> <td>C</td> <td>74 - 76.99</td> </tr> <tr> <td>A-</td> <td>90 - 93.99</td> <td>C-</td> <td>70 - 73.99</td> </tr> <tr> <td>B+</td> <td>87 - 89.99</td> <td>D+</td> <td>67 - 69.99</td> </tr> <tr> <td>B</td> <td>84 - 86.99</td> <td>D</td> <td>60 - 66.99</td> </tr> <tr> <td>B-</td> <td>80 - 83.99</td> <td>F</td> <td>0 - 59.99</td> </tr> <tr> <td>C+</td> <td>77 - 79.99</td> <td></td> <td></td> </tr> </table>	A	94 - 100	C	74 - 76.99	A-	90 - 93.99	C-	70 - 73.99	B+	87 - 89.99	D+	67 - 69.99	B	84 - 86.99	D	60 - 66.99	B-	80 - 83.99	F	0 - 59.99	C+	77 - 79.99		
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<b>Academic Transcripts</b>	Exchange students must submit a signed transcript request at the end of their stay through the Office of International Education. Two complimentary official transcripts will be sent to their home university or program upon each student’s written request.																								
<b>Support Programs</b>	<p>Utica College offers a variety of academic support programs for all its students. We encourage students to visit professors during their office hours; however there are many support services for students to take advantage of as well. These include:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">-In-Person and Online Tutoring for specific courses</td> <td>-ESL Tutoring</td> </tr> <tr> <td style="padding-right: 20px;">-Math/Science Tutoring Center</td> <td>-Health and Wellness Center</td> </tr> <tr> <td style="padding-right: 20px;">-Writing Center</td> <td>-Counseling Center</td> </tr> </table>	-In-Person and Online Tutoring for specific courses	-ESL Tutoring	-Math/Science Tutoring Center	-Health and Wellness Center	-Writing Center	-Counseling Center																		
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<b>Accessibility</b>	Wherever possible, Utica College strives to provide reasonable accommodations in order to meet the needs of students with disabilities. Applicants with special needs who require special arrangements should contact the International Education Office to discuss the issue and get further information. Documentation of a disability is required and must be translated into English.																								

## Additional Information

<b>Cultural and Educational Exchange Expectations</b>	International education and cultural exchanges provide an extremely valuable opportunity to experience the United States. These opportunities also provide the opportunity for exchange students to share the language, culture, and history of their home country with Americans and other international students. The Office of International Education offers a variety of events and activities each semester to give exchange students the broadest exposure to American society, culture, and history. Excursions are planned based on students’ interests and suggestions throughout the semester and include short visits to attractions in the local area as well as longer trips to major cities over weekends or vacation periods. Exchange students are expected to participate in campus-based international events as a condition of their exchange.
<b>Student Life</b>	Utica College has a variety of clubs and organizations that students can join. Clubs meet on a scheduled basis. A variety of activities and events occur frequently during the semester. UC has a variety of athletic facilities and intermural sports that students can join to stay active as well.

<b>Transportation</b>	Syracuse Hancock International Airport (SYR) is a one-hour drive from Utica, and Albany International Airport (ALB) is a 1.5 hour drive. Utica is a thriving city where Amtrak trains and Greyhound Bus lines stop daily, coming from New York City, Boston, and Montreal. <b>Within Utica:</b> Utica College provides a free shuttle service to our downtown Utica campus when classes are in session. The city of Utica is equipped with the Centro bus line, where students can get the college semester pass for unlimited rides in and around Utica. Taxis, Uber, and Lyft share rides are also available.
<b>Utica and New York State Tourism</b>	Central New York has lots of attractions and events for nature lovers, history buffs, shoppers, cultural explorers, and sports fans. Check out these websites to plan your exploration of upstate New York.  <a href="https://www.iloveny.com/">https://www.iloveny.com/</a> <a href="https://www.oneidacountytourism.com/">https://www.oneidacountytourism.com/</a> <a href="https://www.newyorkupstate.com">https://www.newyorkupstate.com</a>