ASU Exchange Program Profile

CONTACT INFORMATION

Mailing address: Arizona State University
Center for Global Education Services
P.O. Box 874311
Tempe, AZ 85287-4311
U.S.A.

Physical Address: Center for Global Education Services
Arizona State University
951 South Mill Avenue
Tempe Center, Suite 150
Tempe, AZ 85287
U.S.A.

Phone: +1(480) 965-5965
FAX: +1(480) 965-4026
Website: https://studyabroad.asu.edu
General e-mail address: studyabroad@asu.edu

STAFF

Executive Director of Center for Global Education Services: James Brailer (james.brailer@asu.edu)

Study Abroad Director: Amy Shenberger (amy.shenberger@asu.edu)
Assistant Directors: Dan Hart (dan.hart@asu.edu)
Adam Henry (Adam.Keith.Henry@asu.edu)

Business Managers: Jacque Darveaux (jacqueline.woodman@asu.edu)
Esther Moon (esther.moon@asu.edu)

International Coordinators: Katie Curiel (katie.curiel@asu.edu)
Bhutan, Botswana, China, Egypt, Ghana, India, Israel, Italy, Japan, Jordan, Malaysia, Morocco, Senegal, Singapore, South Africa, South Korea, Taiwan, Tanzania, Thailand, United Arab Emirates,
STUDENT PROGRAM: APPLICATION & ACADEMICS

APPLICATION

How do students apply for the exchange program?

All applicants must first be nominated by their home institutions. Nominations can be sent via email to the appropriate International Coordinator listed above, and will serve as your official endorsement of the applicant. Once you have identified those student(s) you intend to endorse for participation in the ASU exchange program, and confirmed the number of available spaces on the exchange with the International Coordinator, please send the following information about each student:

a. First Name and Surname
b. Gender (Male or Female)
c. Academic Level (Undergraduate or Graduate)
d. Primary academic subject to study at ASU
e. Birth date (month-day-year)

Once this nomination information is received from you, you will be provided with a PASSPHRASE that your students will need in order to access the online application system available on the CGES website at http://studyabroad.asu.edu. Once they have registered through the online system, students must submit the application materials to their home institution’s international office. The complete application packet must be forwarded to the Study Abroad Office (SAO) no later than the application deadline.
When may students participate in the ASU/CGES exchange program?
Fall semester (August-December), Spring semester (January-May), Academic Year (August-May), or Calendar Year (January –May and August-December)

What are the application deadlines for each term?
Fall semester & Academic Year: April 1
Spring semester: October 1

What are the specific dates of the program?
Exchange students must arrive prior to the start of the semester in order to participate in a mandatory Exchange Student Orientation. Upon acceptance into the program, the student will be sent an acceptance letter stating the exact date he/she should arrive. Normally, Orientation is held one week prior to the start of classes.

To obtain ASU academic calendars for current and future semesters, please visit the Registrar’s website: http://students.asu.edu/registrar-semester-calendar

First and last dates of class, holiday closures, recesses, and final exam dates can be found here: http://students.asu.edu/academic-calendar

What is the primary language of instruction and is there a proficiency requirement?
The primary language of instruction is English. Submitting any of the following exam scores can fulfill the proficiency requirement:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>550 (paper) 213 (computer), 79 (ibt)</td>
</tr>
<tr>
<td>TOEIC</td>
<td>750</td>
</tr>
<tr>
<td>Cambridge CPE</td>
<td>Grade A, B, C</td>
</tr>
<tr>
<td>Cambridge CAE</td>
<td>Grade A, B</td>
</tr>
<tr>
<td>ALTE</td>
<td>Levels 4 &amp; 5</td>
</tr>
<tr>
<td>IELTS</td>
<td>Level 6.5</td>
</tr>
</tbody>
</table>

Are students required to purchase health insurance?
Yes. Students will automatically be enrolled in the ASU Student Health Insurance plan. This cost of the insurance will be charged to the students ASU student account. The most current cost and policy information about the ASU student health insurance can be found at http://students.asu.edu/healthcoverageoptions. It is important to note that the spring semester cost is higher than the fall semester cost because the spring includes the summer term in the cost.

Students may apply for a waiver for the ASU Student Health Insurance requirement from the ASU Health Services. In order to obtain a waiver, non-ASU insurance must meet certain requirements. If you have questions regarding this process, please contact the ASU Insurance Office in the ASU Health Services at (480) 965-2411, or by e-mail insurance@asu.edu.

Please note that the start and end dates may not cover students for their entire stay at ASU. Students arriving earlier than the start of coverage should take out an additional policy to cover them until the
ASU coverage begins. In addition, this policy does not include any coverage for personal property. Students should take out an additional policy to cover personal belongings.

**What is sufficient “proof of funding”?**
To participate on the exchange program, students must prove that they have sufficient financial support during their stay. This means at least **US$8,045** per semester, or **US$16,090** per academic year for the 2013 year. This support is meant to cover their basic living expenses, since they are not eligible to work.

We prefer an official letter from the student’s bank stating their name and that they have access to funds equal to or over the above stated amount. This letter must be in English and include an official stamp and signature. If their parents will be providing support for them, please submit a letter from their bank, along with a statement from their parents saying they are taking financial responsibility for the student.

We can also accept a recent bank statement showing sufficient financial support. It must state the account holder’s name and the account balance. Please highlight the account balance, as foreign bank statements are sometimes difficult to decipher.

**NOT ACCEPTED AS SUFFICIENT PROOF OF FUNDING:**
- Credit card statements
- Paycheck stubs
- Payment history
- Loan awards for years or semesters prior to the start of the ASU program

**Are students required to obtain a student visa?**
Yes, all exchange students must obtain the J-1 exchange visitor’s visa. Upon acceptance to the exchange program, CGES will issue the DS-2019 form necessary for applying for the J-1 visa. DS-2019 forms may not be issued until the student’s application is complete. Upon acceptance to the exchange program, CGES staff enters students into SEVIS (Student Exchange Visitor Information System). *Please see Appendix A for important information regarding the SEVIS fee.*

**ACADEMICS**

**When do students register for courses at ASU?**
Students may register upon receiving their acceptance packet which includes the details necessary to access the online registration system. In order to register, students must first clear their immunization requirement with ASU Student Health. Students may also register upon arrival in Tempe, but SAO strongly recommends that students register prior to arrival because classes often fill before the orientation.

**Who assists students with course registration?**
ASU departmental academic advisors and the SAO International Coordinator can help if students have questions about ASU course registration. ASU advisors are not qualified to determine degree requirements for foreign institutions. Prior to arrival, students should meet with the academic advisor at their home institution to ensure the courses they choose will meet degree requirements.
How do students register for courses at ASU?

Students choose courses from the current schedule of classes, www.asu.edu/schedule, and register using the My ASU on-line registration system. To register for restricted courses, students need to obtain approval from advisors and/or ASU professors. Upon arrival, students will complete registration by paying health insurance and mandatory registration fees which are billed to their ASU student account. This process is detailed at Exchange Student Orientation.

More information is available on the CGES website at: https://studyabroad.asu.edu/?go=CourseInfo.

Are there any course restrictions for incoming exchange students?

Incoming exchange students are not allowed to enroll in courses in the College of Law (graduate-level), the College of Nursing and Health Innovation, the School of Architecture and Landscape Architecture and the Master of Business Administration program without prior approval. Students will only be able to enroll in College of Law (undergraduate-level) courses upon availability. In addition, students are restricted from Journalism courses with the prefix JMC. Although available, seats are extremely limited in the School of Engineering, the School of Business, and the Department of Kinesiology.

How long are courses?

Beginning with the spring 2012 semester, the ASU academic calendar will consist of three different blocks within each semester. The spring 2012 semester will have two concentrated 7.5 week blocks (spring A, spring B) and a 15-week block (spring C). Students can take classes in any combination of blocks totaling a minimum of 12 credit hours. The same configuration will be for fall semesters as well. If you have any questions, please contact your ASU International Coordinator.

Fall A: first 7.5-week session in fall semester
Fall B: second 7.5-week session in fall semester
Fall C: full fall semester (15 weeks)
Spring A: first 7.5-week session in spring semester
Spring B: second 7.5-week session in spring semester
Spring C: full spring semester (15 weeks)

To view the academic calendar, please visit https://students.asu.edu/academic-calendar

Are students charged a fee for general registration, registration for certain courses, or any other mandatory fees? If so, what are they?

Yes. All students must pay registration fees of approximately US$256 per semester of participation. If students choose a course that carries an additional fee, the student is responsible for paying that fee (for example; laboratory fees, art supplies, field trip fees, etc). If a course carries an additional fee, it will be noted in the Schedule of Classes (www.asu.edu/schedule). The exact cost of the fee is also listed. For a detailed list of registration fees, please see the tuition and fees schedules on the Student Business Services website, (http://www.asu.edu/sbs).
How are units of credit defined at ASU?

The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work per semester by each student is required for each unit of credit. An hour of work represents a minimum of 50 minutes of class time—often called a “contact hour” —or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours per semester and a minimum of 30 hours of work outside the classroom for each unit of credit. Even though the values of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit. Students must enroll in 12 credits per semester in order to be considered a full-time student.

What grading scale is used at ASU?

All grades and marks appear on the permanent record and/or unofficial transcript. They are indicated by the letters shown below in the “Grades” table.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>—</td>
</tr>
<tr>
<td>NR</td>
<td>No Report</td>
<td>—</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>—</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>—</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>—</td>
</tr>
<tr>
<td>Y</td>
<td>Satisfactory</td>
<td>—</td>
</tr>
</tbody>
</table>
Are all courses graded?
When registering for classes, students must select “Standard Grading” as the assessment for each class. Standard Grading will be an option in a drop down menu. This will ensure students are adding the class properly in order to maintain good immigration status for your visa. You will receive a letter grade for most classes, unless the class is only assessed as pass/fail. In those rare cases, students will receive a “Y” grade. This signifies that a student has satisfactorily completed the class. Otherwise, students will receive a letter grade as outlined above. Students will be in violation of their immigration status if they receive an NR, X or P grade on any class that contributes to the required minimum of 12 ASU credits.

Please note that students are not allowed to audit classes that count towards the required minimum amount of 12 ASU credits. Students are also limited to one online class worth 3 credits per semester. If students are required to report their grades at their home university in percentages, it will be their responsibility to collect that data from their professors. The ASU Study Abroad Office has a special form to help with that process.

Are all courses and grades listed on a grade report issued by ASU?
Yes.

When will grade reports be sent to the home institution?
Ideally, grade reports will be sent within 4 weeks of the end of the semester. Grade reports are emailed to the international office of each partner university, and hard copies can also be mailed upon request. However, if a student has an Incomplete (I) or outstanding charges on their ASU student account, we will not send their grade report until the issue has been resolved.

STUDENT PROGRAM: STUDENT LIFE

ARRIVAL
Where will students go when they arrive in Phoenix?
It depends on when students arrive. If they are living in ASU on-campus housing, they can check-in the day before orientation. For example, if Orientation is on August 15th, they can check-in to the dormitory on August 14th. If they arrive prior to that date, they must arrange for their own accommodations, (i.e. hotel), or negotiate directly with the staff of the residence hall. If students are not living on-campus, they may plan to go directly to their apartments or whatever living arrangements they have made.

What transportation will be available for students from the airport?
There are several options for transportation from the airport. The METRO Light Rail train connects Phoenix, Tempe, and Mesa and offers various stops between routes, including stops at Arizona State University Tempe and Downtown Campuses and Phoenix Sky Harbor Airport. A free shuttle from the airport can take you to a transit station, where passes to the Light Rail can be purchased for approximately $1.75 for a one-way ticket. The Light Rail stop at Rural Road is about one block from the Cholla Apartments on the ASU Tempe campus. More information about the METRO Light Rail can be found at http://www.valleymetro.org/metro_light_rail/.
City buses also run throughout the Phoenix Metropolitan area. Information about fares and routes can be obtained by visiting http://www.valleymetro.org/.

Students can take Super Shuttle to their accommodation. Taking Super Shuttle to campus will cost approximately US$12. You do not need to make reservations for Super Shuttle. At the airport students should collect their luggage, then go to the area marked “Van Service”. A uniformed Super Shuttle employee will be there to make the transportation arrangements. More information is available online at: www.supershuttle.com

Taxi service is also available. A taxi from the airport to campus will cost about US$20-25.

**Will ASU offer an orientation for exchange students?**

Yes, and attendance at orientation is mandatory.

Orientation always takes place one week prior to the start of classes. Students will be notified of the exact date in their acceptance letter. This information is also available on the SAO calendar, https://studyabroad.asu.edu/?go=ViewCalendar. Orientation lasts one day, with optional activities scheduled throughout the week. The following topics will be covered at orientation:

- Course Registration
- Visa Status Requirements
- Local Culture
- Cultural Adjustment
- Safety/Local Laws
- Medical/Health
- Academic Success
- Campus Involvement

**STUDENT EMPLOYMENT**

Students participating on the ASU exchange program are allowed to work on-campus within the dates of their program. Employment may total no more than 20 hours per week during the academic semesters and no more than 40 hours during official school breaks. Students are allowed to work on-campus in hourly jobs only. Job postings are updated daily and can be found on the student employment website http://students.asu.edu/employment. Students must maintain good academic standing and be enrolled full-time, or authorizations will be withdrawn. For more information contact your International Coordinator.
ACCOMODATION

What type of housing is available to exchange students?

Students can apply for on-campus housing in the Global Village, or students can make arrangements for off-campus apartments. More information on housing is available on the CGES website at https://studyabroad.asu.edu/?go=housing.

Is housing included in the exchange program?

No, housing is NOT included in the exchange program.

The cost for on-campus housing is approximately US$2,750 - $3,500 per semester. This will change yearly, and depending on where students are housed. Off-campus housing prices also vary. Students can have their own one-bedroom apartment for about $700-750 a month. If students share a larger apartment with a few friends, they will pay about $350-400 a month.

Is a housing application necessary?

Yes. A housing application is necessary if students plan to apply for housing in the Global Village at the Cholla Apartments or any other on-campus residence hall. Please consult the CGES website for more information: https://studyabroad.asu.edu/?go=housing. Students will also find the housing information in their online application at https://studyabroad.asu.edu. For on-campus housing and room requests, students must apply online through ASU Residential Life.

An additional application to live in the Global Village community in the Cholla Apartments must be submitted to SAO. For more information on the program and to apply, please visit http://global.asu.edu/global_village

What is the application deadline for the housing application?

Students may apply for housing as soon as they are nominated by their home university, but students are encouraged to apply to ASU Residential Life only as soon as their acceptance in to the ASU exchange program is confirmed by SAO. On campus housing is assigned on a first come, first served basis and placement is not guaranteed.

How will students get from housing to classes?

Depending on where they live, students can walk, take the free local area shuttle (FLASH and Orbit), ride a bicycle, or take public transportation, (bus, light rail). Currently, ASU offers a discounted semester pass for the Valley Metro system for US$40, which includes the METRO Light Rail and city buses. Very few students choose to buy a car; it is not necessary. Most students purchase bicycles.

What student dining or other facilities are easily accessible to students for daily meals?

Students may eat at any number of restaurants or cafeterias located on or nearby campus. Grocery stores are located nearby for those who wish to cook their own meals at home. Information on campus dining can be found at: http://www.campusdish.com/en-us/CSMW/ArizonaState.
What dietary restrictions (if any) can be accommodated?
Almost any dietary restriction can be accommodated, especially if the student is cooking and shopping for her/himself. Please contact ASU Campus Dining for specific details regarding on-campus meal plans.

STUDENT RESOURCES

What student physical health services are provided on-campus?
All ASU students, including exchange students, are eligible to use the ASU Student Health Center, whether they plan to take the ASU health insurance or not. This includes access to the campus pharmacy, the allergy clinic, and urgent care services. For details, please visit the ASU Student Health Center at: http://www.asu.edu/health

Are student mental health services provided on-campus?
Yes, there are many services available to students. Please visit the Counseling and Consultation center at: http://students.asu.edu/counseling

What resources are available for physically disabled students?
Services beyond infrastructure already in place (ramps, etc.) cannot be guaranteed because ASU requires advanced notification in order to arrange special services. However, the Disability Resource Center can be helpful or may be able to offer assistance.

Are computers available for student use?
Yes, students will have access to computers/internet use at ASU and all registered students are charged a technology fee as part of their registration to support this service. For details regarding types of computing centers and hours of operation, please visit: http://help.asu.edu/ASU_Computing_Site_Locations/Hours.

Should students be advised to bring laptop computers?
It is a personal choice for the student. Having a laptop is not absolutely necessary at ASU, although it may be convenient. Be sure to check with Commuting Commons to see if your computing needs will be met before buying or bringing a laptop. There are also some discounts on computer purchases available to students through ASU’s bookstore at http://bookstore.asu.edu.

Do students have access to University libraries?
Yes. For more information, please see: http://lib.asu.edu/

Do students have access to city libraries?
If they wish, exchange students can apply for a City of Tempe library card. Please see: www.tempe.gov/library
Do students have access to exercise/sports facilities?
Students will have unlimited access to the Student Recreation Complex (SRC). To view SRC’s services, please visit: http://src.asu.edu/

What other student activities/organizations will be available to exchange students at ASU?
There are many opportunities for students to get involved with clubs and organizations on campus. The Student Organization Resource Center (SORC) is an excellent place to get information on getting involved. Please see: http://www.asu.edu/clubs/

We strive to provide the most accurate information possible. Please use our website at https://studyabroad.asu.edu/?go=INCX to obtain more information on the exchange program including: Academics, Financing, Applications, Accommodation, and Health Insurance. If you have any additional questions, please feel free to contact us directly!
Appendix A

NEW SEVIS FEE REQUIREMENT

Effective September 1, 2004

The U.S. Department of Homeland Security (DHS) now requires the collection of a one-time SEVIS fee of $180 from certain J-1 Exchange Visitor students and scholars. This fee is being collected to fund operation of the Student and Exchange Visitor Program Office, which has oversight over SEVIS - the Student and Exchange Visitor Information System.

Because your DS-2019 was issued after September 1, 2004, and you are applying for a J-1 visa for initial participation in a program, **you are required to pay the $180 SEVIS fee.**

This is a one-time fee. You will not be required to pay the fee again if your Exchange Program is extended.

J-2 dependents are not required to pay the SEVIS fee.

**Time of payment of SEVIS fee:** You must remit the fee directly to DHS by completing Form I-901 electronically using the Internet or by mail as follows:

**Procedures for payment of the SEVIS fee:**

1. **On-line submission** of Form I-901 ([www.FMJfee.com](http://www.FMJfee.com)) to DHS using a credit card (Visa, MasterCard, or American Express accepted).

2. **Mail-in submission** of Form I-901 to DHS address on form, along with the $180 SEVIS fee paid by check, money order, or foreign draft drawn on a financial institution in the U.S. and payable in U.S. currency. Allow two (2) weeks for delivery and two (2) weeks for return of the receipt. For an additional $30 fee, DHS will return the receipt in 3 – 5 days.

Another person (friend or family) can make the payment for an exchange visitor by one of the two methods above.

**Receipts:** DHS will issue and mail an official paper receipt (I-797) acknowledging every payment regardless of payment method. Express delivery service for the I-797 receipt may be requested at an additional cost. Anyone who submits an individual fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the mail delivery of the official paper receipt.

Although SEVIS fee payments will be recorded by DHS in your SEVIS record and will eventually be used by government officials to document the SEVIS fee payment, it is recommended that a SEVIS fee receipt be used to request any status-related benefit (i.e., application for visa, admission at U.S. port-of-entry, application to change status).

**NOTE:** DHS will not refund the SEVIS fee if you are not granted a visa or choose not to come to the U.S. after your visa is granted.
Applying for the J-1 visa: The SEVIS fee should be processed by DHS at least 3 business days prior to the consular interview. Fees will not be payable at the consulate. The following steps are a guideline for obtaining a J-1 visa from abroad:

a. Receive DS-2019 from the Exchange Visitor Program (enclosed)
b. Make visa appointment with U.S. Embassy/Consulate.
c. Submit SEVIS fee payment in time to allow DHS to process payment at least 3 days prior to visa interview.
d. Print SEVIS fee payment receipt from Internet or wait to receive form I-797 receipt from DHS via mail and submit receipt with visa application.
e. Receive J-1 visa stamp in passport from U.S. Embassy/Consulate.
f. Enter U.S. up to 30 days PRIOR to the start date indicated on the DS-2019 and no later than 25 days AFTER the start date indicated on the DS-2019.
g. Report to the International Programs Office to validate program no later than 25 days AFTER your start date or arrival date in the US, whichever is sooner.

Individuals who are exempt from the visa requirement: The SEVIS fee should be processed at least 3 business days prior to applying for admission at a U.S. port-of-entry by non-immigrants, who are exempt from the visa requirement (i.e., citizens from Canada, Bermuda, and other island countries listed in 8 CFR 212.1).