

Procedures and Notes for our exchange partner institutions

The Center for Global Education – John Carroll University

www.jcu.edu/global



EXCHANGE STUDENT APPLICATION PROCESS:

It is fine to scan all application materials and send them to us via email (dkleinberg@jcu.edu). This will save the postage costs. You can also send us your list of nominated students via email. While it is OK to send us an individual student's application materials one at a time, please send us complete applications for each student.

We prefer to scan our outgoing students' applications and send them to you via email as well. If this is not acceptable, please let us know. We will endeavor to send you complete applications for each student, rather than giving you incomplete applications and sending supporting materials later.

- 1.) **Nominations** from your institution: please include names and gender of students, as well as major field of study
 - a. For Fall 2014: By April 1, 2014
 - b. For Spring 2015: by September 15, 2014

- 2.) **Complete applications:**

Forms are available at <http://sites.jcu.edu/global/pages/how-to-apply/>
Due April 15, 2014 for Fall 2014, or October 1, 2014 for Spring 2015. Please include:

 - a. Application form – Please type the responses and then print out (sometimes handwritten foreign addresses are hard to understand)
 - b. Statement of financial guarantee (Currently \$6000/semester, \$12000/year for 2014-2015)
 - c. Copy of Passport – photo page
 - d. Official transcripts
 - e. TOEFL / IELTS scores if applicable (as per agreement)
 - i. Generally, JCU requires a TOEFL of (Internet Based, IBT) 79 or (Paper Based, PB) 550 or IELTS of 6.5.

- 3.) **Acceptance packages** will be mailed out by May 15 for Fall Semester, and October 15 for Spring Semester. The acceptance packet will contain:
 - a. An acceptance letter
 - b. Form DS-2019: used to obtain a visa at the U.S. Consulate in your home country
 - c. Instructions to sign up for on-campus housing and meal plans.
 - d. Electronic account and password information: This will be used to access the university's email system, and online systems for housing, meal plans and other services through "Bannerweb."

- 4.) Students will be assigned an academic advisor to help them to choose courses and register them for courses. The advisor will contact the student directly at the email address provided in the application forms. Our academic advisors will be best able to advise students and enroll them in courses if an updated or current transcript is sent at the end of the semester prior to the student's arrival at JCU. These can be unofficial transcripts.
- **Course offerings** for any given semester can be found here:
https://web4.jcu.edu/pjcu/szqrterm.P_Dispterm
(From www.jcu.edu, click on "Academics," then "Class Schedules," then choose the appropriate semester term and academic department.)
 - Complete course descriptions are available in the Undergraduate Bulletin for Bachelor's level courses, <http://sites.jcu.edu/undergraduatebulletin/home/2013-2015-bulletin/> and the Graduate Bulletin for Master's level courses
<http://sites.jcu.edu/graduatestudies/pages/current-students-2/bulletin-archive/>
 - We can request the course syllabus for a specific course on your behalf from the instructor; however syllabi are often not ready until shortly before the beginning of each semester.
- 5.) Once students have registered for courses, housing and meal plans, they will be issued a bill electronically. The tuition portion of the bill will be waived for exchange students; however they are still responsible for room & board, and student fees. For academic year 2014-2015, room and board is set at **\$5250 per semester** (Students may choose a more expensive meal plan or single room if available.) Mandatory fees currently total **\$600 per semester**: the Student Activity Fee gives students access to the recreational facilities and programs on campus, the Technology Fee provides internet access everywhere on campus including the residence halls, as well as online accounts and services, and the Student Health Fee allows use of the on-campus Student Health Center. Certain courses will also incur lab fees. Textbooks and supplies must be purchased separately. Instructions on how to wire payment to John Carroll University can be found here: <http://sites.jcu.edu/bursar/pages/payment-information/#wiretransfer>
- 6.) We can meet exchange students at the Cleveland Hopkins International Airport (CLE) and bring them to their residence halls. There will be an **orientation session** for all incoming exchange students in August the week before classes begin in the fall semester, or in January a few days before classes begin in the Spring Semester. For the upcoming academic year 2014-2015 students are expected to arrive on *August 21, 2014* for the fall, or *January 18, 2015* for the spring (these dates may be subject to change). ***It is very important to arrive on the scheduled arrival date(s), as the orientation sessions contain vital information, and late arrivals cause tremendous problems for us.***
- 7.) At the end of the semester, before the students return to their home countries, we will ask them to sign a document authorizing us to send copies of their transcripts to their home universities.

HEALTH INSURANCE:

1.) All accepted students need to complete and return the **Student Health Form** to the Student Health Center before they arrive on campus. This form is available online at:

http://webmedia.jcu.edu/healthcenter/files/2012/10/health_form_5_page_2011.pdf

Students should print out the form, complete it, and either fax it or email a scanned copy *directly to the Student Health Center*. The fax number and email address are listed on the form. Do not send this form to the Center for Global Education.

2.) All international exchange students are required to have health insurance as a condition of their visa. Your student's health insurance needs to be valid in the United States. It is advisable that you have insurance that requires no out-of-pocket expenses, includes medical evacuation (student will be flown home if medically necessary) and repatriation of mortal remains (student's body will be flown home if deceased).

If no such coverage is available from your current insurance provider or nationalized health care system, we suggest: HTH Worldwide <http://www.hthstudents.com/> or ISOA <http://isoa.org>. John Carroll University does not have any agreement or group policy with these companies; you will have to sign up for a Individual Policy.

All students will have to present documentation of their health care coverage to the Center for Global Education upon arrival at John Carroll University.

ON-CAMPUS HOUSING AND MEAL PLANS at John Carroll University

We are able to provide on-campus housing in our residence halls for our incoming exchange students, for both semester and year-long exchanges, if they meet the application deadlines in a timely manner. Information about living in the residence halls can be found here: <http://sites.jcu.edu/reslife/pages/incoming-students/>

Most rooms in residence halls will not have access to a kitchen, so students should plan to eat in the dining hall. There are several different meal plans available; most students choose a lower number of meals per week with a larger amount of flexible spending money. Information about the dining hall, meal plans, and other on-campus food options can be found here: <http://www.campusdish.com/en-US/CSMA/JohnCarroll>

It is extremely difficult to find a private apartment off-campus for only one semester; John Carroll University does not maintain a list of landlords and can provide no advice for living off-campus. Living off-campus, even if very close to campus, would realistically require owning an automobile for shopping and errands. ***Students need to have realistic expectations for their stay at John Carroll University. They should plan to live in the residence halls and have a meal plan.***

Students should plan to arrive on the dates specified by the Center for Global Education, and to be prepared to move out of the residence hall by the end of the last day of final examinations. If students wish to arrive early or leave late, it may be possible to stay in their residence hall, but they may have to make their own arrangements with a local hotel or private accommodations for those additional days.

Students on J-1 visas (exchange visitors) while at John Carroll will not normally have permission to work while in the United States. It may be possible for exchange students to arrange professional internships and stay in the United States beyond the semester dates (particularly in the summer.)

ACADEMIC CALENDAR:

Our academic calendar consists of a Fall Semester from August until December, a Spring Semester from January until May, and a Summer Session from May to August. For the exact dates of each semester, please check here: <http://www.jcu.edu/avp/academiccalendar.htm>

PROMOTING OUR PROGRAMS and YOURS:

Please review the information on our website: www.jcu.edu/global for your institution. If you would like any of the language altered, we can easily do that. Please share with us any official logos or other photographs you would like to appear on our website. We can also host documents on our web server, such as course listings or descriptions, guides for international students, promotional booklets, application forms, pre-semester language programs, etc. We have a separate page just to list summer programs; if you would like your program listed, please let us know.

We encourage our outgoing students to promote John Carroll University on your campus as an exchange possibility. Please encourage your outgoing students coming to John Carroll University to promote your own university as an exchange destination.

Of course, if you have any questions or concerns that are not addressed by this document, please do not hesitate to contact us at global@jcu.edu or dkleinberg@jcu.edu

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