



UNIVERSITY OF MARYLAND

University of Maryland, College Park Exchange **INFORMATION SHEET** for AY 2014-2015

Overview – The University and Location:

The college experience is about stretching your brain muscles, about exploring new ideas, about self-discovery. There's no better place to do it all than the University of Maryland, one of the world's top-ranked public research institutions. With more than 100 majors as well as customized programs, UMD has something to match everyone's interests. You'll find high-tech labs, world-class performing arts, a hugely popular athletics program and school spirit that can't be beat. UMD is also a member of Universitas 21, a global alliance that ensures quality university outcomes through international benchmarking.



Located just outside Washington, D.C., the campus is a 1,250-acre oasis in suburban College Park, with green lawns, shady oak trees and stately architecture. The campus is a short Metro ride from all the culture and opportunities of such an international city—including dozens of embassies and potential internships at places like the National Institutes of Health, the World Bank and the International Monetary Fund. You'll be a car, bus or train ride from Annapolis, Baltimore, Philadelphia and New York (not to mention within 45 minutes of three major airports). And the university's shuttle buses make it easy to get around College Park, with its eclectic hangouts and cool vibe.

Discover the University of Maryland. Awaken your inner turtle.

What is a Terp?

Terps are University of Maryland students, alumni, fans, and supporters. It's short for Terrapins, named for the diamondback terrapin, or turtle, indigenous to the state of Maryland. At the University of Maryland, we call the terrapin mascot Testudo and we proudly say, "Fear the Turtle!"

Fast Facts

- 73 ACADEMIC PROGRAMS RANKED IN THE TOP 25 IN THE US
- IN THE TOP 20 AMONG U.S. PUBLIC RESEARCH UNIVERSITIES IN THE US
- 26,538 undergraduate students / 4,123 total faculty / 319,000+ alumni
- 1:1 male-female ratio / 1,250-acre campus



Contact Information

Contact details of the persons responsible for Incoming students (name, title, e-mail, phone and fax):

Chris Olson, Coordinator
Interim Exchange Coordinator, Incoming Exchange, University of Maryland
Incoming and Outgoing Exchanges with the Smith School of Business
University of Maryland
Smith School of Business
Office of Global Initiatives
2410 Van Munching Hall
College Park, Maryland 20742
United States
colson@rhsmith.umd.edu
TEL: 001-301-405-4824

Jane Fines, Director; Incoming and Outgoing Exchanges with the A. James Clark School of Engineering
University of Maryland
A. James Clark School of Engineering
International & Leadership Programs
1131 Glenn L. Martin Hall
College Park, Maryland 20742
United States
jfines@umd.edu
TEL: 001-301-405-3857

In case of emergency after hours, please contact the University of Maryland Police at
001-301-405-3555.

Website for Exchange students:

<http://international.umd.edu/studyabroad/12670>

Academic Calendar for 2014-2015

1st Semester (Fall): 2 September to 20 December, 2014
2nd Semester (Spring): 26 January to 20 May, 2015
Full Academic Year (Fall and Spring): 2 September, 2014 to 20 May, 2015

Orientation for exchange students usually begins a week prior to the start of the semester/first day of classes. *The above dates include final exams.*

The Smith School of Business academic calendar differs from the general UMD calendar. Please contact the Smith School of Business Office of Global Initiatives for more information.

Link to Academic Calendar Online: <http://www.provost.umd.edu/calendar/>

Application Process

Application Period for Admission:

Fall Term (1st semester): December 15 to April 1, 2014

March 1 - Best consideration deadline. Students who send applications by this deadline will be able to register for Fall 2014 classes as early as possible. UMD cannot guarantee that students will be able to register for their first choice of classes. Students should choose a list of alternates.

April 1 - Final deadline for submitting applications for study in the Fall.

Spring term (2nd semester): August 15 to November 1, 2014

October 1 - Best consideration deadline. Students who send applications by this deadline will be able to register for Spring 2015 classes by the beginning of November. UMD cannot guarantee that students will be able to register for their first choice of classes. Students should choose a list of alternates.

November 1 - Final deadline for submitting applications for study in the spring.

Application Website:

<http://international.umd.edu/studyabroad/1211>

Steps for Application & List of the Documents Required for Admission:

Please read the following instructions very carefully, as some procedures have changed slightly.

Forms and detailed instructions can be found online.

****Exchange students do not have to pay any application fees. Any application fees that are charged to their UMD student accounts or that they need to pay up-front to submit an application will be refunded.****

STEP 1:

The exchange coordinator or advisor at the student's home university must submit the UMD Nomination Form by completing the following steps:

1. Confirm the number of students you are nominating with the UMD Exchange Coordinator.
2. If needed, upload the latest free version of Adobe Reader from the [Adobe website](#).
3. Download the [UMD Nomination Form](#)
4. Complete the fields and **email** the completed form to the appropriate [Incoming Exchange Contact](#).
5. Save a copy of the form for your own records.

*** The form has space for only three nominees. If you are nominating more than three students, you can complete and submit the form more than once.

Exchange advisors can save a copy of the form for their own records.

STEP 2:

As soon as the nomination has been confirmed, which can take up to one week, the UMD Education Abroad Office will create a student account for the incoming exchange student on the exchange application system, "MyEA." MyEA is the application system that the University of Maryland uses to manage student applications and important post-acceptance materials and resources.

MyEA will automatically generate a message to the student including a temporary log in and password that is only valid for 24 hours. Students must log into MyEA within 24 hours to change their password. Once the student has done so, he or she can access the complete UMD exchange required application forms,

submissions and readings. Each student's application will not be considered complete and will not be reviewed until all of the forms and submissions have been completed as requested.

STEP 3:

Students submit application documents through MyEA. Application materials on MyEA consist of the following:

1. Completed and signed Undergraduate Exchange Student Online Application Form or Graduate Application Online Application Form (Instructions on how to complete the applications are included)
2. Photocopy of the photo, personal information *and signature page* of your passport
3. DS-2019 Verification Form
4. Proposed Courses Form (students need to read the instructions provided before completing the form)
5. Current original transcript with translation to English and grade translation scale demonstrating the equivalent of a 3.0/4.0 GPA grade scale.
6. Proof of English Proficiency demonstrating the following qualifications:
 - TOEFL IBT: Total Minimum Score: 90; Minimum Sectional Scores: 22
 - IELTS: Total Minimum Score: 6.5; Minimum Sectional Scores: 6.5
 - Students must provide a copy of their TOEFL or IELTS test results with their application.
 - ***** Please note: Students who do not meet the above qualifications will not be admitted provisionally and will not be accepted as UMD exchange students.***
 - *Please note that students are exempt from providing the English language proficiency documentation listed above if they fall under one of the following categories:*
 - Native English speakers
 - Students who have received a degree from an institution of higher education in the United States (official transcript from U. S. institution is required)
 - Students who have completed at least 7 years of education at an institution in an English-speaking country (official documentation of enrollment in this institution must be provided)
 - Students from exchange partner institutions in non-native English speaking countries where students are taking ALL of their classes in English toward their degree program. Nominated exchange students must have completed at least one-year of course work at their home institution before studying at UMD. UMD will need an official letter from the student's home institutions confirming that the student's entire degree program is taught in English.
 - If non-native English speaking students are taking their degree program at an institution in an English-speaking country where all of their classes are in English and they have studied at that institution for one year.

7. Proof of Financial Support showing an available minimum balance of:

- The proof of finance amount that students will need to show they have access to for study during the Fall 2014 semester only is \$7,000. Students studying for the entire academic year (Fall and Spring) are required to show \$15,750 in funds.
- Students can demonstrate proof of financial support in the following ways:
 - A bank statement on bank letter head signed by a bank official with the applicant's full name listed as the account holder (first and last name).
 - If the bank statement is not in the matriculating student's name, a letter of support must be submitted and signed by a sponsor stating that the sponsor is accepting full financial responsibility for the applicant accompanied by a bank statement on bank letter head signed by a bank official with the sponsor's full name listed as the account holder.
 - A scholarship letter from the sponsoring organization listing the amount of the award and the student's full name (first and last name).
- **Please note:** Bank statements or letters must be dated within 6 months of the date the application is submitted. Applicants cannot submit statements from investment accounts or loan agencies. It must be a regular checking or savings account from which applicants or sponsors can withdraw money at any time.

****Again, each student's application will not be considered complete and will not be reviewed until all of the forms and submissions have been completed as requested on MyEA.****

Once a student's application is complete, it may take up to 3 weeks for UMD to process the application and send the student's acceptance letter. Applications will be reviewed starting in mid-February for Fall 2014 admissions.

Visa Requirements

Exchange Student Visa Requirements:

J-1 (Exchange Visitor) Visa

Exchange students should apply for a J-1 visa. The [J-1 visa](#) is used for educational and cultural exchange programs at the University of Maryland. Students on J-1 visa typically come to the United States to study for a shorter period of time - one to two semesters. Exchange students should apply for a J-1 visa.

Please see the following link for more details on how to apply for the J-1 visa:

<http://www.international.umd.edu/ies/3671>

Arrival & Orientation

Arrival Guide:

International Student & Scholar Services (ISSS) has created an arrival guide for all international students studying at UMD that includes information about academics, related campus activities, communication, money/banking, climate, cultural considerations, housing, safety & security, transportation, and more.

The Arrival Guide is available online: <http://www.international.umd.edu/ies/7270>

Suggested Arrival:

Students are given instructions on how to get to campus from the various international airports in the metro DC area on their MyEA post- acceptance materials.

Undergraduate students who live on campus are given permission to move into their accommodations the day before International Student Orientation begins.

Students who are living off-campus are suggested to arrive a few days prior to International Student Orientation to search for housing, if necessary.

All J-1 visa exchange students can enter the U.S. up to 30 days prior to the start date of the period of coverage listed on the Certificate of Eligibility for Exchange Visitor (J-1) Status form. Students should see section 3 of the form to check their beginning and end period of coverage.

Orientation:

All exchange students must attend the required International Student Orientation at the beginning of each semester. Students who are attending UMD for the full-year only need to attend the orientation and check-in once.

The orientation takes place over the course of 3 days and begins about a week before the first day of classes for the semester. The following topics are addressed: academics, student code of conduct, housing, immigration, campus tour, health & safety, adjusting to American cultures. Students will also be provided with the opportunity to do an excursion to DC.

Please see link for more details: <http://www.international.umd.edu/ies/14631>

Courses, Registration & Transcripts

Language of Instruction:

All classes are taught in English.

Required Number of Credits/Units of Study:

J-1 exchange students must be registered full-time for the Fall and Spring semesters.

Undergraduate exchange students must take a minimum of 12 credits per semester, which is typically the equivalent of 4 courses.

Graduate exchange students must take a minimum of 48 units per semester, which is typically the equivalent of 3 courses. Please refer to www.testudo.umd.edu/soc/fulltime.html for more information regarding units.

Courses taken for AUDIT do NOT generate credits (or graduate units) and CANNOT be used in calculating full-time status. Students who are unable to enroll full-time because of an extraordinary health or academic reason must obtain approval from an international student advisor BEFORE dropping or withdrawing from a course. The deadline to obtain approval from an ISSS advisor is the last day of the schedule adjustment (Drop/Add) period. U.S. Citizenship and Immigration Services (USCIS) does not require students to be enrolled during their annual vacations (summer and winter) unless it is their final term.

Grading Scale and Course Levels:

Grading Scale

Letter Grade	Quality Points (Grade Point Average)	Description
A+	4.0	denotes excellent mastery of the subject and outstanding scholarship.
A	4.0	
A-	3.7	
B+	3.3	denotes good mastery of the subject and good scholarship.
B	3.0	
B-	2.7	
C+	2.3	denotes acceptable mastery of the subject and the usual achievement expected.
C	2.0	
C-	1.7	
D+	1.3	denotes borderline understanding of the subject. These grades denote marginal performance, and they do not represent satisfactory progress toward a degree.
D	1.0	
D-	0.7	
F	0	denotes failure to understand the subject and unsatisfactory performance.

Course Levels

Course numbers at UMD have a 4-letter academic department code followed by a three-digit course number.

The course numbers indicate the following:

- 000-099: Non-credit courses.
- 100-199: Primarily freshman undergraduate courses (not acceptable for graduate students)

- 200-299: Primarily sophomore undergraduate courses (not acceptable for graduate students)
- 300-399: Junior and senior undergraduate courses (not acceptable for graduate students)
- 400-499: Junior and senior undergraduate courses (acceptable for graduate students; however, the number of such credits is limited based on Graduate School policies)
- 600-898: Courses restricted to graduate students

List of Course Offerings and Registration Guide:

Exchange students can select from thousands of course offerings over 10 colleges. A complete list of current course offerings can be found on the UMD Testudo registration site: <https://ntst.umd.edu/soc/>.

Registration Guide: <http://registrar.umd.edu/current/registration/registration.html>

Directed registration instructions for exchange students are provided in the post-acceptance materials on MyEA.

Restricted Areas of Study:

It is very ***strongly recommended that students should apply by the best consideration deadline*** so that the UMD Exchange Team is able to request an early registration time for incoming exchange students. The earlier the registration time, the more likely students are able to register for the classes that they need.

Generally, UMD students do not take more than 2 or 3 classes within their major discipline of study during the semester. Exchange students should plan to take a few elective classes as well as 2 or 3 classes in their major discipline of study. Students are expected to select their first choice classes and an alternative class list with their application. We cannot guarantee that students will be able to register for particular classes at UMD.

The following departments or schools have high enrollment demand and limited space in classes. Consequently, students will need to have maximum flexibility in course choices from these departments. The UMD Exchange Team will make every effort to place students in classes within the following departments; however, we cannot guarantee registration. These departments are as follows:

- Architecture
- Biological Sciences, Biochemistry, Chemistry, & Environmental Sciences and Policy-Biodiversity and Conservation
- Business (*only business majors from institutions that have an specific exchange agreement with the Smith School of Business may pre-register for business classes*)
- Communication
- Computer Science
- Criminology & Criminal Justice
- Economics
- Engineering (*only engineering majors from institutions that have an specific exchange agreement with the A. James Clark School of Engineering may take engineering classes*)
- Government & Politics

- Journalism
- Landscape Architecture
- Psychology

Transcripts:

One official UMD academic transcript is mailed to the international office at the student's home university after they have completed their entire academic course at UMD. Please allow up to a month for the transcripts to arrive.

Expenses & Budgeting

Additional Expenses & Sample Budget:

Students are waived from paying tuition fees, most mandatory student services fees, and application fees to UMD. Incoming students will be required to pay a student activity fee to UMD. This fee will be automatically charged to the student's UMD account. Information regarding the student activity fee will be updated every year on the [UMD Bursar website](#).

Students are also responsible for housing & food costs, books for classes, visa application fees, any health center visit costs, health insurance policy costs, and additional exchange student activities that are not free.

Below is a sample budget for one semester to give students an idea of on-site expenses. **Please note, the budget below is an estimate and will not necessarily apply to all students:**

SEVIS J-1 Visa Application Fee: \$180 USD

UMD Student Activity Fee: \$37.00 USD per semester

Housing:

On-campus – \$3084 USD per semester

Off-campus – \$850 USD per month

Food:

On-campus – \$2088 USD per semester

Off-campus – \$400 USD per month

Books/Supplies: \$600

Personal expenses (including local travel & entertainment): \$400 USD per month

UMD SHIP Health Insurance: \$650 USD per semester

For arrival expenses the International Student & Scholar Services office suggests the following:

“You should budget at least \$1000 for your first week here to cover such expenses as hotels, taxis and general setting-up costs. Try to bring the majority of your money as credit cards or traveler's checks.”

More information about Money & Banking can be found in the [ISSS Arrival Guide](#).

Accommodations & Dining Services

On-Campus Accommodations for Undergraduate Students:

Undergraduate students ARE guaranteed housing as long as they complete the online housing application the [Department of Resident Life website](#). Instructions on how to apply for on-campus housing are provided in the post-acceptance documents on MyEA. Students can only apply for housing after they have been accepted and assigned a student and university ID number.

Housing fees depend on the type of housing that is assigned – see Department of Resident Life website for costs (<http://www.resnet.umd.edu/housing/housingfees/>)

Some on-campus accommodations do not have kitchen facilities. In these cases, students are required to purchase a meal plan and do not have the option of waiving out of an on-campus meal plan.

Students who are assigned to on-campus accommodations with a kitchen, can opt out of a meal plan.

For more information on meal plan options and costs, please see the Dining Services section below.

Off-Campus Accommodations for Graduate Students:

Graduate students ARE NOT provided with on-campus housing. Graduate students are assisted with finding off-campus accommodations through resources provided by the [Off-Campus Accommodations Office](#). This office provides students with a searchable database of rooms and apartments that are available for rent in College Park and the surrounding communities.

There are guides about how to conduct your housing search, safety & security, apartments located on Shuttle-UM routes, the local communities, signing a lease, how to find a roommate, and much more.

Dining Services:

There are many dining services and facilities available on-campus. Students living on or off campus can purchase different types of dining plans to fit their needs. (<http://dining.umd.edu/>)

Information about available meal plans can be found [here](#).

Health Services, Insurance & Vaccinations

Health & Counseling Services:

UMD has excellent health care facilities available for students. Please view the University Health Center website for more details on available services: <http://www.health.umd.edu/>

The UMD Counseling Center provides free and confidential services by professional counselors to all UMD students (<http://www.counseling.umd.edu/>).

Health Insurance Requirement for Exchange J-1 Students:

Health insurance with emergency evacuation and repatriation is required. Students are not required to buy UMD health insurance as long as their personal insurance meets the standards below. (<http://www.international.umd.edu/ies/123>)

All J-1 visa holders must hold health insurance that meets these requirements:

- \$50,000 (minimum) for each accident or illness.
- \$10,000 (minimum) for the expenses of your travel, if a doctor advises you to be sent home because

of a serious illness or injury.

- \$7,500 (minimum) in benefits to send your remains to your home country for burial, if you should die in the United States.
- \$500 (maximum) deductible per accident or illness.
- Waiting period for pre-existing conditions must be reasonable by current standards in the insurance industry.
- The policy must be backed by the full faith and credit of your home country government or the company providing the insurance must meet minimum rating requirements established by USIA (an A. M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above, a Standard & Poor's Claims-paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above).

Proof of insurance must be submitted to International Student & Scholar Services office within 30 days of entering the US.

Students can learn more about SHIP health insurance offered by the University of Maryland at the following website: <http://www.firststudent.com/>. If exchange students determine that they need or want to sign up for UMD SHIP health insurance, they can sign up during orientation week. The UMD Exchange Coordinator in Education Abroad in 3122 Susquehanna Hall provides students with a proof of enrollment letter, which should then be taken to the UMD Health Center to sign up for SHIP health insurance. Students are expected to pay for SHIP health insurance upfront. The cost per semester for UMD SHIP health insurance is at approximately \$650.

General FAQs about health insurance can be found here:

http://www.health.umd.edu/general_insurance_faq

Please see the following links for more information <http://www.international.umd.edu/ies/123> & <http://international.umd.edu/ies/7277>.

Vaccinations:

All students must have measles, mumps and rubella (MMR) vaccine, and international students must have had a tuberculosis (TB) test within the past six months (<http://international.umd.edu/ies/7277>).

Students are required to turn in a completed and signed [Immunization Form](#) before the first day of classes. A physician needs to sign the form. If students are unable to get all of the required vaccinations before arriving in the US, they can get vaccinated at the UMD Health Center or at local facilities for a fee.

Campus Life

On-Campus Facilities & Resources:

UMD exchange students have access to a number of [recreation facilities on-campus](#), including the Eppley Recreation Center, which has a full gym with group fitness classes, Outdoor Aquatic Center, Outdoor Recreation Center, and an Adventure Complex.

There are a few other smaller gyms located across campus and intramural sports clubs.

[The Adele H. Stamp Student Union](#) (known as The STAMP) is located at the heart of the campus and has food, events, shops & services, and entertainment facilities.

In addition, UMD has a [career center](#), [health center](#), [counseling center](#), [disabilities support services](#), [fraternity and sorority life](#), [eight libraries](#), [several campus diversity offices](#), and [hundreds of student organizations](#).