

**Information for Incoming Exchange Students
To
Brooklyn College, City University of New York**

Brooklyn College welcomes exchange students from its participating partners to our campus for a semester and/or the academic year. During the application process, exchange students to Brooklyn College will receive information from at least two different Brooklyn College Offices—the IEGE (International Education and Global Engagement) which manages BC exchanges and out-going students, and ISS (International Student Services) which assists in all matters of admission, visa documentation, course registration, international student orientation (shared responsibility) and, in general, your soft landing on the Brooklyn College campus.

Exchange partners with Brooklyn College as of 2017:

We are in the process of developing partnerships with universities abroad. Our current exchange partners are:

- John Cabot University (Rome, Italy)
- Universitat Autònoma de Barcelona
- University of Sussex (United Kingdom)
- Edinburgh Napier University (Scotland)
- Glasgow Caledonia University (Scotland)
- ISG (Business School) (France)
- Université Paris—Dauphine (France)
- City University of Hong Kong—College of Sciences and Engineering
- Dongguk University (South Korea)

If your institution is not on this list, check with your home institution study abroad office to see if your institution has recently partnered with Brooklyn College.

Overview of Admission process:

- 1) Exchange students apply through their home university's study abroad office for study at Brooklyn College as an exchange student. Once you have been accepted, you will be nominated by your home institution to IEGE at Brooklyn College. Please check with your home institution to see if you are expected to submit the J-1 application directly to IEGE or if they will send it for you. Be sure to include all supporting documentation as incomplete applications cannot be processed.
 - Application deadlines to IEGE:
 - April 1 for the following fall term/academic year
 - Nov 1 for spring term
- 2) IEGE will review your application and notify you and your home institution of accepted students. Your application then is forwarded to Office of International Student Services (ISS).

- 4) ISS will send electronically an official admission letter and a packet of forms that you will need to complete and return to ISS. Then the DS2019 for the J-1 visa will be processed and sent to the email address you have indicated on your application.
- 5) Once you have completed and returned all the forms, your DS 2019 will be sent by a special mail service. (There may be a charge to you of approximately \$60). Immediately review the DS 2019 for accuracy and note the date you are expected to arrive in the U.S.
- 6) As soon as you have determined the DS 2019 is accurate, make an appointment with the US Embassy for a visa interview and to obtain your visa. You will be required to pay a SEVIS Fee of about \$180 (semester) or \$380 (academic year).
- 7) The date of your required arrival in the US is indicated on the DS2019. The date is generally two-three weeks prior to the start of classes.
- 8) We really look forward to meeting you here at Brooklyn College!

Academic offerings at Brooklyn College

Incoming exchange students may choose from any of the courses offered, if prerequisites are met. And space is available.

To locate classes of interest to you for the term you will be studying at Brooklyn College as an exchange student, you will probably need to use two sources of information: The College Bulletin and for the specific term you will be at Brooklyn College, the Schedule of Classes.

Both documents can initially be accessed at:

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

1. College Bulletin: Scroll down the above link to locate the Undergraduate Bulletin for the year you plan to study (or the previous year). Here you will find descriptions of courses offered by the different departments, as well as a large amount of information on opportunities at Brooklyn College.
2. Schedule of Classes: The schedule of classes will inform you of courses being offered for a specific term. Go to the top right of the page of the link above and click on the term of interest. If the schedule of classes is not posted as a PDF file, then it has not been finalized. However, you can find currently listed courses by clicking on the CUNYfirst link right below and do the following:
 - Go to the top of that page and click on “Current Students”
 - On the left side, click on “Class Schedule”
 - Next to “institution”, select Brooklyn College and for “Term”, select the term that you wish to study at Brooklyn College
 - Choose a “Subject” (can repeat in additional searches)
 - Scroll to the bottom and click on “search” (Repeat for related courses).

The results will give you the coursework in a specific department. Courses of interest may be offered in different departments (Communications, English, Film, etc.) and you are welcome to choose courses from any field. Another method of locating classes is to go to the academic department websites and look for undergraduate courses.

When submitting your exchange application for study at Brooklyn College, please provide a carefully selected prioritized list of six to eight courses that includes both the course number and the

course name. Please note that, in general, the 1000 numbers refer to introductory courses, 2000 to second year, etc. It is important that you pick classes that match your needs at your home institution (talk with your advisor there). In choosing classes for a specific field, review the list on the departmental website and contact the head of the department or program should you have any questions. The faculty directory can be found at the bottom of Brooklyn College's home page.

English proficiency

For exchange students coming from countries whose official language is not English, they should take the TOEFL or IELTS test to ensure that the level of English is sufficient to intensively read and discuss in English in your classes and are able to write papers in English. Exchange students may also confirm their level of English with a signed letter on by an English-speaking professor that certifies the level of English.

How to apply as an exchange student coming to Brooklyn College

Once you are accepted by your home university as an exchange student to Brooklyn college, please scan to IEGE@brooklyn.cuny.edu or send a hard copy to IEGE, 1108 Boylan Hall, 2900 Bedford Ave, Brooklyn, New York 11210:

- A completed J-1 visiting student application. You will find the required forms at: <http://www.brooklyn.cuny.edu/web/admissions/international.php> on the lower right part of the page and labelled visiting international students AND all additional documentation requested in the above form.
- A statement of why you wish to study at Brooklyn College and what you plan to get out of the experience.
- A résumé
- A list of 6-8 courses, in order of preference, including the course number and name for each course.

After review and acceptance of your initial application by IEGE, you may be asked to provide additional documentation. from the Office of International Student Services.

Important Dates and Academic Calendar

Mid August	Expected arrival in Brooklyn is indicated on the DS 2019 students receive to enter the US.
Last week of August	One-day mandatory orientation
Fall classes begin	Last Thursday of August
Third Thursday and Friday in November	Thanksgiving holiday
Early December	Fall Classes End
Early December through December 23	Fall Exam Period
December 24-January 2	Holiday break
Early January through last Wednesday	Winter Intersession (Classes are optional)
Mid January	Expected arrival for new spring term students with pre-arranged housing
Last week, January	One day mandatory orientation for new exchange students during last week in January

Last Thursday, January	Spring term classes begin
One week in April	One-week spring break (dates vary according to Passover date)
Mid May	End of classes
Last week of May	Final exams
End of May	End of spring term
June	Summer I term
Early July-August	Summer II term

Notes: Exchange students who opt to take additional coursework during the winter intersession (January) will not be charged additional tuition and fees. There are single vacation days throughout the academic year. Generally, classes are not held on Friday. Some classes are held on Saturday and Sunday.

When to arrive in the US and at Brooklyn College

You must arrive on the date indicated on the DS2019, which will be two to three weeks prior to the beginning of the term. Prior to your arrival, you will receive information on the J-1 orientation and welcome workshop at which attendance is required. Please note these dates on your calendar.

Housing

Exchange students find housing through a variety of sources such as friends, family, or online resources such as Airbnb, Sara's Homestay, and Craig's List. Most students find shared housing Brooklyn, or in another borough of New York City. Some choose to stay in a privately-run residence hall near campus. It is important that wherever you choose to live, your lodging will be near transportation that will get you quickly to the College and to areas of interest to you in the New York City area. Keep in mind that rental housing is in high demand and go quickly. It is very difficult to rent an apartment as an international student unless you have a U.S. based guarantor. The subway lines that have stops closest to the College are the #2, #5, the "Q" and the "B". There are also buses that bring you close to campus. An MTA monthly pass applies to buses and subways. Remember that long commuting time can reduce time available for study and social activities. Below is a quick reference to some of the resources that may assist you to locate housing for your stay and studies at Brooklyn College:

- Tips on finding an apartment in New York City
<http://www.wikihow.com/Hunt-for-an-Apartment-in-New-York-City>
<http://www.nakedapartments.com/blog/average-rental-prices-in-nyc/>
- Websites of interest for the apartment search
 - Craig's list: (look for brk) <http://newyork.craigslist.org/>
 - Rent Jungle: (www.rentjungle.com/)
 - Airbnb: www.airbnb.com/
 - Time Out suggestions: <http://www.timeout.com/newyork/style-design/the-best-apartment-hunting-websites-and-apps>
 - Sara's Homestay: www.sarahomestay.com
- Residence Hall near Brooklyn College
<http://www.1kenilworth.com/>
- New York City transit information for subways and buses
www.mta.info

Health insurance

Health care is very expensive in the U.S. For this reason, all J-1 visitors and their dependents are required to have a valid health insurance policy to cover their stay in the U.S. Information on policy requirements will be included in the DS2019 packet you will receive from ISS.

For initial health concerns and most immunizations, all students have access to the health clinic on the Brooklyn College campus.

Costs and Budget

The budget below is an estimate of the minimum amounts needed to live in NYC for a semester and an academic year. Updated and usually increased costs are published in April of each year for the following September and will be reflected on your Declaration and Certification of Finances form (from Office of International Student Services (ISS)). The costs are based on current student reports of expenses in New York City. Some students feel that an additional 10-20% is desirable, but this varies according to personal wants. In addition, students will need to add in the costs of the visa, SEVIS fees and round-trip airfare. While exchange students are exempt from paying Brooklyn College tuition and fees, they are responsible for library fines and Course Material Fees. Course Materials Fees are common additional charges for courses in Film, Biology, Chemistry, Education, Art, Health and Nutrition and Kinesiology, among others. Failure to pay these charges will result in a block on further registration and transcript processing at the end of term. Course Material Fee charges can be found at:

<http://www.brooklyn.cuny.edu/web/about/offices/bursar/tuition/defintion/materials-fees.php>.

Expenses for an Undergraduate Exchange Student to Brooklyn College 2017-18

Item	One Semester	Two Semesters
Books and supplies	\$ 682	\$ 1,364
Metro/Bus Card	527	1,054
Personal expenses	2,171	4,342
Housing (shared apartment)	5,193	10,386
Food (at home)	1,050	2,100
Lunch (out)	616	1,232
Health Insurance	<u>500</u>	<u>1,000</u>
Total Estimate for One Semester	\$10,739	\$ 21,478

Note: These budgets do not include costs such as telephone calls, transportation to and from your country of origin, etc. It is highly recommended that you budget 10% more than what is estimated.

Visa Information

Exchange students will study at Brooklyn College on a J-1 student visa. Once you have been accepted by the Office of International Education and Global Engagement (IEGE), your application will be forwarded to the Office of International Student Services (ISS) where your formal admission to Brooklyn College will be facilitated. ISS will send electronically an official admission letter and a packet of forms that you will need to complete and return to ISS. Your DS 2019 will be prepared and be sent by a special mail service. (There may be a charge to you of approximately \$60).

Immediately review the DS 2019 for accuracy and note the date you are expected to arrive in the U.S. As soon as you have determined the DS2019 is accurate, make an appointment with the US Embassy for a visa interview and to obtain your visa. You will be required to pay a SEVIS Fee of about \$180 (semester) or \$380 (academic year). The date of your required arrival in the US is indicated on the DS2019. The date is generally two-three weeks prior to the start of classes.

Useful Contact Information

Brooklyn College

Office of International Education and Global Engagement (IEGE), for information on exchanges and support

1108 Boylan Hall

Brooklyn College

2900 Bedford Avenue

Brooklyn, New York 11210

Tel: 718-951-5189

Email: iege@brooklyn.cuny.edu

Web: www.brooklyn.cuny.edu/internationaleducation

International Student Services (ISS), for visa, admissions and required financial documentation

235 West Quad Center

Brooklyn College

2900 Bedford Avenue

Brooklyn, New York, USA 11210

P: +1 718.951.4477 | F: +1 718.951.4287

Email: international@brooklyn.cuny.edu

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