

# EXCHANGE STUDENT FACT SHEET



**A.B. Freeman School of Business**

**Tulane University**

<b>I. General Information</b>	
<i>Institution Name</i>	A. B. Freeman School of Business, Tulane University
<i>Address</i>	Goldring Woldenberg Business Complex, Suite 220 7 McAlister Drive New Orleans, LA 70118 USA
<i>University Website</i>	<a href="http://tulane.edu/">http://tulane.edu/</a>
<i>Business School Website</i>	<a href="http://www.freeman.tulane.edu/">http://www.freeman.tulane.edu/</a>
<i>Inbound Exchange Website</i>	<a href="http://freemanabroad.tulane.edu/?go=exchange">http://freemanabroad.tulane.edu/?go=exchange</a>
<i>Dual Degree Website</i>	<a href="http://freemanabroad.tulane.edu/?go=dualdegree">http://freemanabroad.tulane.edu/?go=dualdegree</a>
<b>II. International Programs Office Contacts</b>	
<i>Associate Director</i>	Ms. Mary Hicks – <a href="mailto:mhicks4@tulane.edu">mhicks4@tulane.edu</a>
<i>Senior Program Coordinator</i>	Ms. Lauren Bix – <a href="mailto:lbix@tulane.edu">lbix@tulane.edu</a> Contact for inbound exchange students
<i>Senior Program Coordinator</i>	Mr. Aaron Forbes – <a href="mailto:afortbes@tulane.edu">afortbes@tulane.edu</a> Contact for outbound exchange (study abroad) students
<i>Office Email</i>	<a href="mailto:freemanabroad@tulane.edu">freemanabroad@tulane.edu</a>
<i>Office Phone</i>	(+1) 504-865-5438
<i>Office Fax</i>	(+1) 504-862-8770
<b>III. Student Application Procedure</b>	
<i>Eligibility Criteria</i>	<p>Students must:</p> <ul style="list-style-type: none"> <li>• Have successfully completed at least one-year full-time study at the home institution;</li> <li>• Be in good to excellent academic standing at the home institution;</li> <li>• Meet all admission or specific requirements of their home institution;</li> <li>• Be proficient in English (TOEFL minimum of 90; IELTS minimum of 6.5)             <ul style="list-style-type: none"> <li>• Native speakers do not need to submit test scores. Students whose degree programs are entirely taught in English can submit a letter from the home university.</li> <li>• Test should be taken within the last 2 years</li> </ul> </li> </ul>
<i>Nomination Procedure</i>	Exchange Coordinator at your University sends student nomination via e-mail (including name as written exactly on students' passport, date of birth, email address, gender, study period at Tulane and level of study) to: <a href="mailto:freemanabroad@tulane.edu">freemanabroad@tulane.edu</a> .

<i>Nomination Deadlines</i>	<ul style="list-style-type: none"> <li>• Spring Semester (January – May): <b>September 20</b></li> <li>• Fall Semester (August – December): <b>February 20</b></li> </ul>
<i>Application Procedure</i>	Nominated students will receive an email with instructions to submit application forms online. All required application forms & documents must be received by the deadlines.
<i>Application Deadlines</i>	<ul style="list-style-type: none"> <li>• Spring Semester (January – May): Phase I of the application is due <b>October 5</b></li> <li>• Fall Semester (August – December): Phase I of the application is due <b>March 5</b></li> </ul>
<i>Application Requirements</i>	<p>Phase I:</p> <ul style="list-style-type: none"> <li>• Buddy Program Participation Form (optional, but highly recommended)</li> <li>• Application Form</li> <li>• Academic Objective Form</li> <li>• Proof of Financial Support (at least \$10,000 per semester at Tulane)</li> <li>• Copy of Your Passport</li> <li>• Your English Language Score (TOEFL, IELTS, etc.) or a Letter</li> <li>• The letter must be from your university stating that the language of instruction in your classes is English if you are not a native English-speaker</li> <li>• Your University Transcripts in English</li> <li>• Mandatory Health Insurance Selection</li> </ul> <p>Phase II due 2 weeks later:</p> <ul style="list-style-type: none"> <li>• Current Courses</li> <li>• Course Prerequisites</li> <li>• Course Preferences</li> <li>• Code of Academic Conduct</li> <li>• Code of Student Conduct</li> </ul> <p>Phase III due on or after orientation start date:</p> <ul style="list-style-type: none"> <li>• Proof of Immunization Compliance</li> <li>• Online Incoming Exchange Required Pre-Orientation</li> <li>• In-Person Freeman Abroad Exchange Orientation</li> </ul>

#### **IV. Important Dates**

<i>Academic Calendars</i>	<a href="http://registrar.tulane.edu/academic-calendar">http://registrar.tulane.edu/academic-calendar</a>		
<b>Fall Semester 2023</b> <b>ALL DATES SUBJECT TO CHANGE</b>	<b>Undergraduate</b>	<b>Graduate (MBA)</b>	
Recommended Arrival	Monday, August 14	Monday, August 14	
Orientation ( <u>attendance required</u> )	Tuesday, August 15	Thursday, August 17	
Classes Begin	Monday, August 21	Monday, August 21	
Labor Day Holiday	Monday, September 4	Monday, September 4	
Fall Break	Thu Oct. 5 to Oct. 8	Sat, Sep 30 to Oct. 8	
Thanksgiving Break	Mon, Nov. 20 – Nov. 26	Mon, Nov. 20 – Nov. 26	
Last Day of Classes	Friday, December 8	Friday, December 8	
Exam Period	Mon, Dec. 11 – Dec. 16	Mon, Dec. 11 – Dec. 16	

<b>Spring Semester 2024</b> <b>ALL DATES SUBJECT TO CHANGE</b>	<b>Undergraduate &amp; Graduate (MBA)</b>
	Recommended Arrival <i>Monday, January 8</i>
	Orientation (attendance required) <i>Thursday, January 11</i>
	MLK Holiday <i>Monday, January 15</i>
	Classes Begin <i>Tuesday, January 16</i>
	Mardi Gras Break <i>Monday, February 12 – Tuesday, February 13</i>
	Spring Break <i>Sunday, March 23 – Monday, March 31</i>
	Last Day of Classes <i>Wednesday, May 1</i>
Exam Period <i>Saturday, May 4 – Thursday, May 9</i>	

## V. Learning Expectations

<i>Class Format</i>	Most courses are characterized by traditional U.S.-style teaching with lectures, discussions, group work (in and out of class) and written course assignments. Many of the courses require regular homework assignments and substantial preparatory reading.
<i>Course Selection &amp; Registration</i>	<p>The Tulane schedule of classes can be found online at <a href="https://classschedule.tulane.edu">https://classschedule.tulane.edu</a>.</p> <p>Undergraduate business school course descriptions can be found at <a href="https://bit.ly/2utvap9">https://bit.ly/2utvap9</a>. Graduate business school course descriptions can be found online at <a href="https://freeman.tulane.edu/node/3191">https://freeman.tulane.edu/node/3191</a>. Please note that the classes listed are not necessarily offered every semester. Refer to the Tulane schedule of classes for an updated list of course offerings.</p> <p>Students must complete the Course Preference Form included with their program application in a timely manner. Exchange students are not able to register themselves in courses. As such, our office will register students in their requested classes once registration opens.</p> <p>It is important that students ensure that they meet all prerequisites for the courses they wish to enroll in. Every effort is made to accommodate students' preferences but students must be flexible and should have some extra pre-approved courses to replace those in which we are unable to register you.</p> <p>Exchange students must be registered for at least 12 credit hours (undergraduate) or 9 credit hours (graduate) to remain in compliance with their J-1 or F-1 visa status.</p> <p>Undergraduate students should select at least 12 credits from the A. B. Freeman School of Business (ACCN, ENRG, FINE, LGST, MCOM, MGMT, MGSC, MKTG, TAXN). Classes in other departments (e.g., ECON, POLC, SOPA) require the approval of the department and/or instructor and are not guaranteed. It is not possible to take courses in PECN.</p> <p>Graduate students should select at least 9 credits from the A. B. Freeman School of Business (ACCN, ENRG, FINE, LGST, MCOM, MGMT, MGSC, MKTG, TAXN). Classes require the approval of the Director of Graduate Education. Classes in non-Freeman departments require the approval of the department and/or instructor and are not guaranteed.</p> <p>Students must confirm their registration at the beginning of each semester. Students are able to request changes to their course selection and must notify our office prior to the end of the drop/add period.</p>
<i>Syllabi</i>	If you need the syllabus for a course, please contact Study Abroad & Exchange at <a href="mailto:freemanabroad@tulane.edu">freemanabroad@tulane.edu</a>
<i>Attendance &amp; Participation</i>	Class attendance & participation is mandatory for all Tulane students, including exchange students, and is part of a student's final grade in all courses. Excessive absences may result in failing the course (receiving a grade of "F") and may jeopardize an exchange student's visa status.

<i>Academic Integrity &amp; Student Conduct</i>	Tulane students, including exchange students, are required to read and abide by the Codes of Academic and Student Conduct, which contain the standards of behavior for all students, describe the judicial process, and outline potential sanctions associated with Code violations. Violation of either Code by exchange students may jeopardize their visa status.
<i>Grading &amp; Transcripts</i>	Grading is based on the traditional American system. Grades given are from A to F, with A being the highest grade.  Transcripts are sent electronically to home institutions in February for students enrolled in the Fall semester and June for Spring semester students. Please email <a href="mailto:freemanabroad@tulane.edu">freemanabroad@tulane.edu</a> if paper transcripts are required.
<i>Examinations</i>	Most are written examinations. A final paper may be required in addition to (or in place of) a final exam.
<b>VI. Important Information</b>	
<i>Orientation</i>	<p><b>Exchange Students must attend two mandatory orientations:</b></p> <ul style="list-style-type: none"> <li>• <i>J1 or F1 International Student Orientation:</i> This orientation session is conducted by the Office of International Students and Scholars (OISS) and is <b>mandatory</b> for any student with a J1 or F1 visa. It includes general information about Tulane University and will cover all the rules and responsibilities concerning your student visa to the United States.</li> <li>• <i>Business School Exchange Student Orientation:</i> This orientation session is <b>mandatory</b> for all Exchange Students at the Business School. Topics discussed will include academics, course registration, course changes, business school resources, business school student organizations, business technology, etc.</li> </ul>
<i>Program fees</i>	The requirement to pay tuition and fees is waived with the exception of the health insurance, the health center fee at Tulane, and supplemental course fees used to support additional costs of instruction, supplies or materials. Note: as of 2019, Tulane-sponsored health insurance cannot be waived. All exchange and double degree students are required to pay for this coverage. Participating students under the terms of the exchange agreement continue to pay tuition and fees to the home institution. The home institution has the discretion to impose certain non-academic fees on its students, in order to facilitate the student exchange program. The costs of food, accommodation, travel, books, transportation, passports, visas, insurance, and personal expenses shall be borne by the participating students.
<b>VII. Service Learning and Employment</b>	
<i>Service Learning</i>	<p>Business Service Learning is an educational experience that provides students with the opportunity to apply what they are learning in class to real-world settings. Through reflection and assessment, students gain deeper understanding of course content and the importance of civic engagement. Service learning gives students the opportunity to gain hands-on experience, increase their understanding of class topics, and learn more about the diverse cultures and communities of New Orleans.</p> <p>Business Service Learning is an optional component of some Freeman business courses. More information about service learning opportunities can be found online at <a href="https://cps.tulane.edu/academics/service-learning-course">https://cps.tulane.edu/academics/service-learning-course</a>.</p>
<i>On-campus Employment</i>	<p>Exchange students on a J-1 visa are permitted to work on campus with prior authorization in SEVIS while enrolled in a full course of study. During the regular semester, students cannot work more than 20 hours per week; they must also be enrolled in classes full-time. During breaks, students can work full-time (more than 20 hours per week).</p> <p>Resources at Tulane for finding on-campus employment: <a href="#">Tulane Student Employment</a></p> <p>Resources at Tulane for finding internships / academic training opportunities:</p> <ul style="list-style-type: none"> <li>• <a href="#">Tulane Handshake</a></li> <li>• <a href="#">Tulane Career Services Job Postings</a></li> <li>• <a href="#">Tulane Career Services</a></li> </ul>

<i>Internships</i>	Exchange students on a J-1 student visa are allowed to pursue paid and unpaid internships (“academic training”) while studying in the U.S. J-1 students are eligible for one month of academic training for every month of study in the U.S. Academic training must be related to the student’s field of study (business). J-1 students may participate in academic training during or after their exchange term. During the regular semester, students cannot work more than 20 hours per week; they must also be enrolled in classes full-time. After the semester (during breaks or summer), students must work a minimum of 20 hours per week.
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**VIII. Housing**

<i>Accommodation</i>	<p>Exchange students are responsible for arranging their own accommodations. It is an independent process. Students may arrange housing after they arrive, however, some students prefer to arrange housing in advance. Note that if a student chooses not to arrange housing in advance other exchange students may already have roommates.</p> <p><b>On-Campus Housing</b> On-campus residence hall space is extremely limited. Exchange students are not guaranteed accommodations on-campus.</p> <p>On-campus housing information can be found on Tulane University’s Housing and Residence Life website at <a href="http://housing.tulane.edu">http://housing.tulane.edu</a>. <b>Important:</b> If you submit a Tulane Housing Application form, you are signing a binding contract declaring that you will live in Tulane’s residence halls and pay for the room even if you decide not to accept your housing assignment. If you later decide not to live in Tulane housing, you are not able to decline this application/contract and you will still be responsible for paying the full cost of housing for the semester plus a non-refundable application fee. There is no way to cancel your application form. Please do NOT complete a Housing Application form unless you are absolutely sure you wish to live in a dorm or apartment on campus.</p> <p>On-campus housing usually reaches 100 percent capacity, in which case exchange students cannot be accommodated on campus.</p> <p><b>Off-Campus Housing</b> Many exchange students live in off-campus apartments located in the neighborhoods around the university. Costs vary but can be less expensive than living on-campus. It normally takes at least 4 to 5 days to finalize setting up an apartment/house if you do not have housing when you arrive. Be sure to make a reservation at a hotel, hostel or Airbnb for the first few days you are in the city.</p> <p>The Freeman international programs office can connect you with landlords who regularly rent to exchange students. At your request, we can also introduce you to other exchange students looking for housemates.</p> <p>In addition to the resources provided by our office, many exchange students have found apartments through Tulane Classifieds Facebook Page (<a href="https://www.facebook.com/groups/Tulane.Classifieds/">https://www.facebook.com/groups/Tulane.Classifieds/</a>), Tulane Off-Campus Residents Association Facebook Page (<a href="https://www.facebook.com/groups/227725533953554">https://www.facebook.com/groups/227725533953554</a>), Craigslist, NOLA.com, the Gambit and local real estate companies.</p> <p>For additional off-campus housing resources, please visit the Housing and Residential Life’s off-campus housing website at <a href="http://www2.tulane.edu/studentaffairs/offcampus/resources/index.cfm">http://www2.tulane.edu/studentaffairs/offcampus/resources/index.cfm</a>.</p> <p><b>Note:</b> Study Abroad &amp; Exchange does not endorse any of the housing listed on the above links. The quality and condition of the apartments listed have not been verified by the international programs office. Individuals interested in the properties are responsible for checking the condition of the listed apartments and we recommend that students have any lease checked for free by the Tulane Legal Assistance Program before signing. Please check any housing listed in person before signing a lease or making a deposit.</p>
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