



# UNIVERSITY OF MARYLAND

## ***University of Maryland, College Park Exchange INFORMATION SHEET for 2018-2019***

### ***Overview – The University and Location:***

The college experience is about stretching your brain muscles, about exploring new ideas, and 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 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 / 6 bronze Terrapin statues

## **Contact Information**

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

Krista Uhrig, Coordinator; Incoming, balances, and agreements (exchanges except business and engineering exchanges)  
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Education Abroad  
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Office hours: Monday to Friday from 8:30am to 4:30pm

Chris Olson, Assistant Director; Incoming and Outgoing Exchanges with the R.H. Smith School of Business  
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**In case of emergency after hours, please contact the University of Maryland Police at 001-301-405-3555.**

**Website for Exchange students:**

<http://ter.ps/incomingexch>

## Academic Calendar for 2018-2019

**1st Semester (Fall):** 27 August to 18 December, 2018

**2nd Semester (Spring):** 28 January to 22 May, 2019

**Full Academic Year (Fall and Spring):** 27 August, 2018 to 22 May, 2019

**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 Programs for more information.

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

## Application Process

### ***Application Period for Admission:***

**Fall term (1<sup>st</sup> semester):** 15 December to 1 April

**Spring term (2<sup>nd</sup> semester):** 15 August to 1 November

**Fall Term:** 1 April – Final deadline; 1 March – Best consideration deadline. Students who send applications by this deadline will receive earlier registration appointments. UMD cannot guarantee that students will be able to register for their first choice of classes. Students should choose a list of alternates.

**Spring Term:** 1 November – Final deadline; 1 October - Best consideration deadline. Students who send applications by this deadline will receive earlier registration appointments. UMD cannot guarantee that students will be able to register for their first choice of classes. Students should choose a list of alternates.

It is recommended that students planning to take courses in [Limited Enrollment Programs](#) apply by the best consideration deadline.

### ***Application Website:***

<https://myea.umd.edu/index.cfm?FuseAction=Security.ExistingUserLogin>

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

**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: Nomination***

The Exchange coordinator or advisor at the student's home university must submit a Nomination Form.

Please email Krista Uhrig, [kuhrig@umd.edu](mailto:kuhrig@umd.edu), for the nomination form.

#### ***STEP 2: MyEA Portal***

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 in the 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 good for 24 hours. Students must log in to MyEA within 24 hours to change their password. Once the student has done so, he or she can access all UMD exchange required application forms, submissions, and readings.

#### ***STEP 3: Application***

**GPA requirement:** Current original transcript with translation to English and grade translation scale demonstrating the equivalent of a 3.0/4.0 GPA grade scale – **We cannot accept the original transcript directly from students. Scanned or posted transcripts must be sent by the home university to**

kuhrig@umd.edu.

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

1. Complete and sign the UMD Undergraduate Application or Graduate Application (Instructions on how to complete the applications are included in the MyEA portal)
2. Photocopy of the photo, personal information, and signature page of your passport
3. Proposed Courses Form (students need to read the instructions provided before completing the form)
4. 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. If students do not meet the minimums listed above, they will not be accepted as UMD exchange students.***
  - *Students are exempt from providing the English language proficiency documentation listed above if they fall under one of the categories below:*
    - Native English speakers
    - Students who have received a degree from an institution of higher education in the US (official transcript from US 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.

**\*\*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 one month for UMD to process the application and send the student's acceptance letter.

## Visa Requirements

### *Exchange Student Visa Requirements:*

#### **DS-2019 Form**

Once admitted to UMD, exchange students will request a DS-2019 Form using the International Student and Scholar Services (ISSS) online portal, [iTerp](#). The DS-2019 form is the immigration document required to apply for a J-1 Visa.

Students will need to submit Proof of Financial Support on iTerp showing an available minimum balance of:

- The proof of finance amount that students will need to show they have access to for one semester of study is 7000 USD. For students wishing to spend two semesters (fall-spring) at UMD the minimum amount is 15750 USD. Students who wish to spend a full year at UMD (spring-fall) must show proof of finance of 19250 USD.
- 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.

#### **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 the J-1 visa typically come to the United States to study

for a shorter period of time - one to two semesters.

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

<http://globalmaryland.umd.edu/offices/international-students-scholar-services/applying-student-visa>

## 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:***

**The process for Health Insurance has been changed. Please read the following instructions carefully.**

Undergraduate and Graduate students attending UMD as exchange students are required to purchase the UMD [SHIP Insurance](#). Incoming exchange students will automatically be enrolled in the program and will pay via their UMD student billing account. The cost of SHIP insurance is approximately 650 USD per semester and the coverage dates align with the semester dates. The SHIP Insurance meets the following J-1 visitor visa requirements:

Health insurance with emergency evacuation and repatriation is required per the J-1 visitor visa.

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 within 30 days of entering the US.

General FAQs about health insurance can be found here: <http://www.health.umd.edu/insurance-info>

Please see the following links for more information

<http://globalmaryland.umd.edu/offices/international-students-scholar-services/health-insurance-0>

### ***Vaccinations:***

All students must have measles, mumps and rubella (MMR) vaccines, and international students must have had a tuberculosis (TB) test within the past six months.

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. The SHIP Insurance covers vaccinations.

Students who are required to have the TB test **must** have the blood test done at the UMD Health Center. Results from home country physicians will not be accepted.

## **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://globalmaryland.umd.edu/offices/international-students-scholar-services/new-student-central>

### ***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 Exchange 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 US 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 Incoming Exchange Student Orientation at the beginning of their first semester. Students who are attending UMD for the full-year only need to attend the orientation 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.

## **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

<http://www.registrar.umd.edu/current/registration/Full-Time%20Status.html> for more information regarding units.

Only classroom-based classes (not online classes) may count toward full-time status. 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 International Student 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.

### ***List of Course Offerings and Registration Guide:***

Exchange students can select from thousands of course offerings in 11 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>

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

### ***Restricted Areas of Study:***

It is ***strongly recommended that students 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:



- Biological Sciences, Biochemistry, Chemistry, & Environmental Sciences and Policy-Biodiversity and Conservation
- Business (*only business majors from institutions that have a specific exchange agreement with the Smith School of Business may pre-register for business classes*)
- Communication
- Computer Science (*priority is given to students who are Computer Science majors at their home institution. Students cannot enroll in more than two CS classes per semester*)
- Criminology & Criminal Justice
- Economics (*priority is given to students who are Economics majors at their home institution*)
- Engineering (*only engineering majors from institutions that have a specific exchange agreement with the A. James Clark School of Engineering may take engineering classes*)
- Government & Politics
- Journalism
- Psychology

In addition to the Limited Enrollment programs, there are a number of specialty programs which exchange students do not have access, which include:

- College Park Scholars
- Entrepreneurship and Innovation Program
- Global Communities (BSGC)
- Hinman CEOs
- Honors College (*only students from institutions that have a specific exchange agreement with the Honors College may take Honors courses*)
- Quest Honors Program

### **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**

**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 six weeks 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.** Costs are in U.S. Dollars.

SEVIS J-1 Visa Application Fee: \$180

UMD Student Activity Fee: \$40.50 per semester

UMD SHIP Health Insurance: \$650 per semester

Housing:

On-campus – \$3084 per semester

On-campus early move-in fee - \$32.10 per night

Off-campus – \$850 per month

Food:

On-campus – \$2088 per semester  
Off-campus – \$400 per month  
Books/Supplies: \$600 per semester  
Personal expenses (including local travel & entertainment): \$400 per month

For arrival expenses International Student & Scholar Services suggests the following:  
“You should budget at least \$300 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](#) by the deadline. 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](#).

## 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](#).