

**2018 - 2019 Tepper School of Business
 HKUST Departmental Exchange Student Fact Sheet**

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| Name of Institution | Carnegie Mellon University – www.cmu.edu | |
| Exchange Students Coordinator (Incoming) | Office: Undergraduate Business Administration Program | |
| | Name: Jaycie King | Tel: 01.412.268.4661 |
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| Exchange Students Coordinator (Outgoing) | Office: Undergraduate Business Administration Program | |
| | Name: Jaycie King | Tel: 01.412.268.4661 |
| | E-mail: jaycie@cmu.edu | Fax: 01.412.268.2294 |
| Emergency Contact (To be used only in emergencies, preferably reachable at all times) | Name: Jaycie King | |
| | Tel: 01.412.268.4661 (work) | |
| Address (To send application forms) | Carnegie Mellon University, Tepper School of Business /GSIA 139, 5000 Forbes Avenue, Pittsburgh, PA 15213 USA | |
| Number of students university would accept from partner for AY 18/19 | | |
| Number of students university would send for AY 18/19 | | |
| Application Procedure | <p>Prior to participating in the student exchange program at Carnegie Mellon, exchange students desiring to participate will be required to submit to Carnegie Mellon the following documents:</p> <p>a) Official transcript;</p> <p>b) For non-native English speakers: TOEFL requirement 96 iBT, with no one subscore less than 23 (Reading, Listening, Speaking, Writing); IELTS score 7. If students do not have a recent TOEFL, Carnegie Mellon will accept an unofficial copy of the scores, if that test, or IELTS, was used for acceptance into the relevant student's current program. <i>(Non-native English speakers are students whose native language [first language / mother tongue] is not English. Any student who is a non-native English speaker should be tested regardless of citizenship.);</i> If English is the student's native language/mother tongue, document that on the English Language Proficiency Form.</p> <p>c) Completed International Student Information Forms, for Carnegie Mellon to issue the document necessary for the student(s) to make a student visa application at a US Embassy/Consulate. (Forms can be obtained from Carnegie Mellon's Office of International Education).</p> <p>d) A list of desired classes</p> | |
| Application deadline | 2018 Fall Semester: April 15, 2018 | |
| | 2019 Spring Semester: October 1, 2018 | |
| Application outcome (When and how will student be notified?) | 2018 Fall Semester: DS-2019 issuance (approx. 3 weeks from when International Student Information Forms are received at CMU's OIE) | |

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| | 2019 Spring Semester: DS-2019 issuance (approx. 3 weeks from when International Student Information Forms are received at CMU's OIE) |
| AY2018 - 2019 Academic Calendar | 2018 Fall Semester: mid August - early/mid December |
| | 2019 Spring Semester: early/mid January - early/mid May |
| Workload requirements | Semester workload for exchange students: minimum of 36 CMU units to be taken per semester (typically equivalent to four full semester courses). |
| Restricted programmes or courses (Courses not open to exchange students) | <p>Students will be housed/advised by their matching major from their home institution, though can take courses across the university. Maximum of two non-Business courses may be taken per semester. Other course enrollment can be undertaken in our undergraduate programs in six colleges - the Mellon College of Science, the College of Fine Arts, the Carnegie Institute of Technology, the Tepper School of Business, the School of Computer Science, the College of Humanities and Social Sciences. Course restrictions may be limited as pre-requisites may be required.</p> <p>Our School of Design, within our College of Fine Arts, and our School of Computer Science are unable to welcome students at this time due to spatial constraints. This may be possible in the future. Finally, our School of Computer Science (SCS) may not be able to accommodate course registration due to currently large SCS student populations. Graduate or Phd courses are not allowed. Course auditing is not allowed.</p> |
| Website for course information (i.e. course description, syllabus, contact hours etc.) | https://enr-apps.as.cmu.edu/open/SOC/SOCServlet |
| Are students allowed to take cross-faculty modules? | Yes (<input checked="" type="checkbox"/>) No (<input type="checkbox"/>) |
| Scholarship availability for exchange students | Yes (<input type="checkbox"/>) No (<input checked="" type="checkbox"/>) |
| Is on-campus housing available for exchange students? | Yes (<input checked="" type="checkbox"/>) http://www.cmu.edu/housing/ No (<input type="checkbox"/>) |
| Are exchange students required to purchase a compulsory medical insurance plan? | Yes (<input checked="" type="checkbox"/>) https://www.cmu.edu/health-services/student-insurance/ No (<input type="checkbox"/>) |
| Is a medical report required? | Yes if students want to waive CMU's policy. Also a report may be requested if necessary. |
| When will the official transcripts be ready? | 2018 Fall Semester: 2 weeks post semester. Students must order on their own, at a low cost. https://www.cmu.edu/hub/registrar/student-records/transcripts/index.html |
| | 2019 Spring Semester: 2 weeks post semester. Students must order on their own, at a low cost. https://www.cmu.edu/hub/registrar/student-records/transcripts/index.html |
| Cost of Living | One semester - (2017-18 rates) Living expenses (\$6,892); Books, Supplies, Fees, Misc. (\$1,550); Health Insurance (\$1,979); TOTAL: \$10,421 |
| Useful website for exchange students | https://www.cmu.edu/oie/administrators/exchange/ |
| Additional Information | International Orientation: https://www.cmu.edu/student-affairs/orientation/orientation/international.html |