ROBERT H. SMITH
SCHOOL OF BUSINESS

UNIVERSITY OF MARYLAND
FACT SHEET 2017-18

Located just outside Washington, DC, 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 many embassies and potential internships at places like the National Institutes of Health, the World Bank and the International Monetary Fund. Students are just a car, bus or train ride from Annapolis, Baltimore, Philadelphia and New York (not to mention with 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 university vibe.

Discover the University of Maryland. Awaken your inner turtle.

CONTACT ADDRESS

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CONTACT PEOPLE

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

ACADEMIC CALENDAR 2017-18

Fall Semester
August 27, 2018 to December 18, 2018
Note: MBA courses may start about one week earlier.

Spring Semester
January 28, 2019 to May 22, 2019
Note: MBA courses may start about one week earlier.

Academic Calendar: http://www.provost.umd.edu/calendar/

APPLICATION PERIOD FOR ADMISSION

Fall Semester: December 15 to April 1

March 1 – Best consideration deadline. Students who send applications by this deadline will be able to register for fall classes as soon as possible.

April 1 – Final deadline for submitting *all* application materials for the Fall semester.

Spring Semester: August 15 to November 1

October 1 – Best consideration deadline for students studying in the Spring semester.

November 1 – Final deadline for submitting *all* application materials for the Spring semester.

**Exchange students do not have to pay any application fees. Any fees that are collected in the application process 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 to be nominated with the exchange coordinator.
2. Download the UMD Nomination Form
3. Complete the fields and **email** the completed form to *Chris Olson*.
4. 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. **

STEP 2:

As soon as the nomination has been confirmed, which can take up to one week, the Smith School Center for Global Business 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 that includes a temporary log in and password 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 reviewed until all of the forms and submissions have been completed.

STEP 3:

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

- Completed and signed *Undergraduate Exchange Student Online Application Form* or *Graduate Application Online Application Form* (instructions are provided on students' myEA accounts)
- Photocopy of the photo, personal information, and signature page of your passport
- Proposed Courses Form
- Current original transcript with translation to English and grade translation scale demonstrating the equivalent of a 3.0/4.0 GPA grade scale. This may be sent to Christopher Olson (clolson@rhsmith.umd.edu)
- Proof of English Proficiency
  - For more information regarding exemptions, visit: https://globalmaryland.umd.edu/offices/education-abroad/how-apply

STEP 4:

- Once admitted, students will receive instructions to complete requirements on iTerp, the university's online visa information system to request a DS-2019, the document used to apply for a J-1 visa.
- Students will need to submit proof of financial support showing an available minimum balance of **$7,000** for students studying at UMD for the Fall 2018 or Spring 2019 semesters ($15,750 for the entire academic year).
  - For more information regarding financial support and how to satisfy the requirements, visit: https://globalmaryland.umd.edu/offices/education-abroad/visa-requirements

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-March 2018 for fall 2018 admissions.

APPLICATION REQUIREMENTS

J-1 (Exchange Visitor) Visa

Exchange students will apply for a J-1 visa. The J-1 visa is used for educational and cultural exchange programs at the University of Maryland. For more information, visit: http://globalmaryland.umd.edu/offices/international-students-scholar-services/applying-student-visa

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/arrival-guide

Suggested Arrival:

Students are also given instructions on how to get to campus from the various 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 advised to arrive a few days prior to International Student Orientation.

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 of Exchange Visitor (J-1) Status form. Students should see section 3 of the form to check their beginning and end period of coverage.

EXCHANGE STUDENT VISA REQUIREMENTS

ARRIVAL GUIDE

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 culture, and more. Students will also be provided with the opportunity to do an excursion to DC.

ORIENTATION

REGISTRATION PROCEDURE

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/

The Center for Global Business at the Smith School will register business students for business courses after they have been accepted to the University of Maryland. Students cannot register themselves for business courses.

CHOOSING COURSES

Graduate students must take at least 48 "units" - usually amounts to eight (8) credits, but students are recommended to take twelve (12). Please refer to http://www.testudo.umd.edu/soc/fulltime.html for more information regarding units. **Students can choose courses from BUAC, BUDT, BUFN, BULM, BUMK, BUMO, BUSI, and BUSM in the 700 – 799 range (electives)**. Students must indicate section numbers (e.g., BUFN700 section *0101*, BUMK 746 section *DC01*) – most sections containing only numbers (e.g., 0101, 0201) and/or the prefix DC (e.g., DC01, DC06) are permissible. Graduate students can occasionally take undergraduate courses with special permission. *See below for restrictions.*

Undergraduates must take twelve (12) credits. **Students can choose courses BMGT in the 300 – 499 range**. Students must meet all prerequisite requirements with an equivalent course at your home university. For undergraduates, courses outside the business school are allowed and encouraged; for those courses indicated as "by permission only" (e.g., Economics classes), students must contact that department directly for permission once they have their UMD ID number. *See below for course restrictions*.

Course Offerings: http://www.testudo.umd.edu/ScheduleOfClasses.html

COURSES NOT AVAILABLE TO STUDENTS

Graduate students are not permitted to take the following courses:

- Any 600-level courses; these are core classes for the MBA program.
- Any specialized Masters courses. These are noted on the schedule of classes and can be identified by a "5" in the section numer (i.e. DC51, DC52, 0501, 0502, etc.). Students may request special permission, but it is at the discretion of the professor and/or academic director. Contact Chris Olson for more information.
- Any section that takes place at the Shady Grove or Baltimore campuses. These are not accessible by public transportation so are unavailable to exchange students. They can be identified by their section codes (GS01, BA01, etc). Washington, DC courses *are* accessible by public transportation and may be taken by exchange students if enough time is allowed for transit. DC classes are denoted by the DC01, DC02, etc section codes.
- Any undergraduate courses. Occasionally graduate courses may request permission, but that will not be granted until the second day of classes.

Undergraduate students are not permitted to take the following courses:

- BMGT367, 407, 457, 494; these are capstone courses for UMD business majors.
- Any BMGT courses ending in 'H', 'F' or 'N' (i.e. BMGT340F, BMGT350H, etc); these are special Fellows programs available only to UMD business students.
- Any graduate courses (600-800 level courses)

Number of Credits per Course: Credits are listed per course on Testudo. Usually 2 credits for graduate courses and 3 credits for undergraduate courses.
Total Contact Hours per Course: Total of 45 hours for 3 credit-hours Total of 25 hours for 2 credit-hours
Course Outlines: Students will obtain the course syllabus after registration and in the first class attendance.

GRADING SYSTEM AND COURSE LEVELS

Letter Grade	Quality Points	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

Language of Instruction: English

TEXTBOOKS

Students can buy textbooks at the campus bookstore, at several bookstores located within walking distance of the university, or through online retailers such as amazon.com. Please note that intellectual property laws are strict in the United States and copying of textbooks is not allowed.

EXPENSES & BUDGETING

Students are waived from paying tuition; 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 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: $40.50 USD per semester

Housing:
On-campus - $3084 USD per semester; Early move-in fee - $32.10 per night
Off-campus - $850 USD per month

Food:
On-campus - $2088 USD per semester
Off-campus - $400 USD per month

Books/Supplies: $600 USD
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 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.

ACCOMMODATION & DINING SERVICES

Undergraduate Students

Undergraduate students are guaranteed on-campus housing. Undergraduates apply for on-campus accommodations through the Department of Resident Life. Instructions on how to apply for on-campus housing are given in the post-acceptance documents on MyEA. Students can only apply for housing after they have been accepted and been assigned a student and university ID number.

Housing fees depend on the type of housing – see Department of Resident Life website for costs (http://www.resnet.umd.edu/housing/housingfees/). A small fee of $32.50/day will be charged during orientation for early move-in.

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 option out of a meal plan.

Graduate Students

Graduate students are not eligible for on-campus housing. Graduate students are provided with information from 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 the 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 J-1 Students:
The process for health insurance has changed. Please read the following 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 for Fall 2018 is $650. The SHIP Insurance meets the J-1 visitor visa requirements.

General FAQs about health insurance can be found here: http://www.health.umd.edu/general_insurance_faq

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.

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 U.S., they can get vaccinated at the UMD Health Center or at local facilities for a fee.

CAMPUS LIFE

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.

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.

Last Updated: December 2017

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