



JOHNSON

Cornell University

Exchange Program Fact Sheet Academic Year 2017-2018

The mission of our exchange program is to promote cross-cultural understanding; offer fresh perspectives on global business issues to both incoming and outgoing students; foster strong academic achievement among incoming and outgoing students; and enhance the cultural and geographic diversity in Johnson's student body.

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School address: Samuel Curtis Johnson Graduate School of Management
Office of the Registrar
Cornell University
106 Sage Hall
Ithaca, New York 14853

Website Address: www.johnson.cornell.edu

Information for Incoming Exchanges: www.johnson.cornell.edu/Two-Year-MBA/Exchange-Programs.aspx

Where to send transcripts: Samuel Curtis Johnson Graduate School of Management
Office of the Registrar
Cornell University
106 Sage Hall
Ithaca, New York 14853
gm-registrar@cornell.edu

Deadlines: Exchange numbers between schools will be proposed starting mid-October, 2016. Nominations for fall semester (August to December, 2017) are due by **May 1, 2017**. Nomination for spring semester (January to May, 2018) are due by **May 1, 2017**.

Please email Betsy Dick at ecdick@cornell.edu with nomination information. Please include the nominated student's first name, last name, gender, and citizenship; the semester in which they are nominated to study; their home institution and in which program they are enrolled; and preferred email address.

Required Documents:

- Exchange Application (nominees will be notified when this is open online)
- Declaration of Finances Form and supporting financial documentation, including proof of tuition paid to home university
- Copy of student's passport
- Health History Form & Immunization Compliance information

Study Program:	The Johnson MBA program is a general management degree offering concentrations for those who wish to specialize. Breadth concentrations include: 1) Consulting; 2) Entrepreneurship; 3) Leadership; and 4) Global Management. Depth Concentrations are: 1) Corporate Finance; 2) Financial Investing; 3) Financial Analysis; 4) Marketing Analytics; 5) Marketing Management; 6) Private Equity; and 7) Strategy. Other program strengths include brand management, investment banking, managing and leading in organizations, and sustainable global enterprise. Exchange students may enroll in classes, on a space-available basis, at other colleges at the university as long as they have met the requirement of a minimum of 12 credits or 150 contact hours at Johnson.
Courses:	The course roster does not change significantly from year to year; for a good approximation of 2017 – 2018 course offerings, please review the information listed here: https://classes.cornell.edu/browse/roster/FA16/subject/NBA .
Classrooms:	All Johnson classrooms are located in Sage Hall, which is situated in the center of the Cornell University campus.
Language of Instruction:	All courses are taught in English.
Language Requirement:	A minimal TOEFL score of 100 iBT (25 in each section) or IELTS score of 7.0, or have native fluency in English. Please contact Betsy Dick if your nominated student does not meet this minimum requirement.
Requirements:	We require the equivalent of a U.S. bachelor’s (undergraduate) degree and prefer a minimum of two years of full-time, post-undergraduate degree professional work experience. Exchange students should be full-time students who have completed core courses before coming on exchange but who also need the credits earned at Cornell in order to graduate from their home schools.
Full-time Workload:	At Johnson, one credit is equivalent to 12.5 contact hours. To be considered a full-time student, an exchange student must take a minimum of 12 credit hours (150 contact hours) at Johnson, but a normal course load is usually 15 credits. Students are expected to prepare prior to each class meeting. They also can expect some group work and projects outside the classroom. Exchange students are considered to be 2 nd year students and are not permitted to take core courses. They also may not enroll in 1 st year Immersion practicum courses. On a space-available basis and for additional credit, exchange students may enroll in classes at other colleges at Cornell University as long as they have met the requirement of a minimum of 12 credits at Johnson.
Learning Expectations:	Classes are generally focused on lectures but case studies are an important part of the curriculum. Grades are based on attendance, participation in class, course assignments, group projects, and final examinations. Class sizes range from 15-60 students depending on which courses taken.
Grading:	The grading system is on a 4.3 point scale, using letter grades, with an “A” =4.0 points, “B”= 3.0 points, and “C” = 2.0 points. Certain courses are also offered with the Satisfactory/Unsatisfactory grading option, commonly known as Pass/Fail. All exchange students will receive a final grade type as assigned by the faculty for the course. See the Johnson Registrar for any questions regarding this policy. Exchange students are considered 2 nd year MBA students in the university system and all polices will apply.
Exams:	Exchange students need to be prepared to take quizzes periodically throughout the semester. There is a final examination, presentation, or final paper due at the end of the semester for each course. There are no special policies for exchange students. Examinations are written.

**Fall 2017
Calendar:**

Mandatory Orientation: August 21st

Instruction Begins	August 22
Labor Day Holiday (no classes)	September 4
Fall Break	October 7-10
Thanksgiving Recess	November 22, 23, 24
Last Day of Classes	December 1
Study Period	December 2-5
Exam Period	December 6-14

**Spring 2018
Calendar:**

Mandatory Orientation: January 23rd

Instruction Begins	January 24
February Break	February 17-20
Spring Break	March 31 – April 8
Last Day of Classes	May 9
Study Period	May 10-13
First Day of Exams	May 14
Last Day of Exams	May 22
Commencement	May 27

Citizenship Eligibility:

In keeping with the spirit of a cultural exchange program, we rarely accept U.S. citizens or permanent residents as exchange students. Similarly, we strongly urge our European partner schools to nominate European students so that we may benefit from the cultural diversity they offer.

When to Arrive:

All incoming exchange students are required to attend the exchange orientation to be held one or two days prior to the start of classes. Students should plan to arrive in Ithaca a few days **before** this date.

Students should **NOT** plan to arrive after classes have begun. Students who miss the first day of class are subject to dismissal from their courses.

Housing Arrangements:

Exchange students are encouraged to live in on-campus university housing. Contracts are arranged directly with the Housing Office and should be reviewed carefully; more information may be found at <http://living.sas.cornell.edu/live/>. Please be sure your nominated student(s) are searching for housing as soon as they are confirmed. Students may contact Missy Riker directly at mar13@cornell.edu regarding on-campus housing arrangements.

Expenses:

An **estimate** of expenses for one semester:

Housing and Food*: \$8,380
Personal Expenses: \$2,500
Medical Insurance: \$1,300
Books: \$550

* Housing costs are based on sharing an apartment. Costs may rise should you choose to live alone.

- Health Insurance:** All full-time registered students are **automatically** enrolled in and billed for the Student Health Insurance Plan (SHIP). Only students who can demonstrate that they have other health insurance that meets all of Cornell's requirements will be allowed to appeal the charge for the SHIP. For more information, please see <https://studenthealthbenefits.cornell.edu/cms/benefits/plans/health/SHIP/> or email studentbenefits@cornell.edu. Additionally, all accompanying dependents on U.S. visas must be covered by health insurance.
- Visa:** Exchange students will need a Cornell University I-20 (Certificate of Eligibility for Non-immigration F-1 Student Status) and a valid F-1 student visa (issued by a U.S. consulate) to enter the United States as a student.
- Once chosen to study at Johnson, exchange students will be sent a Declaration of Finances form to complete and submit back to the Johnson team along with proof of funding for expenses during the exchange semester. We will then issue an I-20 form to be used to apply for the F-1 visa. It is imperative that the Declaration of Finances form and documentation be sent promptly to our office so that students may secure their visas in a timely fashion.
- Facilities:** A Cornell campus map may be found at <http://www.cornell.edu/about/maps/Cornell-campus-map-072213.pdf>.
- Student Services:** Exchange students will be full-time students at Johnson at Cornell University and may participate in any activities during the semester in which they attend. They are able to join student clubs at Johnson and may use sports facilities and libraries at the university.
- Email and Computing Needs:** Exchange students will be assigned Cornell NetIDs and Outlook email accounts. These accounts will expire several weeks after the end of the exchange term. Students are also expected to bring or purchase their own laptops.
- Career Services and Alumni Status:** Exchange students are welcome to use the resources of Johnson's Career Management Center (CMC), but they are not eligible to participate in on-campus recruiting or in some programs with limited seating. Exchange students may not apply for summer internships through the Career Management Center. Exchange students are not considered "alumni", but lifetime members of the Johnson community. With this status comes access to both Cornell and Johnson alumni events.
- Exchange Coordinator Services:** The exchange program is a program of the Office of Student Services. The intake and sending of exchange students is managed by Betsy Dick. After exchange students arrive on campus, their primary liaison will be Betsy Dick (240 Sage Hall) and the Johnson Registrar team (106 Sage Hall).

Updated December 2016
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