



**International Exchange Program Fact Sheet  
Academic Year 2019 – 2020**

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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; and enhance the cultural and geographic diversity in Johnson's student body.

**Contact:** Elizabeth (Betsy) Dick  
Program Director, Two-Year MBA  
Samuel Curtis Johnson Graduate School of Management  
Cornell University  
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Ithaca, New York 14853-6201

**Telephone:** 1.607.255.1864

**Email  
Inquiries:** [ecdick@cornell.edu](mailto:ecdick@cornell.edu)

**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](http://www.johnson.cornell.edu)

**Information  
for  
Incoming  
Exchanges:** All information will be disseminated via email.

**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](mailto:gm-registrar@cornell.edu)

**Deadlines:** Exchange numbers between schools will be proposed starting mid-October, 2018.  
Nominations for fall semester (August to December, 2019) are due by **May 1, 2019**.  
Nomination for spring semester (January to May, 2020) are due by **May 1, 2019**.

Please email Betsy Dick at [ecdick@cornell.edu](mailto: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 Registration Form** (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 over 120 elective courses at Johnson alone (this number does not include electives offered within other graduate programs across the SC Johnson College of Business). Topic areas include Consulting, Entrepreneurship, Emerging Markets, Leadership & Ethics, Business Analytics, Corporate Finance, Financial Investing, Financial Analysis, Marketing, Marketing Analytics, Private Equity, Strategy, and Sustainable Global Enterprise. Other program strengths include brand management, investment banking, and managing and leading in organizations.

**Exchange students are required to take a minimum of 12 credits, or 150 contact hours, within the SC Johnson College of Business. The schools in the College include the Charles H. Dyson School of Applied Economics and Management, the School of Hotel Administration, and the Samuel Curtis Johnson Graduate School of Management. Exchange students may enroll in classes at other colleges at the university on a space-available basis as long as they have met the 12-credit requirement within the College.**

**Courses:**

The course roster does not change significantly from year to year; for a good approximation of 2019 – 2020 course offerings, please review the information listed here: <https://classes.cornell.edu/browse/roster/FA18>.

**Classrooms:**

All Johnson classrooms are either located in Sage Hall or in the Breazzano Family Center for Business Education. Sage Hall is situated in the center of the Cornell University campus, and the Breazzano Center is right next to the campus, in the Collegetown area of Ithaca.

**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. Please do not nominate students who have already completed their degree requirements at their home institution.

**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) within the College of Business, but a normal course load is

typically 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<sup>nd</sup> year students in the residential Two-Year MBA program and are not permitted to take core courses. They also may not enroll in 1<sup>st</sup> 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 within the College of Business.

**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 and uses 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.

**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. Examinations are written, and there are no special policies for exchange students.

**Fall 2019  
Calendar:**

**Mandatory Orientation: August 23**

Instruction Begins	August 26
Labor Day Holiday (no classes)	September 2
Fall Break	October 12-15
Thanksgiving Recess	November 27 – December 1
Last Day of Classes	December 5
Study Period	December 6
Exam Period	December 7-11

**Spring 2020  
Calendar:**

**Mandatory Orientation: January 20**

Instruction Begins	January 21
February Break	February 22-25
Spring Break	March 28 – April 5
Last Day of Classes	May 5
Study Period	May 6-8
Exam Period	May 9-16

**Citizenship Eligibility:** In keeping with the spirit of a cultural exchange program, we rarely accept U.S. citizens or permanent residents as exchange students. Please request approval from Betsy Dick before nominating a student who has US citizenship.

**When to Arrive:** All incoming exchange students are required to attend the exchange orientation that is 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:** Many students at Johnson live off-campus in apartments, and there are often sublets available to exchange students via current Johnson students. More information about housing will be sent to exchange students once they are nominated.

**Expenses:** An **estimate** of expenses for one semester includes the following:

Housing and Food\*: \$8,400  
Personal Expenses: \$2,500  
Medical Insurance: \$1,650  
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 Plan (SHP). 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/health-plans/shp> or email [studentbenefits@cornell.edu](mailto: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 expected 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 <https://www.cornell.edu/about/maps/>.

**Student Services:** Exchange students will be full-time students at Johnson at Cornell University and may participate in most 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 given access to select career resources offered through Johnson's Career Management Center.

Resources include access to select online tools and subscriptions, participation in select career education programming, and one appointment per semester with a Career Management Center career advisor. Exchange students will not be eligible to apply to summer internships or full-time jobs through the Career Management Center. Exchange students are not considered “alumni,” but lifetime members of the Johnson community. With this status comes access to Johnson alumni events.

**Exchange Coordinator  
Services:**

The exchange program is a program within the Office of Student Services. 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 February 2019*