

Guide for Exchange Partner Institutions

WICHITA STATE UNIVERSITY

Barton School of Business

EXCHANGE STUDENT PROGRAM

Updated March 2009

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WICHITA STATE UNIVERSITY EXCHANGE STUDENT PROGRAM

Barton School of Business

ACADEMIC YEAR

Wichita State University has two 16-week semesters that are available for exchange students and the following is a typical academic year:

Fall Semester

2nd week of August Registration and Orientation for exchange students

3rd week of August Fall Semester classes begin

3rd week of December Fall Semester classes and final exams end

Spring Semester

2nd week of January Registration and Orientation for exchange students

3rd week of January Spring Semester classes begin

3rd week of March Spring Break

3rd week of May Spring Semester classes and final exams end

PERIOD OF EXCHANGE

At Wichita State University, exchange students can start their study either from the Fall Semester or the Spring Semester, for one Semester only or for one academic year beginning in the Fall semester. Exchange student placements are typically one semester; placement of one year must be negotiated with WSU. An exchange for one year is calculated by WSU as two exchange placements. A home institution can negotiate to send two students for one semester each or one student for two semesters (one calendar year). If a student is on exchange for two semesters they must obtain satisfactory passing grade in their first semester subjects to continue into the second semester.

APPLICATION PROCESS

Application Deadline

Fall Semester	June 15 th
Spring Semester	November 15 th

Application Procedures and Form

Available online at www.wichita.edu/business (Study Abroad link, then Exchange Students)

English Language Proficiency Requirement

If English is not your native language, WSU may require a minimum level of English proficiency before you can enroll in academic classes. If you have taken the TOEFL, then please submit a copy of your score with your application.

ACADEMIC INFORMATION

Courses Available for Exchange Students

Exchange students are allowed to enroll in most undergraduate courses (except some restricted courses, such as MGMT 681) from any department. Exchange students requesting to enroll in upper-division courses (400 level and above) will need to have the pre-requisites. All upper-division business courses (300 level and above) must be approved by a business advisor.

Intensive English Classes

Wichita State University has an Intensive English Language Center located on the main campus. Exchange students can choose to enroll in Intensive English courses in combination with the regular academic courses. The Intensive English courses will count towards the required enrollment of 12 credit hours. Students interested in taking Intensive English courses should contact the Exchange Coordinator prior to arrival. Students will need to take an English placement exam upon arrival to determine their level in Intensive English.

Required Course Load

Exchange students are required to enroll in 12 credits hours per semester. Some exchange agreements allow for more than 12 hours, however most exchange students are limited to 12 credit hours per semester.

The approximate costs of textbooks is \$400-\$500 per semester for 12 credit hours.

Number of Classes per week

Generally, exchange students will register for 4 courses per semester. Each class will meet approximately 3 hours per week. The classes usually meet once or twice a week. Most business courses will not meet on Fridays.

Selecting and registering for courses

Prior to arriving to WSU, exchange students will generally be able to pre-enroll for classes online. Instructions on registering for courses will be e-mailed to students. Exchange students can also choose to register for courses after they arrive in Wichita, however many of the upper-division business courses tend to fill up quickly.

PRIOR TO DEPARTURE

Immigration Procedure

Exchange Students will receive a DS-2019 form with their acceptance letter from WSU. Students should verify that all of their information including their name, date of birth, etc. are correct on the DS-2019, prior to applying for the student visa. Exchange students will need to apply for a J-1 visa at the nearest American Embassy. When students are on the airplane traveling to the U.S. they will be given an I-94 card, which is given to all nonimmigrants to fill out. The I-94 card will then be stamped by an immigration official upon arriving to the U.S. Students should be sure to staple the I-94 card in their passport as it is an important document that will need to be surrendered upon departure of the U.S.

Health Insurance

Wichita State University requires international students to have medical insurance. You may purchase insurance when you register for classes (the cost is approximately US\$998 per year). If you already have medical insurance, please bring proof of insurance with you. Your proof of medical insurance coverage must contain the coverage amount and the coverage period. If you have adequate medical insurance coverage, you will not be required to purchase a new insurance policy. A tuberculin (TB) skin test is required for all new students and is given by WSU's Student Health Service. We recommend that you take care of any existing medical or dental problems at home since student medical insurance does not cover routine dental work or eye examinations.

All students enrolled at WSU are eligible for outpatient care at Student Health Services (SHS), located at 209 Ahlberg Hall. There is no fee for seeing a doctor or nurse. If you have a health problem or feel ill, contact SHS at (316) 978-3620. Student Health is generally open during regular office hours 8 a.m. to 5 p.m. Monday through Friday and is open later certain days during the week. **The last appointment will be 30 minutes before**

closing time. SHS is closed during major holidays and hours may be changed during semester breaks.

Accommodations

After you arrive in Wichita, we will assist you in moving into one of WSU's housing facilities – Fairmount Towers, Brennan Hall, or Wheatshocker Apartments. We recommend that you make a housing reservation before coming to Wichita by completing the housing application and submitting it along with the necessary fees to the Housing Office. However, if there is not enough time to make a reservation before coming to Wichita, you can usually make a reservation after you arrive. If you have questions about living in one of the University's residence halls, please visit <http://www.wichita.edu/housing>.

PLEASE NOTE: WSU requires all incoming freshman to live on-campus in designated University housing.

- Fairmount Towers, a traditional residence hall, offers various meal plans, suite-style rooms, sand volleyball court, basketball court, community assistants and programs to enhance student success.
- Wheatshocker Apartments, next to the Wichita State golf course. It offers complete kitchens, and a variety of floor plans. Single students, married couples and students with families may live here. There are a limited number of furnished rooms.
- Brennan Hall, an independent living community for upper-classmen, offers suite-style rooms. This renovated residence hall has modest cooking facilities so students can make their own food, purchase a meal plan, or both.

All residence halls are patrolled regularly and a shuttle bus travels around the campus in the evenings. There is also a shuttle bus that will take students to Wal-Mart. Students should check with their residence hall for a shuttle bus schedule.

ARRIVING IN WICHITA

Arrival Date

After you have arrived, please report to the Garvey International Center at the corner of 17th Street and Hillside Avenue to check-in. All University offices are open from 8:00 a.m. to 5:00 p.m. (Monday through Friday). **The University is closed on Saturdays and Sundays.** They will need to see your passport, DS-2019 form, I-94 card, and proof of medical insurance (if you have medical insurance from your country). After reporting to the International Office, you will need to meet with the exchange coordinator (Business Advisor) in Clinton Hall room 114.

Orientation

Exchange students will attend an orientation that is organized by the Office of International Education for all new international students. Generally, the orientation is one full day. Information regarding the orientation will be given to students when they report to the Garvey International Center.

Opening a Bank Account

After you arrive in Wichita, you may open a bank account. There are many banks in Wichita. The most popular banks for international students are Commerce Bank and Bank of America. Commerce Bank has a branch located in the center of campus in the Rhatigan Student Center. Bank of America has a branch next to campus opposite Fairmount Towers (one of the University's residence halls). In order to open an account, you will need to show the bank your passport, ShockerCard (the identification card that you will receive when you arrive), and proof of your address in Wichita (such as your housing contract or apartment rental contract). As a student, your account is normally free of charge. You will automatically receive an ATM card so you can get cash quickly and easily. You can find out more information about opening a bank account after you arrive in Wichita.

Activities for Exchange Students

Several activities are scheduled each semester by the Office of International Education. These can include such events as shopping trips, ice skating parties, trips to the movies, and others. Stop by OIE for a schedule of current events. All activities are open to WSU international students. The price of tickets and transportation is free. This is a great way to practice your English and make new friends, so don't miss out!

The Barton School of Business also plans activities each semester for business students. Exchange students can sign up for a buddy who will help them adjust to life in the U.S. and at WSU. Special activities for the buddies and new students are also usually planned by the Business School each semester.

The International Student Union (ISU) is an organization at WSU that exchange students can join. The purpose of ISU is to foster communication and cooperation among WSU international students and to promote social and cultural exchange among international students, American students, faculty, staff and the community. All WSU international students are automatically members of ISU. In the past, the ISU has sponsored INTERFEST, an annual cultural celebration including a food fair, cultural displays and a cultural show. ISU is an umbrella organization that encompasses all nationality groups and those students without nationality groups. The organization welcomes participation from all interested students, especially those with leadership experience.

There are also a number of other student organizations that exchange students can choose to join during their semester at WSU. The Barton School of Business has many student organizations that are specifically for business students such as AIESEC, which is an International Business & Studies Association, SIFE, which is Students in Free Enterprise as well as other professional organizations.

International Buddy System for Business Students at WSU

The purpose of the International Buddy System is to aid new international students in their move to Wichita State University and Wichita. This system is especially designed for business students. New international students who will be in the Barton School of Business have the option of signing up for a buddy. This is a wonderful opportunity for current WSU business students, both Americans and other international students to volunteer and get involved on campus. Each semester the Barton School of Business will arrange for a Welcome Party at the beginning of the semester for the buddies and new international students to meet. Then, there will be another event planned towards the end of the semester. Buddies are expected to meet with their international students at least once per month. Their task will be to show the new students around campus and let them know about Wichita, such as where to shop. This is a great way for new international and exchange students to get acquainted with the campus and the city, while making new friends. Exchange students can sign up for a buddy by completing the International Buddy Form, which is available on our website or they can sign up after they arrive to WSU.

CONTACT INFORMATION

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