

<b>General Information</b>	
Institution Name	Center for Global Education, Tulane University
Address	6901 Willow Street New Orleans, LA 70118 USA
University Website	<a href="http://tulane.edu">http://tulane.edu</a>
Center for Global Education Website	<a href="http://cge.tulane.edu">cge.tulane.edu</a>
CGE Exchange Student Website	<a href="https://studyabroad.tulane.edu/exchange-programs">https://studyabroad.tulane.edu/exchange-programs</a>
Office of International Students and Scholars Website	<a href="https://global.tulane.edu/oiss">https://global.tulane.edu/oiss</a>

<b>Center for Global Education Contacts</b>	
Incoming and Outgoing Exchange Program Manager	Meredith Connelly <a href="mailto:mconnelly@tulane.edu">mconnelly@tulane.edu</a> +1-504-862-3264 Contact with Questions regarding Admissions, Registration
J-1 Program Manager	Elizabeth Nazar <a href="mailto:enazar@tulane.edu">enazar@tulane.edu</a> +1-504-864-2240 Contact with Questions regarding Immigration, Housing, Student Health
Main Office Phone	+1-504-865-5208
Main Office Fax	+1-504-865-5209

<b>Student Application Procedure</b>	
Eligibility Criteria	<ul style="list-style-type: none"> <li>▪ GPA of 3.0 or equivalent</li> <li>▪ English language proficiency</li> </ul>
Nomination Procedure	Request nomination from the International Office at your home university. Your home university exchange officer will provide you with the application website if you have been nominated.
Application Procedure	The application requires students to submit general information and a number of documents into our online application system.
Application Deadlines	<ul style="list-style-type: none"> <li>▪ Spring Semester Study (January – May): <b>Mid-September</b></li> <li>▪ Fall Semester Study (August – December): <b>February 11, 2022</b></li> <li>▪ Academic Year (August – May): <b>February 11, 2022</b></li> </ul>
Documents required with your application	<ul style="list-style-type: none"> <li>▪ Statement of Academic Objective</li> <li>▪ Color Photocopy of Passport (pdf)</li> <li>▪ English language proficiency declaration</li> <li>▪ English language proficiency supporting documents</li> <li>▪ Exchange student funding form</li> <li>▪ Supporting Proof of Finances</li> </ul>
<i>*Please note that applications may be accepted after these deadlines on a case-by-case basis</i>	

<b>Important Dates</b>
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**Calendars and orientations are set by various offices on campus. Please review the Tulane University Registrar Website and the Office of International Students and Scholars website for the most updated calendars.**

Official Tulane  
Academic Calendar

[http://registrar.tulane.edu/academic\\_calendars/academic\\_calendars](http://registrar.tulane.edu/academic_calendars/academic_calendars)

OISS J-1 Orientation  
Schedule

<https://global.tulane.edu/oiss-visiting-j-1-exchange-student-orientation>

### **Learning Expectations**

<i>Class Format</i>	Most courses are characterized by traditional teaching with lectures, discussions, group work (in and out of class), and written course assignments. Many courses require substantial preparatory reading.
<i>Attendance &amp; Participation</i>	Class attendance & participation is mandatory for all Tulane students, including exchange students, and is part of a student's final grade in all courses. Excessive absences may result in failing the course (receiving a grade of "F") and may jeopardize an exchange student's visa status.
<i>Academic Integrity &amp; Student Conduct</i>	Tulane students, including exchange students, are required to read and abide by the <a href="#">Codes of Academic and Student Conduct</a> , which contain the standards of behavior for all students, describe the judicial process, and outline potential sanctions associated with Code violations. Violation of either Code by exchange students may jeopardize their visa status.
<i>Grading &amp; Transcripts</i>	Grading is based on the traditional American system. Grades given are from A to F, with A being the highest grade.  Transcripts are sent to home institutions in February for students enrolled in the Fall semester and June for Spring semester students.

<p><i>Course Selection &amp; Registration</i></p>	<p>The Tulane schedule of classes can be found online at <a href="https://classschedule.tulane.edu">https://classschedule.tulane.edu</a>.</p> <p>Exchange students should plan to enroll in courses within their home institution field of study. However, as long as a student meets the course prerequisites, exchange students can request to enroll in many courses offered through Tulane’s School of Liberal Arts, School Public Health and School of Science and Engineering. Comprehensive course descriptions can be found in the <a href="#">Tulane University Catalog</a>, but please note that the classes in the university catalog are not necessarily offered each semester. Refer to the Tulane schedule of classes for an updated list of course offerings.</p> <p>Upon admission to Tulane University, exchange students will receive instructions on how to register for courses through the Tulane online student registration system. Exchange students are advised by the Assistant Dean of Academic Advising.</p> <p>It is important that students ensure that they meet all prerequisites for the courses in which they wish to enroll. Every effort is made to accommodate students’ preferences but students must be flexible and should have some extra pre-approved courses to replace those in which we are unable to register you.</p> <p>Exchange students must be registered for at least 12 credit hours (undergraduate) to remain in compliance with their J-1 status.</p> <p>Students must confirm their registration at the beginning of each semester. Students are able to request changes to their course selection and must notify our office prior to the end of the drop/add period (end of the second week of classes).</p>
<p><i>Examinations</i></p>	<p>Most are written examinations. A final paper may be required in addition to (or in place of) a final exam.</p>

Important Information	
Orientation	<p><b>Exchange Students must attend two mandatory orientations:</b></p> <ul style="list-style-type: none"> <li>• <i>OISS Exchange Student Orientation:</i> This orientation session is <b>mandatory</b> for any student with a J1 visa. It includes general information about Tulane University and will cover all the rules and responsibilities concerning your student visa to the United States. The orientation usually takes place the Thursday or Friday before classes start.</li> </ul>
Accommodation	<p>Exchange students are responsible for arranging their own accommodations. It is an independent process. You may arrange housing after you arrive, however, some students prefer to arrange housing in advance. Note that if you choose not to arrange housing until after you arrive, other exchange students may already have roommates.</p> <p>Exchange students have the option to live on- or off-campus.</p> <p>On-campus housing information can be found on Tulane University's Housing and Residence Life website at <a href="https://housing.tulane.edu/">https://housing.tulane.edu/</a></p> <p>On-campus residence hall space may be limited.</p> <p><b>Important:</b> If you submit a Tulane Housing Application form, you are signing a binding contract declaring that you will live in Tulane's residence halls and pay for the room even if you decide not to accept your housing assignment. If you later decide not to live in Tulane housing, you are not able to decline this application/contract and you will still be responsible for paying the full cost of housing for the semester plus a non-refundable application fee. There is no way to cancel your application form. Please do NOT complete a Housing Application form unless you are absolutely sure you wish to live in a dorm or apartment on campus.</p> <p>Many exchange students live in off-campus apartments located in the neighborhoods around the university. Costs vary but can be less expensive than living on-campus. It normally takes at least 4 to 5 days to finalize setting up an apartment/house if you do not have housing when you arrive. Be sure to make a reservation at a hotel, hostel or Airbnb for the first few days you are in the city.</p> <p>Many exchange students have found apartments through Tulane's Off-Campus Residents Association (OCRA) Facebook group (<a href="https://www.facebook.com/groups/227725533953554/">https://www.facebook.com/groups/227725533953554/</a>) or at the Tulane International Classifieds Facebook page (<a href="https://www.facebook.com/groups/1621012394826096/">https://www.facebook.com/groups/1621012394826096/</a>). For additional off-campus housing resources, please visit the OISS off-campus housing website: <a href="https://global.tulane.edu/oiss/newly-admitted-student/off-campus-housing">https://global.tulane.edu/oiss/newly-admitted-student/off-campus-housing</a></p>

Accommodation (cont.)	<p><b>Note:</b> The Center for Global Education does not endorse any of the housing listed on the above links. The quality and condition of the apartments listed have not been verified by this office. Individuals interested in the properties are responsible for checking the condition of the listed apartments and we recommend that students have any lease checked for free by the <a href="#">Tulane Legal Assistance Program</a> before signing. Please check any housing listed in person before signing a lease or making a deposit.</p>
Approximate cost of living	<p>The current estimates for living expenses reflects a student budget of \$2,351 per month for room (rent, utilities), food, miscellaneous expenses, books and supplies, and all transportation. Book expenses are estimated to be \$750 per semester, which is included in the above amount. Health expenses (\$1,500 per semester), representing medical insurance and ordinary health expenses (such as prescriptions), are not included in the estimated living expense budget of \$2,351 per month.</p>
Student Health Center & CAPS Fee	<p>All Tulane students, including exchange students, are required to pay the Health Center Fee (specific fee amount to be included with application materials). This fee is separate from the Health Insurance fee. The fee covers visits to the Health Center and Counseling &amp; Psychological Services (CAPS) if the student is injured, ill or needs to meet with a mental health professional. Instructions on how to make payment will be provided during orientation.</p> <p>The Student Health Center provides comprehensive medical care through their Primary Care Clinics, including evaluation and treatment of acute and chronic medical illnesses. The Preventive Health Clinic includes women's and men's health, nutrition, allergy shots and immunizations. They provide accessible, high quality medical care for students during their time at Tulane University. Students may schedule an appointment online through the Patient Portal and same-day appointments are typically available for an acute illness. Counseling &amp; Psychological Services (CAPS) is committed to providing a safe, inclusive and affirming community of care for all students. The interdisciplinary team fosters personal, emotional and academic well-being by offering comprehensive therapeutic services, outreach and prevention programs, and consultative relationships throughout Tulane. Appointments may be made in advance but walk-in consultations are also available if the situation is urgent.</p>
Medical Coverage	<p>All degree-seeking students and al J-1 visa-holding international students at Tulane University (J-2 dependents) are required to have health insurance and will be automatically charged for the university-sponsored student health insurance plan. All international students must either enroll in the university-sponsored student health insurance plan or waive enrollment in this plan by providing proof of other adequate coverage. Costs and instructions for enrolling in or waiving the insurance will be provided the semester prior to a student's exchange period.</p>
Immunizations	<p>Various immunizations and tests are <b>REQUIRED</b> for all students attending Tulane University. The list can be found online at <a href="http://campushealth.tulane.edu/patient-portal/immunization-compliance">http://campushealth.tulane.edu/patient-portal/immunization-compliance</a>.</p> <p>Instructions on submitting the proof of immunization form are included in the application process. The immunization form must be submitted by the deadline so that students may register in classes.</p>

Visa Information	<p>Students must submit the Foreign Admissions Data Form (included in Application Packet), a copy of the first page of their passport and proof of sufficient financial resources. Proof of sufficient financial resources can be shown by obtaining a letter from the student's bank, or from the bank of a sponsor/parent who is sponsoring their stay. If the letter is from a sponsor's/parent's bank, an affidavit of support from the parent must also be included (or the bank must specifically mention the student's name in their letter). The required amount of financial proof will be provided in the application materials. The amount will cover costs of living, books, school supplies, fees and health insurance. We will send the visa form to student. Students must take the form with them to the nearest U.S. Embassy or Consulate for their visa appointment. Due to time restraints, we must receive documents in a timely manner.</p>
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