

Incoming Students Study Abroad Exchange Guide



Clarkson
UNIVERSITY
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CONTACT INFORMATION

Contacts	Career Center & International Study
Web page	http://www.clarkson.edu
International Exchange page	http://www.clarkson.edu/career/incoming_exchg_students/index.html
Contact page	http://www.clarkson.edu/career/contact_us.html

Primary Contact	Jeffrey Taylor, Director, Career Center
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Phone Number	315-268-6477
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Secondary Contact	Barbara Brown, Associate Director, Career Center & Int'l Study
Contact number	315-268-6477
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Administrative Contact	Christine Bailey, Administrative Secretary, Career Center & Int'l Study
Contact number	315-268-6477
E-mail	baileycl@clarkson.edu / career@clarkson.edu

International Contact	Tess Casler, Director, International Students and Scholars
Address	8 Clarkson Ave., Box 5651, Potsdam, New York 13699-5651 USA
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Application for Exchange

Application Deadlines

Fall Semester (late August – mid - December) – May 1
Spring Semester (early January – mid – May) – October 1



1. Incoming student gets approval from home university for exchange at Clarkson University
2. The application for incoming exchange is available on line at the following link:
http://www.clarkson.edu/career/study_exchange/forms_documentation.html

This application can be typed into on the website – if you choose to print the application it must still be **TYPED**.

Items to be included with your application:

- Copy of latest Official Copy of your Academic Transcript
(MUST CONTAIN ALL CLASSES TAKEN FOR ALL SEMESTERS with GRADES!)
- Copy of your Passport
- Certification of Finances Form and supporting documentation (for Visa processing)

Additional items which must be submitted prior to your arrival to Clarkson University:

- Housing Contract
- Student Health Forms – **these forms MUST be completed in English**.
- Health Insurance Form

Acceptance to Clarkson University's Exchange Program

Applications are processed as they are received. They are sent to the academic department where the classes you have chosen are evaluated for prerequisite courses and availability.

Acceptance letters will be sent to you along with your I-20 or DS-2019 (visa forms) once they are in order. If no further paperwork is required from you, you will be sent your acceptance within 2 weeks of us receiving your information.

Student Number

You will be assigned a 7 digit student number to use while here at Clarkson University. It will be included with your acceptance packet.

Health Insurance

Proof of Health Insurance is required. You do not need to have a US policy, but you need to be sure that your current insurance plan covers you while you are abroad. A copy of your insurance information is required as proof you are covered. If you need to purchase health insurance, you can do so through Clarkson University by clicking on the following link:

<http://www.clarkson.edu/sas/forms/healthinsuranceformyear.pdf>

Health Forms

- All forms need to be completed in **ENGLISH**
- Please be sure to **READ** all of the information to be sure it is completed with accuracy. Be sure your doctor signs in all the places indicated.
 - Health History
 - Physical Examination
 - Measles /Mumps/ Rubella (MMR) (1st dose must not be given earlier than 4 days prior to 1st birthday) (Day/Month/Year Required)
 - MMR (2nd dose may be given anytime 28 days after 1st dose) (Day/Month/Year Required)
 - Tetanus (must be within the last 10 years)
 - PPD date given (test must be within last 12 months)
 - PPD date read (must be read within 2-3 days of date given)
 - PPD date results (if result is positive please complete **step 2** if higher than 10, **step 3** chest x-ray is necessary –please provide with x-ray read report)
 - Meningitis vaccine (Menomune or Menactra) **OR** signature to waive vaccine (Part II on page 7)

***Failure to comply may prohibit you from moving into your accommodation or registering for classes.**

****Please note that you may receive treatment and vaccinations at Clarkson's Health Center when you arrive, however there will be substantial fees for these services.**



Certification of Finance Forms and Supporting Documentation



Please be sure to send official bank documents which show enough funds for your stay here at Clarkson University. This will move the process along for your acceptance to be sent. Types of proof include:

- Letter from the bank stating funds required are available with the amount listed and a bank seal and official signature.
- Official Grant or Scholarship information.

Once we receive your forms they are sent to our **International Students and Scholars Office**. Tess Casler, our Director for International Students and Scholars processes the paperwork which is required for your **visa**. If there is missing information or questions about what was submitted, Tess will contact you via email.

United States VISA

F-1 Student Visa

- Must maintain full course of study and be making normal progress toward program completion
- Student may engage in on-campus employment without approval from International Students & Scholars Office (off-campus employment requires a J-1 Student Visa)
- Eligibility for optional or curricular practical training is only available after completion of one full academic year for degree seeking students.
- Students under the exchange program are not eligible for curricular/optional practical training
- Students entering on F-1 visa may change their program from non-degree seeking to a degree seeking program
- Students entering on F-1 visa have a 60 day grace period after the completion of their program to depart the United States.

J-1 Student Visa

- J-1 students are eligible for Academic Training. This training is permitted at any stage of the program while enrolled or after completion of the program.
- Academic Training will be approved for the equivalent time spent enrolled as a student and must begin no more than 30 days after completion of your program
- Must have a job offer program to training approval and completion of program.
- Students entering on a J-1 visa have a 30 day grace period after completion of their program to depart the United States.
- Must maintain a full course of study and be making normal progress toward program completion
- Students may engage in any type of employment with approval from the International Students & Scholars Office
- Students entering on a J-1 student visa are not eligible to change their program from a non-degree seeking to a degree seeking program without a change in category (fee applicable)
- Students entering on a J-1 student visa in a non-degree program are allowed up to 24 months in this category – this includes the time period spent studying and any time spent in academic training

Housing / Residence Life



Townhouse Apartments



Riverside Apartments



Woodstock Village Apts.

Exchange students are **REQUIRED** to live on-campus.

Graduate exchange students are also required to live on-campus. Please note that you will be placed with undergraduates. (Graduate students over 25 years of age may be granted an exception.)

Housing Contract – this must be completed for our housing department.

Housing Contract can be found at:

www.clarkson.edu/residencelife/halls/documents/transfer_contract.pdf

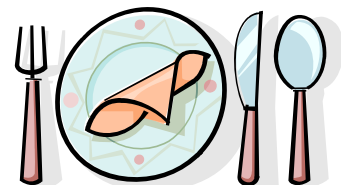
More information can be found at: <http://www.clarkson.edu/residencelife/>

***We advise our Exchange Students to live in the self-catering apartments which include: Woodstock Village, Riverside Apartments, and Townhouse Apartments. If you live in this style housing you are not required to have a meal plan as there are kitchens in the apartments.**

Meal Plans

Meal plan information can be found at the following link:

<http://www.clarkson.edu/residencelife/food/>



If you live in apartment style housing you are **not** required to have a meal plan.

Lending Cupboard

The Lending Cupboard is a place here on campus where you may go to borrow items which you will need but may not want to purchase or bring with you due to expense. You may borrow them for the semester and return them at the end of the semester. Such items which can be borrowed are: dishes, silverware, winter clothing, sheets, blankets, pots and pans, small furniture, etc.

Courses (Classes)

All courses are taught in English.

To qualify as a full-time student, an Exchange Student must enroll for a minimum of 12 credits. This is generally equal to 4 to 5 classes. Not only is enrolling in 12 credits a requirement of the exchange program but it necessary to maintain your **Visa Status**. (There may be exceptions for graduate students. Tess Casler can advise about how to stay “in status.”)

Exchange students are responsible in ensuring that chosen modules are appropriate and fulfill the requirements of their program of study at their home university. You will be assigned an academic advisor here at Clarkson University to consult with prior to your arrival.

Note: Even though the application suggests you choose more that 12 credits, this is to act as an option for alternative classes (modules, papers, courses) in case the student is not offered the class they have chosen due to lack of availability or failure to meet pre-requisites.

- Please refer to the full-list of classes at the following website:
<http://www.clarkson.edu/sas/master/index.html>



Buying your books

Books can be purchased at the Clarkson Bookstore, located on Market Street downtown Potsdam. Take the course number to the store and they can show you how to select the book you need. Please be prepared to spend a few hundred dollars for your books.

Payments – payments for room and board may be made in advance or you may pay when you arrive. **You will not be able to register without full payment.** There are no partial payment plans available for **exchange** students.



- Credit cards (We accept Visa and Mastercard), Bank Transfers, Money Orders or Travelers Checks are acceptable means of payment.
- Electronic Payment Transfer – here’s what you need...
 - Bank Name: Key Bank of New York, Albany, New York
 - ABA Routing Number (IBAN number) 021300077
 - Account # 322270001397
 - Your seven digit Clarkson University Student Number
 - SWIFT code KEYBUS33

Banking in Potsdam

What you need to set up an account at a local bank:

- Complete a W8 Form which requires information for your reason for visitation. This information is simply to verify why you do not have a social-security number.
- 2 forms of identification (examples: passport and student ID)
- \$ for deposit to establish account





Travel from Airports - Preferred city of arrival is Syracuse, New York.

We will **NOT** be providing transportation from the airport. There is a bus which runs between Syracuse, New York and Potsdam, NY twice per day. The bus driver will drop you off at Cheel Campus Center if you let him/her know you are going to Clarkson. Information can be found at the following link: <http://www.trailwaysny.com>

Please return the **Arrival Form** so we can plan to have someone meet you at the bus.

****Please note that at the end of your stay here in Potsdam, you are responsible for your own transportation back to the airport.**

Other area airports are Montreal, Quebec and Ottawa, Ontario, which are both in Canada. Public transportation to/from Canada is not available to get you to and from the airport.

Computer Accounts and OIT (Office of Information Technology)

Wireless Computer Connections are available in all academic buildings on campus. There are no wireless connections in the residence halls or apartments.

Information about the accounts you will be using along with usernames and passwords will be sent to you via email prior to your arrival.

On-Campus Activities

There are many on campus activities everyday that are open to all students. Clarkson has a vast number of clubs, intramural sports teams, events and activities all running at any given time. For more information click on the following link:

http://www.clarkson.edu/campus_life/clubs/index.html

Clarkson Outing Club - <http://people.clarkson.edu/clubs/cuoc/>

http://www.clarkson.edu/isso/students_scholars/student_organizations.html

Off-Campus Activities

The community often hosts events for students in the area. These events are listed at the following helpful website:

<http://northcountrynow.com/entertainment/local-events/default.asp>

Campus Post Office

Undergraduates will receive your own post office box, located in Cheel Campus Center. Cheel Campus Center houses a post office, which is open daily. You will have your own personal mailbox is accessible to you by a key during any hours that Cheel Campus Center is open.

Graduate students will have a mailbox in the graduate office in which they are enrolled.

Transcripts

Your transcript is a list of the classes with grades you achieved in each class.

In the US you must sign a consent form in order for your grades to be sent to your home university. When you arrive you will be provided an Academic Record Transcript Request form to sign and return to Christine Bailey. At the end of the semester your transcript will be sent to your home university. If you wish to have an additional transcript sent to you another form must be completed and a fee of \$4.00 will be charged.

