



International Exchange Program Fact Sheet Academic Year 2020 – 2021

The mission of Samuel Curtis Johnson Graduate School of Management’s 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.

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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: 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

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 in the other schools in the SC Johnson College of Business). Topic areas include Accounting, Consulting, Entrepreneurship, Emerging Markets, Leadership & Ethics,

Business Analytics, Corporate Finance, Financial Investing, Financial Analysis, Marketing, Strategy, and Sustainable Global Enterprise.

Exchange students are required to take a minimum of 12 graduate 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.

Courses: The course roster does not change significantly from year to year; for a good approximation of 2020 – 2021 course offerings, please review the information listed on the [Cornell University Class Roster](#).

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. If your student does not meet this minimum requirement, please contact Johnson before nominating them.

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.

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 before nominating a student who has U.S. citizenship or significant experience living/working in the U.S.

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 graduate-level credit hours (150 contact hours) within the SC Johnson College of Business, but a normal course load is typically 15 credits. Contact hours reflect the number of hours spent in class, but students are expected to prepare prior to each class meeting, including group work and projects outside the classroom. Exchange students are considered to be second-year students in the residential Two-Year MBA program and are not permitted to take core courses or first-year Immersion practicum courses. On a space-available basis and for additional credit, Exchange students may enroll in graduate-level classes at other colleges at Cornell University as long as they have met the requirement of a minimum of 12 graduate-level credits within the SC Johnson College of Business. The only undergraduate-level courses Exchange students can participate in are Physical Education courses.

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. The grading option for each class will be listed prior to registering for a 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 2020
Calendar:**

Mandatory Orientation: Thursday, August 20, 2020

Instruction Begins	August 24
Labor Day Holiday (no classes)	September 7
Fall Break	October 10-13
Thanksgiving Recess	November 25-29
Last Day of Johnson Classes	December 3
Last Day of Cornell University Classes	December 8
Johnson Exam Period	December 8-12
Cornell University Exam Period	December 12-19

**Spring 2021
Calendar:**

Mandatory Orientation: Friday, January 22, 2021

Instruction Begins	January 26
February Break	February 27-March 2
Spring Break	April 3-11
Last Day of Johnson & Cornell Classes	May 11
Johnson & Cornell University Exam Period	May 15-22

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

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 U.S. health insurance that meets all of Cornell's requirements will be allowed to appeal the charge for the SHIP; international student very rarely meet this requirement. For more information, please see the [Cornell University Student Health Benefits website](#) and the Student Health Benefit information specifically for [international students](#). For questions about student health insurance, please email studentbenefits@cornell.edu. Additionally, all accompanying dependents on U.S. visas must be covered by health insurance.

Visa: Exchange students coming to Cornell University typically study on an F-1 visa. In order to study at Cornell, 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 after the end of the exchange term. Students are also expected to bring or purchase their own laptops.

Career Services: Exchange students are given access to only 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 participate in company sponsored recruiting events, or to apply to summer internships or full-time jobs through the Career Management Center.

Please note, Exchange students typically study at Cornell University on an F-1 visa. Participating in the Exchange program does not qualify a

student for U.S. work authorization programs like Optional Practical Training (OPT) or Curricular Practical Training (CPT), so please do not plan on working off-campus or at an internship during your semester. If there are questions on this policy, Exchange Coordinators should email gm-exchstudentsinbox@cornell.edu before any student nomination occurs.

Alumni Status: 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 Kathryn Kvasnica (243 Sage Hall) and the Johnson Registrar team (106 Sage Hall).

For Host Schools:

Deadlines:

- Exchange numbers between schools will be proposed starting mid-November, 2019.
- Nominations for fall semester (August to December, 2020) are due by **May 1, 2020**.
- Nomination for spring semester (January to May, 2021) are due by **May 1, 2020**.

Exchange Coordinator, please email gm-exchstudentsinbox@cornell.edu with nomination information. Please include the following nominated student information:

- first name and last name
- gender
- birthdate (mm/dd/yyyy)
- country of citizenship
- preferred email address
- the semester in which they are nominated to study
- their home institution and in which program they are enrolled

Required Documents from students once nominated (nominees will be notified when this is available online):

- Exchange Registration Form
- 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

Updated January 2020