



**Contact for Exchange and
Double Degree Programs:**

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MBA Program Office
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Websites:

<http://www.mcombs.utexas.edu/mba/full-time>

<http://www.mcombs.utexas.edu/MBA/Full-Time/Hands-On/International/Exchange.aspx>

<http://www.mcombs.utexas.edu/MBA/Full-Time/Hands-On/International/Exchange/Inbound-Students.aspx>

Deadlines:

Deadline for Nominations:
Fall Exchange – April 1
Spring Exchange – October 1

Deadline for Completion of On-line Application and Submission of Documents:
Fall Exchange – April 15

Spring Exchange – October 15

Required Documents:

- Nomination from University Exchange Coordinator
- Résumé or CV
- Online Exchange Application
- Official University Transcript (undergraduate and MBA coursework). Foreign transcripts must be submitted in their original language along with an official English translation.
- Immigration and Financial Support Form
- English Proficiency Form

For full details, please see:

<https://world.utexas.edu/iss/students/exchange/apply>

Areas of Study: Accounting, Business Law, Finance, Management, Marketing, Information, Risk & Operations Management (IROM); specializations in Energy/Clean Tech and Entrepreneurship.

Exchange students can choose MBA electives within our departments or they may also take courses offered by other UT departments. Special permission is required to take courses outside of the McCombs MBA Program.

UT Faculties/Colleges:

www.utexas.edu and www.utexas.edu/dept/

McCombs Departments:

<http://www.mcombs.utexas.edu/departments>

Courses:

The course schedule can be found at:

<http://registrar.utexas.edu/schedules/>

Course descriptions are available on-line at:

<http://www.mcombs.utexas.edu/MBA/Full-Time/Academics/Curriculum.aspx>

Course syllabi may be available on-line through the individual academic departments.

Language requirement:

Exchange students must be proficient in English. While we do not require official TOEFL scores for exchange students, students should have a minimum TOEFL score of 100 (iBT). Exchange Coordinators must submit an **English Proficiency Form** on behalf of the student before a visa document can be issued.

Language courses:

Language courses are offered to students outside of the business school if they desire. Language courses are not offered for MBA credit. Students should check with their home university regarding credit for language courses.

Students interested in improving their English language skills may enrol in English as a Second Language (ESL) courses available through the UT International Office: www.utexas.edu/student/esl/. Please note that there is a fee for ESL courses.

Academic/Experience Requirements:

Exchange applicants must be at the MSc or MBA level. Any additional prerequisites for the exchange are established by our partner schools.

Work Experience: Please note that it is highly advisable for exchange students to have at least 2 years work experience.

Full-time Workload:

Maximum Course Load: 5 courses (15 credit hours, 30 ECTS)
Minimum Course Load: 3 courses (9 credit hours, 18 ECTS)
Credits: 3 credit hours per class (on average 42 contact hours per course);
Exchange students may take 3 courses with permission from the home school.
Note: Although there are some 2 credit hour classes in the MBA Program, these are unavailable to exchange students.

Learning Expectations:

Assessment and teaching methods include exams, group and individual projects, class participation, presentations, papers, case studies, and lectures. Weights on methods of teaching and evaluation depend on the course and professor.

Grading:

All MBA classes are based on a typical US grading scale. Students are awarded letter grades A-F (with plus or minus). Grades below a C (C-,D, or F) are failing grades.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

Exams:

Mid-term and final examinations are held each semester based on the University schedule. Students should expect to take both mid-term and final examinations for each course. Exams can be written, oral, independent, group projects, or essays.

Calendar

The Texas MBA runs on a semester system.

<http://registrar.utexas.edu/calendars/19-20>

Fall Semester 2019:

Arrival Date Deadline: August 20th
International Office Orientation (not required but encouraged): Friday, August 16th
McCombs MBA Orientation (required): August 22
First Day of Class: August 28
Labor Day Holiday: September 2
Thanksgiving Holiday: November 28-29
Last Day of Class: December 9
Final Exams: December 12-14, 16-18

**Your individual exam schedules will vary by course selection, but will only be known after the semester begins. Information about exam schedules is provided to you by your professor.*

Spring Semester 2020:

Arrival Date Deadline: January 10
International Office Orientation (not required): January 10
McCombs MBA Orientation (required): January 16-17
MLK, Jr. Holiday: January 20
First Day of Class: January 21
Spring Break: March 16-21
Last Day of Class: May 8
Final Exams: May 13-16, 18-19

**Your individual exam schedules will vary by course selection, but will only be known after the semester begins. Information about exam schedules is provided to you by your professor.*

Summer programs or short-term programs

Summer exchanges are available on a limited basis. Short-term programs are not available.

Academic Expenses:

Tuition: Not applicable (due to reciprocal exchange agreement)
Books/Supplies: \$200-500 per course

Living Expenses:

Rent/Accommodation: \$700-\$1,500/month
Food: \$500/month per person
Utilities (telephone, gas, water, & electricity): \$100-\$200/month per person
Transportation: buses are free (with valid UT student ID card)
Books: \$800-1,500/semester total
Miscellaneous: \$1,500-\$2,000/semester per person

All expenses are estimated in US dollars.

Other Expenses:

International Student Services Fee: \$100.00
Student ID Card: \$10
University Health Services, including TB Skin Test: \$60

Health insurance:

Mandatory Health Insurance: approx. \$953 for the fall and \$951 for the spring (student only).

Medical insurance is **required** for all international students at the University of Texas at Austin. There is no longer the ability to waive the UT international student insurance per UT policy.

Insurance is handled through the UT International Office:
<http://world.utexas.edu/iss/insurance>

It is advised that students go to the UT Health Services Center as soon as possible. In order to register at The University of Texas at Austin, all students must provide documentation of the immunizations and have a TB screening performed. **You will be blocked from course registration until the TB skin test results are read and you provide proof of the meningitis vaccine.**

<http://www.healthyhorns.utexas.edu/internationalstudents.html>

Facilities:

- *Robert B. Rowling Hall:* Our new home opened in March 2018, and is five-story, 497,500 square foot building which houses the Texas MBA and MSTC programs. 16 classrooms, 40 study and breakout rooms, board rooms, 15,000 sq ft ballroom, business labs, student lounge, outdoor terraces, and the Moontower Café.
<https://news.utexas.edu/2018/02/22/new-rowling-hall-is-the-future-of-business-education/>
- *Media Services:* rentals (laptops, zip drives, camcorders, digital cameras, etc) for business students with student ID
www.mcombs.utexas.edu/media/
- *UT Library System:* With over 8 million volumes, the University's library system is the fifth largest academic library system in North America.
www.lib.utexas.edu/ and www.lib.utexas.edu/subject/business
- *Lockers:* Lockers may be rented from the Graduate Business Council.
- *Recreational Sports:* Recreational Sports is enormous and well-funded at UT. There are opportunities for drop-in participation with sports equipment available for check-out. Facility schedules are available at Gregory Gym. Clubs include sailing, water skiing, soccer, volleyball, fencing, folk dancing, racquetball, martial arts, badminton, table tennis and more. Recreational facilities include pool, exercise machines, racquetball courts, rock-climbing, aerobics classes, weights, etc.
<http://www.utrecsports.org/home/pages/home.php>

Student Services:

- *MBA Program Office:* the "home office" for MBA exchange students located on the 2nd floor of Rowling Hall. Exchange students have an assigned advisor to assist with academic matters and other issues relating to the McCombs MBA Program, including exchange application procedures.
- *International Office:* International Advisors are available to assist international students with matters not specifically within the province of the student's academic advisor (e.g. matters related to immigration status, health insurance, medical care, legal matters, banking services, automobiles, social security, income tax regulations and liability, etc.).
www.utexas.edu/international/iss/
- *Computer Services:* Students have access to the university and business school computer labs and will be given a McCombs e-mail account. It is strongly suggested that exchange students bring a laptop computer.
www.mcombs.utexas.edu/services/cbacc/labs/
- *English Classes:* The UT International Office offers ESL classes (for a fee) on a year-round basis. www.utexas.edu/student/esl/
- *UT Learning Center:* Additional classes (writing assistance, etc.) are offered by the UT Learning Center. <http://www.utexas.edu/ugs/slc>
- *Student Organizations:* with a network of over 40 MBA student organizations, students have a chance to join academic, social, and athletic clubs to suit their needs.
<http://www.mcombs.utexas.edu/MBA/Full-Time/Student-Life/Student-Organizations.aspx>
- *MBA Career Services:* Exchange students have access to services such as: advising, presentations, workshops, career library, and online career research resources. **However, the on-campus recruiting system is not available to exchange students.**

Orientation:

The MBA Program Office holds a special orientation session for incoming exchange students every semester. MBA orientation is **mandatory** for all incoming exchange students. Students receive pertinent instruction on the McCombs MBA Program, academics, advising, course registration, student life, computer/technology issues, and many other issues important to exchange students. Additionally, UT International Office sponsors a Welcome & Orientation Program for all new international students (dates vary by academic year—please see calendar on pages 3 & 4).

Info Dissemination:

Most information will be sent to students and exchange coordinators by email and, once admitted, by Canvas and OrgSync.

Visas:

Students participating in the reciprocal exchange program are issued the form DS-2019 by the UT International Office to enter the US on a J-1 visa for the duration of the academic period (one semester only). The DS-2019 will be issued by UT once the exchange application is complete. (This includes the receipt of online exchange application and all supplementary documents.)

All Exchange students are required to obtain the J-1 visa for permission to enter the US. Students' visas expire at the end of the last month of enrolment. For additional information, please check: http://travel.state.gov/visa/visa_1750.html and www.unitedstatesvisas.gov/obtainingvisa/index.html.

