

Northwood University Exchange Programs

Information
and
Application Booklet
2009-10

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Dear Student:

We are pleased that you are considering an exchange program. Making a decision to explore the world beyond the borders of the United States can be a life-changing experience. Studying abroad at a foreign college/university enriches students personally, professionally, and academically, and is something that no amount of U.S. classroom experience can simulate or replace. Study abroad also develops a level of maturity and self-confidence that can enhance any student's personal and professional skill set.

Northwood University has signed a number of exchange agreements with institutions in Europe Asia and Latin America. Students can choose a summer, fall/spring semester or year-long option for studying. This packet is designed to help answer your questions and make an informed decision about participating in an exchange program.

If you have any questions, please contact me at 989-837-4136 or via email at reevesm@northwood.edu.

Sincerely,

Mamiko Reeves

Director, International Education
Northwood University

What is an exchange program?

An exchange program is one in which two or more institutions of higher education agree to “exchange” students over a specified period of time. Students who participate in exchange programs travel to the foreign institution – known as the **host** institution - to study and live for a specified period of time (usually a semester or a year) and transfer the academic credit back to their **home** institution - Northwood University. In exchange, students from the host institution come to the home institution for a period up to one year.

Unlike group study abroad programs, where a group of Northwood University students travel together with an NU faculty member on a relatively “pre-scripted” program, individual students apply directly to the host institution and participate in exchange programs (though more than one student from NU may be going to the host institution). Each year, NU hosts several exchange students who come to NU for a semester or year of study.

Participation in an exchange program allows not just for study at a foreign institution, but also for a deeper cultural immersion and the formation of lifelong friendships with people from other countries and cultures. Students who participate in exchange programs invariably return to the U.S. with a profound appreciation for the richness and diversity of other cultures and customs. Students also gain a higher level of intellectual and emotional maturity and new language and interpersonal skills.

Northwood University has several exchange programs in place in Europe, Asia and in Latin America. These exchanges are with the following institutions with the institutional website listed below the name of the institution:

- Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA) –Angers, France
http://www.essca.asso.fr/html/document_detail.aspx?havechild=1&rbID=28
- Ecole Supérieure des Sciences Commerciales d'Angers (ESSCA) - Budapest, Hungary
http://www.essca.asso.fr/html/document_detail.aspx?havechild=1&rbID=28
- Pontificia Universidad Catolica Madre y Maestra (PUCMM) – Santiago, Dominican Republic
<http://www.pucmmsti.edu.do/>
- The Hague University Applied Science International Business and Management Studies - Hague, Netherland
http://portal.hhs.nl/portal/page?_pageid=133,817279&_dad=portal&_schema=PORTAL
- Ostfalia University of Applied Science – Wolfsburg, Germany
<http://www.ostfalia.de/cms/en/index.html>
- INTI college – Subang Jaya, Malaysia
<http://www.newinti.edu.my/>

- Braca Karic University – Belgrade, Serbia
<http://www.uni-bk.ac.yu/final/eng/index.php>
- Titu Maiorescu University – Bucharest, Romania
<http://85.186.159.59/utm/en/engleza.html>
- Academy of Economic Sciences – Bucharest, Romania
http://www.ase.ro/site/index_engleza.asp

The credits earned at these institutions can, by written agreement, be transferred and accepted into a student's Northwood University program.

Though host institutions may publish a specific deadline for accepting exchange applications, students who are contemplating participation in an exchange program should typically plan on meeting the following deadlines for application and acceptance to the host institution:

Fall Semester – application and acceptance completed by March 15 of the preceding spring

Spring Semester – application and acceptance completed by October 15 of the preceding fall

Summer Programs - application and acceptance completed by March 15 of the preceding spring

Students are often worried about their language capability in terms of participating in an exchange program. **Please note that for the exchange programs listed above, all instruction is in English, EXCEPT for the program at PUCMM, which is taught in Spanish.** It is not necessary that students be fluent in the official language of the country where the host institution is located, but students are encouraged to learn about that country's history and culture, and need to learn some basic words and phrases in that language.

Eligibility

Most host institutions will assume that you have completed basic coursework in areas like English, Computer Science, Mathematics, Economics, Accounting, Management and Marketing before you participate in an exchange program. Thus, the eligibility standards for exchange programs are somewhat different than for group study abroad programs. **Students must:**

1. **have successfully completed at least 96 term hours at Northwood University (e.g., be in your junior year), or, if a transfer student, have successfully completed the equivalent of 96 term hours and completed at least one term at Northwood University. Students typically apply for Exchange programs as juniors or seniors.**
2. **have fulfilled any course prerequisites for academic credit associated with Exchange programs.**
3. **have a cumulative GPA of at least 2.5. Some institution requires GPA of 3.0.**

NOTE: Students on academic probation are not eligible for exchange programs. Students must be in good academic standing during the program itself. If students are in good standing when they apply for exchange programs, but are put on academic probation between the time of application and the starting date of the program, the student becomes ineligible to participate in the exchange.

Specific exchange programs may have additional eligibility requirements (these will be noted in the host institution's application and information).

Application Procedure

Before applying for an exchange program, students should spend some time thinking about their goals and objectives – why do I want to participate in an exchange program? Do I want to live abroad for a semester or an entire academic year? Can I afford it? The following site is a very comprehensive overview of preparing yourself to engage in a study abroad program:

<http://www.studentsabroad.com/>

Students who wish to apply to an exchange program must follow the procedures below:

1. Read and review the information presented in this packet, and complete the attached application.
2. The application will be evaluated by the Dean of International Programs. If the student has indicated an interest in receiving financial aid, a copy of the application will be sent to the student's campus Financial Aid office.
3. The applicant will be notified whether he or she meets the criteria for acceptance to an exchange program. If the applicant is qualified, the student will meet with Dr. Dan Liechty to discuss application to the program, program logistics, appropriate courses and transfer credits.

A budget showing estimated costs for the exchange program will be prepared for the student.

A letter describing transfer credits awarded by Northwood for successful participation and completion of specified courses in the exchange program will be placed in the student's file and copies sent to the student's campus Academic Dean, Registrar and Financial Aid Office.

4. The student completes the host institution's application and sends it to Dr. Dan Liechty, Dean of International Programs, Northwood University, 4000 Whiting Drive, Midland, MI 48640-2398. The application, along with any other documentation (such as transcripts) and a cover letter from Dr. Liechty endorsing the application, will then be sent to the host institution. The host institution will then notify the student of his/her acceptance, and will send information regarding travel, housing options, course enrollment and registration, student life, etc, at the host location.

5. The student is then responsible for making all the necessary arrangements to study and live at the host institution, as detailed in this booklet.

Academic Programs

Students in all majors may participate in exchange programs, and participating as an exchange student will not normally interfere with progress toward degree completion. Students in some majors with specialized coursework only offered in specific terms must carefully plan, in cooperation with their Academic Dean's office, for the completion of required courses that they may miss while in the exchange program. However, the International Programs office and the Academic Dean's office will work closely together to help insure that progress toward the completion of a degree proceeds on schedule.

The host institutions which Northwood University works with have a variety of academic programs and courses that "fit" into Northwood curricula. Each institution has a slightly different academic calendar and infrastructure, but all institutions offer coursework in various areas of business, humanities, and social sciences. The courses do not always "look" like courses at Northwood. For example, ESSCA is a French school of management that offers only business-related degrees, similar to NU. ESSCA offers a series of "modules" that incorporate multiple course content within one course. So, a student taking the module entitled *The Jean Monnet Module* will take content that encompasses fields such as History, Economics and Management.

Other institutions such as PUCMM are more traditional institutions which offer a variety of academic majors and courses. Students who take coursework at PUCMM will choose courses that may look like courses at NU, rather than modules that cover multiple intellectual areas. But keep in mind that coursework may "look" very different elsewhere!

Assessment/Grading

Assessment and grading will be done using the host institution's grading system, which will be different from that of NU. Students will receive a final transcript showing the grades earned in the various modules/courses. The transcript may also show the U.S. equivalent of the foreign grades.

For example, ESSCA uses the French grading system, which consists of a numerical score of 0 – 20. Listed below is the rough equivalency used to convert French grades to the American grading system:

| <u>French Grade:</u> | <u>American Grade:</u> |
|----------------------|------------------------|
| 16 – 20 | A+ |
| 14 – 15.9 | A |
| 12 – 13.9 | B |

| | |
|-----------|---------|
| 10 - 11.9 | C |
| Below 9.9 | Failure |

NOTE: Northwood University will consider transfer credits based on the equivalent U.S. grade. That is, only those grades which are at the “C” or above on the American system will transfer. So, for example, if a student took a course at ESSCA and got a grade of 9.5, the course cannot be accepted by NU for transfer credit, as it falls below the equivalent level of a “C” grade in the U.S. system. *Only credit transfers – not actual grades.*

NOTE: If a student changes the coursework he/she is taking, the office of the Dean of International Programs must be notified and that coursework for appropriate transfer credit. Northwood University does not guarantee transferability of credit for courses which have not been pre-approved in writing.

After receiving all final grades, each participant will receive a final official transcript of grades that is at the same time sent to Dr. Liechty at the Northwood Michigan campus. This document will then be forwarded to the appropriate campus Registrar for the actual awarding of transfer credits.

Costs

Northwood University students who participate in exchange programs do not pay any tuition to the host institution, but instead pay Northwood tuition on a per credit hour basis. Students are charged tuition for the number of transfer credits they would be awarded at Northwood.

For example, if a student is enrolling for a semester at PUCMM and will (upon successful completion of PUCMM coursework) earn 15 transfer credits at Northwood (semester credits), the student is charged (using Fall 2009 figures):

$$15 \text{ credits} \times \$363 \text{ per credit hour} = \$5,445$$

This cost may be assessed in one lump sum, or divided into payment terms. Each campus business office will work with students to set up a payment schedule if needed.

Students are also responsible for all costs such as airfare, accommodations, meals, health insurance, books, passport and visa fees, laundry, etc. These costs include:

- travel expenses to/from the exchange site/host institution (airfare, train fare)
- living expenses at the exchange site (rent, food, transportation, laundry, clothing, etc)
- any student fees assessed by the host institution
- books and educational supplies
- passport and student visa fees, student identification card
- incidental travel while living abroad, incidental spending money

Expenses vary widely among the different exchange programs. For example, apartment rent alone in Angers, France, might run to 250 - 400 Euros per month, while a homestay in the Dominican Republic might be only \$150 per month for room and board. Regardless of their program, NU personnel will help individual students develop a budget and estimate expenses during their time abroad.

Financial Aid/Scholarships

Financial aid is available to eligible students. Students are strongly recommended to meet with a Financial Aid counselor to review their financial aid status. In order to apply for funds, students should complete the *Free Application for Federal Student Aid (FAFSA)* for the academic year that includes the exchange program. The FAFSA application is available on line at www.fafsa.ed.gov. Paper FAFSA applications are also available in the Financial Aid Offices on each campus. Your eligibility for aid will be determined by your campus Financial Aid Office after it receives the results of your FAFSA application, any additional requested documentation and your exchange enrollment letter (as noted in step number 3 of the application process). The Financial Aid Office will work closely with the Director of Study Abroad in the office of the Vice President for Academics and International Programs. Any questions relating to financial aid should be directed to the student's Financial Aid Office.

Students that prefer not to apply for aid through the FAFSA application cannot be considered for many types of aid. Alternative loans are available to eligible students whether or not they complete the FAFSA. The Financial Aid Office encourages students to apply for aid first through the FAFSA application process.

Students may also apply for Northwood Private Donor Scholarships. The scholarship application deadline is March 1st prior to the academic year in which the scholarship would be awarded.

Visit www.northwood.edu for more information about all types of financial aid and scholarships. Choose your campus link, then click on Financial Aid for more details.

Insurance, Health and Travel Safety

Northwood University cannot assume any responsibility for your medical expenses while you are on an exchange program. In general, it is highly recommended that students review their personal insurance coverage before traveling or studying abroad. Insurance should cover sickness, hospitalization, accidents, repatriation, and any civil responsibility. **Students attending this program should check with their insurance provider as to coverage for health and medical insurance while traveling and studying abroad.**

In general, there is little health risk in traveling and studying abroad. Though "over the counter" medications are often available, students who are taking prescription medications should take the original prescription and enough medication to cover the first several weeks while they are living at the host institution. Medications should be carried in the original container. Students should consult the U.S. Centers for Disease Control (CDC) website for further information about their

exchange location at: <http://www.cdc.gov/travel/>. The World Health Organization (WHO) also lists information at: <http://www.who.int/en/>

Northwood recommends that students review the CDC and WHO information and consult with their physician at least 6-8 weeks prior to departure about any personal medical conditions or about receiving vaccinations before traveling. It is the student's option and responsibility to consult with his or her physician about any health conditions and obtain any vaccinations

Safety is a prime concern of all who are involved in study abroad programs — participants, their families, advisers, institutions that send students abroad, those that host them, and the staff of all organizations that operate programs. There are risks that are unique to the overseas settings, and when those rare incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support. Keep in contact with your family - just to provide reassurance.

Northwood University generally:

- Cannot eliminate all risks from the study abroad environment.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
- Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.

In study abroad, as in other settings, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Students should also be aware of safety issues as they travel within their host country and if they travel to other countries while in the exchange program. Students should also be aware of any travel warnings or advisories published by the U.S. State Department. Such information can be found on a country-by-country basis at: http://travel.state.gov/travel_warnings.html.

As with any type of living or travel arrangement, personal safety is important. Students should always be careful to secure important documents and protect their valuables, and be aware of their surroundings in their location.

Accommodations

Accommodations vary widely among the different exchange sites, but the similarity is that most host institutions overseas have little or no on-campus housing. For example, neither ESSCA nor PUCMM has any on-campus housing, but each institution's international office will help

students to find housing and identify roommates. Housing at European institutions is almost always in apartments near the campus while housing at PUCMM is in homestays with families that live on the periphery of campus.

Most students plan on arriving a few days early at the host institution to look for housing and identify roommates. In some cases, real estate agencies can help students, but these properties tend to be more expensive.

It usually takes no more than one week for a student to find an appropriate place to stay, which is why we strongly recommend that students plan to arrive one week before the semester starts in order to have sufficient time to find your accommodation and do any administrative paperwork that the city or municipality might require.

Practical Information about Living Abroad

Passport:

You **must** have a valid passport to participate in an exchange program. The passport must be valid for at least six months beyond the date of your initial entry to the country in which you will be living.

Information about applying for a U.S. passport is at:

http://www.travel.state.gov/passport/passport_1738.html

NOTE: It may take up to 6-8 weeks to get a passport in the U.S. Make certain that you have your passport well ahead of time, as it will be needed to apply for the student visa. Passports applications can be “expedited” for an additional fee, and expedited passports generally take about 2- 3weeks.

Visa:

The visa legislation for students varies from country to country, but most countries require that you apply for and be approved for some kind of student visa before traveling to the host institution. A visa is nothing more than a document stamped or placed in your passport that allows entry into that country for a specific purpose.

Students usually need to apply for a visa in their home country, meaning that you must apply for the other country’s visa at their embassy or one of their consulates in the U.S. A visa application usually requires that you submit an application, a letter of acceptance from the host institution and your actual passport along with a fee to the country’s embassy or consulate. Some countries require proof of medical insurance for a visa. This visa is placed in your passport and then sent back to you.

It is ultimately your responsibility to apply for the visa. We will assist you by helping with the application, and preparing the documentation, but you are responsible for obtaining the visa.

Timing is a factor – some visas take longer to process and have deadlines that are weeks in advance of the dates you want to travel. Make sure you budget enough time for the application process.

International student card:

Your host institution may or may not issue student i.d. cards. We therefore strongly advise students to apply for an international student card before leaving the U.S. Such cards can often give you free access to the library and computer rooms at the host institution, and sometimes allow discount prices at museums, theaters, etc. Information about the card is at: <http://www.isecard.com/> or at http://www.istc.org/sisp/index.htm?fx=istc_info

Language:

With the exception of PUCMM, all instruction at host institutions is in English. However, you will be living in another country where the native language is not English. You will need to buy groceries, deal with merchants, ask for directions, order from a menu, use transportation, etc, and thus we strongly encourage students to learn some basic words and phrases in that language. You may wish to take college coursework in that language or at least buy a phrasebook. Some host institutions offer “survival” coursework, and students should take this coursework if it is offered and needed.

History and Culture

You will be living in another country. It is highly recommended that you make some effort to learn about that country’s history, geography and culture. Utilizing books, magazines, travel guides, websites and any other resource will help you know more about the place in which you will be living and studying. Northwood University students who have previously done exchange programs always mention that time invested in learning about the host institution and country prior to leaving the U.S made their experience easier and more enjoyable. These students also mention that travelling during any free time was a wonderful experience, especially if done with other exchange students that were also genuinely eager to learn more about other cultures and customs.

You will generally find that if you are curious and genuinely interested in your host country’s culture that natives are often eager to engage with you and share with you their own history and culture. A smile is international and needs no translation. Using a few words in a native language and expressing interest in local lifestyles will help “break the ice” and help you develop lasting relationships with new international friends.

Resources and Questions

General resources about studying abroad are listed below:

General Information <http://www.studentsabroad.com/>
<http://www.transitionsabroad.com/listings/study/resources/index.shtml>

| | |
|----------------------------------|---|
| U.S. Department of State | www.state.gov |
| Passports | http://travel.state.gov/passport/passport_1738.html |
| U.S. Centers for Disease Control | www.cdc.gov |
| World Health Organization | http://www.who.int/en/ |
| International Student ID Card | http://www.isecard.com/ |
| | http://www.istc.org/sisp/index.htm?fx=istc_info |
| CIA World Factbook | https://www.cia.gov/cia/publications/factbook/index.html |

Questions about exchange programs can be directed to:

- Mamiko Reeves, Director, International Education
reevesm@northwood.edu 989-837-4136
- Dan Liechty, Dean, International Programs
liechtyd@northwood.edu
- Linda Dick, Study Abroad Coordinator
dickl@northwood.edu

NORTHWOOD UNIVERSITY

Exchange Program Application Form

Please Print Legibly:

I. Personal Information

Name: _____ Date of Birth: ____ - ____ - _____ Sex: M F
Last First MI MM DD YYYY

Student ID Number: _____ Email address: _____

IMPORTANT: List an email address that you check frequently.

Northwood Campus Attending: FL ____ MI ____ TX ____ Country of Citizenship: _____

Class year: ____ Junior ____ Senior

Are you a student athlete? ____ Yes ____ No

Local (Northwood) Address: _____

City: _____ State: ____ Zip Code: _____ Phone: () _____

Cell phone (if applicable): () _____

Permanent Home Address: _____

City: _____ State: ____ Zip Code: _____ Phone: () _____

Please Give Parents' Full Name and Address(es) (if address(es) different from permanent address above):

Your major: _____ CGPA: _____

Do you have any physical or mental conditions which might impact your ability to participate in an exchange program?
If so, please list any pertinent details below:

Do you have a passport? ____ Yes ____ No (If "no", apply for one immediately)

If yes, Passport number: _____ Expiration Date: _____

Have you traveled abroad previously? ____ Yes ____ No

If yes, where to: Europe Africa Asia Latin America/Caribbean Oceania (Australia, SW Pacific)
 Canada Mexico Middle East

Are you fluent in any language other than English? If so, please list the language(s):

II. What exchange program(s) are you considering (check all that apply)?

_____ **ESSCA**

- Fall Semester (Hungary)
- Spring Semester (France)
- Full year
- Summer Program

_____ **Braca Karic University**

- Fall Semester
- Spring Semester
- Full year

_____ **Academy of Economic Sciences**

- Fall Semester
- Spring Semester
- Full year

_____ **Ostfalia University of Applied Science**

- _ Spring Semester

_____ **PUCMM (Dominican Republic)**

- Fall Semester
- Spring Semester
- Full year
- Summer Program

_____ **Titu Maiorescu University**

- Fall Semester
- Spring Semester
- Full year

_____ **INTI college**

- _ Fall semester
- _ Spring semester
- _ Full year

_____ **The Hague University**

- _ Fall Semester
- _ Spring Semester
- _ Full year

What influenced your decision to apply for an exchange program (check all that apply)?

- Academic challenge
- Career goals
- Degree enhancement

- Personal Growth
 - Foreign language skills
 - Other: _____
-

III. Financial Aid

Do you plan to use any form of financial aid for this program?

_____ Yes _____ No

Have you filed a FAFSA application for this academic year?

_____ Yes _____ No

Have you applied for any Northwood University Private Donor Scholarships?

_____ Yes _____ No

If you answered "Yes" to any of these, a copy of this application will be sent to the Financial Aid Office on your campus.

My signature below indicates my request for consideration of participation in an exchange program. In signing this application, I also understand that if I am eligible for an exchange program, I must apply and be accepted at the host institution and that there are additional costs beyond tuition which are my responsibility. I also understand that I am responsible for obtaining a passport, visa (if needed) and for consulting with a physician

regarding any health concerns or requirements pertaining to living abroad, for making travel arrangements, and for arranging my local housing..

In signing this I also give Northwood University permission to release any pertinent student records and transcript to persons at Northwood University and at the host institution who are directly involved with the processing of my application to the host school.

My parent’s signature (one parent is required to sign if student is not yet 21 years old) below indicates their awareness of this application, without which I cannot be considered.

Student Signature: _____ Date: _____

Parent /Guardian Signature: _____ Date: _____

Return application to:

Dan Liechty
Dean of International Programs
Northwood University
4000 Whiting Drive
Midland, MI 48640-2398 USA
Fax: (989)837-4247

-----**For Office Use Only**-----

CUM GPA: _____ Eligible: Y N

CREDIT HOURS: _____

MGT 230 _____ MKT 208 _____ ECN 221 _____ ECN 222 _____ ACC 241 _____ ACC 242 _____

ACC 243 _____ ENG 121 _____ ENG 122 _____ ENG 123 _____ MTH 209/310 _____

Verified on: _____ Verified by: _____

NORTHWOOD UNIVERSITY
Exchange Program
Student Reference Form
to be Completed by a Northwood Staff or Faculty Member

A nomination from Northwood University faculty/staff is required by students who are applying for an exchange program. REFERENCE: At the request of a student applying for this program, please complete the following form and submit it directly to International Programs (Northwood University, 4000 Whiting Drive, Midland, MI 48640-2398) on the Michigan campus. *(Please note that the student's application for an exchange program is not complete without this nomination--applications for which nominations are not received will be eliminated from consideration.)*

 Student Name

 Faculty/Staff Name and Title

E-mail: _____

Phone Number: (____)_____

Please use the space below (and back of the form if needed) to address the following about the applicant:

1. How well and in what connection do you know the applicant?

Answer the following questions based on the assumption that the student will be living and studying abroad for a semester or an academic year.

2. Rank the applicant on the following (circle number; 1= poor/low 5 = average 10 = excellent/high):

Self-Control 1 2 3 4 5 6 7 8 9 10

Maturity 1 2 3 4 5 6 7 8 9 10

Eagerness to Learn 1 2 3 4 5 6 7 8 9 10

Ability to Get Along 1 2 3 4 5 6 7 8 9 10

With Others:

3. Do you have any reservations/concerns about this student participating in an exchange program?

_____ No _____ Yes If "yes", please provide more information about your reservations/concerns.

4. Please provide any other comments on the back of this form.

Signature: _____ Date: _____