



Babson College

Notes of Guidance Business School Exchange

Please check information on Host University's website for accuracy

Babson College, located in Wellesley, Massachusetts, is the world's leading school for entrepreneurial management education and is recognized internationally for its entrepreneurial leadership in a changing global environment. The Babson campus consists of 370 acres of woods, rolling hills, and carefully landscaped grounds, 14 miles west of Boston. There are more than 1,900 undergraduate students and 1,300 graduate students at Babson, representing more than 74 countries. About 20 per cent of the undergraduates and 16 per cent of the graduate students are from outside the United States.

Further information:

<http://www.babson.edu> and
[Glavin Office of International Programs](#)

Babson also have a complete Exchange Student guide, available here:

[Exchange Student Guide](#)

Study Dates 2012/13

Fall Term: 24 August: Undergraduate Orientation
29 August – 15 December (including exams)
Spring Term: 19 January: Undergraduate Orientation
22 January – 11 May (including exams)

Further information:

<http://www.babson.edu/offices-services/registrar/academic-calendar/Pages/2012-2013.aspx>

Orientation

Students should plan to arrive no later than one day before orientation at the beginning of each semester. All new exchange students are required to attend a New Student Orientation programme before classes begin.

Undergraduate exchange students arriving in the fall are invited to attend the *New Student Orientation*. During this three-day orientation, you will have the chance to make new friends, learn more about the Babson community, and explore the Boston area. More information on the content and schedule can be found at

http://educationabroad.babson.edu/customtags/ct_FileRetrieve.cfm?File_ID=0E064E7273710274057277690202040715780408051408727502760E0001067302067B740472

In addition to the orientation events, all exchange students are required to attend the mandatory immigration session organized specifically for international and exchange students, which will address important issues related to your immigration status.

Academic Work

Selection of Courses

In order to maintain their J-1 immigration status, exchange students must remain enrolled in a *minimum* of 12 credits per semester ("full-time status"). Depending on their home university's requirements, exchange students take between 12 and 17 credits per semester, which is equivalent to 4-5 courses at Babson. Exchange students are permitted to enrol in up to 17 credits per semester.

For a listing of current course offerings, visit <https://fusionmx.babson.edu/CourseListing/>. Select "Undergraduate Program," the intended semester of study, sort by "Division". Courses will be sorted by disciplines, and listed by course code and title. Click on the blue +/- to access basic information about the course, such as the time it meets and the name of the professor. Click on the course title to view a course description.

Since many courses fill up quickly, it is very important that students have a list of alternative courses available when completing the online registration form, in the event they are unable to register for one or more preferred courses.

Although some courses do have a list of prerequisites for participation in a course, exchange students are not be subject to the prerequisite requirements that full-time Babson students are subject to. This means that exchange students have the ability to register for nearly any course available to them, pending course capacity limits.

However, this also means that it is the individual student's responsibility to determine whether he or she is qualified to enrol in a course. If an advanced Economics course (such as ECN3615: Money, Banking, and the Economy) lists an introductory Economics course (such as ECN2300: Principles of Macroeconomics) as a prerequisite, a student who has never taken a macroeconomics course should not register for the advanced course.

There are a few course restrictions for undergraduate exchange students: Students wishing to register for OEM or MCE courses, which are considered "bundled courses," must register for all three disciplines (total of 9 credits) unless a discipline specific waiver is awarded. Undergraduate MCFE is only open to students who are here for an academic year, and students may only apply to participate during their second semester.

Your final course selection must be approved by the University of Edinburgh Business School and a Course Registration Form is available on:

http://www.business-school.ed.ac.uk/_data/assets/word_doc/0016/16054/course-registration-form.doc.

Please ensure that you keep in regular contact with your School during your year abroad.

Registration

You will participate in Online Course Registration a few months prior to their start of your exchange program. Since many courses fill up quickly, it is very important that you have a list of alternative courses available when completing the online registration form, in the event that a preferred course is not available. You will receive more specific information via email regarding registration, including important dates and deadlines, prior to your arrival at Babson.

Note: Entrepreneurship (EPS) courses are very popular and fill up quickly. Students should not expect to be able to take only EPS courses, but they may be able to take one or two. Students should list alternate courses in case they are unable to register for the EPS courses they choose.

Studies

Exchange students are expected to actively participate in class discussions and complete all required course work. Attendance is mandatory.

Babson courses are quite demanding; for every hour spent in class, students should expect to spend at least 3 hours outside of class – studying, writing papers, or meeting with other classmates to coordinate group projects.

Students at Babson College are evaluated not only at the end of the semester but continuously throughout the semester – through a combination of assigned papers, presentations, quizzes, examinations and group projects (depending on the course). Attendance and class participation also contribute to a student's final grade.

Exchange students are not limited to any one particular department and may take courses in all disciplines as long as they have completed any corresponding pre-requisites.

Finances

Financial Evidence

Exchange students will attend Babson on a J-1 student status, you will need to provide proof of financial support by preparing an original **Declaration/Certification of Finances (DEC)** and supporting financial documents for your visa interview. The DEC shows that you have the ability and the intent to pay the cost of your program. A DEC is required for Babson College to issue you a Form DS-2019 and to apply for a J-1 Exchange Visitor Student Visa.

- DEC must be completed with U.S. dollar amounts and must be signed at the bottom. A bank letter and letter from a parent or other sponsor can be submitted with this form but must be in English and include the specific amount of money required for your program as stated on the DEC.
- The **original** DEC and **original** supporting financial documents must be shown to the Consular Officer at the U.S. embassy or consulate in your home country when you apply for your visa.
- A **copy** of the DEC and **copies** of your supporting financial documents must be sent to the Office of International Programs (OIP) in order to obtain your Form DS-2019.

- Please note - it is very important to make sure that you comprehensively fill out the information requested on the Declaration/Certification of Finances form. If you send an incomplete document, it will not be accepted.

Costs

Additional costs should be restricted to travel, books and health insurance. You will be required to pay for the following (all figures are approximate):

- Tuition fees to the University of Edinburgh – contact the agency which is paying your fees (e.g. LEA/SAAS) and ensure that payment is arranged for your time abroad.
- Living expenses (housing, food, personal and transportation) - \$17,588 per year. Please note: You will receive a bill for your room and board costs (undergraduate students that live on campus must purchase a meal plan see <http://www.babsondining.com/>).
- Other (books/health insurance) - \$2,500. Health insurance is mandatory.
- Return air travel – approximately £500.

Employment

Exchange students can work on campus during the semester part-time (up to 20 hours). On campus and during breaks they can work full time, but also only on campus.

Grants and Loans

If you are in receipt of a maintenance grant and / or a student loan, you should inform the awarding body that you have been selected to participate in the exchange. The awarding body will need payment instructions, namely details of a bank account into which it can be paid directly, or a nominated individual to whom cheques can be posted. Do not forget to obtain the necessary grant or loan application forms for the following year.

International Student Exchange Identity Card - ISE Card

The ISE Card is a student discount card which allows students to enjoy discounts, concessions, or other benefits at transportation companies, museums, attractions, national parks, accommodations, restaurants and numerous other venues all over the world. <http://www.isecard.com>

Insurance

Both Massachusetts State Law and the J-1 Exchange Visitor program require exchange students to have adequate health insurance. Students must purchase the Babson Health Insurance Plan unless they can prove (by filling out a “waiver”) that they have a comparable comprehensive medical plan which covers them during their stay in the U.S. and ***which has a claims office in the U.S.*** Insurance enrolment forms and information about plans and costs are sent to exchange students upon acceptance. You will be ***automatically*** enrolled in Babson’s Health Insurance Plan unless you find your own coverage.

Visas

All students should check the US Embassy/Consulate website for up to date information http://www.usembassy.org.uk/cons_new/visa/niv/apply.html

Useful Embassy details

Embassy Website: www.usembassy.org.uk

On no account should students enter the USA on a tourist visa.

Students with Green Cards, a US passport, or Canadian nationals do not need to apply for a visa. Canadian's will still need an I-20 or IAP-66 OR DS-2019, which will be issued automatically.

Housing

Undergraduate exchange students are provided with on-campus housing during both the Fall and Spring semesters. Undergraduate housing varies and can include single, double, triple and quad occupancy rooms, as well as suite-style living. More information can be found on the Office of Residence Life's website at <http://www.babson.edu/offices-services/residential-living/pages/home.aspx>.

Safety

We hope your stay at your exchange destination will pass without any undue incident with regard to your safety. However, as you will be staying in a different environment and culture, you should be prepared to take necessary precautions if appropriate.

We would advise you to consult with the Study Abroad Office on your arrival and also look at the following website which will give you up-to-date government information on the country you will be visiting.

<http://www.fco.gov.uk/en/>

If you find yourself without any access to cash, without your passport, or in any other serious kind of trouble, the British Consulate will try to help. In the unlikely event of you being arrested for a serious offence, insist on the Consulate being informed; a consular officer who can advise on local procedures etc. will contact you as soon as possible.

Please also inform the International Office and your DOS of any problems relating to your health or safety whilst on your study abroad exchange.

DISABILITY STATEMENT

Some destinations may be more accessible than others for disabled students. If you require any adjustments due to disability or specific learning difficulties and you wish to study abroad please contact the Business School in the first instance (adjustments@business-school.ed.ac.uk). We will liaise with you and the Disability Office at Edinburgh to explore the help available at your host institution. It would also be helpful if you discuss this with your Director of Studies and the Disability Office.

Contacts

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These notes are for guidance only. We have tried to keep them up to date, but it is very difficult to do so without your input. So, if you can keep notes of any inaccuracies in this information we should be glad to hear of them on your return to Edinburgh. Any other observations and impressions about your stay will also be useful and will help those students who participate in the exchange in future years.

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