DARDEN INCOMING EXCHANGE STUDENT FACT SHEET

The Darden School of Business at the University of Virginia is pleased to provide students attending our international partner schools with an opportunity to live and study abroad with us for an extended period of time. Please visit the Darden MBA website to learn more about the unique Darden experience and our rigorous academic environment. Please also make sure to familiarize yourself with the Darden Incoming Exchange Student webpage.

If you are from one of our partner schools, contact your administrators to find out your school's process for coming on exchange to Darden. Regardless of the process, all students coming to Darden on exchange need to know the following:

Required Documents for Application and Deadlines
Darden Exchange Student Application
Financial Documentation and Expenses
Course Materials Fee
Letter of Endorsement
Visa Information
Term Information
Course Information
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Course Selection
Pre-Entrance Health Forms, Insurance and Immunization Records
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Language Requirement and Language Support
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Orientations
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Darden Incoming Exchange Program Contacts

Required Documents:
The following documents are needed to officially enroll as an exchange student. Please remember to send these all at once via overnight courier to Kristen Kammann (see address below). We cannot accept emailed forms.
Required application materials:

- Darden Incoming Exchange Student Application (see here for more info)
- Academic Transcript from your Academic Institution listing courses and grades (request form included in Darden Incoming Exchange Student Application packet)
- Financial Documentation (see here for more info)
- Letter of Endorsement from your Institution (see here for more info)
- Transcript Release Form (form included in Darden Incoming Exchange Student Application packet)
- Photocopy of front page of your passport

Please do not send these documents via email as this is not a secured site. When completed, these documents must be all sent together via overnight carrier to:

Kristen Kammann, Assistant Director of International Programs
University of Virginia
Darden Graduate Business School
Office of Student Affairs, 112E
100 Darden Boulevard
Charlottesville, VA 22903 U.S.A.

Deadlines for required application materials:

Fall Term – March 26, 2012
Spring Term – October 05, 2012

Required Health Forms:
You need to download the Pre-Entrance Health form and send it back to the University of Virginia’s Elson Student Health Center
- Pre-Entrance Health Insurance Verification (see here for more info)
- Completed Immunization Record (see here for more info)

Send Completed Pre-Entrance Health Record to:
University of Virginia
Pre-Entrance Health Record
Department of Student Health
P.O. Box 800760
Charlottesville, VA 22908-0760 U.S.A.

After you have received your DS-2019 form via mail from the University of Virginia’s International Studies Office (see here for visa info and visa process), you may then do the following electronically:

- Complete and send the Course Planning Sheet to Linda Buttner (see here for more info)
- Secure housing (see here for housing options)
- Send a headshot photo to Kristen Kammann kammannk@darden.virginia.edu if you wish to have it shared with the Darden community.
- Send your Charlottesville arrival information to Kristen Kammann kammannk@darden.virginia.edu
Darden Exchange Student Application:
You are required to download, complete and submit a Darden Exchange Student Application. It is important to use the full name that is on your passport. All documents should have the same full name.

Financial Documentation and Expenses:
You will continue to pay the tuition and fees at your home institution (and not to Darden) during the period of your exchange, as that is part of the exchange agreement Darden has with its partner schools. However, in order to receive the DS-2019 Form for a J-1 Visa, you need to submit evidence that you have the financial resources to cover your cost-of-living budget. For a full academic year, this amount is $21,000; for a single semester, this amount is $12,000. For a quarter, the amount is $6,000. Cost-of-living budget includes travel inside the U.S.; room and board; medical insurance; educational supplies, such as books; entertainment; clothing and personal items; emergency; etc. Evidence to this effect includes any one of the following (i) affidavit, in English, of support from sponsor, such as a parent or legal guardian; (ii) personal bank statement, indicating that you have the minimum funds available; (iii) scholarship letter from home institution or other organization that includes full amount of the award and the dates it will be available to you.

Course Materials Fee
At Darden program materials are not included in students’ tuition. Program materials are assigned to students registered in Darden School courses, and may be provided in paper format, electronic format, or a combination of both. Included in the cost of materials (but not limited to) are copyright permissions for both the paper and electronic formats, course syllabi, required cases and technical notes, articles, reprints, handouts, and certain computer-based learning packages. The purchase price for Darden materials for Exchange students in the '12-'13 academic year are based upon how many quarters for which you are enrolled, at $250 per quarter. You will receive more information on how you can pay for this fee upon your arrival to Darden.

Letter of Endorsement:
Your academic institution is required to submit a letter of endorsement on your behalf. This letter’s content should include a confirmation that you are registered through your school’s exchange program, a confirmation of which term or terms you will be studying at Darden, and a positive endorsement of your request to attend Darden.

Visa Information:
Once your application materials have been received at Darden, your materials will be sent to the International Studies Office (ISO) at The University of Virginia (UVA) to issue you a DS-2019 Form, which supports applications for J-1 visa status. This process will occur shortly after the March 26 deadline for the fall semester and the October 05 deadline for the spring semester. The ISO will ship the DS-2019 Form by overnight delivery to your home institution’s program coordinator. You will then take this paperwork to the U.S. Embassy in your home country to obtain your J-1 visa. This form cannot be sent to you electronically. Original documentation is required. The ISO contact for exchange students studying at Darden is Linda Callihan, phone#: 434-982-3015 lhc4x@eservices.virginia.edu.

Term Information:
You will be considered a Second Year (SY) student at Darden. Programs are offered in both the fall and spring terms, and last from one seven-week Quarter to one 15 week full Semester.
Course Information:
Darden Course Contact Hours:
A course that meets 15 times for 85 minutes each time has a credit hour value of 1.5 credit hours. A course that meets 30 times for 85 minutes each time has a credit hour value of 3.0 credit hours.

Second Year Calendar– 2012-2013

Fall 2012:
Quarter 1: August 20 – October 12
Quarter 2: October 15 – December 11

Spring 2013:
Quarter 3: January 16 – March 13
Quarter 4: March 25 – May 8

Darden Grading System and Grade Points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Distinguished Performance</td>
<td>4.0</td>
</tr>
<tr>
<td>HP</td>
<td>High Performance</td>
<td>3.3</td>
</tr>
<tr>
<td>SP</td>
<td>Standard Performance</td>
<td>3.0</td>
</tr>
<tr>
<td>LP</td>
<td>Low Performance</td>
<td>2.7</td>
</tr>
<tr>
<td>UP</td>
<td>Unsatisfactory Performance</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail/No Credit</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade Distribution for SY Electives (top-end distribution):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>5-25%</td>
</tr>
<tr>
<td>HP</td>
<td>15-35%</td>
</tr>
<tr>
<td>SP, LP, UP, F</td>
<td>(combined) 40-70%</td>
</tr>
</tbody>
</table>

Course Planning:

**NOTE: For FALL SEMESTER STUDENTS - You will not be able to register for courses until May 2012.**
Throughout the academic year, the Darden MBA Program offers a wide range of courses that are open to full-time and exchange students. All exchange students must enroll as full-time Second Year students. All exchange students must complete the Darden Exchange Student Application in order for your course request to be processed. You will have access to the Darden School add/drop course information when you arrive in Charlottesville. At times, the demand is greater than the capacity and we are not always able to accommodate every student. The Darden School cannot guarantee enrollment. Course descriptions are available at the Registrar’s website (course descriptions for the fall semester will not be available until May).

Course Selection:

Once we have received ALL of your application materials, you may then start the course selection process. Again, for fall semester students, courses will not be available for selection until May. It will be very helpful to print these two documents from the Registrar’s website for reference when you are ready to select coursework: Second Year Time Schedule and Second Year Calendar. After you have selected the courses that you are interested in, look at the Darden Registrar’s website for courses under “Course Directory.” Enter the course title and the course number (from time schedule). Once courses are listed, click on “Abstract” to see a description of that particular course. When searching for courses,
be sure to note whether a course meets “early week” or “late week” as well as the credit hours. Most students balance courses between early and late week.

Exchange students need to have a minimum of 12 credit hours per semester. Your university may require more than 12 credit hours. Most Darden students take between 4 and 6 courses per quarter. Please note: 8000 level courses are Second-Year Courses. Courses are given on a first-come, first-serve basis. The sooner you submit your course planning sheet, the greater the likelihood you will receive your preferred classes. You may e-mail Linda Buttner at buttnerl@darden.virginia.edu for assistance. If you prefer, fax the form to her at (434) 243-8708.

Insurance, Pre-entrance Health Forms, and Immunization Records:
Every new student, including exchange students, has to file the Pre-Entrance Student Health Record maintained by the University of Virginia’s Elson Student Health Center. The deadline to submit this form is listed on their website. It is strongly recommended that you submit all your health records well in advance of the deadline to allow time for processing. Make sure to completely fill out all the forms, as an incomplete form will delay the processing time. If your health records are in a language other than English, you will need to have your health provider’s office translate the records into English. Required immunization and insurance information is included with the Pre-Entrance Health form. Please note that you must show proof that you will have health insurance for the duration of your stay in the U.S. Requirements for health insurance minimums can be found below. If your plan does not meet these requirements then you will need to find another insurance plan that does.

Health Insurance for J-1 Scholars and Exchange Students:
Every J-1 and J-2 nonimmigrant is required by law to maintain health insurance coverage of at least $50,000 per accident or illness, with a deductible of not more than $500; repatriation of remains, in the event of death, in the amount of $7,500; and expenses associated with medical evacuation to your home country or to your country of permanent residence in the amount of $10,000.

Any questions about the health forms or the materials you need to submit, please contact:
Elson Student Health Center
studenthealth@virginia.edu
Phone: 434-924-5362
Fax: 434-982-3956
www.virginia.edu/studenthealth/

Questions about the status of your health forms can be directed to:
Medical Records
sth-mr@virginia.edu
Phone: 434-924-1525
Fax: 434-982-4262

Language Requirement and Language Support:
All of the MBA classes are offered in English, the primary language of our MBA Program. It is required that our exchange students are proficient in English so that they may keep up with their class discussions and participation.
If you would like additional support on improving your English skills once you are at Darden, you can contact the University of Virginia’s Center for American English Language and Culture (CAELC) to learn more about their services.

**Laptop Computers:**
All Darden students are required to bring laptop computers with them that are configured in a specific way. We have approximately 10 older laptop computers for use as loner laptops, which we will make available for exchange students to use in the fall/spring semester. We may not have enough laptops for all exchange students. If you are interested in using one of these computers please inform Kristen Kamman nk@darden.virginia.edu. These laptops will be assigned to exchange students on a first-come, first-serve basis. If the total number of exchange students who would like to use one of these laptops exceeds the number of laptops we have available, then those exchange students who did not receive a "loaner laptop" would need to provide their own computer. Please note that there is no charge for using these laptops. The loaners can be picked up at the Darden exchange student orientation. If you are planning to bring a laptop computer with you, we require that it be running Windows Vista Business or Ultimate, English version. We also have an outside technical company that can configure your computer but there will be a fee. We can assist you with their contact information when you arrive.

**Housing Options:**
All exchange students are responsible for finding their own housing for the duration of their stay at Darden. Students can choose On-Grounds or Off-Grounds housing.

1. **On-Grounds Housing (housing owned by UVA):**
   If you would like to live in University of Virginia student housing, please go to the [UVA Housing website](http://www.uvahousing.virginia.edu). You will want to go to the Graduate Student Tab. Unfortunately at this time, there are very few options for short-term housing for graduate students. You can email University Housing to request more information on what is available for graduate students near Darden: housing@virginia.edu
   
   If your stay will be less than three months, you may contact UVA’s International Center about lodging. They only have six rooms, so the sooner you inquire about availability, the greater your chance is of being given a room. Email: intlctr@virginia.edu or call: 434-924-7983 to make an inquiry on room availability.

2. **Off-Grounds Housing (housing independently owned):**
   For Off-Grounds housing, the following list are apartments within close distance of Darden:
   - [Ivy Gardens Apartments](tel:4342965587) (434) 296-5587
   - [Jeffersonian Apartments](tel:4349773070) (434) 977-3070
   - [University Heights](tel:4349795748) (434) 979-5748
   - [Georgetown Apartments](tel:4349795748) (434) 979-5748
   - [Huntington Village](tel:4342206650) (434) 220-6650
   - 2400 Arlington Boulevard (434) 979-5748

   You can also register at UVA’s Off-Ground Housing Office to view housing postings and a message board specifically for Exchange Students: [http://www.uvastudentcouncil.com/offgrounds/listings/](http://www.uvastudentcouncil.com/offgrounds/listings/)

   A map of the Off-Ground locations respective to Darden can be found [here](http://www.uvastudentcouncil.com/offgrounds/listings/).
We may also have information on sublets. When we receive information about our Darden students that want to sublet their housing while they are on exchange, we will let you know by email.

Feel free to visit these Charlottesville sites for other housing options:
http://charlottesville.craigslist.org/
http://www.readthehook.com/classifieds/

Orientations:
You will be required to attend two orientation events; one for Darden and one for the University of Virginia.

1. Darden Orientation for Class Terms
Darden registration and orientation events are mandatory. These orientations will be held at Darden. Orientation dates will be scheduled this summer and are generally scheduled two weekdays before classes begin.

2. The University of Virginia International Studies Office (ISO) Orientation
The University of Virginia’s International Studies Office will have a mandatory orientation/registration event for international students that will be released in the summer.

Campus Life and Charlottesville Info:
University of Virginia
Darden School of Business

Charlottesville and surrounding area:
U.Va Graduate Guide

Career Services Available to Exchange and Visiting Students:
As an exchange or visiting student, you may take advantage of the following services:

Career Services Library:
Complete, unrestricted access to all CDC materials on loan or reserve at the Darden Library. A comprehensive array of up-to-date resources is maintained in the library for all students to use. These resources include information provided by each company that recruits at Darden, as well as a variety of electronic and hardcopy books, self-help manuals, and related literature.

Company Briefings:
Registration and attendance all company briefings held at Darden. Company briefings will be held in the fall. Company briefings provide Darden students with general and informal information about an organization, its training programs and typical career paths.

Career Workshops:
Registration and attendance at any of the career management and skill building workshops sponsored by CDC. A variety of workshops are held each year that focus on resume development, career strategy, web-based job resources, interviewing techniques, and many others.

Individual Career Coaching:
Beginning in November, limited access to consultation and coaching with Denise Karaoli, Career
Consultant and Assistant Director of International Programs and Opportunities. Exchange and visiting students are limited to basic consultation time which generally centers on resume preparation and overall career strategy.

**Darden Student Clubs and Activities:**
Unrestricted access and eligibility to become a member of any of Darden’s student organized career clubs. Most clubs require students to pay annual dues before becoming a member. These clubs host a number of programs that assist their members in identifying jobs or careers within their selected industry. Decisions to include exchange student resumes in club resume books will be up to the club presidents and executive committee members.

**Leadership Speaker Series:**
Opportunity to hear leading industry experts discuss relevant business topics throughout the school year. Darden’s Distinguished Speaker Series is open to all students and provides an excellent chance to meet leading business executives representing a diverse array of industries.

As an exchange or visiting student, the following services and activities are not available to you:

- Submission of a resume to the Darden Multi-Media Resume Book
- Participation in CDC sponsored student facilitated mock interviews
- Participation in CDC sponsored student facilitated resume reviews
- Participation in the On-Grounds interview process
- Submission of resumes to CDC job postings
- Participation in any company’s Office Hours
- Participation in the networking portion of company briefings
- Participation in Darden Job Treks
- Participation in Darden-sponsored interview fairs

**Darden Incoming Exchange Program Contacts:**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Jon Megibow</td>
<td>Associate Director, Center for Global Initiatives Affairs</td>
<td><a href="mailto:meighbowj@darden.virginia.edu">meighbowj@darden.virginia.edu</a></td>
</tr>
<tr>
<td>Ms. Kristen Kammann</td>
<td>Assistant Director of International Programs Office of Student Affair</td>
<td></td>
</tr>
<tr>
<td>Ms. Linda Buttner</td>
<td>Administrative Assistant to Darden Registrar</td>
<td><a href="mailto:buttnerl@darden.virginia.edu">buttnerl@darden.virginia.edu</a></td>
</tr>
<tr>
<td>Ms. Kitty Smiley</td>
<td>Director, Student Registration</td>
<td><a href="mailto:smileyc@darden.virginia.edu">smileyc@darden.virginia.edu</a></td>
</tr>
<tr>
<td>Ms. Linda Callihan</td>
<td>International Student and Scholar Advisor International Studies Office, U.VA 208 Minor Hall P.O. Box 400165</td>
<td><a href="mailto:lhc4x@eservices.virginia.edu">lhc4x@eservices.virginia.edu</a> <a href="http://www.virginia.edu/iso">www.virginia.edu/iso</a></td>
</tr>
</tbody>
</table>

**School Addresses:**

University of Virginia
Darden School of Business
Center for Global Initiatives
100 Darden Boulevard
Charlottesville, VA 22903
Phone: 434-924-7265