

Edgewood College Exchange Program Information Sheet 2020-2021 Academic Year

This information sheet provides specific information on the logistics and benefits of your exchange placement at Edgewood College. Information contained in this document that is not under direct control of Edgewood College (e.g. transportation cost, estimated personal living expenses) is subject to change without notice.

1. Primary Contact:

Sara Liang, Co-Director, Center for Global Education
Center for Global Education (CGE)
1000 Edgewood College Drive
Madison, WI 53711 USA

Office Telephone: 608-663-2277

E-mail: sliang@edgewood.edu

Office hours: Monday – Friday 8:30am-4:30pm

Center for Global Education website: <http://globaleducation.edgewood.edu> Click “International Students” and review information under “Admitted Students” and “Current Students.”

2. Person(s) participant should contact on arrival:

Sara Liang

Office hours: Monday – Friday; 8:30am-4:30pm

Instructions if contact person is not available: Please call the Assistant Director of Residence Life: 608-663-3228.

3. Instructions and contact information in case of emergency occurring outside of business hours:

Center for Global Education (CGE) Emergency Cell: 608-843-9397

For Police, Fire, or Ambulance: Dial 911

Edgewood College Security: 608-663-4321

4. J-1 Exchange Visitor Visa Information

Students will apply for a J-1 Exchange Visitor Visa for their exchange program at Edgewood College. Students must make sure they have the necessary documentation to enter the United States.

- **Passport:** Your passport, issued by your country of citizenship, should be kept valid at least six months into the future. To obtain or renew your passport, contact your home government authorities.
- **Certificate of Eligibility (DS-2019):** This immigration document corresponds to the J-1 visa to which you will be applying. You will receive the DS-2019 document with your official acceptance packet from Edgewood College. You must present the document at the time of your visa appointment, and to the immigration officer at the port of entry to the U.S.
- **SEVIS Fee:** Before submitting your U.S. visa application, you must show proof that the SEVIS I-901 Fee has been paid. See the U.S. Immigration and Customs Enforcement website for complete details: <https://www.fmjfee.com/i901fee/>.
- **U.S. Visa:** Contact the U.S. Embassy or Consulate in your country to find out how to apply for a J-1 visa. Please read the visa related information on <https://globaleducation.edgewood.edu/International-Students/Admitted/Travel-Documents>.
- **IMPORTANT:** Bring these documents and other important travel documents with you in your carry-on luggage (NOT your checked luggage) when you travel..

5. OFFICIAL ARRIVAL DATES and ACADEMIC CALENDAR

This is the day on which your Exchange benefits, including room and board, begin. Exchange students who arrive before this date may be responsible for their own arrangements and expenses. The placement of participants who arrive after this date may be cancelled if they do not get approval for a late arrival from the Center for Global Education.

Semester 1: Fall

Official Arrival Date: August 10, 2020

Orientation and Course Registration: August 12-14, 2020

Classes Begin: August 19, 2020

Classes End: December 4, 2020

Examination Period/Final Exam Week: December 7-11, 2020

Residence Halls Close: Last Day of Final Exam Week (with special permission sometimes students can stay an extra night)

Vacation Period(s): September 7; October 5-6; November 26-29; December 12 - January 18

Semester 2: Spring

Official Arrival Date: January 11, 2021

Orientation and Course Registration: January 13-15, 2021 (academic year students only need to participate in orientation in August)

Classes Begin: January 19, 2021

Classes End: May 7, 2021

Examination Period/Final Exam Week: May 10-14, 2021

Residence Halls Close: Last Day of Final Exam Week (with special permission sometimes students may be able to stay an extra night)

Vacation Period(s): March 15-19; April 2-5

6. TRAVEL INFORMATION

Send your complete flight itinerary (with airline and flight numbers) and arrival information to iss@edgewood.edu at least 3 weeks before orientation to coordinate your arrival to Edgewood's campus. In making travel plans, you should allow enough time for both air travel and ground transportation in order to arrive at the host campus during regular office hours.

Students are encouraged to make flight arrangements directly to the Dane County Regional Airport in Madison (airport code: MSN) between 8:00am - 6:00pm on the Official Arrival Date. The Center for Global Education (CGE) provides airport pick-up if the student arrives within the designated time.

If flight arrangements directly to Madison are not feasible or convenient, students may also arrive to Chicago O'Hare international airport (ORD) and take a bus to Madison. Look for the Van Galder ("Coach USA") bus stop on the lower level (Exit 5 E) of International Terminal #5. Cost is approximately 30 USD. Departures at 12:30, 14:00, or 15:30 are preferable, with arrival in Madison in the late afternoon or early evening (approximately a 3.5 hour trip). Double check the current bus schedule online at <https://web.coachusa.com/vangalder/ss.tickets.asp>. The final stop is the University of Wisconsin (busses arrive to the 250 N. Lake Street, adjacent to the Gordon Commons terrace on the campus of the University of Wisconsin-Madison), just minutes from Edgewood College. If advance arrangements have been made with the Center for Global Education at Edgewood College, someone from the College will pick you up from the bus stop and transport you to Edgewood College.

If you arrive to the bus stop outside of the standard arrival date and times, you may be asked to take a taxi to the college (a five-minute ride). If you need to take a taxi to campus: In Madison you must arrange for a taxi pick-up, as you cannot hail a cab on the street. Two suggested taxi companies are Badger Cab 608.256.5566 and Union Cab 608.242.2000. The ride from the UW Campus to Edgewood College will cost approximately \$10 USD. Madison also has Uber and Lyft online services if you have an accessible smartphone.

If you decide to arrive outside of the Official Arrival Date and times or at a different airport, you may be responsible for your own transportation from the airport to campus. You may also be responsible for your housing until orientation begins.

7. PLACES TO STAY for participants who cannot avoid arriving after office hours (cost paid by participant):

Best Western Inn Towner 2424 University Avenue Madison, WI 53726; <https://inntowner.com/>

Phone number: 608.233.8778 or 800.258.8321 **Estimated cost per night:** \$125.00 - \$140.00 (including taxes) **Distance from institution:** 2 miles

HI Hostel Madison (part of Hostel International; options for shared or private rooms)

<https://www.hiusa.org/hostels/wisconsin/madison/madison>

Phone number: (608) 441-0144 **Estimated cost per night:** \$40 - \$75 **Distance from institution:** 3 miles

8. DESCRIPTION OF ORIENTATION PROGRAM

International Student Orientation includes: overview of the academic system at Edgewood College; academic advising & course registration; tour of campus; review of campus services; meet with student leaders & support staff; learn about opportunities for involvement in campus organizations.

9. PRE-SESSION LANGUAGE COURSES Not Available

10. INTENSIVE LANGUAGE COURSES DURING ACADEMIC SESSIONS Not Available

11. HOUSING AND MEAL BENEFITS

HOUSING

Type of housing provided: Residence hall

Refundable housing deposit is NOT required.

Additional housing information:

Residence halls are located on campus.

Number of students sharing room or apartment: 1; 2; 3 (some single rooms may be available)

Number of students sharing bathroom facilities: 5 per toilet/shower in community bathrooms; 3-6 students share a bathroom in suite arrangements

The following services are provided: Edgewood College provides exchange students with a basic bedding pack (blanket, sheet, pillow, towel) for the semester. Students must return these items at the end of the semester. The residence halls also offer free laundry facilities and access to shared cooking facilities.

Housing Benefits During Vacation Periods: With advance notification to Residence Life, students may elect to stay in their residence for all or part of any vacation period EXCEPT the day after the last day of final exams in December until the first day of Winterim classes in early January. Students need to notify Residence Life by December 1st to make arrangements for designated break housing on campus or host family accommodations during these dates (last day of finals through the first day of Winterim classes).

MEAL PLAN

All resident students living in a traditional residence hall will receive a meal plan. The plans vary in the number of all-you-care-to eat meals and flexible dining dollars that can be used to purchase ala carte items. Students can introduce more variety in to their diet by purchasing food on their own at restaurants and local grocery stores and preparing some meals in the community kitchens that are available on each floor in the residence halls.

- Karlsruhe University of Applied Sciences HsKA and Business College Beijing Union University students have the option to choose any of the three residential meal plan options. Please consider your individual dining habits when selecting a plan.
 - **160 Block Plan** - This plan provides 160 meals/semester (about 10 meals per week) and \$525 dining dollars. This plan is included in the room and board rate.
 - **220 Block Plan** - This plan provides 220 meals/semester (about 14 meals per week) and \$100 dining dollars. This plan is included in the room and board rate.
 - **280 Block Plan** - This plan provides 280 meals/semester (about 18 meals per week) and \$50 dining dollars. This plan is an upgrade to the resident meal plan and students are charged an extra \$200/semester.
- ISEP, Masaryk University and Study USA/British Council students receive the **280 Block Plan**. This plan provides 280 meals/semester (about 18 meals per week) and \$50 dining dollars. Students in these programs may choose to opt down to the 160 or 220 plan (listed above) to add flexibility to their dining experience via the increased amount of dining dollars in those plans versus full meals. Changes must be made before the end of the first week of classes each semester.
- Meal plans will be decided for residents participating in other exchange programs not listed above in accordance with the program requirements.

Meal plans are put on the student's ID card each semester to be used to purchase meals at Phil's Cafeteria and Wingra Cafe and dining dollars are used to purchase ala carte items at the Wingra Cafe and Eddy's Convenience Store. Students are committed for the semester to their chosen meal plan unless they make a switch before the 100% refund deadline (by the end of the first week of classes each semester). Meals and dining dollars do not carry over from semester to semester. Any unused meals or dining dollars are forfeited at the end of each semester. Our Food Services Director is available for consultation. Visit www.dineoncampus.com/edgewood for facility and menu information. Students can add dining dollars to their plan at any point during the semester at onecard.edgewood.edu or the Business Office. Students are responsible for paying for any additions to their meal plan (Study USA students should consult with the Center for Global Education if they want to make additions to their plan). Please contact the Office of Residence Life for more details.

Meal Benefits During Vacation Periods: (Vacation Meal Benefits are NOT provided for Study USA, HsKA, BCBUU and ZQU exchange students). If there is no food service available on campus during a break, students (except students in the programs mentioned above) can receive a cash stipend for use in local restaurants or grocery stores. **Meal benefits are provided throughout each semester of the placement period; there are no meal benefits between semesters or during the summer term.**

12. ESTIMATED PERSONAL EXPENSES

Approximately \$1210 per semester, which includes \$400 for books and \$800 for personal expenses. In addition, a \$10 student discounted public bus pass is available to all students for travel within the city limits of Madison and can be purchased on campus at the beginning of each semester. Travel expenses for excursions outside of Madison are not included in this estimate.

13. MEDICAL REQUIREMENTS/ HEALTH SERVICES

At Edgewood College all international students are required to purchase health insurance to protect against the high cost of medical care in the U.S. Edgewood will enroll all exchange students (except for ISEP and Study USA students) in our health insurance plan with WPS Health Insurance and the fee will be billed directly to your student account through the College's Business Office.

2019-2020 Rates (expect an increase for 2020-2021):

Fall	August 1 - December 31	\$752 USD
Spring/Summer	January 1 - July 31	\$1053 USD
Monthly		\$151 USD (contact Sara Liang if you need a monthly enrollment, especially for Spring semester students).

Medical requirements for registration:

Students need to complete the International Student Health Statement Part 1 BEFORE orientation. Part 2 (Tuberculosis Screening if required based on student's prior residence abroad) and Part 3 will be completed once the student arrives on campus.

This form can be found on the Admitted International Student Tab under Pre-Arrival Checklist:

<http://globaleducation.edgewood.edu/International-Students/Admitted/Pre-arrival-Checklist>

Where participant should go if they are in need of medical attention:

Edgewood College Health Center in Dominican 122 is typically open during regular business hours Monday - Friday, but they only have clinical appointments available 2 days per week. Check the website for exact hours of service at <http://health.edgewood.edu/>. Many excellent clinics and hospitals are nearby for treatment during nights and weekends. See the Center for Global Education website for more details about healthcare in Madison: <http://globaleducation.edgewood.edu/International-Students/Current/Health-and-Insurance>

Where participant should go if they are in need of mental health services:

Edgewood College Personal Counseling Services (PCS) in Dominican 122 is open during regular business hours Monday through Friday 8:00am-12:00pm and 1:00pm-4:00pm. Appointments can be made by calling (608) 663-4148 or at their reception desk in Dominican 122. For more information about services visit <http://counseling.edgewood.edu/>.

14. ACADEMIC NOTES

Your home institution sets the policy regarding the awarding of credit for coursework completed on an exchange program. You are responsible for knowing your home institution's policies and procedures regarding this matter.

Academic information useful to participants:

An overview of the US academic system and Edgewood's academic policies and procedures is part of the orientation program. The participant will work with an academic advisor during orientation, who will assist the student in registering for a full course load.

Number of classes' typical student takes per term: 4-5

Number of hours per week typical student spends in class: undergraduate students: 12-16; graduate students: 6-12

Number of weeks per term: 16

15. TRANSCRIPT ISSUANCE

Semester 1: January 15

Semester 2: June 15

Full Year: June 15

Procedure student should follow in order to ensure timely processing of transcripts:

Edgewood will send one official transcript to your home institution or sponsoring organization upon completion of the Exchange Program (no fee). Exchange students may pay for and request additional official transcripts from Edgewood College. Students must not have any outstanding charges in order to have transcripts released (check with the Business Office).

16. EMPLOYMENT OPPORTUNITIES

On-Campus Employment: With permission from the Responsible Officer at Edgewood (Sara Liang), students with a J-1 visa are eligible to work up to 20 hours per week on campus during their exchange program.

Internships: Students who are interested in completing an internship during their stay in the U.S. need to apply for special work permission called Academic Training. To participate in Academic Training, the internship must be directly related to the field of study listed on your Form DS-2019. Students should talk with Sara Liang to learn more about employment regulations for students with J-1 visas.

See the Center for Global Education website for complete details about these employment opportunities.