INFORMATION SHEET FOR VISITING INTERNATIONAL STUDENTS

General Statement of Philosophy

The University Partner Exchange Program (UPEP) of Kalamazoo College has as its primary goal to provide an academic and cultural exchange program for visiting international students selected in cooperation with the College’s worldwide university partners. For the student who comes to Kalamazoo from a university partner institution, we encourage and facilitate an intensive immersion into all aspects of residential campus life at a small college of arts and sciences. University Partner students are required to live in the campus residential system, to enroll in regular courses for academic credit, and to actively participate in campus life and discourse. Due to the traditional Liberal Arts College community of Kalamazoo College, the University Partner Exchange Program is unable to accommodate students over the age of 25, as they are not able to reside in the residence halls on campus. The Center for International Programs coordinates the University Partner Exchange Program and serves as the primary campus resource for its participants. Participants in the Program and University Partner staff abroad are encouraged to read the following information carefully as participants agree to these items as a condition for their participation. Student participants are required to sign a fellowship agreement indicating their acceptance of these conditions.

Specific Points of Information and Conditions for Participation

1. The fellowships cover varying amounts of tuition, room, and board while classes are in session. Fellowships will not cover other sorts of expenses: thus, in addition to paying transportation costs to Kalamazoo and back home, the foreign student must cover living costs during vacation periods, any additional travel, the costs of books and incidental expenses, required medical insurance* (*unless included in fellowship), personal gifts, and other purchases. An estimate of additional expenses will be included in the admission packet. International students are able to remain in College facilities during break weeks during the academic year only but are responsible for their own meals as the campus cafeteria will not be open. The exact amount of your fellowship and the costs that it covers is stated in your admission letter.
2. The fellowship for visiting international students is granted for three (3) quarters. It is not renewable or transferable. Visiting international students are not eligible for transfer to Kalamazoo College.

3. You will not receive a diploma, degree, or certificate for the courses completed during the academic year though you will receive two (2) copies of official transcripts of your academic work after the academic year concludes. The College will issue a copy of your academic transcript to the University Partner staff at your home institution at the conclusion of the academic year. Whether or not the work done here will be recognized by a university in your home country depends on the individual university.

4. A normal full-time course load for Kalamazoo College students is 3 courses per term for 3 terms in an academic year. Under U.S. government regulations, visiting international students must enroll in two point four (2.4) academic courses per term for credit to maintain full-time status in the United States and are expected to earn grades of a C- or above (in certain situations, students may be approved for less than full-time enrollment). Students are strongly encouraged to speak with their home University Advisors prior to arriving in Kalamazoo to determine the number and type of courses that they must take while at Kalamazoo College. It is extremely helpful during academic advising to have home University requirements in writing before course registration. Faculty advisors will assist you in selecting appropriate courses from those available to visiting students at the time of registration. Students must enroll in courses that meet on the Kalamazoo College campus and may not participate in cross-registration programs at other institutions.

5. You may enroll in any course offered at Kalamazoo College provided there is room in the course and you have completed the necessary prerequisites. Students who are enrolled in the degree program at the College have priority in registration. You are not guaranteed enrollment in any specific courses while a visiting student at the College. All Visiting International students who are required to work as teaching assistants are required to enroll in the Foreign Language Teaching and Practicum course during the first term on campus as one of their courses. You will be responsible for paying all additional fees associated with certain courses (e.g. lab fees, music lessons, physical education activity fees, field trips, etc.).

6. If your fellowship requires that you serve as a teaching assistant (TA), you will work as a TA as specified in the description enclosed in this application packet. You will also attend the Teaching Assistant orientation prior to assuming your duties. During fall quarter, you will be required to enroll in Foreign Language Teaching Methods and Practicum as one of your classes. If you work as a teaching assistant or in any campus position, you will be paid the appropriate minimum wage rate. At present this amounts to $7.40/hour. As a foreign
national, you are eligible for on-campus authorized employment only and you must abide by all immigration regulations governing your legal stay and employment authorization.

7. As a foreign national participating in the J immigration program, it is your responsibility to maintain your legal immigration status. Specific information about this responsibility is provided in the *Handbook for International Students* that is sent electronically before your arrival at Kalamazoo College. Please review these requirements prior to entering the United States, as you will be held accountable to them by the United States Citizenship and Immigration Services (USCIS). These items also appear on the Form DS-2019 for J-1 visa holders, which you must sign prior to entry into the U.S.

8. You will need to supply your own sheets, pillow covers, towels, and washcloths. *Plan to purchase these items soon after arrival.* Sheets will need to be extra-long to fit residence hall beds. More information on the specifics of residential life at Kalamazoo College, including the dimensions of the mattresses, can be found at: https://reason.kzoo.edu/reslife/faqs/

9. While in Kalamazoo you will live in dormitory facilities owned and operated by Kalamazoo College. These facilities require that two or more students live together in the same room. *You may not live off campus or in the College’s Living and Learning Housing Units.*

10. Fellowship holders from abroad are required to take their meals in the College dining facilities. Some fellowships cover meal plans. If your fellowship covers the cost of a particular meal plan and you would like to arrange for additional meals, you may do so by upgrading your meal plan through the Business Office. Fellowships do not cover the cost of an upgrade. *No cash refund will be paid or credit issued for any reduction in the number of meals taken if the meal plan is covered by your fellowship.* If your fellowship does not cover a meal plan, you will be assigned the 10-meal plan with the option to upgrade at your own expense.

11. Upon admission to the College, you will receive a packet of information from the Director of the Kalamazoo College Health Center, which contains a complete listing of all required health procedures and immunizations. *As with all entering students, you must meet these requirements or you will not be permitted to register for classes.* You must have valid medical insurance for the entire time you are abroad. *You are required to enroll in a College-approved plan upon your arrival regardless of the type of health insurance you have in your home country.*

12. *You must arrive on Thursday 4 September 2014 in order to participate in the University Partner Exchange Program for 2014-2015. Failure to arrive on this date will cancel your fellowship and you will not be permitted to enroll at the College. Kalamazoo College is not*
able to accommodate early arrivals. Please do not arrive in Kalamazoo prior to this date unless you have made your own off-campus arrangements, as College housing will not be available. You must vacate the residence system of the College by noon on Thursday 11 June 2015. Please arrange your travel or departure with this June date in mind, as you will not be permitted to remain in the residence hall past this date. Students must pay attention to break dates and be on campus to attend classes on the first day of classes for each quarter. Failure to do so is a violation of visa status and can lead to termination of the scholarship.

13. The Form DS-2019 for J-1 visa holders will enable you to apply for a student visa at the nearest US embassy or consulate. Please ensure that you are given a J-1 student visa. Arrival with any other visa will result in inconvenience, added costs, and may result in the cancellation of your fellowship.

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