Eligibility Criteria
Exchange Program opportunities are available to Daytime Duke MBA students who are in their second year. Students must have successfully completed all core course requirements and have maintained a GPA of 3.1 or above before applying.

The International Programs Office accepts application materials from 11:30am-1:30pm Tuesday-Thursday (without appointment), otherwise by appointment only, SCHEDULED VIA EMAIL. For the sake of accurate record-keeping, all correspondence with the International Programs Office should be confirmed via email.

By applying for enrollment in an exchange program, students acknowledge the policies listed in this document and their individual responsibility to ensure they are in compliance with all requirements, including but not limited to attendance at the mandatory pre-departure sessions.

In addition, by participating in this voluntary program, students acknowledge their participation as representatives and ambassadors not only of the Fuqua School of Business and Duke University, but also as representatives of the United States. By submitting an application for an exchange program, students thereby accept the responsibility to conduct themselves at all times in a manner that reflects favorably on all – both before their exchange program begins, as well as during their exchange program.

The Fuqua Honor Code remains operative during the period students are on exchange. Any violations will be dealt with using Fuqua’s judicial procedures, and in addition to those of the host school.

Student Initials:

In this policy document you will find outlined information on the following subjects:

- Application Process
- Passports and Visas
- Registration, Grades, and Transcripts
- Travel and Health Insurance
- Financial Aid
- Immunizations
- Post-Exchange Requirements
- Reimbursement Program

1 As of 08/04/10
Application Process for Spring 2011 Exchange Programs

I) Application Steps:

Total timeline 09/08/10-09/24/10

- 09/08/10 (10 AM) - 09/12/10 (11:59 PM):
  - Apply online by submitting up to 3 choices.
    1. Please note: If you are applying for you’re an additional exchange program, meaning you previously completed an exchange in the Summer or Fall 2010 exchange programs, you can only receive a maximum of 15 transfer credits for ALL exchange programs. Each student will need to apply again for the Spring 2011 exchange program but their name will be placed on the bottom of the list during the lottery process to give priority to students who are applying for the first time. Each student is expected to pay the application fee for each exchange application process, credit will not be given for the Spring 2011 application fee due to the application fee being paid for the Summer 2010 or Fall 2010 programs. Students applying for an additional exchange program are subject to all the policies and deadlines listed below.
  - After 11:59pm on 09/12/10, all applications will be considered late and will only be accepted via email to the International Programs Office. All late applications will be accepted on a case-by-case basis and subject to a graduated post-application fee system – see below.
    1. Late applications will only be accepted VIA EMAIL if the application is for unassigned spots; therefore students who apply late will be notified after the initial lottery process is complete.

<table>
<thead>
<tr>
<th>Cut-Off Deadline (EST)</th>
<th>Graduated Post-Application Fee</th>
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<tbody>
<tr>
<td>Between 11:59pm on 09/12/10 and Noon on 09/24/10</td>
<td>US $75 in addition to application fee, paid by check/money order payable to Duke University</td>
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<tr>
<td>Between 12:01pm on 09/24/10 and 5pm on 10/08/10</td>
<td>US $100 in addition to application fee, paid by check/money order payable to Duke University</td>
</tr>
<tr>
<td>Between 5:01pm on 10/08/10 and 5pm on 10/29/10</td>
<td>US $125 in addition to application fee, paid by check/money order payable to Duke University</td>
</tr>
<tr>
<td>After 5:01pm on 10/29/10</td>
<td>US $150 in addition to application fee, paid by check/money order payable to Duke University</td>
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- The graduated post-application fee system is listed above. Late fees are expected at time of application and are in addition to the application fee of US $325. Acceptance of late applications is dependent on availability of spots in programs not at maximum capacity, and acceptance of late nomination from partner institution when applicable.
- Should students apply late for exchange, and wish to apply for two exchange programs, the late fee will only be assessed once.

- 09/13/10-09/14/10:
  - An Excel-based lottery will randomly determine the results. Exchange program placement will be communicated to each student by end of business on 09/14/10.
    1. Please note: If you are applying for you’re an additional exchange program, meaning you previously completed an exchange in the Summer or Fall 2010 exchange programs, you can only receive a maximum of 15
transfer credits for ALL exchange programs. Each student will need to apply again for the Spring 2011 exchange program but their name will be placed on the bottom of the list during the lottery process to give priority to students who are applying for the first time. Each student is expected to pay the application fee for each exchange application process, credit will not be given for the Spring 2011 application fee due to the application fee being paid for the Summer 2010 or Fall 2010 programs. Students applying for an additional exchange program are subject to all the policies and deadlines listed below.

- **09/16/10 (by 1:30pm):**
  - Submit the following **REQUIRED** materials (5 pieces) to Ms. Candice Aldrich in the International Programs Office (underneath Fox Center, bottom of round staircase, first door on the left) during walk-in hour or by appointment. A red folder is made available on Ms. Aldrich’s desk should she be unavailable or away from her desk. Alternatively, Mr. Bertrand Guillotin can accept application materials during walk-in hours only.
  - Please note: **Application materials will only be accepted during Walk-In hours, or by appointment.** The International Programs Office holds walk-in hours on Tuesday through Thursday, 11:30am-1:30pm

**PLEASE PLAN YOUR SUBMISSION ACCORDINGLY:**

1. **A non-refundable application fee of $325.**
   - Your check/money order should be made payable to Duke University, see above for late fees. We do not accept cash or credit cards, nor are we able to apply the charge to your bursar account.
     - Students applying for two exchange programs in the Spring 2011 semester will need to submit two separate checks/money orders for $325, one for each exchange program. Should a student apply late for two programs, the late fee will only be assessed once.
   - Checks returned for insufficient funds will be subject to an additional charge of US $30 processing fee before exchange enrollment is complete.
   - Students applying for the UADE/EDDE exchange program must also submit the program fee (US $1000.00) as a separate check/money order, due at the time of application.
   - Please note: If you are applying for you’re an additional exchange program, meaning you previously completed an exchange in the Summer or Fall 2010 exchange programs, you can only receive a maximum of 15 transfer credits for ALL exchange programs. Each student will need to apply again for the Spring 2011 exchange program but their name will be placed on the bottom of the list during the lottery process to give priority to students who are applying for the first time. Each student is expected to pay the application fee for each exchange application process, credit will not be given for the Spring 2011 application fee due to the application fee being paid for the Summer 2010 or Fall 2010 programs. Students applying for an additional exchange program are subject to all the policies and deadlines listed below.
2. **Medical/emergency contact form** (made available via email from the International Programs Office, at the information sessions, or by email request).

3. **Participation agreement form** (made available via email from the International Programs Office, at the information sessions, or by email request).

4. **Photocopy of front page of policies with your initials** confirming your compliance with all exchange policies.

5. **One copy of your passport’s photo page** indicating your passport's expiration date. Please do not submit a copy of your entire passport.

- **09/24/09 (by Noon):**
  - Students will be given the opportunity to change their exchange program enrollment, **only via email notification to the International Programs Office**, based on available unassigned spots. After this date, **under no circumstances**, will any student be allowed to move between exchange programs.

**Note:** Students who select UADE/EDDE have an additional program fee (US $1,000.00), along with the application fee. This should be paid in a **separate** check/money order, made payable to Duke University, and is due at time of application.

The registration process is only official when all of the above steps have been successfully completed and deadlines have been met.

**Any student who applies late for the Spring 2011 exchange (fails to submit online lottery application and/or misses the cut-off to submit application materials) must pay an additional late fee based on the above graduated post-application fee system (ranging from $75-$150) and will have their choices limited to exchange programs with available spots; they will not have the option to be waitlisted for an exchange program which is already at maximum capacity.

Teams: if two students would like to apply as a team so as to be placed in the same exchange program, they may do so. Each member of the team should complete all the steps outlined above, and list the other on their online application in the designated field. They will have to submit separate application fees, for $325 each, as well as separate program fees in the case of UADE exchange program. However, **teams will only receive one random number in the lottery system.**

If a student is waitlisted on all choices (locked out), his/her check(s) will not be deposited until either a spot has been found or the student withdraws, via email notification to Ms. Candice Aldrich, no later than the 09/24/10 deadline (Noon).

II) **Waitlist policies**

- During the lottery, a waitlist will be created for any exchange program that is over-subscribed.
  - If a student withdraws from the exchange program where a waitlist exists, the International Programs Office will inform the first person on the waitlist (as assessed below) that a space has become available. **The student is responsible for**
contacting the International Programs Office via email within 24 hours to indicate whether they will take the open space.

- Students who are locked out entirely (waitlisted on all three choices) will have priority on the waitlist of their first choice.
- If a student does not receive their first or second choice, they will be placed in their third choice but will be placed on the waitlist for the other two choices until 09/24/10 (Noon).
- **Despite waitlist status, after 09/24/10 (Noon), all application fees are non-refundable** unless the student notifies Ms. Candice Aldrich via email by the 09/24 deadline. A student’s rejection of successful placement into their second or third choice but failure to officially withdraw from the waitlist of their first/second choice by the deadline listed above does not constitute grounds for a refund of the application fee.

**III) Withdrawal Process**

- Between 09/08/10 - 09/24/10: E-mail Ms. Candice Aldrich in the International Programs Office at ca49@duke.edu:
  - At this point, you can be refunded your application fee (and program fee in the case of UADE/EDDE) if you e-mail Ms. Candice Aldrich the International Programs Office by 09/24/10 at Noon.
- **After 09/24/10 (Noon): NO application fees will be refunded** (UADE/EDDE fee can be refunded as this is a program fee, so long as the refund is requested before payment is transferred to UADE/EDDE). To officially withdraw, students are expected to personally notify the following offices via e-mail:
  1) The Exchange Coordinator of the partner school
  2) The Fuqua Registrar Office - registrar-info@fuqua.duke.edu
  3) The International Programs Office - Candice Aldrich at ca49@duke.edu

**IV) Synchronization with ACES (after 09/24/10 at noon)**

- The International Programs Office will notify the Exchange partner school of all students assigned.
- The list of students registered for Exchange will be sent to the Fuqua Registrar’s Office.
- Once a completed Course Plan Form is received, see below, The Fuqua Registrar’s Office will place “Exchange Program” on ACES Web for the Term or Semester that you have committed to as you will not be registering for Fuqua courses that Term or Semester.

**Passports and Visas**

If you don’t have a passport, get one without delay since you will need it to register. By the same token, if have recently changed your last name due to marriage, etc., get a new passport. Student visas or study permits may be required for some countries and may depend on students’ citizenship. The host school will send specific information on how to obtain your visa, and letters to support students’ visa applications prior to their program abroad.

However, **students must be extremely proactive in this process** and check consulate and embassy websites often for the latest student visa requirements. Visa information can be conflicting between consulates and can change without notice. In short, students are solely responsible for their visa process. All required visas must be secured as early as possible. Obtaining a visa can take up to 6-8 weeks and may include an interview at the respective Embassy/Consulate.
Note to F-1 visa holders: F-1 visa holders/International students are encouraged to take advantage of the unique opportunity to explore another region of the world and to go on exchange. It is recommended that international students consult with Duke’s Visa Services Office and discuss their study abroad plans to ensure that they will remain in compliance and be allowed to re-enter the US.

Registration, Grades & Transcripts

Important: students must receive approval from the Fuqua Registrars Office for their exchange courses prior to starting their exchange program. It is crucial that students participating in the exchange program monitor the submission of the three pieces of information required by the Fuqua Registrar’s office in order to ensure proper accreditation of exchange transfer credits. Full accreditation of exchange transfer credits is contingent on completion of the re-entry exchange survey (as emailed by the IPO), and compliance with the processes listed below.

Please note: If you are applying for you’re an additional exchange program, meaning you previously completed an exchange in the Summer or Fall 2010 exchange programs, you can only receive a maximum of 15 transfer credits for ALL completed exchange programs. Each student will need to apply again for the Spring 2011 exchange program but their name will be placed on the bottom of the list during the lottery process to give priority to students who are applying for the first time. Each student is expected to pay the application fee for each exchange application process, credit will not be given for the Spring 2011 application fee due to the application fee being paid for the Summer 2010 or Fall 2010 programs. Students applying for an additional exchange program are subject to all the policies and deadlines listed within.

1) An Overseas Study Course Plan form must be completed by each student to reflect the number of courses to be taken on exchange, AND the contact hours (in-class time) associated with each course as specified by the host school. This information should be obtained from the host school’s Fact Sheet and/or the host school’s exchange coordinator. Students will not have the exchange marker placed on their ACES record until the correctly completed Course Plan form has been received and approved. The Course Plan form will be provided by the International Programs Office, via email.
   a. The correctly completed form must be submitted to Candice Aldrich of the International Programs Office by 5pm on 11/23/10; a red folder is made available on Ms. Aldrich’s desk should she be unavailable, or out of the office, for hard copy submissions. The completed form may also be submitted as a soft copy via email.
   b. After reviewing the form, it will be forwarded to the Fuqua Registrar’s office for approval. If there are any questions, the student will be contacted directly. The Course Plan form will be provided by the International Programs Office, via email.

2) Upon arrival at your host school, each student must have the Exchange Coordinator of the host school to complete the Certificate of Enrollment Form and fax it to the International Programs Office (919-660-7982). The IPO will validate the information and forward the completed form to the Fuqua Registrar’s office. The course loads reported on the Certificate of Enrollment form will need to correspond with the Course Plan form approved by the Fuqua Registrar’s office. The Certificate of Enrollment will
be provided to students, by the International Programs Office, only after the Course Plan form has been successfully approved by the Fuqua Registrars Office.

3) The academic credits earned abroad will be transferred as credits only; actual grades will not transfer. Students should ensure a certificate/transcript from the host school is transmitted to the International Programs Office in a timely manner, transmission to the Fuqua Registrar’s office could cause unnecessary delays in processing of transfer credits. **Transfer credits will not be assessed to students’ records until the below components are completed.** Once the components below are completed, the Fuqua Registrars Office will handle the transfer of credits from abroad.

   a. Completion of reentry exchange survey. The survey will be emailed from the IPO and should be **completed no later than the 25th of April, 2011**. For students who might still be on exchange at this time, it is expected for you to complete the survey as well as possible based on current experiences.

   b. Submission of two (2) STAR stories, as part of the reentry exchange survey. The IPO will forward essays to the CMC for follow-up on resume updating.

Credits: Once students have successfully completed the course work abroad (passing all courses) students can expect to receive a maximum of 15 hours of credit for one semester, and a maximum of 9 hours of credit for one term, except where specified otherwise. Students are required to take a full course load as defined by the host school and approved by Fuqua.

Please note: Students who choose to enroll in more than one exchange program can only receive a maximum of 15 transfer credits for ALL exchange studies. Based on demand, the International Programs Office reserves the right to restrict students’ access to exchange programs if they have previously completed one exchange program.

PUC program: The Exchange program at PUC Chile is a Summer Module (Southern Hemisphere) offering three courses during four weeks. 6 credits are awarded for this program.

Health and Recreation Fee Waivers: only students who participate on a semester exchange can have the Student Health Center Fee (not the same as insurance fee) and Recreation Fee waived while they are abroad, if they are gone for the full semester. The International Programs Office is responsible for notifying the Bursar’s Office in this regard. Students going abroad for one term only must pay all required fees; fees cannot be pro-rated for a single term.

Concentrations and Course substitutions: Students can petition to have course work completed while on exchange to count towards, or in some cases substitute for, Fuqua elective courses. The Fuqua Registrar’s office will facilitate this process for you, please contact via email with any questions.

**Insurance**

All students **must** check with their specific medical insurance company to ensure 1) they will be covered while away from Fuqua, and 2) they understand the claim process when receiving care overseas. Most students should be covered by the Duke SMIP (Student Medical Insurance Plan). However, they still must inquire about the above. In addition, all Duke MBA students are insured through Duke by ISOS for medical and security evacuation as well as repatriation. You
should carry the ISOS card with them at all times (this will be provided during Pre-Departure session) when they are overseas.

**Immunizations**
The immunizations that are recommended by Duke's Student Health Center are recommendations only. Exception: Yellow Fever which is mandatory where appropriate. Each individual student needs to decide which immunizations are necessary in his or her case. This guidance can be found through Duke’s Student Health Center.

Obtaining immunizations through the Duke’s Student Health Center is advantageous in that the nurse specializes in conducting research about the various countries and checks your personal medical history before making recommendations. Immunizations through the Student Health Center are generally inexpensive and all charges will appear on your Bursar bill.

**Financial Aid**
Students considering an exchange opportunity can expect all travelling and living expenses as well as any application and/or program fee to be covered by Financial Aid, should they need such assistance. The Financial Aid contact person for exchange financing is Mrs. Selena Hinnant, Assistant Direct of Financial Aid for Daytime Programs. All enquiries should be made via email at: finaid-info@fuqua.duke.edu.

The Financial Aid process is straightforward. However, it requires that all students, especially non-US students, pay very close attention to all the steps and deadlines involved. This will ensure that funds are disbursed to each student in a timely manner so each student will have the necessary funds to plan their trip for exchange.

Please be aware that financial aid is disbursed directly to the student. The money will be deposited into your student account, which will then be either deposited into your checking account or sent to your mailing address as a check, depending on the individual arrangements each student makes with the Duke Bursar’s Office. If a student withdraws from an exchange program after having received Financial Aid, that loan must be paid back in full and immediately upon cancellation of enrollment. The deadline for financial aid submissions will be communicated at a later time.

**Evaluation & Debrief**
Before students may receive their transfer credits from their exchange program, they must complete the online re-entry exchange survey. Once the survey is complete, the International Programs Office will forward transcripts to the Fuqua Registrar’s office. This feedback will be helpful to future students as well as to continue to improve our services and programs.

**Exchange Reimbursement Program**
In recognition of the growing importance of developing countries on the world economy, and in need for increasing diversity in the exchange program, Fuqua’s International Programs Office is offering a student research initiative that will serve to enhance Daytime MBA students’ global competence and global citizenship by providing an incentive-based opportunity for students studying abroad on international exchange programs. The outcomes of this program will not only
benefit the students who participate, but will help Fuqua in its annual process of cultivating interest in exchange programs among Daytime MBA students.

This is purely a voluntary, incentive-based opportunity or “contest” that enables students to recoup a portion of the personal expenses incurred during study overseas. The work required to participate in this opportunity does not qualify as academic coursework and therefore should not be considered an alternative to the coursework required by academic exchange programs. Participants in this opportunity are bound by the Fuqua Honor Code.