Our exchange exists to promote cross-cultural understanding; offer fresh perspectives on global business issues to both incoming and outgoing students; foster strong academic achievement among incoming and outgoing students; and enhance the cultural and geographic diversity in Johnson’s student body.

Contact person: Donna Fleming
Director of Academic Exchange Program
Samuel Curtis Johnson Graduate School of Management
Cornell University
202 Sage Hall; 114 East Avenue
Ithaca, New York 14853-6201

Telephone and fax:
Tel: 1.607.255.0239
Fax: 1.607.254.4522

Email inquiries: df39@cornell.edu

School address: Samuel Curtis Johnson Graduate School of Management
Office of the Registrar
Cornell University
106 Sage Hall
Ithaca, New York 14853

Website address: www.johnson.cornell.edu

Information for Incoming Exchanges:
Samuel Curtis Johnson Graduate School of Management
Office of the Registrar
Cornell University

Where to send transcripts:
Ithaca, New York 14853
GM-Registrar@Cornell.edu

Deadlines:
Exchange numbers will be proposed starting mid-October, 2013
Nomination for fall semester (August-December, 2014): 25 April 2014

Please include nominated student’s citizenship, gender, and email address with official nomination.

Required documents:
• Exchange application (nominees will be notified when this is open on-line)
• Declaration of Finances form and supporting financial documentation, including proof of tuition paid to home university
• one passport-sized photograph
• health history forms
• Updated CV
• copy of TOEFL scores
• current transcript

Study program: The Johnson MBA program is a general management degree offering concentrations for those who wish to specialize. Breadth concentrations include: 1) Consulting; 2) Entrepreneurship; 3) Leadership; and 4) Global Management. Depth Concentrations are: 1) Corporate Finance; 2) Financial Investing; 3) Financial Analysis; 4) Marketing Analytics; 5) Marketing Management; 6) Private Equity; 7) Strategy. Other program strengths include brand management, investment banking, managing and leading in organizations, and sustainable global enterprise. Exchange students may enroll in
**Courses:**
For a list of courses offered in the fall and/or spring semester, please email the registrar office (GM-Registrar@cornell.edu) directly to know when course listings will become available. The course roster does not change significantly from year to year; for a good approximation of 2014 – 2015 course offerings see http://registrar.sas.cornell.edu/courses/roster/SP14/NBA/

**Classrooms:**
All Johnson classrooms are in Sage Hall, located in the center of the Cornell University campus.

**Language of instruction:**
All courses are taught in English.

**Language requirement:**
A minimal TOEFL score of 270 CBT, 105 iBT, or IELTS score of 7.5 OR have native fluency in English. Please contact Donna Fleming if your nominated student does not meet this minimum requirement.

**Language courses:**
Exchange students are welcome to take speaking and/or writing courses through The Graduate School of Cornell University (http://www.gradschool.cornell.edu/announcement/academic-english).

**Requirements:**
We require the equivalent of a U.S. bachelor’s (undergraduate) degree and prefer a minimum of 2 years of full-time, post-undergraduate degree professional work experience. Exchange students should be full – time students who have completed core courses before coming on exchange but who also need the credits earned at Cornell in order to graduate from their home schools.

**Full-time workload:**
At Johnson 1 credit is equivalent to 12.5 contact hours. To be a full time student, an exchange student must take a minimum of 12 credit hours (150 contact hours) at Johnson, but the normal course load is 15 credits. Students are expected to prepare prior to each class meeting. They also can expect some group work and projects outside the classroom. Exchange students are considered to be second year students and are not permitted to take core courses. They also may not enroll in first - year Immersion practicum Courses. Exchange students may enroll in classes, on a space available basis and for additional credit, at other colleges at Cornell University as long as they have met the requirement of a minimum of 12 credits at the Johnson School.

**Learning expectations:**
Classes are generally focused on lectures but case studies are an important part of the curriculum. Grades are based on attendance, participation in class, course assignments, group projects and final examinations. Class sizes range from 15-60 students depending on courses taken.

**Grading:**
The grading system is on a 4.3 point scale, using letter grades, with an “A” =4.0 points, “B”= 3.0 points, “C” = 2.0 points. Certain courses are also offered with the Satisfactory/Unsatisfactory grading option, commonly known as Pass/Fail. All exchange students will receive a final grade type as assigned by the faculty for the course. See the Registrar for any questions regarding this policy. Exchange students are considered second-year MBA students in the university system and all polices will apply.

**Exams:**
Exchange students need to be prepared to take quizzes periodically throughout the semester. There is a final examination, presentation, or final paper due at the end of the semester for each course. There are no special policies for exchange students. Examinations are written.
FALL 2014

Mandatory Orientation: August 24

<table>
<thead>
<tr>
<th>Calendar:</th>
<th>Instruction Begins</th>
<th>August 26</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labor Day Holiday – No Classes</td>
<td>September 1</td>
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<tr>
<td></td>
<td>Fall Break</td>
<td>October 13 &amp; 14</td>
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<tr>
<td></td>
<td>Thanksgiving Recess</td>
<td>November 26, 27, 28</td>
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<td></td>
<td>Last Day of Classes</td>
<td>December 5</td>
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<td></td>
<td>Study Period</td>
<td>December 6 - 9</td>
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<td></td>
<td>First Days of Scheduled Exams</td>
<td>December 10 - 12</td>
</tr>
<tr>
<td></td>
<td>Last Days of Scheduled Exams</td>
<td>December 15-18</td>
</tr>
</tbody>
</table>

SPRING 2015

Mandatory Orientation: January 20

<table>
<thead>
<tr>
<th>Instruction Begins</th>
<th>January 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>February Break</td>
<td>February 16 - 17</td>
</tr>
<tr>
<td>Spring break</td>
<td>Mar 30 – Apr 3</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 6</td>
</tr>
<tr>
<td>Study Period</td>
<td>May 7-10</td>
</tr>
<tr>
<td>First Days of Scheduled Exams</td>
<td>May 11</td>
</tr>
<tr>
<td>Last Days of Scheduled Exams</td>
<td>May 19</td>
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<tr>
<td>Commencement</td>
<td>May 24</td>
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Citizenship eligibility:
In keeping with the spirit of a cultural exchange program, we do not accept U.S. citizens or permanent residents as exchange students.

Similarly, we strongly urge our European partner schools to nominate European students so that we can benefit from the cultural diversity they offer.

When to arrive:
All fall exchange students are invited to join our first-year class at J.O.E. (Johnson Outdoor Experience). More information will be available on the website in June 2014.

ALL incoming exchange students are required to attend the exchange orientation to be held one or two days prior to the start of classes. Students should plan to arrive into Ithaca before this date.

Housing arrangements:
Exchange students are encouraged to live in on-campus university housing. Contracts for one semester are arranged directly with the Housing Office.
http://housing.cornell.edu/campuslife/housing/gradhousing.cfm
Please be sure your nominated student(s) are searching for housing as soon as they are confirmed. Students may contact Missy Riker at mar13@cornell.edu directly regarding on-campus housing arrangements.

Expenses:

- Estimate of expenses for one semester:
  - Housing and Food: $6,250
  - Personal Expenses: $2,430
  - Health Insurance: $860
  - Books: $550
  - Activities Fee: $50
Health insurance: All full-time registered students are automatically enrolled in and billed for the Student Health Insurance Plan (SHIP). Only students who can demonstrate that they have other health insurance that meets all of Cornell’s requirements will be allowed to appeal the charge for the SHIP. For more information see: http://www.studentinsurance.cornell.edu/gannett/cms/insurance/ or email SICU@cornell.edu. Additionally, all accompanying dependents on U.S. visas must be covered by health insurance.

Visa: Exchange students will need a Cornell University I-20 (Certificate of Eligibility for Nonimmigration F-1 Student Status) and a valid F-1 student visa (issued by a U.S. consulate) to enter the United States as a student. Once chosen to study at Johnson exchange students will be sent a Declaration of Finances form to complete and submit along with proof of funding for expenses during the period to be spent at the Johnson School. We will then issue an I-20 form to be used to apply for the F-1 visa. It is imperative that the Declaration of Finances form and documentation be sent promptly to our office so that students can secure visas in a timely fashion.

Facilities: Check the Cornell University website for a campus map and information about facilities on campus.

Student services: Exchange students will be full-time students at Johnson at Cornell University and may participate in any offerings for the semester in attendance. They are able to join student clubs at Johnson and may use sports facilities and libraries at the University.

Career services: Exchange students are welcome to use the resources of Johnson’s Career Management Center (CMC) but they are not eligible to participate in on-campus recruiting or in some programs with limited seating. Exchange students are not considered “alumni” but lifetime members of the Johnson community. With this status comes access to both Cornell and Johnson alumni databases and connections. Exchange students may not apply for summer internships through the Career Management Center.

Exchange coordinator services: The exchange program is a program of the Office of Student Services. The intake and sending of exchange students is managed by Donna Fleming. After exchange students arrive on campus their primary liaison will be the staff of the Student Services Office, located in 106 Sage Hall.

Updated November 2013
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