



# Office of International Education

## UNIVERSITY OF RICHMOND INFORMATION SHEET

(for academic exchange in Fall 2018 and Spring 2019)

GENERAL INFORMATION	
University Website (URL)	<a href="http://www.richmond.edu">http://www.richmond.edu</a>
Office of International Education	<a href="http://international.richmond.edu/">http://international.richmond.edu/</a>
Website for Exchange Students	<a href="http://studyabroad.richmond.edu/?go=URExchange">http://studyabroad.richmond.edu/?go=URExchange</a>
Office Telephone	1-804-289-8836
Office Fax	1-804-289-8904
Mailing addresses	<p><b>REGULAR MAIL:</b> Office of International Education Carole Weinstein International Center 28 Westhampton Way University of Richmond, VA 23173 USA</p> <p><b>COURIER MAIL (FedEx, DHL, UPS, etc):</b> Office of International Education Carole Weinstein International Center, Ste 103 52 Richmond Way University of Richmond, VA 23173 USA</p>
Contact Information	<p><b>HEAD OF INTERNATIONAL EDUCATION</b>  <b>Dr. Martha Merritt</b>, Dean of International Education  <b>Ms. Ellen Sayles</b>, Associate Dean and Director of Education Abroad</p> <p><b>PRIMARY CONTACT FOR EXCHANGE MATTERS AND OUTGOING STUDENTS</b>  <b>Ms. Michele Cox</b>, Director of Study Abroad            Countries/Regions: Asia, Brazil, Czech Republic, Italy, Poland, Spain (<i>Carlos III, Deusto</i>), West Indies            Direct telephone: 1-804-289-8838 E-mail: <a href="mailto:mcox@richmond.edu">mcox@richmond.edu</a></p> <p><b>Mr. Christopher Klein</b>, Associate Director of Study Abroad            Countries: Australia, Austria, England, France, Germany, New Zealand, Switzerland            Direct telephone: 1-804-287-6876 Email: <a href="mailto:cklein2@richmond.edu">cklein2@richmond.edu</a></p> <p><b>Ms. Amy Bergmann</b>, Study Abroad Advisor            Countries: Denmark, Hungary, Ireland, Israel, Netherlands, Scotland, Sweden, Turkey            Direct telephone: 1-804-289-8817 Email: <a href="mailto:abergman@richmond.edu">abergman@richmond.edu</a></p> <p><b>Mr. Patrick Schweiger</b>, Study Abroad Manager            Countries: Argentina, Chile, Ecuador, Mexico, Spain (<i>ESADE, Pompeu Fabra</i>)            Direct telephone: 1-804-484-1642 Email: <a href="mailto:pschweig@richmond.edu">pschweig@richmond.edu</a></p>

<p><b>Contact Information</b> <i>(continued)</i></p>	<p><b>CONTACT FOR GENERAL OUTGOING STUDENT INQUIRIES</b>  <b>Ms. Jenney Stevens</b>, Admin. Specialist for outgoing study abroad students  Direct Telephone: 1-804-287-1849 E-mail: <a href="mailto:jsteven2@richmond.edu">jsteven2@richmond.edu</a></p> <p><b>PRIMARY CONTACT FOR INCOMING EXCHANGE STUDENTS</b>  <b>Ms. Diana Trinh</b>, International Student Advisor  Direct Telephone: 1-804-484-1458 Email: <a href="mailto:dtrinh@richmond.edu">dtrinh@richmond.edu</a></p> <p><b>CONTACT FOR EMERGENCIES IF PRIMARY CONTACT IS NOT AVAILABLE</b>  <b>Ms. Krittika Onsanit</b>, Director of International Student and Scholar Services  Direct Telephone: 1-804-287-6499 E-mail: <a href="mailto:konsanit@richmond.edu">konsanit@richmond.edu</a></p>
<p><b>Nomination Deadlines and Information</b></p>	<p>Once we have agreed on the number of exchange slots for the Fall 2016 and Spring 2017 term, please email your UR contact (<i>see above</i>) the following information for each of your exchange student nominees for Richmond. Please copy Diana Trinh (<a href="mailto:dtrinh@richmond.edu">dtrinh@richmond.edu</a>) to this email.</p> <p><b>Deadlines for Submitting Nominations to Richmond:</b>  Fall Semester &amp; Academic Year nominations: <b>February 1</b>  Spring semester &amp; Calendar Year nominations: <b>September 1</b></p> <p><b>Please include the following information for each of your nominated students:</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Major</li> <li>• Study terms: Fall semester, Spring semester, Academic Year (August to May) or Calendar Year (January to December)</li> <li>• Date of birth</li> <li>• Email address</li> </ul> <p>The University of Richmond has an online application system for exchange students, which is passphrase-protected. Once we receive your nominations, the passphrase and instructions will be sent via email directly to your nominees with a copy to you.</p> <p>If your students have problems accessing the online application, please have them contact <b>Ms. Diana Trinh</b> (<a href="mailto:dtrinh@richmond.edu">dtrinh@richmond.edu</a>). Ms. Trinh is the main contact for your students. She will be in contact with your students during the application phase and afterwards.</p>
<p><b>Application documents must be sent to:</b></p>	<p><b>REGULAR MAIL:</b>  Office of International Education  Carole Weinstein International Center  28 Westhampton Way  University of Richmond, VA 23173 USA</p> <p><b>COURIER MAIL (FedEx, DHL, UPS, etc):</b>  Office of International Education  Carole Weinstein International Center, Ste 103  52 Richmond Way  University of Richmond, VA 23173 USA</p>

<p><b>Application Deadlines:</b></p>	<p><b>FALL SEMESTER AND FULL YEAR:</b></p> <ul style="list-style-type: none"> <li>• <b>March 1 – PRIORITY</b> deadline for the fall semester and full academic year <i>*If your selection process is not completed by this date, we need to know the <b>number and gender</b> of students you plan to send us so that we can reserve housing for them.</i></li> <li>• <b>April 15 – FINAL</b> deadline for the fall semester and full academic year</li> </ul> <p><b>SPRING SEMESTER:</b></p> <ul style="list-style-type: none"> <li>• <b>September 15 – PRIORITY</b> deadline for the spring semester <i>*If your selection process is not completed by this date, we need to know the <b>number and gender</b> of students you plan to send us so that we can reserve housing for them.</i></li> <li>• <b>October 1 – FINAL</b> deadline for the spring semester</li> </ul>
<p><b>Web site for application documents</b></p>	<p>The online application is at: <a href="http://studyabroad.richmond.edu/?go=URExchange">http://studyabroad.richmond.edu/?go=URExchange</a></p> <p>Please keep in mind that the decision regarding your student’s application cannot be reviewed until the following have been submitted:</p> <ol style="list-style-type: none"> <li>1) Incoming exchange application part 1 (found on their online application)</li> <li>2) Incoming exchange application part 2 (found on their online application)</li> <li>3) Official transcript, including the current list of courses the student is taking</li> <li>4) TOEFL results (if applicable)</li> </ol> <p>The transcript and any TOEFL results may scanned/mailed to <a href="mailto:international@richmond.edu">international@richmond.edu</a> initially, but please mail us the original transcript and the original TOEFL results as soon as possible. After we review the scanned materials and the student’s submitted online application, we will confirm your student’s acceptance via e-mail.</p>
<p><b>Special remarks on application documents</b></p>	<p>In addition to the online application, several documents must be submitted by mail. Documents which can be sent electronically are listed in the online application.</p> <ul style="list-style-type: none"> <li>• Current transcript including a list of courses that the exchange candidate is currently enrolled in.</li> <li>• Certification of Finances (downloaded from application)</li> <li>• Photocopy of passport</li> <li>• Signature verification form (downloaded from application)</li> <li>• Verification of English language ability; include a copy of the TOEFL iBT or IELTS exam or English Verification Form if waived for your institution</li> </ul>
<p><b>English proficiency required</b></p>	<p>Please contact your UR colleague to determine whether your students require proof of English proficiency.</p> <ul style="list-style-type: none"> <li>• TOEFL scores must be less than three (3) years old</li> <li>• Minimum TOEFL scores for <b>undergraduates</b>: 90 on internet-based test Minimum TOEFL scores for <b>law students</b>: 100 on internet-based test</li> <li>• IELTS grade of 6.5 for <b>undergraduates</b>; 7.0 for <b>law students</b></li> </ul>
<p><b>Academic Calendar</b></p>	<p><a href="http://registrar.richmond.edu/planning/index.html">http://registrar.richmond.edu/planning/index.html</a></p> <p><b>NOTE:</b> “Begin Orientation” is for first-year degree-seeking students. This is different from International Student orientation, which is for international exchange students and degree-seeking students.</p>
<p><b>Expected date of arrival</b></p>	<p><b>Fall Semester 2018:</b> Sunday, August 19, 2018 (<i>tentative</i>) <b>Spring Semester 2019:</b> Thursday, January 10, 2019 (<i>tentative</i>)</p>
<p><b>Orientation Program Period</b></p>	<p><b>Fall Semester 2018:</b> August 19-24, 2018 (<i>tentative</i>) <b>Spring Semester 2019:</b> January 10-13, 2019 (<i>tentative</i>)</p>

<b>Cost of Orientation</b>	<b>Fall Semester 2018:</b> Free <b>Spring Semester 2019:</b> Free
<b>Airport information</b>	It is NOT recommended to fly into Dulles, BWI or Reagan National Airport as transportation to Richmond is very expensive and cumbersome.
<b>ACADEMIC INFORMATION</b>	
<b>Minimum course/unit load per semester/term</b>	3.5 units (undergraduate); 9.0 credits (graduate and law)
<b>Restricted programs for exchange students</b>	<ul style="list-style-type: none"> <li>• Law applicants must have a TOEFL of 100 iBT and these applications must be reviewed and approved by the law school admissions office.</li> <li>• Course numbers ending in "U" are offered by the School of Continuing Studies. These courses may not meet home institution degree requirements, are not available for undergraduates until arrival at Richmond, and will require special approval for registration. Business exchange students are NOT permitted to take courses in the School of Continuing Studies.</li> </ul>
<b>Course Registration</b>	<ul style="list-style-type: none"> <li>• Online course catalog: <a href="http://registrar.richmond.edu/catalogs/index.html">http://registrar.richmond.edu/catalogs/index.html</a> <i>*please note: not all courses listed in the catalog are offered every semester</i></li> <li>• If our office receives exchange student application materials by the preferred deadline, students will have the opportunity to be pre-registered for courses.</li> <li>• If the application materials are received after the preferred deadline, course choices will be severely limited as Richmond students will have already registered. Exchange students must have all course prerequisites and are encouraged to take no more than 4 courses per term. We recommend exchange students take at least one course in a subject regarding the United States (e.g., art, music, theater, political science, history, religion, etc).</li> </ul>
<b>Special course for exchange students</b>	ESL tutoring is available. An ESL class designed specifically for exchange students is available through the Department of Languages, Literatures & Cultures. Incoming exchange students should have very strong writing, listening and speaking skills as the volume of daily work required for most courses is high.
<b>Duration of exchange</b>	One semester or one academic year.
<b>Services Available to exchange students</b>	Exchange students receive and have access to all the same services as local students. Exchange students are encouraged to join student clubs and sports, which may have a nominal fee. <a href="http://activities.richmond.edu/">http://activities.richmond.edu/</a>
<b>PRACTICAL INFORMATION</b>	
<b>Meal Information</b>	<a href="http://dining.richmond.edu/">http://dining.richmond.edu/</a> Exchange students are automatically registered for the Spider Unlimited meal plan ( <a href="http://dining.richmond.edu/meal-plans/">http://dining.richmond.edu/meal-plans/</a> ). Students are able to opt out of this meal plan if they are living in UFA apartments or Gateway Village. Students living in these facilities have the option to cook their own meals as this is the only housing where full cooking kitchens (but not utensils) are available. Changes to the meal plan after arrival on campus may be possible depending on the housing assignment.

<b>Housing Information</b>	<a href="https://housing.richmond.edu/">https://housing.richmond.edu/</a> Exchange students who meet all stated deadlines are guaranteed on campus housing. Approximately 92% of undergraduates live on campus. Exchange students are not permitted to live off-campus. Furnished short-term off-campus housing is difficult to find and public transportation is limited.
<b>Accommodation over break</b>	Yes, exchange students must apply through StarRez (online application system) by the designated deadline for each break period. Summer housing is an additional cost. Meals during break periods are not included in the meal plan and must be paid out of pocket.
<b>Health Insurance Policy</b>	Exchange students, regardless of their nationality, must purchase the mandatory UR medical insurance, which is billed to their student account. This insurance charged cannot be waived and no exceptions will be made.
<b>Emergency contact (Name, phone number, e-mail)</b>	The following <b>emergency numbers</b> for UR staff should be contacted in the order listed below:  <b>Campus Police</b> (804) 289-8911 for life-threatening emergencies (804) 289-8715 for non-life-threatening emergencies  <b>Krittika Onsanit</b> , Director of International Student and Scholar Services Email: <a href="mailto:konsanit@richmond.edu">konsanit@richmond.edu</a> Tel: (804) 304-8621 (mobile) <b>Michele Cox</b> , Director of Study Abroad Email: <a href="mailto:mcox@richmond.edu">mcox@richmond.edu</a> Tel: (804) 519-4909 (mobile)
<b>Social Programs</b>	Students are encouraged to participate in our Ambassador and Host Family programs, which connect your students with Richmond students and local families in the Richmond area. More information on these programs is available at: <a href="http://international.richmond.edu/campus/">http://international.richmond.edu/campus/</a>
<b>Visa Information</b>	Exchange students who are non-U.S. citizens or permanent residents are required to apply for a J-1 student visa. F-1 student visas are required for non-U.S. citizens or permanent residents who complete their MBA program at Richmond. The F-1 student visa may also be recommended for certain nationalities.  Accepted students will receive an official acceptance letter and admission packet along with the DS-2019 or I-20 if it is necessary to apply for a student visa which should be done at the U.S. consulate closest to their permanent residence.
<b>Work off-campus</b>	Must be authorized prior to commencing employment. More information on the web page: <a href="http://international.richmond.edu/students/stay/employment/index.html">http://international.richmond.edu/students/stay/employment/index.html</a>
<b>Work on-campus</b>	Exchange students are permitted to work on campus 20 hours per week while school is in session and full time during official school breaks. Most students work no more than 10 hours per week. More information on the regulations can be found on the web page: <a href="http://international.richmond.edu/students/stay/employment/index.html">http://international.richmond.edu/students/stay/employment/index.html</a>  Information regarding student employment opportunities can be found here: <a href="http://studentjobs.richmond.edu/">http://studentjobs.richmond.edu/</a>

<b>Off-Campus Transportation</b>	<p>The University of Richmond recently launched a robust transportation system designed to increase connectivity between campus and the city of Richmond while dramatically furthering the University's commitment to sustainability. The comprehensive plan reduces our reliance on individual cars through a transit system that offers shuttles around campus and to popular destinations throughout Richmond.</p> <p>The Transportation Center offers the Campus Safety Shuttle, Downtown Shuttle, Spider Shuttle, GRTC Connector, Zipcars (car sharing), Zimride (ride sharing). More information on each transportation option can be found here: <a href="http://transportation.richmond.edu/">http://transportation.richmond.edu/</a></p>
<b>Estimated Expenses in US dollars</b>	
<b>University Accommodation</b>	<a href="http://controller.richmond.edu/tuition/room-board/index.html">http://controller.richmond.edu/tuition/room-board/index.html</a>
<b>Meals</b>	<p>Spider Unlimited: Unlimited meals /week with 780 dining dollars/semester is the most common meal plan for undergraduates living on campus. This is the smallest meal plan a student can purchase if they are assigned to a dorm room. If a student is assigned to an apartment on campus, they can choose a smaller meal plan or no meal plan at all. See web page <a href="http://controller.richmond.edu/tuition/room-board/index.html">http://controller.richmond.edu/tuition/room-board/index.html</a> for current rates.</p>
<b>Health Insurance</b>	Approximately \$875 per semester
<b>Books</b>	Approximately \$700 per semester
<b>Personal Expenses</b>	Approximately \$1000 per semester