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### INTERNATIONAL EXPERIENCE: IBS STUDY ABROAD PROGRAM FREQUENTLY ASKED QUESTIONS

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#### **Who is required to study abroad – and who is eligible?**

All IBS MA, BA/MA, and MBA students are required to fulfill the International Experience Requirement. International students have completed this experience by studying here at IBS. (International students need to document this by using the “Dual Exemption” form.) Even if a student has fulfilled the International Experience Requirement, that student can still go on an exchange semester. Some students who are sponsored by particular governmental programs are restricted by their sponsor from studying abroad (Fulbright is such an example). Students in the Dauphine University program may not apply to study abroad.

#### **When can I study abroad?**

Most students choose to go abroad in the fall semester of their second year in order to prevent any scheduling conflict with graduation in the spring. Depending on the career you are seeking, the IBS Career Center may recommend that you choose to study abroad in the spring in order to be available for networking and applying for jobs. It’s important to note, however, that choosing to study abroad in the spring could result in grades not arriving here early enough to graduate with your class. In such a case, you would be permitted to march with the class for commencement, but would not receive your diploma until August. There are benefits and drawbacks to each semester. Each student needs to gather information and make her/his own decision.

#### **Where can I study abroad?**

We have partnerships with 19 universities in 12 countries. However, depending on your program, some schools are a better match than others. For a detailed list please visit the Office of Student Services or check the IBS website. Due to high demand, an applicant may request only two of the following: ESSEC, ESADE, Copenhagen Business School, and Bocconi. Regardless of the number of schools an applicant is requesting, s/he must submit the name of at least one school other than these four. Applications not complying with this will be returned.

#### **How are applicants chosen for a particular school?**

A Study Abroad Committee, comprised of faculty and staff, take into consideration each application, interview, degree program, career goals, transcript and resume in selecting students for each particular school. The vast majority of students are offered their first or second choice. There is no benefit to the student to submit her/his application early; nor is there any benefit to listing only one choice on the application. (If only one choice is listed, we will assume that the second choice is “Brandeis IBS”.)

#### **How do I apply?**

A completed application includes an IBS Study Abroad Application form, a 1 page essay, and a current resume. On the form, you’ll rate the three schools where you’d most like to study abroad. In the essay, you should describe your reasons for wanting to study abroad and why you’ve chosen those schools. When you submit your application materials, you will also sign up for an interview with one of the study abroad committee members.

#### **When is the deadline to apply for study abroad?**

October 20	Study Abroad Fair
Jan 1 – Feb 1	Applications Accepted (No Applications will be Accepted after Feb 1)
Mid-January	Student Discussion Panel w/ IBS Students Returning from Exchange
Early February	Interviews with Study Abroad Committee
End of February	Students Notified of School Selection
March 1	Deadline for Students to Accept/Reject Assignment (Assignments are not final until accepted by the student. Failing to respond by this date could result in forfeiting assignment.)

#### **Do any schools have language requirements?**

No. All of our partner universities offer courses taught in English, although the availability of English-language courses may vary by school and semester. There are no specific language requirements for applying to the programs. However, many of the partner schools offer intensive language courses for exchange students. For further information regarding these courses, please consult the school’s website or the coordinator abroad.

### **How many courses do I have to take while I'm abroad?**

You must enroll in a minimum of the equivalent of 3 full-semester courses (12 credits) while studying abroad. A maximum of 16 credits will be transferred to your IBS transcript. The number of courses can vary from school to school so you'll be working with the exchange coordinator to determine the most appropriate courses. Once you have selected your courses, you must complete a Learning Agreement and submit it to Student Services for approval.

### **How do my grades transfer into IBS?**

You may transfer in up to 16 credits from the partner school regardless of the number of courses taken. You must receive a grade equivalent to a B- or better in your courses in order for the courses to transfer. The grades you receive will not appear on your transcript, but the number of credits earned and the name of the exchange school will be listed. You will receive a transcript, however, from the host university.

### **What courses may I enroll in while abroad?**

While you are abroad, you will enroll in elective courses. While students have flexibility in the course selection, the courses must be within the fields of business, economics, or finance. The same requirements and limitations are applied to course selection, grades, and credit while studying abroad as are when studying here at IBS. Regardless of the credit assigned to the courses at your host institution, IBS will count one full semester course as 4 credits and one half semester course as 2 credits. Accommodations are made as necessary due to differences in academic programs from country to country.

### **Do I pay tuition to IBS or my host university?**

You will continue to pay IBS tuition while you are abroad. No tuition will be owed to your host school. You are responsible for living expenses, room and board, and personal expenses. IBS assists students with travel expenses in the form of a Travel Grant.

### **What is a Travel Grant and how do I receive one?**

Students who study at one of our partner universities are eligible for Travel Grants to help offset the cost of studying abroad. These grants equal a certain percentage of the airfare. This percentage may change annually. Please note that reimbursements cannot be issued until after July 1. You must submit a receipt for your ticket and itinerary to Matt Rocker for your reimbursement.

### **What forms do I need to submit if I have already fulfilled the International Experience requirement?**

If you have already fulfilled the International Experience requirement, please complete the International Experience exemption form and submit it to the Student Services Office. The requirement may be fulfilled through the following ways:

- Lived outside the US for a significant period of time (typically over the age of 12)
- Worked abroad in a full-time professional position for at least 3 months
- Participated in a rigorous international internship for 3 or more months
- Had a previous study abroad experience related to the field of study

### **Do I need health insurance while abroad?**

IBS students are required to have health insurance. In many cases, the partner university will accept the Brandeis health insurance; however, you must consult with the host health university center for health insurance. You will need to contact the Brandeis University Health center for a health insurance verification form.

### **How do I apply for a visa?**

The acceptance package that you receive from your exchange school will include information about the visa process. Please contact the coordinator at your exchange school for more specific information. IBS is not responsible for securing student visas.

### **Will housing be offered to me?**

Some partner schools offer housing on a first-come first serve basis. Housing costs vary with schools and the housing information will be provided in the acceptance package sent from the exchange school. If the school does not offer housing, it will provide ample assistance in finding off-campus housing. Students are responsible for all housing and living expenses during a study abroad semester.

### **What support will I have while I am on exchange?**

Once you have received your acceptance packet from the host school, your primary contact will then be the exchange coordinator at that school. The staff at the host school offers great support for their incoming exchange students. Of course, your home base at IBS is always willing to assist you while you are on exchange with various issues or concerns.