

Incoming Exchange Student
Pre-Departure Handbook
Spring 2019



THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

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Welcome to GW!

Congratulations on your acceptance to The George Washington University as an exchange student!

We are delighted to welcome all of you to GW and the greater Washington D.C. area. You are now part of an internationally rich and diverse student body. The George Washington University brings in thousands of international students every year that represent over 130 countries. The local DC community is also filled with people from all over the world. This is your chance to experience not only American culture, but also GW campus culture and city culture of Washington D.C.

While you are on campus your main points of contact will be:

Amaris Vazquez Vargas, Exchange Coordinator

Joshua Keilholtz, Exchange Program Assistant

We have prepared this handbook to assist you during your time here on campus. It covers practical items such as entering the United States, finances, housing, registering for classes, travel arrangements, health care, insurance, safety and more.

We encourage all students to read this handbook in its entirety. You will also find this information and much more on the Office for Study Abroad website at <https://studyabroad.gwu.edu/gw-exchange-program>.

We look forward to meeting you soon!

The GW Exchange Team

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FAST FACTS ABOUT GWU

- 4 Blocks from the White House
- 25,000 total students
- 130+ countries represented by international students
- 1,174 full-time faculty
- 450+ student organizations
- 250,000+ alumni worldwide
- 6 undergraduate schools
- 3,000+ courses offered each semester
- Week-long orientation and semester events organized for exchange students
- Guaranteed on-campus housing



WHERE ARE WE LOCATED?

Washington, D.C., the U.S. capital, and one of the most livable cities on the East Coast, is a welcoming and dynamic urban center filled with students and young professionals. With residents of every nationality and culture, D.C. truly brings the world together to do the nation's business.

Exchange students quickly discover the many amenities and activities that Washington, D.C. offers to enhance their time at GW, including museums, restaurants, shopping, walking and biking trails, as well as a full array of professional sports teams, festivals, and cultural celebrations.

Just steps from GW's Foggy Bottom Campus, D.C.'s safe and accessible Metro subway system, and multiple other transportation options, put the entire city at the students' fingertips.

CAMPUSES

GW has two academic campuses you could have classes on: Foggy Bottom and Mount Vernon.

Foggy Bottom serves as the main campus of the university. The campus sits on about 18 square blocks in the heart of one of the world's most exciting and livable cities. The majority of the campus is located between 20th and 24th Streets, and Pennsylvania Avenue

and Virginia Avenue in the northwest quadrant of D.C. Low-rise brick and brownstone buildings line the leafy streets of the Foggy Bottom campus. Most academic buildings, residences, and student life centers are located on this campus. The Foggy Bottom campus is metro-accessible using the Foggy Bottom/GWU metro stop of the blue, silver, and orange lines.

The Mount Vernon Campus is approximately 10-15 minutes away from the Foggy Bottom campus by shuttle bus. It is located off of Foxhall Road and W Street in the northwest quadrant of D.C.

It sits on 23 wooded acres in a quiet, polished residential neighborhood. There are regular shuttle busses from the Foggy Bottom campus to the Mount Vernon Campus. The Mount Vernon Campus houses several academic buildings, a library, tennis courts, a swimming pool, baseball field, and soccer field for GW. There are several large student residence halls and a dining facility on this campus. The Mount Vernon Campus is not metro-accessible.

You can take a virtual tour of the campuses on the following link: <http://virtualtour.gwu.edu/>.

CLIMATE

You should come prepared for changes in the weather – very cold winters, hot summers, and pleasant days in between. The temperature can drop to 20 degrees F (-7 degrees C) in winter and can rise to as high as 100 degrees F (37-38 degrees C) with high humidity in the summer.

While you may find yourself interesting with a variety of offices and departments on campus, the two you will be contact with the most are the Office for Study Abroad and International Services Office. It is important for you to know what each office does for you and where they are located on campus.

OFFICE FOR STUDY ABROAD (OSA)

The Office for Study Abroad (OSA) is responsible for the general welfare of exchange students at the George Washington University. Our Exchange Team assists with issues concerning your personal adjustment to academic and social life at the university, billing information,

registering for courses, and your transition to the Washington, D.C. area.

The Office for Study Abroad is located on the fifth floor of the Marvin Center in Colonial Crossroads.

800 21st Street NW, Suite 505
 Washington, DC 20052
 TEL: +1-202-994-1649
 EMAIL: exchange@gwu.edu

INTERNATIONAL SERVICES OFFICE (ISO)

The International Services Office will issue your J1 student visa. Questions regarding immigration status, employment regulations, and traveling with your visa should be directed to ISO at iso@gwu.edu.

The International Services Office is located on the fifth floor of the Marvin Center in Colonial Crossroads.

800 21st Street NW, Suite 505
 Washington, DC 20052
 TEL: +1-202-994-4477
 EMAIL: iso@gwu.edu

Spring 2019

Residence Halls Open for Exchange Student Move In	Tuesday, January 8th 10 AM - 3PM
Mandatory Orientation Week	Tuesday, January 8th - Saturday, January 12th
First Day of Classes	Monday, January 14th
Add/Drop Registration Period	Monday, January 14th - Sunday, January 27th at 22:00
MLK Day - NO CLASSES	Monday, January 21st
President's Day - NO CLASSES	Monday, February 18th
Spring Break - NO CLASSES	Monday, March 11th - Saturday, March 16th
Last Day of Classes	Monday, April 29th
Make-up/Reading Day (s)	Thursday, May 2nd - Friday, May 3rd
Final Examinations*	Monday, May 6th - Tuesday, May 14th
Final Move-Out Day GW Residence Halls	Tuesday, May 14th at noon

* Students should not plan to leave for the semester prior to their final exams. The final exam schedule will be announced after students' arrival on campus.



OBTAINING A VISA TO STUDY IN THE UNITED STATES

In your acceptance packet you will receive a DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status Form, which is required to apply for your J-1 student visa to study in the United States. This form has information that is specific to you and is very important throughout the visa application process and during your time in the US.

We encourage exchange students to contact their local U.S. Consulate or Embassy for specific J-1 visa application instructions. In general, you need to [pay the Student and Exchange Visitor Information System \(SEVIS\) fee](#), complete the [online Form DS-160 non-immigrant visa application](#), and schedule an interview appointment with the [nearest U.S. Consulate or Embassy](#) upon receipt of your DS-2019 immigration document; however, the visa application and visa interview requirements may vary depending on where you are applying for your visa, so again, you will need to check with your local U.S. Consulate or Embassy to confirm what you need to apply for your J-1 visa.

J-1 and J-2 visitors may be issued visas at any time before the beginning of their programs. Your entry visa will be stamped in your passport.

For more information, please review the websites listed below or talk to the exchange coordinator or advisor at your home university.

Locate a US Embassy near you: <http://usembassy.state.gov/>

U.S. Department of State's Visa Service Information:
<https://travel.state.gov/content/visas/en/study-exchange/exchange.html>

U.S. Department of State's Visa Wait Times:
<https://travel.state.gov/content/travel/en/us-visas.html>

Department of Homeland Security (DHS) Information
Regarding SEVIS fee and payment instructions:
<http://www.ice.gov/sevis/i901/>

Online DS-160 Non-Immigrant Visa Application:
<http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application.html>

NON IMMIGRANT INTENT

The J-1 visa is a non-immigrant visa, which means that students applying for J-1 visa type must demonstrate strong ties to their home country and a plan to return home following the completion of their academic program. The following are examples of possible ways to show proof of non-immigration intent:

- be prepared to express how you intend to apply your exchange program at GW in your home country after completing your program;

- show close ties to family who reside in your home country (perhaps your parents own property);
- show proof of employment following completion of exchange program at GW;
- show proof of owning real-estate (land, house, apartment);

SECURITY CLEARANCE

Each visa applicant will experience a series of security clearance checks which may or may not affect the processing of your visa. It is not possible to know ahead of time whether your application will be delayed due to a security clearance. If your visa application is pending beyond the expected processing time as a result of a clearance check, please contact ISO with details of your delayed visa application.

ENTERING THE UNITED STATES

Students may not enter the U.S. more than 30 days prior to the start date listed on their DS-2019. The program start date is governed by the student's school and may not be changed. Please plan your travel to the U.S. accordingly and contact ISO with any specific travel questions.

You must hand-carry the following documents:

- Passport (valid for at least 6 months after your departure from the U.S.)
- Your SEVIS form
- Your DS-2019
- Evidence of financial resources

In addition, it is strongly recommended that you also hand-carry the following documents:

- Paper receipt for the SEVIS fee
- Evidence of student status, such as letter of admission
- Name and contact information for your Designated School Official (DSO)



You should enter the United States for full-time study in the J-1 visa category. You should not enter the U.S. on a B-2 tourist visa (or B-1 or Visitors Waiver Program) unless you plan to leave the U.S. shortly after your arrival and reenter in the correct status before the start of your academic program.

At the port of entry in the U.S., you will receive an electronic I-94 number and an immigration officer will examine your DS-2019, passport, and entry visa (not applicable to Canadian citizens). The officer should stamp both your passport and your DS-2019 form with "J-1" and "D/S." Please keep these extremely important immigration documents in a secure place. You will be required to print your I-94 number from the U.S. Department of Homeland Security's website after your arrival.

Helpful Links

U.S. Immigration and Customs Enforcement:
<http://www.ice.gov/sevis/students/>

U.S. Customs and Border Protection:
<http://www.ice.gov/sevis>



GWU ACCOUNTS

GW ID NUMBER

The GW ID is a 8-digit number beginning with the letter G (for example, Gxxxxxxx). This number was sent to you by the Exchange Team, and is indicated in your acceptance letter. This number is used as an identifier for you throughout the campus network.

You may be asked for your GW ID number to:

- To pay your bill
- To GWeb to register for courses
- When requesting a transcript

This GW ID is unique to you and should not be shared with other students.

PIN NUMBER

When you first logon to the GWeb system, you will need to enter a PIN number. The first time you login to the system, your pin will be your date of birth in MMDDYY format, where M=Month, D=Day, and Y=Year. (Example: March 5, 1983 would be 030583). The system will prompt you to change your pin to a 6-digit pin code. Please keep this information in safe place.

NET ID

The GW Net ID is used to prove your identity to many of GW's networked systems and services. In order to use this system, you need to register for a GW Net ID and associated password.

Your GW Net ID is needed to:

- Access many of GW's web-based services including the my.gwu.edu portal and Blackboard

- Create a GW Email account (the GW Net ID will become the first part of your GW Email address: _____@gwmail.gwu.edu)

To claim your GW Net ID, you will need the following:

- Your GW ID number (Gxxxxxxx).

Once you have located your GW ID Number on your acceptance letter, you can claim your Net ID by visiting the Accounts Central website at <https://identity.gwu.edu/claim/ClaimAccountIndex.jsp>. You will enter your last name, GW ID Number, and your Date of Birth and click that you Accept the Policies of our Information Technology Department. Once you have completed the form, click the "Claim Account" button at the bottom of the page.

You cannot change your Net ID after you have selected your account, so please keep this in mind when you are determining your Net ID. This will become the first part of your GW Email address.

It may take several days for you to receive information about your account being active so please be patient with Accounts Central. For questions regarding the status of your request, you may contact the IT Help Desk at (202)-994-GWIT (4948).

GETTING A GWORLD CARD (Student ID Card)

All students must have a University identification card, called a GWorld Card. The card permits access to certain University buildings, allows you to use the library, recreational facilities and other University services, such as the Mount Vernon Shuttle or 4-ride.

You can deposit funds to a pre-paid non-refundable debit account (Colonial Cash) that allows you to use your GWorld card to make purchases in select locations on and off campus in place of cash, checks or credit cards. Some services offered on campus, such as parking and paying for printing and copying materials in the library, require the use of Colonial Cash. You should carry your GWorld card with you at all times.

To obtain a GWorld card, you must go to the GWorld Card Office after you (a) have received or retrieved your GWid number and (b) are officially registered for at least one course.

Please note that the earliest date the GWorld card can be issued is one month prior to the first day of classes. Don't forget to bring a government-issued picture ID (e.g., passport). You must also be registered for classes before you can get your GWorld.

During the designated orientation arrival day, the GW Exchange Team will help you in obtaining your GWorld card.

The office location and hours of operation as well as detailed information about the GWorld Card are provided at <http://gworld.gwu.edu>

GWorld Office
Marvin Center, Ground Floor
800 21st Street, NW
Washington, DC 20052

ESTIMATED COSTS

Below are estimated costs of attending GW for one semester. These costs are subject to change and may vary. All costs are listed in US Dollars.

Type of Expense	Amount	Notes
Immunizations	Varies	Students under the age of 26 must comply with the District of Columbia's immunization requirement .
Estimated Room Cost	\$7,555 per semester	Based on 9-month academic calendar; varies depending on housing assignment.
Estimated Meals	\$2,050 per semester	
Local Transportation	\$540 per semester	
Medical Insurance	\$1,644 per semester	Estimated cost of GW Aetna Health Insurance for academic year 2018-2019. Subject to change.
Books and Supplies	\$665 per semester	
Miscellaneous	\$765 per semester	Includes personal expenses, traveling, etc.
Orientation Week	\$500 (for one week at the start of the semester)	Meals for the week, setting up bank accounts, transportation costs, and purchasing items for housing.

LOGISTICS

Items of importance to be aware of before planning your class schedule.



CREDIT HOURS REQUIRED FOR YOUR VISA

Visiting exchange students must register for a minimum of 12 credits per semester. A full-time course load at GW ranges from 12-17 credits per semester. The Office for Study Abroad does not recommend that exchange students register for more than 17 credits. If you decide to add additional credits to your schedule, you will be responsible for the tuition and fees charged for each credit hour beyond 17.

The open registration period for spring 2019 semester entry students begins on Tuesday, November 13th, 2018 at 7:00 a.m. Eastern Standard Time.

You may adjust your schedule freely between November 13th and December 17th, 2018, and then there will be a two week drop/add period beginning the first day of classes. You must be registered for a minimum of 12 credits for the semester by Sunday, January 27th, 2019 at 10:00 p.m. (22:00).

ADD/DROP PERIOD

The add/drop period at GW lasts from Monday, August 27th to Sunday, September 9th, 2018. During this period you may adjust your course schedule by dropping and adding courses, but you must maintain at least 12 credit hours to be considered a full-time student.

LATE DROP FEES/WITHDRAWALS

Students are eligible to add and drop courses up until Sunday, January 27th at 10:00 p.m. EST free of financial penalty from the university. Any charges associated with a course being dropped after January 27th, 2019 are the responsibility of the student.

ENGLISH FOR ACADEMIC PURPOSES

Students who meet the University's minimum English proficiency requirements for admission, but do not meet or exceed the standard scores will be required to enroll in an English for Academic Purposes course.

Students who are required to take this course will be notified in their acceptance letter.

The English for Academic Purposes course, EAP 1015 American Multicultural Perspectives in Washington, D.C., is worth 3 credit hours and counts towards the overall credit requirement for students during their first semester. The course focuses on academic writing and is designed to prepare international students for university-level writing expectations. It also explores Washington D.C.'s rich multicultural heritage through diverse texts and community resources.

RESTRICTED COURSES

Graduate-level course work (any course above the 4999 level), law or medical school courses, and Semester in Washington courses (Program Management or PGMT) are RESTRICTED. As an exchange student you are not permitted to take these classes.

PLANNING YOUR CLASS SCHEDULE

All information in this section is listed in more detail in your online GW Passport Application.

REGISTERING FOR COURSES THAT HAVE RESTRICTIONS OR PRE-REQUISITIES

REVIEW THE SCHEDULE OF CLASSES

The University lists the upcoming course offerings on GW's Schedule of Classes (<http://my.gwu.edu/mod/pws/>) Typically, the fall schedule is available by the end of March and the spring schedule is available by mid- to late-October. Click on the link for Main Campus in order to view all of the department/major offerings for the upcoming term.

For assistance, in reading the schedule of classes online, please refer to the [How to Read the Schedule of Classes Online](#) document in your online application.

REVIEW GW BULLETIN

The GW University Bulletin (<http://bulletin.gwu.edu/>) will provide you with a brief course description for that course. It will not provide you with full, detailed syllabi for the course, as this can vary slightly from instructor to instructor. If you require a full-detailed syllabus for approval from your home institution, you should reference the Schedule of Classes for the instructor's name and email the instructor to request this information. If no instructor is listed, you can contact the department directly for a tentative syllabus for the course.

Missing Instructor's Name? You can contact the departments to request a syllabus for a particular course. Reference our [Department Contact Sheet](#) in your online application.

REQUESTING APPROVAL TO REGISTER FOR A COURSE

Most courses offered at GW will have restrictions for exchange students, which means that you may not be able to register yourself for many, if not all, courses you wish to take at GW. Classes fill quickly, so please make sure to start preparing for registration as soon as you have been accepted to the GW Exchange Program. Also, please be prepared to register for at least four classes by November 13th; otherwise, you may not get the classes you want or need. This information is also available on your [GW Passport](#) application.

Step 1: Submit a [Spring 2019 Registration Request Form](#) to the Office for Study Abroad.

Step 2: Request permission from the professor teaching the course to enroll.

When contacting the professor, explain that you are an exchange student visiting for the semester or academic year. You will want to indicate the pre-requisites that you have taken at your home institution or how you need to enroll in the course for your major at your home institution. You will need to ask the professor in your email for approval to enroll in the course. We recommend copying exchange@gwu.edu on your emails with your request. A sample approval request email is provided in your GW Passport application.

Step 3: Once the professor responds via email with the approval, you should then forward the email approval to exchange@gwu.edu. The Office for Study Abroad will submit your approval on the opening day of registration to have the Registrar place you into your requested courses on your behalf, if there is space available in the class.

NOTE: This process will not provide you with the approval to register yourself in the online registration system. Upon completion, the Registrar's Office will be entering you into the class on your behalf, should there still be seats available in the course.

**FOR UPPER LEVEL POLITICAL SCIENCE (PSC)
COURSES:**

For courses numbered 2000 and above in Political Science, submit an [Exchange Registration Request Form](#) to the exchange@gwu.edu. The Exchange Team will work with the Political Science department request approval to register for a course on your behalf.

DO NOT email Political Science professors for approval.

FOR ECONOMICS (ECON) COURSES:

All course registration approval requests should be sent directly to the Department of Economics' advising email at econadvising@gwu.edu.

DO NOT email the professor of the course.

FOR FINANCE (FINA) COURSES:

All course registration approval requests should be sent directly to the Finance Department Co-Chair, Dr. Min Hwang at min@gwu.edu.

DO NOT email the professor of the course.

***Students should be aware that Finance classes fill quickly and we cannot guarantee students' places in these classes. If students are put on the waitlist for Finance classes, they cannot bypass the waitlist.

The most competitive classes in Finance & Business Administration are FINA4001/4001W: Advanced Financial Management and BADM4801: Strategy Formulation and Implementation, and again, we cannot guarantee students' places in these classes.***

FOR BUSINESS ADMINISTRATION CLASS BADM 3501:

Course registration approval requests for BADM 3501: Financial Management & Markets should be sent directly to the Finance professor, Dr. Min Hwang at min@gwu.edu. ***DO NOT email the professor of the course.***

Remember, graduate level course work (courses above the 4999 level), law or medical school courses, and Semester in Washington courses (Program Management or PGMT) are RESTRICTED, and you cannot take these courses.

PREPARE TO REGISTER ONLINE - November 13th, 2018

Once you have identified courses you are interested in taking, you should list all of the details for the course on the [Course Planning Worksheet](#). This information will come in handy on registration day if you want to register yourself on [GWeb](#) for courses that do NOT have a registration block.

To register yourself online for courses that are not blocked or restricted, you will need the Course Registration Number or CRN. We strongly recommend selecting alternative courses in the event your first choice courses are full by the time you register.

Please keep track of the meeting times for the courses you've requested so that you and the Registrar do not encounter time conflicts with your courses. Time conflicts will prevent you from being registered for the classes that you want.

REGISTERING FOR COURSES ONLINE

**ONLINE COURSE REGISTRATION BEGINS ON
November 13th, 2018**

Step 1: Plan Your Schedule

Prepare your class schedule by reviewing the “How to Plan Your Class Schedule” tutorial and completing the Course Planning Worksheet located on your [GW Passport](#) online application.

Step 2: Access GWeb

To enter the online registration system ([banweb.gwu.edu](#)), enter your GWID Number (the number looks like Gxxxxxxx and is located on your acceptance letter). Enter your PIN number. Note: Upon logging into the GWeb system for the first time, your pin will be your date of birth in MMDDYY, where M=Month, D=Day, and Y=Year. (Example: March 5, 1983 would be either 030583).

After your initial login, you will be asked to create a new PIN number. Be sure this is a number that you can easily remember.

Step 3: Enter the Student Records & Registration Menu

Click on the Registration Menu button.

Step 4: Add Classes Noted on Your Course Registration Worksheet

Add a class by selecting Register, Drop and/or Add Classes.

Note: You will need to know the Course Registration Number (CRN) for the course you wish to add. Please note that CRNs change each semester, so make sure you are using the CRN for the correct term you are registering for. You will only be able to add a class if it does not have a restriction or pre-requisite.

REGISTRATION ERRORS OR REGISTRATION BLOCKS

Exchange students may receive error messages when trying to register for courses (such as “Student Status Prohibits Registration”, “Restricted to GWSB students only” or “You do not have the necessary Pre-Requisites”).

If you receive an error message, similar to the ones above, please note you must fill out the [Exchange Registration Request Form](#) and ask for professor approval for each course you wish to take.

WHAT HAPPENS WHEN CLASSES ARE FULL OR CLOSED

You may find that some of the classes you are interested in are listed as “Closed” by the time you try to register. Please note that this does not mean that the class will not open back up prior to your arrival at GW. Many GW students switch classes before the semester starts, and throughout the add/drop period. Classes may become available throughout the winter months or after the start of the semester. The Office for Study Abroad will also provide guidance about requesting professor permission to enroll in closed courses or courses requiring departmental signatures upon your arrival on campus.

WAITLIST FOR CLASSES

A “Waitlist” means that a class is currently closed and has reached enrollment capacity; however, students are able to sign up on a waitlist to be added to the class in case someone drops and a spot becomes available. Not all closed classes have a waitlist.

When a seat becomes available, the first student on the waitlist will receive an e-mail notification to their GWU e-mail address. The student will have 24 hours from the time of the e-mail is sent to register for the class through GWeb.

If you had to request approval to register for a that has a waitlist, the Registrar will automatically place you on the waitlist.

If you tried to register for a closed class through GWeb, you will receive the following message if the class has a waitlist: "This course is closed, but a waitlist is available." To add yourself to the waitlist, select "Waitlisted" from the drop down menu and click "Submit Changes".

If you were on the waitlist and then were offered a place in the class, you must accept your seat in GWeb within 24 hours of being offered the seat in the class. It is the student's responsibility to check their GW email daily once on a waitlist. If you do not register for the class during that time period, the seat will be offered to the next student on the waitlist. GWeb registration is available from 7:00am - 10:00pm.

Any registered class(es) which conflict with the time of the waitlisted course must be dropped through GWeb before or during the registration for the waitlisted course.

THINGS TO REMEMBER ABOUT USING A WAITLIST

Obtaining a place on the waitlist should NOT be interpreted as a guarantee of getting a seat in the course. Waitlists will accommodate MANY more students than are likely to ultimately gain a seat in the course. This is done to allow departments to more accurately gauge the demand for a course. This information can be used by academic departments in future planning.

Time-conflict check will NOT take place with waitlisted courses. Students will be permitted to register for courses which meet at the same time as waitlisted classes.

This is done so that students who place themselves on a waitlist retain the flexibility in their schedule to register for an alternate course schedule. However, it remains the students' responsibility to drop those conflicting classes through GWeb if a seat in the waitlisted course becomes available. Students may also waitlist for multiple sections of the same course.

In the case of a linked course (a course where you need to register for a lecture AND a lab or discussion section), you will waitlist for the lab/discussion section as well. If offered a seat in the lab/discussion section, you must register for the lecture at the same time.

Should students change their mind about desiring a place on a waitlist, they should remove themselves from that particular waitlist through the GWeb system, which will allow another student to waitlist for that course.

ON-CAMPUS HOUSING

Most undergraduates and almost all exchange students live in university residence halls. Most graduate students and others rent apartments off-campus.

On-campus housing is limited, so students cannot request specific halls or rooms. GW accommodations offer a furnished residence close to campus in a reasonably secure environment. People new to D.C. and attending the University for a short period of time often prefer to live in University housing for safety reasons, and the opportunity to meet other engaging students.

Most exchange students are placed in third and fourth year housing; however, some students choose to live in first-year housing on the Mt. Vernon Campus if space is available. The full range of residence hall types and costs are available at <http://living.gwu.edu/residence-halls>. Housing specific information for exchange students can be found at <https://living.gwu.edu/exchange-student-housing-application>.

All rooms and apartments are furnished. You will generally have to share your bedroom with one other person and share a kitchen and bathroom with other roommates living in the apartment. Some first and second year residence halls, particularly those on the Mount Vernon Campus, do not have shared kitchens or bathrooms within the apartment, but will have shared bathrooms and kitchens for the entire floor or hall.

You will bring or purchase sheets, towels, toiletry items (including toilet paper), and necessary utensils should you have a kitchen in your apartment. These household items can be purchased once you arrive.

When you make GW your home, residence halls should be treated as such. While support exists for maintenance issues, you are responsible for the basic upkeep of your room to include: keeping the room(s) generally clean, regularly taking out trash (and not clogging the chute), cleaning the inside of your appliances and cabinets.

If something needs to be fixed in your apartment or hall, you can submit a "Fix It" request online through the GW Facilities website at <https://my.gwu.edu/mod/fixit/login.cfm>.

Students who live on campus are charged for their housing on their [GW Bill](#), unless the housing charges are covered by their exchange agreement. For questions about your charges, please email exchange@gwu.edu.



HOW TO APPLY FOR HOUSING

For spring 2019, the Housing Application for those who wish to live on-campus will be available Monday, October 29th to Friday, November 2nd, 2018.

Please note, you can indicate your general preferences on your housing application, but you cannot request a specific residence hall or a single room on your application.

Fall semester students who apply for campus housing should receive their housing placements in late-June/early-July.

More information, including what to bring to campus, can be found on the GW Housing Website (<http://living.gwu.edu>).

The rules governing on-campus housing are available as part of your housing license agreement at <http://living.gwu.edu/policies>.

MOVE-IN

You may move-in as early as 10:00 a.m. on Tuesday, January 8th, 2019.

Students living on-campus can check into their residence hall starting on Tuesday, January 8th, 2019, from 10:00a.m. (10:00) to 3:00 p.m. (15:00). You will be provided with instructions from the Office for Study Abroad on how to proceed with room check in prior to your arrival.

TEMPORARY HOUSING

Exchange students that arrive prior to the start of on-campus housing or those students who have selected to make their own accommodation arrangements upon arrival will need temporary accommodation. If this is your situation, you must make a reservation for temporary accommodations for your first few days at GW. Here are a few of the many options available in finding temporary accommodations:

Adam's Inn
Phone: 1-202-745-3600
Email: adamsinn@adamsinn.com
Web: <http://www.adamsinn.com>

Carlyle Suites
Phone: 1-202-234-3200
Email: info@carlylesuites.com
Web: <http://www.carlylesuites.com>

International Guest House
Phone: 1-202-726-5808
Email: igh.dc.us@gmail.com
Web: <http://igh-dc.com>

The George Washington University Inn
Phone: 1-202-337-6620
Web: <http://www.gwuinn.com>

Hostelling International, Washington, DC
Phone: 1-202-737-2333
Email: reserve@hiwashingtondc.org
Web: <http://hiwashingtondc.org>

Kalorama Guest House
Phone: 1-202-588-8188
Email: kaloramaguesthouse@gmail.com
Web: <http://www.kaloramaguesthouse.com>

One Washington Circle Hotel
Phone: 1-202-872-1680
Web: www.thecirclehotel.com/

Hostels.com
Web: <http://www.hostels.com/us.dc.html>

WHAT TO BRING TO CAMPUS

Although you may consider bringing other items with you, these are the basic items we recommend bringing to the US for your semester or year at GW. Most other items can be purchased on-site.

Electronics

- Camera
- Computer/Laptop
- Mobile phone (semester rentals and/or international SIM cards can be set up during orientation week)

Hygiene

- Personal hygiene products that you can't live without from your home country
- Prescription Medication
- Shower Shoes/Flip Flops

Identification/Money

- Debit Card
- Credit Cards
- Driver's License
- Health or Travel Insurance Cards
- Passport/Visa
- DS-2019
- GW Exchange Acceptance Letter
- Airline tickets
- Copies of J-1 visa application materials

Room Supplies

- Pillow
- Sheet Sets (Extra-Long Twin) & blankets (can be purchased upon arrival; however, we recommend bringing at least sheets, a blanket and a pillow for your first night)

Clothing/Miscellaneous

DC experiences all four seasons, so it can get very cold in the winter and very hot in the summer. Plan your clothing selection accordingly. Generally, we recommend bringing at least the following items for your time at GW:

- Bathing Suit
- Rain boots
- Coat, hat & gloves (for winter weather)
- Jacket (for spring and fall)
- Umbrella

What NOT To Bring to Campus

For your safety, there are items that GW prohibits in its residence halls. These items will be confiscated, if found. Please carefully review GW's Prohibited Item List (<https://healthandsafety.gwu.edu/prohibited-items-residence-halls>) prior to arriving on campus.



WHERE TO EAT



COLONIAL CASH PROGRAM & DINING

GW does not have traditional university meal plans available to exchange students; however, we do have what is called Colonial Cash, which is a declining balance, flexible and individualized spending program, featuring dining and retail options on campus and in the city. Students can continuously add money to their GWorld Cards throughout the semester as needed.

Students are free to use Colonial Cash at all of the official dining options on campus for students. Duques Hall and District House on the Foggy Bottom campus and the Mount Vernon campus each provide dining facilities. There are not many campus dining facilities, so most students will choose to cook their own food or order from off-campus facilities.

Additionally, the Colonial Cash program includes purchasing power for a number of University services such as the GW Bookstore, campus laundry facilities, vending machines, parking services, Colonial Health, printing, copy and mail services, as well as a host of neighborhood dining options and services such as dry cleaners, pharmacies, convenience stores, and other retail locations.

For information on dining options on campus, please see the GW Campus Dining website at <https://dining.gwu.edu/>.

ADDITIONAL PLACES WHERE YOU CAN USE YOUR GWorld CARD

There are numerous places throughout the Foggy Bottom-area that will accept your GWorld Card in lieu of cash or credit card. For the most up-to-date list of these places, please visit the GWorld website at <https://gworld.gwu.edu/gworld-merchants>.



RESTAURANTS

Washington, D.C. is a city full of fabulous places to eat, with something that can accommodate everyone's budget. We encourage you to explore the restaurants beyond the Foggy Bottom neighborhood, especially Chinatown, Dupont Circle, and U Street areas. To read reviews on different restaurants in the city, most students refer to Yelp (<http://www.yelp.com>). You can also book reservations for most restaurants online using the Open Table website (<http://www.opentable.com>).

HOW TO PAY YOUR GW BILL

You can find your bill and your payment options by visiting the Student Accounts Office website (<http://studentaccounts.gwu.edu/>). Student Accounts is part of GW Colonial Central, which is a combination of the Registrar, Student Accounts, and Financial Aid offices on campus.

Bills are due the first day of classes, which is Monday, January 14th for the spring 2019 semester. Failure to pay your bill by the due date will result in a late fee.

Our [Student Account eBill](#) feature allows users to conveniently check their student account balance; make payments towards their student account balance; view payment history; and store payment methods for quick and easy payment.

WHAT YOU OWE TO GW

GW student bills are due on the first day of classes. You will receive an email to your GWU account titled "New GW Billing Statement" when your bill is available.

To see the details of your bill online, follow the steps below:

- Go to GWeb (banweb.gwu.edu)
- Enter your GWID number and PIN number to log in
- Click on "Student Records and Registration"
- Click on " Student Accounts Menu"
- Click on " Student Account Ebill"

This will bring up your student bill. To see what individual costs have accumulated on your account, click "View Account Activity" in the top right corner.

Please do not be alarmed to see tuition and fees included on your bill. These fees will be removed at a later date since they are waived as a part of the exchange agreement between GW and your home university. Some exchange agreements also include a waiver for on-campus student housing fees.

Generally, exchange students are only responsible for paying the items that are not waived in the exchange agreement between GW and you home institution. Most of you will ONLY pay for on-campus housing and GW health insurance, and you may disregard any other fees (ie: library gift, student association fee etc.) Again, there are a select number of you who will only need to pay GW for health insurance because your exchange covers your campus housing costs.

If you still have questions about which fees are waived during your time at GW and what you should pay, please contact us at exchange@gwu.edu.

INTERNATIONAL WIRE TRANSFER PAYMENT OPTIONS:

1. Western Union GlobalPay:

Western Union Global Pay for students lets you pay in your own currency and from your home bank account, without worrying about exchange rates, receiving bank fees, or funds arriving short. There are no transaction charges from the George Washington University or Western Union Business Solutions, favorable exchange rates compared to most banks, reduced bank fees because transfer is local, and payments post within 2-5 business days from transfer.

It's important to know that GlobalPay is not a payment transaction tool, meaning you do not pay GW online through the GlobalPay system. Instead it is used to provide students with a quote for payment and exchange rates. Once you have filled out the online portion of Globalpay, you are then instructed to print off a "Payment Instructions Sheet" and bring it to their bank who will make the payment. This must be done within 72 hours of completing the form or the quote is then invalid and you will have to go through the system again to get a new quote.

Even if you see tuition and fees charged to your student account, the GW Exchange Team will remove these at a later date, so you should simply pay the amount you know you are responsible for on the student bill.

2. Wire Transfer Information Form:

You provide this form to your banking institution when sending a wire transfer to GW. Be sure to include your full name and GWID on the form.

There will most likely be exchange fees and bank fees charged for processing the international wire transfer, so students should add money to the wire transfer in addition to the GW student fees they are paying. Please ask your bank for a recommended additional amount to add to the wire transfer.

Make sure you include your GWID Number on your Wire Transfer Form so they can process your payment.

For more information on international payment options, please visit the GW Student Accounts website (<http://studentaccounts.gwu.edu/international-payments>).

ADDITIONAL PAYMENT OPTIONS:

1. Online Payments

To pay your bill online, go to <http://studentaccounts.gwu.edu> and select "Pay Your Bill." To login, you will use your GW ID number and PIN you created. You will agree to the terms and hit the "Proceed" button.

You may use a U.S. based bank account, or an international credit card to complete a payment online. This online bill will update as charges are applied to your account. You will also receive email updates about your bill to your GW email account.

2. Check or Money Order

Payments can be mailed using the self-addressed envelope provided with Schedule and Invoice to the Lock Box:

The George Washington University
P.O. Box 822543
Philadelphia, PA 19182-2543

Include the GW-assigned student ID number on a check or money order made payable to: The George Washington University

Please do not mail cash.

3. Payment in Person at the Cashier's Office:

Colonial Central
800 21st Street, NW
Marvin Center, Ground Floor
Washington, DC 20052

The Cashier's Office is open from 8:30 am until 5:00 pm Monday through Friday.

ADDITIONAL PAYMENT INFORMATION:

GWID Number - In order to expedite the process accurately and in a timely manner, all payments must include the student's GWID Number.

Night Deposit Box - For your convenience, there is a night deposit box located outside the Cashier's Office after business hours.

Payment Receipts - Your cancelled check is proof of payment. Cash receipts will be issued when paying in person. All other receipts will be mailed upon phone request only.

You may go to Student Accounts in Colonial Central, located in the ground floor of the Marvin Center, and explain that you are an exchange student and would like to pay a portion of the bill, excluding tuition and fees.

Always remember to write down the name of the person with whom you spoke at Student Accounts and keep copies of everything, including e-mail correspondence or notes of phone conversations.

Returned Check Policy - The University's bank will automatically deposit the check two times before it is returned to the University. A thirty-five dollar (\$35) fee plus the amount of the returned check will be charged to the student's account for each returned check. A notice is mailed notifying the student of the returned check. In addition, check cashing privileges can be revoked for a period of one year or more depending on the number of checks returned.

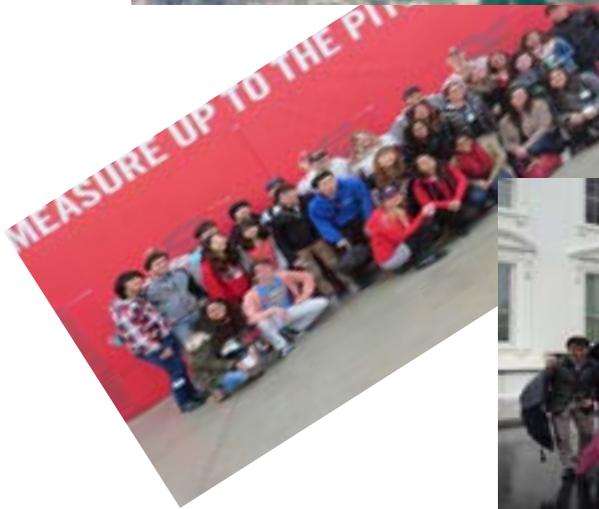
INCORRECT BILLS

If you receive an incorrect bill, do not worry! The GW Exchange Team will be reviewing your bill throughout the first few weeks to ensure that you are being billed properly. It is your responsibility to immediately pay the rest of your bill to avoid late fees. You can also email exchange@gwu.edu to notify us of payments that you believe are incorrect.

Examples of charges you will see on your student account that you may be responsible for paying include:

- Housing or dining service charges,
- Colonial Cash, or
- Overdue library book fees.

"I think orientation week was amazing. I wasn't expecting at all such a great week. I really think it was very useful to start meeting great people, to have fun, and to clarify a lot of questions I didn't even know I had." - Spring 2015



"The orientation week is overall very helpful and comprehensive...the international office pays a lot of efforts in welcoming the international students and we don't really have much to worry about before and after arrival. Thank you all very much!!" - Spring 2017

MANDATORY ORIENTATION WEEK

Exchange Orientation (ExO) Week is a mandatory orientation program held the week before classes start, and designed especially for exchange students! ExO Week combines social and academic activities to introduce you to Washington, DC and the GW community.

Orientation is hosted by the Office for Study Abroad, volunteer orientation leaders (who are returned study abroad students or international students themselves), and staff from various offices across campus. Our program offers students the ability to familiarize themselves with campus & D.C., to meet new people, and prepare to study at one of the top universities in the country.

Orientation activities vary from semester to semester, but past events have included:

- Welcome Barbecue
- Tours of the Capitol
- Monuments by Moonlight Tour
- Georgetown Walking Tour

The Exchange Student Orientation Week for students who will be studying at GW for the spring 2019 semester begins on Tuesday, January 8th, 2019 at 10:00 a.m. and ends on Saturday, January 12th, 2019. We ask that students please arrive between 10:00 a.m. (10:00) and 3:00p.m. (15:00) on January 8th, 2019. Arriving after this time will make it more difficult for the GW Exchange Team to assist you.

Students should be prepared to bring at least \$500 USD to orientation week for meal expenses, setting up bank accounts, transportation, purchasing items for accommodations, etc.



FITNESS FACILITY - LERNER HEALTH AND WELLNESS CENTER

At the corner of 23rd and G Streets, the 189,000-square-foot Lerner Health and Wellness Center is used by GW students, faculty and staff.

All registered graduate and undergraduate students on the Foggy Bottom and Mount Vernon campuses are automatically enrolled to use the center on a semester basis.

The Lerner Health and Wellness Center provides sound programming for a diverse population of students, staff and faculty in the areas of intramural and sport clubs, fitness and wellness instruction and informal recreational opportunities.

Our facilities include:

- Indoor 3-lane, 25-yard lap pool
- Cardiovascular and strength-training center
- Free weight room
- 2 gymnasiums for basketball, volleyball and badminton
- 6 squash courts
- 4 handball courts
- 3-lane suspended jogging track
- Locker and equipment rooms
- Conference, wellness and multipurpose rooms
- A healthy-eating café
- Indoor parking

For more information, visit <https://campusrecreation.gwu.edu/>.

Lerner Health and Wellness Center
23rd and G Streets NW
Washington, DC 20052

HEALTHCARE AND MEDICAL INSURANCE

Health care and health insurance are important aspects of your life here and require careful thought and planning. The U.S. health care system differs from that in other countries, and it is your responsibility to protect yourself from the exorbitant costs of health care.

U.S. regulations require you to maintain adequate health insurance for yourself under the U.S. government regulations. This obligation is contained in a specific rule that requires termination of your J-1 student status for willful failure to maintain adequate insurance for yourself.

The cost of health care in the U.S. is extremely high, often over \$2,500 per day in some hospitals (covering room and board only). There is no national health program, and international students are not eligible for financial assistance from the U.S. government or from the University to pay medical bills.

The U.S. Health Care System

- The system is privately funded, not government sponsored.
- Payment is the responsibility of the individual, with or without health insurance.
- Some doctors providing services at a hospital may bill the patient separately.
- Payment is usually expected at the time the care is given. Therefore, you should always check that your insurance will cover the treatment before it is given.
- You are responsible for seeing that bills are submitted and that claims forms (used to request payment from the insurance company) are properly completed.

- The reimbursement process takes time and incomplete forms can cause further delays.
- Copies of all bills and papers should be kept for at least one year.
- It is appropriate to seek an opinion about your case from a second doctor before deciding on a course of treatment.
- Be aware of your own health needs and background. Keep copies of your past medical records with you. It is very helpful, for example, to tell the doctor which medications you have taken in the past.
- It is appropriate to ask questions about your condition and your treatment. Take a friend to the doctor's office with you to translate or help with forms if you feel that will help.

MANDATORY HEALTH INSURANCE REQUIREMENT

Effective Fall 2018, all undergraduate students will be automatically enrolled in the GW Student Health Insurance Policy through Aetna (<http://student-health.gwu.edu/student-health-insurance>). This insurance policy meets the requirements outlined for international students' J-1 visa.

Students who choose to remain in the GW Student Health Insurance Policy will see the insurance charges on their GW bill. More information regarding Aetna insurance coverage dates and updated insurance plan costs will be sent closer to your arrival.

Exchange students can enroll in an outside insurance plan only if it meets the following requirements as outlined by the university:

- Medical benefits of at least \$100,000 per accident or illness and have prescription coverage
- Repatriation of remains of at least \$7,500

- Medical evacuation to your home country of at least \$10,000
- A deductible not to exceed \$500 per accident or illness.
- Plan must be provided by a company licensed to do business in the United States, with a U.S. claims payment office and a U.S. phone number.
- Plan must be active and maintained throughout the duration of the student's enrollment (academic year or semester) at GW.
- Plan must covers pre-existing conditions with no waiting period, or the plan must have been in effect long enough that any waiting period has passed.

- Plan must cover inpatient and outpatient medical and mental health care in the Washington, D.C. area, including alcohol, drug abuse and detoxification treatment. Emergency only coverage does not satisfy this requirement.

- Plan must cover expenses related to self-inflicted injuries and suicide.

** The Policy does not cover routine dental care. The Policy will only pay dental benefits in the event that students sustain an injury to a sound tooth or for the removal of an impacted wisdom tooth (referral not required).

Students are eligible to purchase additional dental insurance provided by Aetna. Applications and benefit descriptions are available on the [Aetna Student Health website](#).

Students should keep in mind that dental insurance is independent of a basic health insurance plan. Should students decide to purchase the Aetna dental plan, payment should be made directly to Aetna when billed.

REQUESTING A WAIVER OF THE GW STUDENT HEALTH INSURANCE PLAN

If you have purchased an outside health insurance plan that meets the above criteria, you will be able to request a waiver of the GW student health plan. You can request a waiver of the plan by visiting Aetna's website (<https://www.aetnastudenthealth.com/en/school/474952/index.html>) and selecting the "Waive: Student Health" button on the right side of the screen.

This process can be completed upon arrival on campus. Students will have from December 1st, 2018 until January 31st, 2019 to waive insurance for the spring 2019 semester, if they wish to do so.



WHO TO CONTACT WITH QUESTIONS

Student Health Services has outlined a list of Frequently Asked Questions on their website regarding the health insurance requirement and waive procedure (<http://studenthealth.gwu.edu/student-health-insurance>).

Should you encounter difficulty with using Aetna's website, or have questions about your waiver application, you may contact the GW Student Health Insurance Department at ship@gwu.edu. You may also contact the Aetna Customer Service Line at 1-800-213-0579.

WHERE TO GO FOR MEDICAL CARE – COLONIAL HEALTH & EMERGENCIES

If you are feeling sick, do not hesitate to get help – even if you are nervous and have never seen a doctor outside your own country. The longer you wait, the greater risk you run for developing a serious problem from what may have been minor and easy to treat. Unless you have a real emergency, such as uncontrolled bleeding or a broken bone, do not go to a hospital emergency room for treatment.

Emergency rooms are very expensive and, if your condition is not life threatening, you may have to wait a long time for care. You should go to the Colonial Health Center (CHC), which is located on the Ground Floor of the Marvin Center at 800 21st Street, NW. The Health Center is only open during regular business hours from Monday to Friday from 8:30 a.m. (08:30) to 5:00 p.m. (17:00) and on Saturday from 9:00 a.m. to 12:00 p.m. for urgent care only.

It is best if you call first and make an appointment in advance.

Students may also make advance appointments online at <https://healthcenter.gwu.edu/make-appointment> or over the phone or by calling 1-202-994-6827, Option #1. Same-day appointments are available, but if there are no same-day appointments available, CHC will offer you the next available appointment that works with your schedule, usually within 24 hours of your call.

Colonial Health Center
Marvin Center, Ground Floor
800 21st St, NW
Washington, DC 20052
1-202- 994-6827, Option #1
<https://studenthealth.gwu.edu/>

For Emergencies

Students with illnesses requiring emergency treatment may obtain care at a local Emergency Room. We recommend students to go the Emergency Department at GW's Hospital, located very close to campus at 23rd Street NW and I (Eye) Street NW.

911

In cases of extreme emergency where you cannot get yourself to the Emergency Room, you may dial 911 from any cell or home phone. 911 is the equivalent to 999 (in some countries). Dialing 911 will automatically connect you to an emergency response operator. The operator will ask you what your emergency is and direct you to a hospital operator, dispatch an ambulance, or connect you with local police. 911 can be dialed from anywhere within the United States. This number is not to be taken lightly and should be used in only extreme emergency cases.

IMMUNIZATION RECORDS

The District of Columbia Immunization of School Children's Act requires that all students under the age of 26 have a record on file with the Student Health Service documenting vaccinations to Measles, Mumps and Rubella, Varicella or Chickenpox, Tetanus/Diphtheria booster, Polio, Hepatitis B, and Meningitis.

Instructions for Submission of Immunization History:

1. Review immunization requirements and complete your health record: <https://healthcenter.gwu.edu/mandatory-health-form>
2. Have your provider/doctor ensure that you are up to date with the requirements.
3. Your health care provider/doctor will need to complete and sign the Mandatory Health Form. Important: Your provider should provide you with copies of your immunization records to submit with this form.
4. You will need to fax (+1-202-994-1524) or mail the completed form and proof of receiving these immunizations to Student Health Services You cannot email the form. The due date is listed on the form.



MENTAL HEALTH & COUNSELING SERVICES

It is not uncommon in the U.S. for people with emotional problems or concerns to seek professional help. As you are far away from home and lacking your usual support system of family and friends, you may find it helpful to consult a mental health professional when dealing with issues of adjustment, depression, strain or stress.

Mental Health Services is the primary mental health service for GW students and community. This office is part of the Colonial Health Center and supports mental health by working with students directly. The Center professional counselors offer a non-judgmental and completely confidential environment for students to talk about any concerns or issues. For students enrolled at GW and/or living on campus, the first six sessions with a GW professional counselor are free of charge.

Students requiring counseling support should disclose their needs to Mental Health Services directly or seek assistance from their GW Exchange Team, who can request services on the student's behalf. If you think you need counseling during your time at GW, please consult with the GW Exchange Team or Mental Health Services as soon as possible.

Mental Health Services (Part of Colonial Health Center)
 Marvin Center, Ground Floor
 800 21st St, NW
 Washington, DC 20052
 1-202-994-5300 (answered 24 hours a day, 7 days a week)
<https://healthcenter.gwu.edu/mental-health>

DISABILITY SUPPORT SERVICES

The Office of Disability Support Services (DSS) at GW works closely with students, faculty, and staff across campus to help students with disabilities to achieve maximum success during their studies at GW and promote disability culture and GW's broader diversity and inclusion initiatives. DSS aims to create an inclusive environment for all students and creates opportunities for them to fully participate in academic and campus life.

DSS offers assistance for students who need accommodations in housing or test taking, adaptive technology, animal assistance, classroom access, note-taking support, reading and interpretive services and materials, alternative text materials, and other helpful services.

Students with disabilities are responsible for disclosing or explaining their personal needs to DSS or the GW Exchange Team so that they can be sure to receive necessary support for success on campus. Please notify these offices as soon as possible if you currently have a disability accommodation set up with your home university or you think you will need a disability accommodation during your time at GW.

Disability Support Services
Rome Hall, Suite 102,
801 22nd Street, NW,
Washington, DC 20052
1-202-994-8250
dss@gwu.edu
<https://disabilitysupport.gwu.edu/>

CAMPUS SAFETY

The Division of Safety and Security oversees the entire GW community and strives to create a safe environment for all members. The office has three departments, which include the Office of Emergency Management, GW Police Department and the Office of Health & Safety. The 100 staff members of the Division of Safety and Security work across the three GW campuses to prevent and respond to hazards, provide resources to protect students, faculty and staff and establish University security priorities and plans.

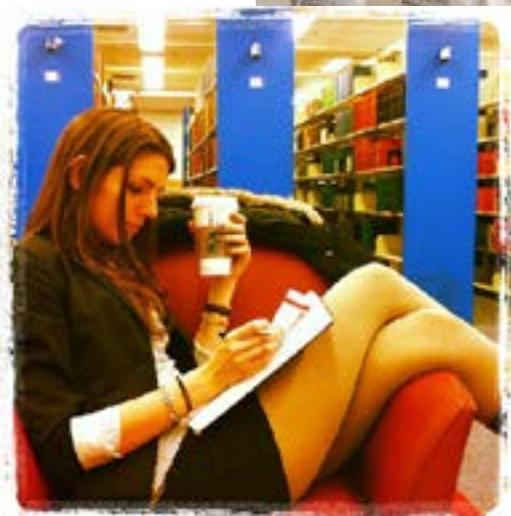
Essential contact information for the three departments within the Division of Safety and Security is listed below:

GW Police
Rome Hall
801 22nd Street, NW
Suite 101
Washington, DC 20052
1-202-994-6111 (emergency)
1-202-994-6110 (non-emergency)
gwpd@gwu.edu

Office of Emergency Management
Academic Center - Phillips Hall
801 22nd Street, NW
Suite B148
Washington, DC 20052
1-202-994-GWEM (4936)
oem@gwu.edu

Office of Health and Safety
2025 F Street, NW
Suite 101
Washington, DC 20052
1-202-994-4347
safety@gwu.edu

More information about GW Health & Safety resources can be found at <http://safety.gwu.edu/resources>



Academics

ACADEMIC LIFE

Attending regularly scheduled and scheduled make up classes, discussions and recitations, laboratory sessions, and other course meetings is a fundamental student responsibility. Faculty may use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation toward course grades should be explicitly stated on the course syllabi as should all factors used in determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observations, documented family and medical emergencies) and University-scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty and other instructors are expected to make appropriate accommodations (e.g., make up tests, adjusted due dates for papers and projects). Such accommodations are to be determined by the faculty member. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences which are permissible in accordance with University policy.

It is expected that students will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students should inform course instructors in advance of any absences related to scheduled events. Professors hold specific office hours to discuss academic material or any concerns.

The U.S. Classroom

FACULTY AND ADVISORS

Relationships between students and faculty tend to be more informal than in many other countries. In most classes, students are expected to ask questions or comment on material being considered. In assigning grades, professors may consider the extent of a student's contribution to class discussion throughout the semester. The extent of this contribution is usually indicated on your syllabi that you will receive during your first class.

Almost all faculty members maintain regular office hours when students may come and talk about individual concerns or questions. You should use this opportunity to make sure that you are meeting course requirements. If you are uncertain about an assignment or have questions about the course material, make an appointment to see the professor or teaching assistant (TA).

METHODS OF INSTRUCTION

For each class, you will likely be required to buy at least one textbook from which regularly assigned readings are given. Some classes may require several books, depending on the area of study. The instructor may also assign readings from other books in the library or will provide them to you online. Lectures will usually supplement these readings.

It is important to read assigned materials and take careful notes on the lectures because examinations and sometimes papers will be based on both. Be sure that you are aware of the specific expectations for each of your classes by thoroughly reviewing the syllabi the instructor has presented to you on the first day of class.

Most instruction is organized and conducted in the following ways: lecture, discussion section, or seminar.

Lectures

Lectures are large classes that tend to not have much discussion and are often used the first two years of study. Discussion sections are typically linked with large lecture classes and are smaller discussion based meetings conducted by a TA. Seminars are more common in third and fourth year undergraduate classes and are generally smaller, permitting opportunities for direct student participation and closer interaction with professors.

Exams

Exams usually fall into three categories: quizzes, midterms, and finals. Most professors will announce the format of the exams and the material it is to cover in class and in the syllabus.

Quizzes

These are short tests covering the material currently being studied. The instructor may or may not notify you in advance of this occurrence.

Midterm Exams

These exams are given approximately midway through the course of a class. They may cover a small part of what has recently been studied or may be comprehensive and include all material from the beginning of the semester.

Final Exams

"Finals" are given at the end of the semester and may cover all the materials studied during the semester or only those covered since the midterm. The requirements for each class vary.

GRADES AND GRADE POINT AVERAGE

Grades and your grade point average are systems for evaluating your academic work. They designate your relative standing in the class and are wholly determined by the instructor's judgment of your achievement on exams, term papers, class participation, etc. At GW, the following symbols are used and awarded to students on University grade reports (transcripts) in most, but not all, programs:

- A = Excellent
- B = Good
- C = Fair
- D = Poor
- F = Failure
- I = Incomplete

All GW students also receive a grade point average number that indicates the student's level of scholarship at the University. To determine your grade-point average, you divide the number of quality points by the number of credit hours for which you are registered. The grade-point average is computed as follows for each credit hour:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

CLOTHING IN CLASS

Most students do not dress formally for class except on special occasions. On campus and in the classroom, informal attire such as t-shirts, jeans, slacks, and shirts are acceptable for women as well as men.

FULL TIME STUDENT STATUS AS A J-1 EXCHANGE STUDENT

U.S. immigration regulations require J-1 students maintain a full-time student status at all times. This means that you must be enrolled for a minimum of 12 credits per semester at the undergraduate level.

Consult with the Office for Study Abroad for specific requirements.

ATTENDANCE

You must attend all the courses for which you are registered. If you sign up for a class and do not attend, you will receive a failing grade on your GW transcript.

CLASSROOM PARTICIPATION

Students are expected to speak up and share their point of view in the classroom. Often times this is factored into your final grade.

ON-CAMPUS EMPLOYMENT AUTHORIZATION

J-1 students whose DS-2019s are issued by GW, and who wish to engage in on-campus employment at GW, must check with the Exchange Team and ISO to determine if they are eligible.

INTERNSHIPS

Any type of internship must be authorized in writing by the International Services Office in order to ensure that you are in compliance with your student visa.

In order to participate in an internship, students must accrue time in their visa status. This requirement means that students **MUST** have studied at GW for a full academic semester before they will be approved to participate in an Academic Training (AT) internship (<https://internationalservices.gwu.edu/academic-training>). Students are authorized to participate in AT for the time they have already spent studying at GW. For example, students who have studied at GW for one semester, which is approximately 4 months, can be authorized to participate in AT for 4 months after they finish their first semester at GW.

AT internships can be paid or unpaid and **MUST** relate to the student's academic discipline of study.

If you wish to pursue an internship after the semester is over, or if you are a full academic year student and you want to discuss participating in AT during your second semester at GW, you will need to consult with the Exchange Team and International Services Office.

Before pursuing any type of internship or campus work, please discuss your any visa related processes with the Exchange Team and International Services Office (<http://internationalservices.gwu.edu/>).



INBOUND EXCHANGE BLOGGING SCHOLARSHIP

The Inbound Exchange Blogging Scholarship is for students who are interested in writing blogs about their experiences while living and studying at GW. The students who are awarded the \$1,100 Inbound Exchange Blogging Scholarship will be expected to post entries on our website at least once a week discussing their experience living in U.S. culture. Two students are selected to receive the scholarship in the fall semester and two students are awarded these scholarships in the spring semester.

Applications for the Inbound Exchange Blogging Scholarship are due on December 1 for the spring term and July 1 for the fall term.

For more information about the scholarship, please visit the OSA website at <https://studyabroad.gwu.edu/blogging-scholarship-incoming>.

Welcome to GW!

We look forward to seeing you soon!



GW Admissions Welcome Center
 300 21st Street, NW
 Marvin Center, 3rd Floor
 Washington, DC 20052

* Medical Services, Mental Health Services, Health Promotion & Prevention Services and GW Parenting Initiative



Visit www.gwu.edu to explore our interactive campus map.

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