



**Information Sheet for Incoming Exchange Students 2026-2027**

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|------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Address</b>   | Utica University<br>1600 Burrstone Road<br>Utica NY, 13502                                                                |
| <b>Email</b>     | <a href="mailto:International@utica.edu">International@utica.edu</a>                                                      |
| <b>Telephone</b> | 315.792.3082                                                                                                              |
| <b>Website</b>   | <a href="http://www.utica.edu/academic/international-education">http://www.utica.edu/academic/international-education</a> |

| University Contacts:                                             |                                                |
|------------------------------------------------------------------|------------------------------------------------|
|                                                                  |                                                |
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## Important Dates and Deadlines

| Deadline for Fall Semester Nomination | Deadline for Fall Semester Application | Fall Orientation Dates | Beginning of Fall Semester | End of Fall Semester | Final Examination Period- Fall |
|---------------------------------------|----------------------------------------|------------------------|----------------------------|----------------------|--------------------------------|
| May 3                                 | June 4                                 | August 16-20           | August 23                  | December 11          | December 6-10                  |

| Deadline for Spring Semester Nomination | Deadline for Spring Semester Application | Spring Orientation Dates | Beginning of Spring Semester | End of Spring Semester | Final Examination Period- Spring |
|-----------------------------------------|------------------------------------------|--------------------------|------------------------------|------------------------|----------------------------------|
| October 15                              | November 1                               | January 5-8              | January 11                   | April 26               | April 27 - May 1                 |

## Nomination and Application Process

### Nomination Process:

The partner university nominates students for the upcoming exchange semester or year. Nominations should be sent by email to [internationaled@utica.edu](mailto:internationaled@utica.edu). Nominations should include the student's complete name, student's email address, duration of exchange, and major field of study.

### Application Process:

Students will receive an email with the application form attached after being nominated by their home university.

Students are asked to send the completed application, along with additional documents listed below to [internationaled@utica.edu](mailto:internationaled@utica.edu) if these were not included in their nomination packets. Additional documents include:

- Proof of English proficiency- TOEFL, IELTS, or Duolingo (if language of home university is not English).
- A copy of their passport.
- International Student Certification of Finances.
- A bank letter showing adequate funding to cover costs.
- An official transcript of records (in English), listing all courses taken so far.

### Academic Information

| English Proficiency    | Minimum Score                         |
|------------------------|---------------------------------------|
| TOEFL                  | 550 (paper based) 79 (internet based) |
| IELTS                  | 6.0                                   |
| Duolingo               | 100                                   |
| Cambridge English Exam | 170                                   |

### Credit system

Most classes at Utica University are three credit courses. A three-credit course consists of a minimum of 37 ½ hours of active instruction with the expectation that the student will spend twice that time on outside assignments such as homework, research, and review. Exchange students at Utica University are considered full time students and are required to take a minimum course load of 12 credits.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|---|------------|----|------------|----|------------|----|------------|----|------------|---|------------|---|------------|----|------------|---|-----------|----|------------|--|--|
| Programs of Study    | Information about programs of study is found on: <a href="http://www.utica.edu/academics/programs/">http://www.utica.edu/academics/programs/</a><br><br>Programs that have classes that exchange students can take can be found under “on-ground” as well as “minor” programs.                                                                                                                                                                                                                                                                                                                                                                                                  |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| Courses              | Information about course schedules for the semester are available online at: <a href="https://www.utica.edu/academics/academic-resources">https://www.utica.edu/academics/academic-resources</a><br><br>Please check the course schedules so that there are no clashes between your chosen courses. When initially choosing courses, please include alternate course selection choices as well. Submit at least 8 courses in order of preference.                                                                                                                                                                                                                               |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| Grading Scales       | <p>The grading system used at Utica University is a letter system: A, A-, B+, B, B-, C +, C, C-, D +, D, and P (passing), and F (failing). Professors will indicate the grading system they use on their syllabus at the beginning of the course.</p> <table><tr><td>A</td><td>94 - 100</td><td>C</td><td>74 - 76.99</td></tr><tr><td>A-</td><td>90 - 93.99</td><td>C-</td><td>70 - 73.99</td></tr><tr><td>B+</td><td>87 - 89.99</td><td>D+</td><td>67 - 69.99</td></tr><tr><td>B</td><td>84 - 86.99</td><td>D</td><td>60 - 66.99</td></tr><tr><td>B-</td><td>80 - 83.99</td><td>F</td><td>0 - 59.99</td></tr><tr><td>C+</td><td>77 - 79.99</td><td></td><td></td></tr></table> | A  | 94 - 100   | C | 74 - 76.99 | A- | 90 - 93.99 | C- | 70 - 73.99 | B+ | 87 - 89.99 | D+ | 67 - 69.99 | B | 84 - 86.99 | D | 60 - 66.99 | B- | 80 - 83.99 | F | 0 - 59.99 | C+ | 77 - 79.99 |  |  |
| A                    | 94 - 100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | C  | 74 - 76.99 |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| A-                   | 90 - 93.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | C- | 70 - 73.99 |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| B+                   | 87 - 89.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | D+ | 67 - 69.99 |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| B                    | 84 - 86.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | D  | 60 - 66.99 |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| B-                   | 80 - 83.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | F  | 0 - 59.99  |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| C+                   | 77 - 79.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| Academic Transcripts | Exchange students must submit a signed transcript request at the end of their stay through the Office of International Education. Two complimentary official transcripts will be sent to their home university or program upon each student’s written request.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |
| Support Programs     | <p>Utica University offers a variety of academic support programs for all its students. We encourage students to visit professors during their office hours; however there are many support services for students to take advantage of as well. These include:</p> <div><div><p>-In-Person and Online Tutoring for specific courses</p><p>-Math/Science Tutoring Center</p><p>-Writing Center</p></div><div><p>-ESL Tutoring</p><p>-Health and Wellness Center</p><p>-Counseling Center</p></div></div>                                                                                                                                                                         |    |            |   |            |    |            |    |            |    |            |    |            |   |            |   |            |    |            |   |           |    |            |  |  |

### Tuition and Estimated Costs of Living- Undergraduate Exchange Students

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| <b>Per Semester*:</b><br><br>*Estimated costs are subject to change and based on exchange agreement with sending school | Tuition and Fees: \$14,511 *<br>Room and Board: \$8,227 **<br>All Access Book Fee: @\$28 per credit (\$420/15 cr)<br>Health Insurance: \$1,117<br>Personal Expenses: \$1,100<br><br><b>Total: \$25,375</b> | <b>Per Year*:</b><br><br>*Estimated costs are subject to change and based on exchange agreement with sending school | Tuition and Fees: \$29,022*<br>Room and Board: \$16,454 **<br>All Access Book Fee: @\$26 per credit (\$840/30 cr)<br>Health Insurance: \$2,234<br>Personal Expenses: \$2,200<br><br><b>Total: \$50,750</b> |
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*\*Some courses require additional course-related fees.*

*\*Personal costs include estimates of minimal living costs other than room and board.*

*Transportation, travel, basic healthcare and medicine, clothing, and entertainment costs are not included.*

## **Room and Board**

Information on residence halls can be found here:

<https://www.utica.edu/college-community/living-campus/residential-life-and-student-living/residence-halls>

Exchange students are placed in double rooms in the Global Village in Tower Hall if space is available. Single rooms may be requested for an additional cost, subject to availability.

Information on how to apply for student rooms will be sent by email in the Welcome Letter that all accepted students receive upon acceptance.

Students living on campus must purchase the Gold Meal Plan at minimum. This includes unlimited meals in our main Dining Commons, and \$100 per semester to spend at one of the smaller dining areas around the campus.

## **Health Insurance**

Exchange students are billed for health insurance for their time enrolled at UU as required by the terms of the J-1 Visa. Health insurance is provided by Cultural Insurance Services International and includes coverage for accidents or illness, emergency medical reunion, trip interruption, and emergency medical evacuation and repatriation subject to limitations in the Policy materials. Full details are provided upon enrollment. Please note that routine physicals, vaccinations, medicines, dental care, and vision care are not covered.

## **Accessibility**

Wherever possible, Utica University strives to provide reasonable accommodations in order to meet the needs of students with disabilities. Applicants with special needs who require special arrangements can contact the International Education Office to discuss the issue and get further information. Documentation of a disability is required and must be translated into English.

## **Cultural and Educational Exchange Expectations**

International education and cultural exchanges provide an extremely valuable opportunity to experience the United States. These opportunities also provide the opportunity for exchange students to share the language, culture, and history of their home country with Americans and other international students. The Office of International Education offers a variety of events and activities each semester to give exchange students the broadest exposure to American society, culture, and history. Excursions are planned based on students' suggestions throughout the semester and include short visits to attractions in the local area as well as longer trips to major cities over weekends or vacation periods. Exchange students are expected to participate in campus-based international events as a condition of their exchange.

## **Visa Requirements and Residence Permits**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Entry Regulations</b> | <p>There are several steps to gain entry to study in the United States. All exchange students are required to obtain a J-1 Student Visa before arrival. Students will be sent a DS-2019 Certificate of Eligibility upon acceptance. Below are the basic steps in acquiring a visa. Students will be sent more in-depth information with their DS-2019.</p> <p>-Pay I-901 SEVIS fee of \$220.</p> <p>-Complete the Online Visa Application (DS-160) and pay the non-refundable visa application fee, if required.</p> <p>-Schedule a Visa interview at your nearest US Consulate.</p> <p>-Attend your visa interview, with the following documents*.</p> <ul style="list-style-type: none"> <li>• Valid Passport</li> <li>• DS-2019</li> <li>• I-901 SEVIS Fee Payment Receipt • Form DS-160 Confirmation Page.</li> </ul> <p>*Additional documents may be required for your visa interview. Please check with your embassy or consulate before your interview.</p> |
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## Bank Accounts and Money

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|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credit Cards</b> | All major credit cards (Visa, Mastercard, etc) are widely accepted in the U.S.                                                                                                                     |
| <b>Banks</b>        | There are many local banks around the area that students can set up accounts with if they wish. Students are driven to a local bank during orientation to set up an account if they wish to do so. |

## Miscellaneous

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student Life</b>                     | Utica University has a variety of clubs and organizations that students can join. Clubs meet on a scheduled basis. A variety of activities and events occur frequently during the semester. UC has a variety of athletic facilities and intramural sports that students can join to stay active as well.                                                                                                                                                                                                                                                                                                                     |
| <b>Transportation</b>                   | <p>Syracuse Hancock International Airport (SYR) is a one hour drive from Utica, and Albany International Airport (ALB) is a 1.5 hour drive. Utica is a thriving city where Amtrak trains and Greyhound Bus lines stop daily, coming from New York City, Boston, and Montreal.</p> <p>Within Utica: Utica University provides a free shuttle service to our downtown Utica campus when classes are in session. The city of Utica is equipped with the Centro bus line, where students can get the university semester pass for unlimited rides in and around Utica. Taxis, Uber, and Lyft share rides are also available.</p> |
| <b>Utica and New York State Tourism</b> | <p>Central New York has lots of attractions and events for nature lovers, history buffs, shoppers, cult explorers, and sports fans. Check out these websites to plan your exploration of upstate New York.</p> <p><a href="https://www.iloveny.com/">https://www.iloveny.com/</a>   <a href="https://www.oneidacountytourism.com/">https://www.oneidacountytourism.com/</a><br/> <a href="https://www.newyorkupstate.com">https://www.newyorkupstate.com</a></p>                                                                                                                                                             |