

## University of New Mexico Student Exchange Information Sheet

### Academic Year 2017-2018

<b>International Relations Office</b>	Global Education Office
<b>Office Mailing Address</b>	MSC06 3850 1 University of New Mexico Albuquerque, NM 87131-0001
<b>Telephone Number, Fax, and E-mail</b>	Telephone: 505-277-4032 Fax: 505-277-1867 Email: <a href="mailto:exchange@unm.edu">exchange@unm.edu</a>
<b>Website</b>	For your outgoing students: <ul style="list-style-type: none"> <li>• <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></li> </ul> For UNM students: <ul style="list-style-type: none"> <li>• <a href="http://www.studyabroad.unm.edu">www.studyabroad.unm.edu</a></li> </ul>
<b>Office Hours</b>	Monday-Friday, 8:00 am-5:00 pm (MST)
<b>Office Director</b>	Dr. David Wright, Director of Education Abroad
<b>Incoming Student Mobility Officers</b>	David Wright, <a href="mailto:wrightd1@unm.edu">wrightd1@unm.edu</a> Anima Bista, <a href="mailto:exchange@unm.edu">exchange@unm.edu</a>
<b>Outgoing Student Mobility Officers</b>	Charla Henley, <a href="mailto:cehenley@unm.edu">cehenley@unm.edu</a> Emily Mosby, <a href="mailto:ehmosby@unm.edu">ehmosby@unm.edu</a> Andrea Valenzuela, <a href="mailto:avalen01@unm.edu">avalen01@unm.edu</a>
<b>Academic Calendar</b>	<p>We recognize two semesters at UNM: Fall and Spring. Fall semester runs from August to December and is the first semester of the academic year. Spring semester runs from January to May. Please visit this page for specific semester dates: <a href="http://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html">http://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html</a></p> <p><b>Note:</b> Exchange students are expected to arrive at least one week prior to the start of classes for check in and orientation.</p>

<b>Nomination Process</b>	<p>The advisor for outgoing exchange students must nominate students before they can submit an application.</p> <p>To nominate your student, please ask for the link in early February (for fall 2018) and late August (for spring 2018).</p>
<b>Nomination Deadlines</b>	<p>Advisors must nominate their students online by the appropriate deadline in order for their students' applications to be valid.</p> <ul style="list-style-type: none"> <li>• <b>Fall Semester: March 15<sup>th</sup></b></li> <li>• <b>Spring Semester: September 15<sup>th</sup></b></li> </ul>
<b>Application Process</b>	<p>Once your student has been nominated, please direct them to our online application. Before applying, they should first read the <b>instructions</b> <b>here:</b> <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></p>
<b>Application Deadlines</b>	<p>Students must complete their entire online application, including supplementary materials, before the appropriate deadline:</p> <ul style="list-style-type: none"> <li>• <b>Fall Semester: March 31<sup>st</sup></b></li> <li>• <b>Spring Semester: September 30<sup>th</sup></b></li> </ul>
<b>English Language Proficiency Exemptions</b>	<p>Students are exempt from submitting English test scores if they meet one or both of the following conditions:</p> <ul style="list-style-type: none"> <li>• They received a high school diploma from an accredited, English-speaking institution in the United States, Canada, the United Kingdom, Ireland, Australia or New Zealand.</li> <li>• They have attended a university where English is the medium of instruction for at least one year of full-time study at the time of applying.</li> </ul>

<p><b>Undergraduate English Language Proficiency</b></p>	<p>If the <b>undergraduate</b> student does not meet the above conditions, they must submit official results from an English test taken within the <u>past two years</u>. The accepted tests and the minimum scores required on each, are:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL) – 68 on the Internet-Based Test, 520 on the Paper-Based Test, or 190 on the Computer Test</li> <li>• International English Language Testing System (IELTS) – 6.0</li> <li>• Cambridge English Language Assessment Cambridge English: Advanced (CEA) or Certificate of Proficiency in English (CPE) – B2</li> </ul>
<p><b>Graduate English Language Proficiency</b></p>	<p><b>Graduate</b> students have the following English language requirements:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL) – 79-80 on the Internet-Based Test, 550 on the Paper-Based Test, or 213 on the Computer Test</li> <li>• International English Language Testing System (IELTS) – 6.5</li> <li>• Cambridge English Language Assessment Cambridge English: Advanced (CEA) or Certificate of Proficiency in English (CPE) – C1</li> </ul>
<p><b>Areas of Study, Courses and Disciplines</b></p>	<p>Students may enroll in most of the courses offered by UNM programs. Please see the list of programs offered here: <a href="http://catalog.unm.edu/catalogs/2016-2017">http://catalog.unm.edu/catalogs/2016-2017</a></p> <p><b>Exceptions:</b> School of Medicine, Nursing and Pharmacy do not allow exchange student enrollment. Restrictions apply to Law, Nutrition, and Architecture courses. Students should contact their advisor for more information.</p>

<p><b>Credit and Grading System</b></p>	<p>UNM courses are typically 3 credits, indicating 3 hours of contact per week throughout the semester (16 weeks).</p> <p>Grades are issued via the following rubric:</p> <p>A (90%-100%) Excellent  B (80%-90%) Good  C (70%-80%) Average  D (60%-70%) Below Average  F (&lt; 60%) Failing  CR Credit  NR No Credit  I Incomplete  WP Withdraw Pass  WF Withdraw Fail</p> <p><b>Note:</b> Due to immigration requirements, undergraduate exchange students must maintain enrollment in a <b>minimum of 12 credits</b> throughout the semester. Students who drop below this minimum for any reason may face serious immigration consequences.</p>
<p><b>Transcript Availability</b></p>	<p>We send <b>one</b> transcript to advisors via secure email approximately 45 to 60 days after the end of the semester. If your institution will not accept a verified PDF version of the transcript, please notify the incoming mobility advisor as soon as possible.</p> <p>Students may order additional copies here for a small fee: <a href="http://registrar.unm.edu/Transcripts/transcript-request-information.html">http://registrar.unm.edu/Transcripts/transcript-request-information.html</a></p>
<p><b>Course Registration</b></p>	<p>Students may register for courses approximately one month prior to the start of the semester. More detail will be provided directly to students after they have been accepted to the UNM exchange program.</p> <p><b>NOTE:</b> Course fee does apply and some courses have higher course fees. They are not the tuition fees and are NOT covered by exchange</p> <p>For more information, students should visit the “Course Registration” tab here: <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></p>

<p><b>Supporting Documents Required</b></p>	<p>Students will be required to submit:</p> <ul style="list-style-type: none"> <li>• Official Transcript, with certified English translation, displaying at least a 3.0 cumulative GPA</li> <li>• Proof of financial sufficiency in form of: bank statement, letter from government or school awarding loans, scholarships, or grants, showing access to: <ul style="list-style-type: none"> <li>○ \$6,625 for one semester</li> <li>○ \$13,250 for an academic year (Fall to Spring)</li> <li>○ \$15,750 for a calendar year (Spring to Fall)</li> <li>○ \$4,150 for a Summer</li> <li>○ If financial accounts are not in the student's name, a letter of support from the account owner must be included.</li> </ul> </li> <li>• Proof of English Sufficiency (as detailed above)</li> <li>• Copy of the biographical page of passport</li> <li>• List of proposed courses to take at UNM</li> </ul>
<p><b>Student Obligations</b></p>	<p>While exchange students are not required to pay UNM tuition, there are fees associated with the exchange that are the responsibility of the student:</p> <ul style="list-style-type: none"> <li>• \$275 International Student Fee</li> <li>• Any course fees not included in tuition</li> <li>• Housing and meals</li> <li>• Transportation</li> </ul>
<p><b>Accommodation</b></p>	<p>Students are responsible for arranging their own housing accommodations. The following resources may be helpful during their housing search.</p> <ul style="list-style-type: none"> <li>• GEO's housing guide: <a href="http://geo.unm.edu/students/life_unm/housing/index.html">http://geo.unm.edu/students/life_unm/housing/index.html</a></li> <li>• On campus housing: <a href="http://housing.unm.edu/">http://housing.unm.edu/</a></li> <li>• Off campus housing resources: <ul style="list-style-type: none"> <li>○ <a href="#">ABODO</a></li> <li>○ <a href="#">UNM World Student Alliance</a></li> <li>○ <a href="#">Airbnb</a></li> </ul> </li> </ul>
<p><b>Medical Coverage</b></p>	<p>ALL exchange students are <b>required</b> to purchase the UNM negotiated health insurance policy, found <a href="#">here</a>:  <b>Note:</b> This plan will only cover major medical emergencies. Students are welcome to purchase additional policies, as needed.</p>