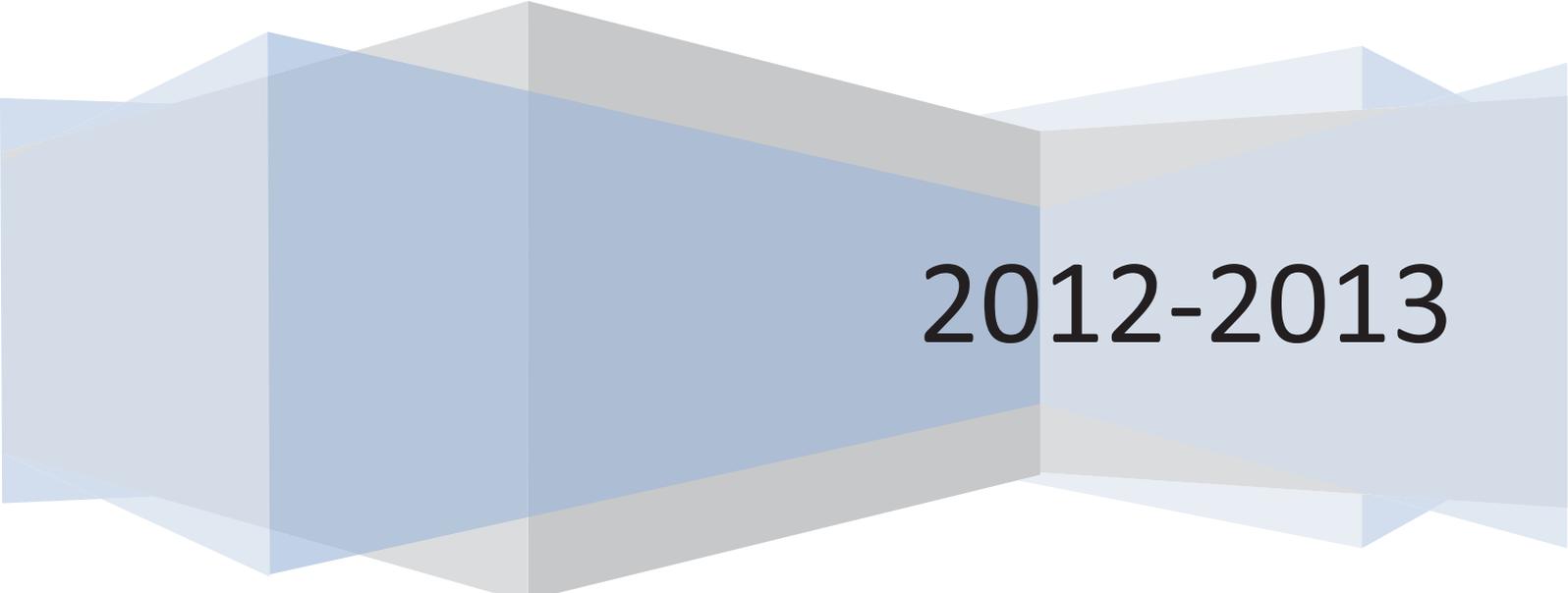


Columbia University

Undergraduate Exchange Student Handbook



2012-2013

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GETTING STARTED

Welcome to Columbia University and congratulations on your nomination as an exchange student. On the exchange, you will be joining one of the United States' leading universities and centers of undergraduate and graduate education. From classes with Nobel Laureates to numerous student societies, from the bustling energy of Manhattan, to the diverse, local charms of the Morningside campus, Columbia has something to offer everyone. We hope that you are excited about joining the Columbia community in the city of New York, and we look forward to working with you.

STUDENT VISAS

You will need a student visa to study at Columbia and reside in the United States. You should plan on applying for an **F-1 student visa immediately**. For general procedural information, please read "How to obtain an F-1 Visa" at: <http://www.columbia.edu/cu/isso/visa/F-1/index.html>

Instructions and the on-line application for getting your Visa Certificate or I-20 application can be found: <http://isso.columbia.edu/>

You must submit all visa paperwork **directly** to the International Students and Scholars Office (ISSO) as early as possible. The process of applying for and receiving an F-1 visa can take as long as 3 months. The process is not difficult, but you should pay attention to the details and strictly follow documentation regulations.

Please contact the ISSO **directly** with any questions regarding your visa: +1.212.854.3587 or isso@columbia.edu

In brief, you will need to submit:

- The Application for Visa Certificate (online), which will produce an I-20 form that you will need when you apply for your student visa at the United States consulate in your country.
- A copy of the identification pages of your passport
- A letter written by you describing how you will finance your studies. As an exchange student, you will not pay tuition to Columbia, but you will be responsible for your living expenses and certain fees.
- Financial documentation which certifies that you have personal resources equal to or greater than the estimated living expenses for an academic year for Columbia students. At printing, this is estimated at US

\$7,000 for a semester or \$14,000 for the year. Please refer to the Application for Visa Certificate for more information regarding the various types of financial documentation that may be submitted.

- A copy of your Columbia acceptance letter.

FREQUENTLY ASKED VISA QUESTIONS

Q: To which division of Columbia have you been admitted?

A: For undergraduate student engineers: School of Engineering and Applied Sciences
For all other undergraduates: Columbia College

Q: Which subject will you study?

A: Please answer with your area of study

Q: For which degree are you a candidate?

A: Non-degree or certificate

WORKING IN NEW YORK

With an F-1 visa, in general, you cannot work off-campus but you may be eligible for a campus job (maximum of 20 hours). Check the ISSO Web site for updates and information: <http://isso.columbia.edu/>

ARRIVAL IN NEW YORK

Move-in day for exchange students is **Tuesday, January 15, 2013**. You should plan to arrive this day or on Wednesday, January 16th. Orientation events will take place on Thursday and Friday, January 17-18, preceding the first day of classes on Tuesday, January 22nd. Monday, January 21 is Martin Luther King Day, a national holiday, and most University offices are closed.

ORIENTATION SCHEDULE

Orientation meetings are scheduled to take place on **Thursday and Friday, January 17th and 18th**. The Office of Global Programs, the International Students & Scholars Office (ISSO), and the University will hold a welcome and orientation specifically for new international students. At orientation, you will meet your advisors and will discuss your academic program and the course registration process as well as becoming acquainted with the campus and its resources. Updates will be sent to you over the next month about dates and times of these mandatory meetings. If for some reason you cannot attend, please contact the Office of Global Programs in advance.

HOUSING

As an undergraduate exchange student for the spring term, you have access to on-campus housing. There is a separate on-line housing application that you will need to complete once you have been formally admitted to Columbia. This will be emailed separately to you.

You may petition to live off campus in advance, but once you commit to living on campus, you are expected to live on campus for the whole term. Like most Columbia students, you will be living in a shared room or suite in student residential housing located near the Morningside campus. Single rooms are limited. You most likely will not know exactly where you will be living shortly before you arrive. As housing is very scarce in both Manhattan and on campus, placement in your first choice cannot be guaranteed. You are responsible for all housing fees, which at printing, is estimated to be \$6,720 to \$8,580 per year, which is prorated for the spring term. For more information about on-campus housing, please visit: <http://www.columbia.edu/cu/housing/>

For those who will be living on campus, you will pick up your housing contract, pick up your keys, and sign your contract during business hours (9 -5 pm) at 125 Wallach Hall. If you arrive outside of these hours, you can check in at 118 Hartley Hall, which is open 24 hours, 7 days a week.

If you have questions, you can contact University Residence Halls (URH) either by phone at (212) 844-2775 or by e-mail at urh@columbia.edu.

EARLY ARRIVALS

HOTELS & HOSTELS

If you plan to arrive before the official opening of housing, you will have to arrange for your own accommodation. Below please find a list of local hostels/hotels that you may want to contact in order to arrange for temporary housing. *This list should not be interpreted as a recommendation by Columbia University of these establishments.* For more comprehensive options, please consult a New York City guidebook.

UNION THEOLOGICAL SEMINARY- THE LANDMARK GUEST ROOMS

3041 Broadway (and 121st St.)
(212) 280-1313
<https://www.utsnyc.edu/Page.aspx?pid=520>

TEACHERS COLLEGE GUEST HOUSING

517 West 121st Street
(212) 678-3235
<http://www.tc.columbia.edu/housing/index.asp?Id=Housing+Options&Info=Guest+Housing>

HOSTEL INTERNATIONAL NEW YORK

891 Amsterdam Ave. (and 104th St.)
(212) 932-2300
<http://www.hinewyork.org/>

For more options please visit the Columbia Travel Portal: <http://www.campustravel.com/university/columbia/>

TRAVEL

FLIGHTS

There are three airports that serve New York City: John F. Kennedy, LaGuardia and Newark Liberty. There are a variety of public transportation options from each of these airports.

For visitors coming into LaGuardia, Kennedy, or Newark airports, taxi service is available to the campus (about \$30 from LaGuardia; from Kennedy a flat rate of \$50 plus tolls, about \$55 plus tolls from Newark). From JFK, there is bus service to Grand Central Station and the Port Authority Bus Terminal. From JFK and Newark, Airtran connects to the airport to the Long Island Railway (LIRR) and NJ Rail, respectively. Both the LIRR and NJ Rail travel to Penn Station New York. From LaGuardia airport, the M60 city bus travels directly to the Columbia campus

PUBLIC TRANSPORTATION IN NYC

Five bus lines (M4, M5, M11, M60, M104) and one subway line (the #1) serve the Columbia neighborhood. The Columbia stop is 116th Street & Broadway. Do not use express trains #2 and #3, which follow a different route and do not stop at Columbia University; if you do, be certain to transfer at 96th Street to the #1 local.

For transportation information within New York City, please refer to: <http://www.mta.nyc.ny.us/nyct/>

For directions to the Columbia campus, please refer to:
http://www.columbia.edu/about_columbia/directions.html.

For a useful online tool that helps navigate NYC public transportation: <http://www.hopstop.com>.

IMPORTANT DATES

Term Dates

Spring 2013

Martin Luther King, Jr. Birthday	Monday, January 21
First Day of Classes	Tuesday, January 22
End of change of program period (last day to add a class)	Friday, February 1
Last Day to Drop a Class (CC, GSAS)	Tuesday, February 26
Spring Recess	Monday-Friday, March 18-22
Last Day to Declare a Class Pass/D/Fail	Thursday, March 28
Last Day of Classes	Monday, May 6
Study Days	Tuesday-Thursday, May 7-9
Final Examinations	Friday-Friday, May 10-17
End of Program: Check out of Housing	Saturday, May 18

FINANCES

As an exchange student, you will pay tuition and academic fees to your home university. Here at Columbia, you are responsible for the cost of room and board, student activity fees, medical insurance, travel to and from the United States, books and personal expenses. Upon arrival, you should be prepared to pay for one semester of housing and fees.

Breakdown of Fees 2012-2013

Fees	Required?	Cost
Student Life Fee	Mandatory	\$698 per term
International Services Fee	Mandatory	\$50 per term
Room and Board	Mandatory; depends on placement and dining options	\$7793 to \$10,945 per year
Columbia Health Fee	Mandatory	\$412 per term
Columbia Medical Insurance	Waived by petition*	\$1,312-\$1,820 spring term

**You must have medical insurance when you study at Columbia. You may use your family medical insurance if it meets the requirements set by the Insurance division of Health Services. For a list of comparable criteria, please consult Health Services' website to see if your coverage meets these requirements:*

<http://health.columbia.edu/insurance/enroll-upgrade-waive/request-waiver>.

BANKING

If you intend to open a bank account here in New York, there are several banks in the Columbia neighborhood including Chase, Banco Popular, Washington Mutual, and Citibank, which has a branch right on campus and usually has representatives on campus during orientation and the first week of classes.

ATM'S

Citibank operates ATM machines in several locations on campus. The two most convenient are in Lerner Hall, just off Café 212, and in the International Affairs Building on the fourth floor.

ACADEMICS

COURSE PLANNING

As an exchange student, you will be registered for a full-time non-degree program and will be able to register for a variety of courses at Columbia College or at the Fu Foundation School of Engineering and Applied Sciences (SEAS). A full-time course load is 15-18 points per semester, which usually means five classes. At a minimum, you must register for at least 12 points each semester. Classes meet for two to four hours per week and can consist of lectures, seminars, labs, and discussion sessions. At Columbia, you are allowed to take courses in a variety of academic departments as long as you meet the specific course prerequisites. Some courses are restricted to students majoring in the area, other by permission of the instructor or the department. Students can choose classes that are listed as open to students from Columbia College or SEAS. Students may NOT take courses from

any of the professional schools at Columbia: Graduate School of Architecture, School of the Arts, Graduate School of Arts and Sciences, Continuing Education, Dental Medicine, School of International and Public Affairs, Jewish Theological Seminary, Columbia Journalism School, Columbia Law School, College of Physicians and Surgeons, School of Nursing, Mailman School of Public Health, Teachers College, Union Theological Seminary.

You should begin looking at the course listings on-line in the next couple of months to aid in your course planning. During orientation, you will meet with your academic advisor to plan a class schedule for the term. Course descriptions and class details can be found at the following websites:

- *Columbia College Bulletin* <http://www.college.columbia.edu/bulletin/>
- *SEAS Bulletin*: <http://www.engineering.columbia.edu/bulletin>

The Bulletins include information about all departments, course offerings, and course descriptions. These are your definitive compilation of College or SEAS course offerings and policies. Each department of the College and SEAS is listed there, along with their contact information, website, course lists for the term, and the structure of the major, along with special notes and instructions. Note that all courses with an “X” are offered in the fall while those with a “Y” are offered in the spring.

The *Directory of Classes* lists the most up-to-date course offerings and indicates the time and day of class meetings, points (credits), instructors, and current student enrollments. This is a useful tool for setting up your day-to-day schedule and to prepare for registration: <http://www.columbia.edu/cu/bulletin/uwb/>.

Please note that the *Directory of Classes* is a collection of all of the classes across the variety of undergraduate and professional schools at Columbia University. Exchange students are limited to College or SEAS courses, except where specific courses in other schools are listed as open to Columbia College and/or SEAS undergraduates with special permission.

RESTRICTED COLUMBIA COLLEGE COURSES

As an exchange student, a full range of Columbia College and SEAS courses is available to you with some exceptions. Core Curriculum courses are required courses for all degree students. Given severe space limitations, exchange students are not permitted to register for these Core courses. There are no exceptions to this regulation. These courses are:

Masterpieces of Western Literature and Philosophy (Lit Hum)	HUMA C1001 and C1002
Introduction to Contemporary Civilization in the West (CC)	HUMA C1101 and C1102
Masterpieces of Western Art	HUMA C1121
Masterpieces of Western Music	HUMA C1123
University Writing	ENGL C1010
Frontiers of Science	SCNC C1101
Design Fundamentals Using Advanced Computer Technologies	ENGI E1102

REGISTRATION & COLUMBIA ID

Exchange student registration for spring 2013 classes place in January. During the first two weeks of the semester, it is expected that you will change your registration as you explore all of the course options available to you. Columbia uses an on-line registration system that is available during specific periods of time.

The first step in this process is the creation of a Columbia “uni” and an e-mail account. During your time at Columbia all e-mail correspondence will be sent to your Columbia e-mail. To set up your account, you will need to go to <http://cuit.columbia.edu/cuit/manage-my-uni> and then follow the instructions.

COLUMBIA CAMPUS

CAMPUS MAP

An interactive Campus Map is available here: http://www.columbia.edu/about_columbia/map/.

COLUMBIA UNIVERSITY IDENTIFICATION CARD

You are considered an Exchange Student and will receive a student ID card which will allow you access to various buildings on campus. Before you arrive at Columbia, you can upload a photo into the ID system to expedite the process: http://www.columbia.edu/cu/id/docs/Submit_Photo/index.html. You will have to have an activated Columbia “uni” first (see above).

LIBRARIES

You will have reading and borrowing privileges at all Columbia University Library divisions during the period of your stay. For more information on collections: <http://www.columbia.edu/cu/lweb/>

DINING

There are both on-campus and off-campus dining options for you while you are a Columbia student. Should you wish to purchase a meal plan, you will be eligible to pre-pay for a certain number of meals per term that you can eat at any of the 12 dining halls on campus. For more information, including a map of all on-campus café’s and cafeterias go to: <http://dining.columbia.edu/>

In addition to on-campus dining facilities, the surrounding neighborhood has many moderately priced restaurants, coffee shops, and fast food places as well as supermarkets, vegetable and fruit stands, and delicatessens. Manhattan offers a range of restaurants from which to choose. You should plan to budget a minimum of \$20 a day if you will not have access to cooking facilities.

RECREATION

The Dodge Physical Fitness Center is open to men and women and includes a swimming pool, saunas, a running track, weight and exercise rooms, gymnasium, and squash/handball courts. You are responsible for any fees if you decide to use the facility: http://www.dodgefitnesscenter.com/?DB_OEM_ID=9600

There are also outdoor tennis courts on campus and on either side of the campus are two large parks— Riverside Park and Central Park.

HEALTH

MEDICAL INSURANCE

Each student **must** have medical insurance coverage as a requirement for both your visa and for Columbia University. As a Columbia student, you are automatically enrolled in the Columbia University Student Health Insurance program. If you have your own comprehensive health insurance that provides coverage during your stay here in the United States, you may petition to use your own private medical insurance if it meets certain criteria. Typically, most students use Columbia Insurance. For more information about Columbia student insurance, please see: <http://www.health.columbia.edu/ins/index.html>

If you wish to waive your participation in the Columbia student insurance plan, you will need to petition with a request to waive insurance form directly to Health Services by February 1, 2013:
<http://www.health.columbia.edu/docs/csmip/waiver/index.html>.

HEALTH SERVICES

If you enroll in the Columbia Student Medical Insurance Plan, you are automatically enrolled in the Health Service Program and are charged the additional Health Service fee. This provides you with access to both on-campus Primary Care and Counseling/Psychological Services. In addition to the services on campus, the Health Service Program provides access to important off campus services as well coverage for medical emergencies and accidental injuries, elective termination of pregnancy, off campus mental health services and out patient treatment for chemical abuse. The full coverage description and procedures for utilizing these benefits may be found at the website: <http://www.health.columbia.edu/>.

If you do not enroll in the Columbia insurance plan, you **must** still enroll in the Health Service Program to have access to both on-campus Primary Care and Counseling/Psychological Services and the other services.

Primary Care is located on the third and fourth floors of John Jay Hall. Counseling/Psychological Services is located in Lerner on the 8th floor.

Questions about enrolling in either the Health Service Program or the Student Medical Insurance Plan may be directed to the Insurance/Immunization Office located in 401 John Jay, 212-854-7210, or hs-enrollment@columbia.edu.

The closest hospital to Columbia University is St. Luke's on Amsterdam Avenue between 113th and 114th Streets.

IMMUNIZATIONS

New York state law requires that students taking six or more credits submit proof of their Measles, Mumps, and Rubella (MMR) immunizations. Students should submit completed immunization documentation for MMR thirty days prior to registering for classes. Please visit the following website and fax or mail your MMR verification forms to Columbia's Health Services Department by no later than **December 1, 2012**:

<http://health.columbia.edu/about/immunization-requirements/mmr>.

Please also bring a hard copy of this completed form with you when you arrive in New York.

New York State law also requires that information about meningococcal meningitis vaccination be distributed to all students and that the University records each student's decision regarding vaccination. This process is completed on-line before registering for classes. This is a five-minute process where you read about this disease and where you must record your decision about vaccination using your UNI: <https://ssol.columbia.edu/ssv/crt/menIntro.html>. Since this requires the activation of the UNI, it will be available to you in the next couple of months.

SAFETY IN NEW YORK CITY

As in all large cities, there is crime in New York, although it is not as prevalent as is commonly represented in the media. Nevertheless, certain precautions are in order and it is always wise to be alert, especially at night.

New York is known as the city that never sleeps and you will find that the major streets of New York are rarely deserted and usually well lit at night. It is not wise to walk in any of the city's parks after dark--unless you are going to the free Shakespeare productions or concerts in Central Park where you will be surrounded by thousands. The 1, 2, and 3 subway lines usually have passengers even late into the evening. However, depending on your comfort level, you may want to consider taking a cab after a certain hour, particularly after midnight.

The campus Public Safety office, 111 Low Library, is open 24-hours a day. Their emergency number is 854-5555 (on-campus dial 99 or 45555). There are call boxes located throughout the campus. The city police emergency number is 911 dialed on any outside phone and free at public telephone booths. Columbia Public Safety also provides a nighttime security escort service to your door.