**UNIVERSITY OF RICHMOND INFORMATION SHEET**  
(for academic exchange in Fall 2015 and Spring 2016)

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Website (URL)</strong></td>
</tr>
<tr>
<td><strong>Office of International Education</strong></td>
</tr>
<tr>
<td><strong>Website for Exchange Students</strong></td>
</tr>
<tr>
<td><strong>Office Telephone</strong></td>
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<tr>
<td><strong>Office Fax</strong></td>
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</tbody>
</table>

**Mailing addresses**

- **REGULAR MAIL:**  
  Office of International Education  
  Carole Weinstein International Center  
  28 Westhampton Way  
  University of Richmond, VA 23173 USA

- **COURIER MAIL (FedEx, DHL, UPS, etc):**  
  Office of International Education  
  Carole Weinstein International Center, Ste 103  
  52 Richmond Way  
  University of Richmond, VA 23173 USA

**Contact Information**

- **HEAD OF STUDY ABROAD**  
  Joseph Hoff, Ph.D., Associate Dean of International Education

- **PRIMARY CONTACT FOR EXCHANGE MATTERS AND OUTGOING STUDENTS**  
  **Ms. Michele Cox**, Director of Study Abroad  
  Countries/Regions: Spain, Latin America, Asia, Middle East, West Indies  
  Direct telephone: 1-804-289-8838  
  E-mail: mcox@richmond.edu

- **Mr. Christopher Klein**, Associate Director of Study Abroad  
  Countries: Australia, Botswana, Canada, England, France, New Zealand, Switzerland  
  Direct telephone: 1-804-287-6876  
  Email: cklein2@richmond.edu

- **Ms. Amy Bergmann**, Study Abroad Advisor  
  Countries: Denmark, Ireland, Israel, Northern Ireland, Scotland, Sweden, Turkey  
  Direct telephone: 1-804-289-8817  
  Email: abergman@richmond.edu
Contact Information

Ms. Abigail Ward, Study Abroad & Program Manager
Countries: Austria, Czech Republic, Germany, Italy, Netherlands, Poland
Direct telephone: 1-804-484-1642
Email: award@richmond.edu

CONTACT FOR GENERAL OUTGOING STUDENT INQUIRIES
Ms. Jenney Stevens, Admin. Coordinator for outgoing study abroad students
Direct Telephone: 1-804-287-1849     E-mail: jsteven2@richmond.edu

PRIMARY CONTACT FOR INCOMING EXCHANGE STUDENTS
Ms. Diana Trinh, International Student Advisor
Direct Telephone: 1-804-484-1458     Email: dtrinh@richmond.edu

CONTACT FOR EMERGENCIES IF PRIMARY CONTACT IS NOT AVAILABLE
Ms. Krittika Onsanit, Director of International Student and Scholar Services
Direct Telephone: 1-804-287-6499     E-mail: konsanit@richmond.edu

Nomination Deadlines and Information

Once we have agreed on the number of exchange slots for the Fall 2015 and Spring 2016 term, please email your UR contact (see above) the following information for each of your exchange student nominees for Richmond.

Deadlines for Submitting Nominations to Richmond:
Fall Semester & Academic Year nominations: February 1
Spring semester & Calendar Year nominations: September 1

Please include the following information for each of your nominated students:
• Name             • Date of birth
• Gender           • Email address
• Major
• Study terms: Fall semester, Spring semester, Academic Year (August to May) or Calendar Year (January to December)

The University of Richmond has an online application system for exchange students, which is passphrase-protected. Once we receive your nominations, the passphrase and instructions will be sent via email directly to your nominees with a copy to you.

If your students have problems accessing the online application, please have them contact Ms. Diana Trinh (dtrinh@richmond.edu). Ms. Trinh is the main contact for your students. She will be in contact with your students during the application phase and afterwards.

Application documents must be sent to:

REGULAR MAIL:
Office of International Education
Carole Weinstein International Center
28 Westhampton Way
University of Richmond, VA 23173   USA

COURIER MAIL (FedEx, DHL, UPS, etc):
Office of International Education
Carole Weinstein International Center, Ste 103
52 Richmond Way
University of Richmond, VA 23173   USA
### Application Deadlines:

**FALL SEMESTER AND FULL YEAR:**
- **March 1 – PRIORITY** deadline for the fall semester and full academic year
  *If your selection process is not completed by this date, we need to know the number and gender of students you plan to send us so that we can reserve housing for them.*
- **April 15 – FINAL** deadline for the fall semester and full academic year

**SPRING SEMESTER:**
- **September 15 – PRIORITY** deadline for the spring semester
  *If your selection process is not completed by this date, we need to know the number and gender of students you plan to send us so that we can reserve housing for them.*
- **October 1 – FINAL** deadline for the spring semester

### Web site for application documents

The online application is at: [http://studyabroad.richmond.edu/?go=URExchange](http://studyabroad.richmond.edu/?go=URExchange)

Please keep in mind that the decision regarding your student’s application cannot be reviewed until the following have been submitted:

1. Official transcript, including the current list of courses the student is taking
2. TOEFL results (if applicable)

The transcript and any TOEFL results may scanned/email to international@richmond.edu initially, but please mail us the original transcript and the original TOEFL results as soon as possible. After we review the scanned materials and the student’s submitted online application, we will confirm your student’s acceptance via e-mail.

### Special remarks on application documents

In addition to the online application, several documents must be submitted by mail. Documents which can be sent electronically are listed in the online application.

- Current transcript including a list of courses that the exchange candidate is currently enrolled in.
- Certification of Finances (downloaded from application)
- Photocopy of passport
- Signature verification form (downloaded from application)
- Verification of English language ability; include a copy of the TOEFL iBT or IELTS exam.

### English proficiency required

Please contact your UR colleague to determine whether your students require proof of English proficiency.

- TOEFL scores must be less than three (3) years old
- Minimum TOEFL scores for undergraduates: 90 on internet-based test
- Minimum TOEFL scores for law students: 100 on internet-based test
- IELTS grade of 6.5 for undergraduates; 7.0 for law students

### Academic Calendar

[http://registrar.richmond.edu/planning/index.html](http://registrar.richmond.edu/planning/index.html)

**NOTE:** “Begin Orientation” is for first-year degree-seeking students. This is different from International Student orientation, which is for international exchange students and degree-seeking students.

<table>
<thead>
<tr>
<th>Expected date of arrival</th>
<th>Fall Semester 2015:</th>
<th>Sunday, August 16, 2015</th>
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<tr>
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<td>Spring Semester 2016:</td>
<td>Thursday, January 7, 2016</td>
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<th>Orientation Program Period</th>
<th>Fall Semester 2015:</th>
<th>August 16-21, 2015</th>
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<tr>
<td></td>
<td>Spring Semester 2016:</td>
<td>January 7-10, 2016</td>
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| Cost of Orientation       | Fall Semester 2015: Free  
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<tr>
<th></th>
<th>Spring Semester 2016: Free</th>
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<tr>
<td>Airport information</td>
<td>It is NOT recommended to fly into Dulles, BWI or Reagan National Airport as transportation to Richmond is very expensive and cumbersome.</td>
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<tr>
<td>ACADEMIC INFORMATION</td>
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<tr>
<td>Minimum course/unit load per semester/term</td>
<td>3.5 units (undergraduate); 9.0 credits (graduate and law)</td>
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<tr>
<td>Restricted programs for exchange students</td>
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|                           | • Law applicants must have a TOEFL of 100 iBT and these applications must be reviewed and approved by the law school admissions office.  
|                           | • Course numbers ending in "U" are offered by the School of Continuing Studies. These courses may not meet home institution degree requirements, are not available for undergraduates until arrival at Richmond, and will require special approval for registration. Business exchange students are NOT permitted to take courses in the School of Continuing Studies. |
| Course Registration      |  
|                           | • Online course catalog: [http://registrar.richmond.edu/catalogs/index.html](http://registrar.richmond.edu/catalogs/index.html)  
|                           | • If our office receives exchange student application materials by the preferred deadline, students will have the opportunity to be pre-registered for courses.  
|                           | • If the application materials are received after the preferred deadline, course choices will be severely limited as Richmond students will have already registered. Exchange students must have all course prerequisites and are encouraged to take no more than 4 courses per term. We recommend exchange students take at least one course in a subject regarding the United States (e.g., art, music, theater, political science, history, religion, etc). |
| Special course for exchange students |  
|                           | Special course for exchange students: ESL tutoring is available. An ESL class designed specifically for exchange students is available through the Department of Modern Literatures & Cultures. Incoming exchange students should have very strong writing, listening and speaking skills as the volume of daily work required for most courses is high. |
| Duration of exchange      | One semester or one year. |
| Services Available to exchange students |  
|                           | Exchange students receive and have access to all the same services as local students. Exchange students are encouraged to join student clubs and sports, which may have a nominal fee. [http://activities.richmond.edu/](http://activities.richmond.edu/) |
| PRACTICAL INFORMATION    |                            |
| Meal Information          | [http://dining.richmond.edu/](http://dining.richmond.edu/)  
|                           | Exchange students are automatically registered for a meal plan ([http://dining.richmond.edu/meal-plans/](http://dining.richmond.edu/meal-plans/)) according to their residence hall placement. Changes to the meal plan after arrival on campus may be possible depending on the housing assignment. Only students living in UFA apartments or Gateway Village have the option to cook their own meals as this is the only housing where full cooking kitchens (but not utensils) are available. |
| Housing Information | https://housing.richmond.edu/  
Exchange students who meet all stated deadlines are guaranteed on campus housing. Approximately 92% of undergraduates live on campus. Exchange students are not permitted to live off-campus. Furnished short-term off-campus housing is difficult to find and public transportation is limited. |
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<td>Accommodation over break</td>
<td>Yes, exchange students must notify housing office at least two (2) weeks prior to break period. Summer housing is an additional cost. Meals during break periods are not included in the meal plan and must be paid out of pocket.</td>
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<tr>
<td>Health Insurance Policy</td>
<td>Exchange students, regardless of their nationality, must purchase the mandatory UR medical insurance, which is billed to their student account. This insurance cannot be waived and no exceptions will be made.</td>
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| Emergency contact (Name, phone number, e-mail) | The following **emergency numbers** for UR staff should be contacted in the order listed below:  
**Campus Police**  
(804) 289-8911 for life-threatening emergencies  
(804) 289-8715 for non-life-threatening emergencies  
**Krittika Onsanit**, Director International Student, Scholar & Internship Services  
Email: konsanit@richmond.edu  
Tel: (804) 304-8621 (mobile)  
**Michele Cox**, Director of Study Abroad  
Email: mcox@richmond.edu  
Tel: (804) 519-4909 (mobile) |
| Social Programs | Students are encouraged to participate in our Ambassador and Host Family programs, which connect your students with Richmond students and local families in the Richmond area. More information on these programs is available at:  
http://international.richmond.edu/campus/ |
| Visa Information | Exchange students who are non-U.S. citizens or permanent residents are required to apply for a J-1 student visa. F-1 student visas are required for non-U.S. citizens or permanent residents who complete their MBA program at Richmond. The F-1 student visa may also be recommended for certain nationalities.  
Accepted students will receive an official acceptance letter and admission packet along with the DS-2019 or I-20 if it is necessary to apply for a student visa which should be done at the U.S. consulate closest to their permanent residence. |
| Work off-campus | Must be authorized prior to commencing employment. More information on the web page:  
http://international.richmond.edu/students/stay/employment/off-campus.html |
| Work on-campus | Exchange students are permitted to work on campus 20 hours per week while school is in session and full time during official school breaks. Most students work no more than 10 hours per week. More information on the regulations can be found on the web page:  
http://international.richmond.edu/students/stay/employment/index.html  
Information regarding student employment opportunities can be found here:  
http://studentjobs.richmond.edu/ |
The University of Richmond recently launched a robust transportation system designed to increase connectivity between campus and the city of Richmond while dramatically furthering the University’s commitment to sustainability. The comprehensive plan reduces our reliance on individual cars through a transit system that offers shuttles around campus and to popular destinations throughout Richmond.

The Transportation Center offers the Campus Safety Shuttle, Downtown Shuttle, Spider Shuttle, GRTC Connector, Zipcars (car sharing), Zimride (ride sharing). More information on each transportation option can be found here: [http://transportation.richmond.edu/](http://transportation.richmond.edu/)

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<th>Estimated Expenses in US dollars</th>
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<tbody>
<tr>
<td><strong>University Accommodation</strong></td>
</tr>
<tr>
<td><strong>Meals</strong></td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
</tr>
<tr>
<td><strong>Books</strong></td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
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