

**EXCHANGE GUIDE FOR ACADEMIC YEAR 2017-2018****ABOUT US**

American University (AU) is a private institution situated in a residential neighborhood in Washington, D.C. The University is well known for academic programs in international service, public policy and public affairs, international law and human rights. The AU student body is largely interested in global perspectives and political activism. In fact, the majority of AU students participate in study abroad, internships, and community service. AU is proud that many of our alumni serve in the Peace Corps upon graduation.

The School of International Service (SIS) is a top ten school for international relations and enrolls a diverse student body of approximately 3,000 undergraduate and graduate students from throughout the United States and more than 150 countries. Our location allows students to take advantage of the vast wealth of professional, intellectual, educational, and cultural resources available in the nation's capital. The city offers unique opportunities to study, conduct research, and actively engage in the ongoing work of international relations. SIS is a vibrant forum for debates and events, and frequently hosts government, NGO, and industry leaders to talk and meet with students.

**NOMINATION PROCESS**

All students must be nominated by their home institution before submitting their application to the School of International Service. This can be done at any time before the application deadline.

**Instructions for nominating all undergraduate and graduate exchange students:**

- Identify in an e-mail message the name(s) of the student(s) you are nominating and send to [sisabroad@american.edu](mailto:sisabroad@american.edu).

**APPLICATION PROCESS**

All students must be nominated by their home institution before applying directly to the School of International Service.

**Instructions for all undergraduate and graduate exchange students:**

- **Complete the online application**
  - Undergraduate Exchange Applicants:  
[https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10533](https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10533)
  - Graduate Exchange Applicants:  
[https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10534](https://auabroad.american.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10534)
- **You will need to upload the following:**
  - 500 word personal essay (details included in application form);
  - Copy of the front page of your passport and any U.S. visas you already have;
  - Bank statement indicating that you have sufficient funds to cover expenses for the duration of your study in the USA;

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#### APPLICATION PROCESS cont'd:

- Certificate of Finances for International Students (CFIS) requesting a DS 2019;
- Résumé/CV
- Immunization form if you will be under age 26 when you begin your study at AU;
- Official English language exam results either requested to be sent directly to SIS (**TOEFL: code 5007, IELTS: select School of International Service**) or verified as official with a signature from your institution's international office; and
- Verified official transcript signed by your institution's international office.

#### APPLICATION DEADLINES- Semester Exchange

<b>Fall 2017:</b>	March 31, 2017
<b>Spring 2018:</b>	October 27, 2017

#### RESOURCES FOR APPLICATION SUBMISSION

<b>CFIS Form</b>	<a href="http://www.american.edu/ocl/iss/upload/CFIS-2.pdf">http://www.american.edu/ocl/iss/upload/CFIS-2.pdf</a>
<b>Undergraduate Cost Guide</b>	<a href="http://www.american.edu/ocl/iss/upload/Undergraduate-Program-Cost-Guide-16-17.pdf">http://www.american.edu/ocl/iss/upload/Undergraduate-Program-Cost-Guide-16-17.pdf</a>
<b>Graduate Cost Guide</b>	<a href="http://www.american.edu/ocl/iss/upload/SIS-Graduate-Program-Cost-Guide-16-17.pdf">http://www.american.edu/ocl/iss/upload/SIS-Graduate-Program-Cost-Guide-16-17.pdf</a>
<b>Financial Proof</b>	<a href="http://www.american.edu/ocl/iss/Financial-Proof.cfm">http://www.american.edu/ocl/iss/Financial-Proof.cfm</a>
<b>Immunization Form</b>	<a href="http://www.american.edu/ocl/healthcenter/loader.cfm?csModule=security/getfile&amp;pageid=39852">http://www.american.edu/ocl/healthcenter/loader.cfm?csModule=security/getfile&amp;pageid=39852</a>

#### COST GUIDE (based on 2016-2017 costs)

All exchange students are required to demonstrate financial ability to pay for the living expenses for their semester (s) of study. Use the below costs as a reference for completing the CFIS form.

For a more detailed description of costs, please refer to the link for the respective program cost guide above. *Note that the estimate includes room, board, books, health insurance, transportation and living expenses.*

<b>Undergraduate Exchange</b>	<b>Graduate Exchange</b>
One Semester: USD \$9,386.50	One Semester: USD \$12,474
Two Semesters: USD \$18,773	

#### ENGLISH LANGUAGE REQUIREMENTS: Valid scores must be from two years of test date

	<b>TOEFL</b>	<b>IELTS</b>	<b>PEARSON'S</b>
<b>Undergraduate</b>	80	6.5	53
<b>Graduate</b>	100	7	68

Please refer to the below webpages for further details regarding requirements and additional options to demonstrate English Language proficiency:

**Undergraduate Students:** <http://www.american.edu/ocl/iss/English-Requirements.cfm>

**Graduate Students:** <http://www.american.edu/sis/admissions/International-Financial.cfm>

### EXCHANGE GUIDE FOR ACADEMIC YEAR 2017-2018

COURSE SELECTION	
Before applying, applicants should review courses available during their time of study at American University.	
<b>Course Schedule</b>	<a href="http://www.american.edu/provost/registrar/schedule/">http://www.american.edu/provost/registrar/schedule/</a>
<b>Course Descriptions</b>	<a href="http://www.american.edu/provost/registrar/schedule/course-descriptions.cfm">http://www.american.edu/provost/registrar/schedule/course-descriptions.cfm</a>
<b>Course Catalog</b>	<a href="http://www.american.edu/provost/registrar/university_catalog.cfm">http://www.american.edu/provost/registrar/university_catalog.cfm</a>

ELIGIBILITY	
Students from partner institutions of the School of International Service may study at American University on exchange per the below criteria.	
<b>GPA:</b>	Equivalent to 3.0 or higher on a 4.0 scale
<b>Student Status:</b>	The required amount of coursework completed at the applicant's home institution before applying varies by partner agreement. Please refer to your respective Memorandum of Agreement.

ACADEMIC CREDITS	
Students on exchange are required to study full time and permitted to enroll in the below number of credits while at American University.	
<b>UG Exchange:</b> 12-15 per semester	<b>Grad Exchange:</b> 9 per semester

HOUSING & MEALS	
<b>All undergraduate students are required to live on-campus and purchase a campus meal plan.</b>	
<b>Housing:</b>	AU manages eight residence halls with double or triple rooms that include a bed, desk, dresser, and closet space for each resident, plus in-room wiring for computers, internet access and cable TV. Clean, modern bathrooms and laundry facilities are shared on each floor. <a href="http://www.american.edu/ocl/housing/residencehalls.cfm">http://www.american.edu/ocl/housing/residencehalls.cfm</a>
<b>Meal Plans:</b>	Regardless of the student's age or year of study, <b>all undergraduate exchange students</b> must enroll in at least the 100 block plan. <a href="http://www.american.edu/ocl/housing/housingrates.cfm">http://www.american.edu/ocl/housing/housingrates.cfm</a>
<b>AU DOES NOT PROVIDE ON-CAMPUS HOUSING OR MEALS FOR GRADUATE STUDENTS.</b> The below website outlines multiple resources to assist students in their housing search: <a href="http://www.american.edu/ocl/housing/Off-Campus-Housing-Resources.cfm">http://www.american.edu/ocl/housing/Off-Campus-Housing-Resources.cfm</a>	

ACADEMIC CALENDAR	
<b>Fall 2017:</b>	August 28, 2017 – December 18, 2017
<b>Spring 2018:</b>	January 16, 2018 – May 8, 2018

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<b>GRADING SYSTEM</b>			
<b>Grade</b>	<b>Quality Points</b>	<b>Grade</b>	<b>Quality Points</b>
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

<b>CONTACT DETAILS</b>
<p><b>AMY MARRION</b> International Programs Manager American University School of International Service, Suite 112K 4400 Massachusetts Ave. NW Washington, DC 20016</p> <p><b>Email:</b> <a href="mailto:amarrion@american.edu">amarrion@american.edu</a> <b>Phone:</b> +1 202 885 1606</p>