



Rensselaer

INFORMATION SHEET FOR INCOMING EXCHANGE STUDENTS

2020-2021

CONTACT INFORMATION	
Mailing Address	Rensselaer Polytechnic Institute 110 8th Street Office of International Programs Academy Hall, suite 4226 Troy, NY 12180
Contacts for incoming exchange students	Karen Dvorak Jamie Obst Program Manager Sr. Program Administrator dvorak2@rpi.edu violaj2@rpi.edu
Institute Website	www.rpi.edu
Institute Information	https://info.rpi.edu/
Website for Incoming Exchange Students	https://info.rpi.edu/international-programs/incoming-exchange-students

GENERAL INFORMATION & WEBSITES	
Academic Calendar	Semester system https://info.rpi.edu/registrar/academic-calendar/
Fall Semester	Late August – Late December (inclusive of exams)
Spring Semester	Early January – Early May (inclusive of exams)
Exchange Student Orientation	Orientation generally takes place 1-2 days prior to the start of semester classes
Academic Departments	https://rpi.edu/academics/index.html
Housing Information	University/campus housing is not guaranteed but is often available. Non-university housing close to campus is readily available. Information can be found at https://sll.rpi.edu/

UNIVERSITY INFORMATION	
Year Founded	1824
Academic Schools	Engineering; Science; Humanities, Arts & Social Sciences; Management; Architecture
Student Body	6,600 undergraduates; 1,330 graduate students
Student Activities	Over 200 student clubs and organizations
Campus	275-acre campus located in the historic city of Troy, New York
Location	New York City – 150 miles Boston – 175 miles Montreal – 215 miles

APPLICATIONS	
Application Deadlines	Fall Semester/Academic Year: February 15 th Spring Semester: September 15 th
Application Process	<p>Once students have been nominated by their home institution they will need to submit the following application materials to the exchange coordinator(s) at their home institution. The coordinator should e-mail the application to the Office of International Programs as one PDF file per student by the application deadlines (no hard copies are required):</p> <ol style="list-style-type: none"> 1) Application for Exchange Admission 2) Copy of official university transcript and English translation 3) Copy of the identity page of passport 4) Proof of financial support: <ul style="list-style-type: none"> • A letter from student's bank verifying that this amount is available in student's account; or • A letter from the bank of parent/sponsor verifying that this money is available, accompanied by a letter from parent/sponsor which states that the funds are for student's support while on the exchange program 5) English Language Proficiency Verification Form
English language requirement	All students will need to submit an English Language Proficiency Verification Form . In cases when TOEFL is required, Rensselaer expects a score of at least 230 CBT, 88 iBT, or 570 PBT.
Financial Requirements	Proof of financial support. At this time the required amount is estimated to be US\$9,700 per semester to cover living expenses during the period of the exchange. This amount includes room, board, basic living expenses, and fees. It does not include international travel or extensive travel within the U.S., nor does it cover the laptop computer that each student is required to have.
Health & Insurance Information	<p>All accepted incoming students are required to complete and submit a Medical History Form directly to the Student Health Center. This form can be accessed via the Student Health Center Portal. Accepted students will still need to send paper verification of immunization signed by a physician.</p> <p>All incoming exchange students will be required to enroll in the Rensselaer Student Health Plan, known as the RPI/CDPHP plan. Exchange students planning to study at RPI should not purchase or renew a Travel Insurance Plan. Exceptions will be considered only for students who have comparable health insurance from a U.S.- based insurance company.</p>

COURSE INFORMATION & REGISTRATION	
Language of Instruction	English
Course Catalog (for course descriptions)	http://catalog.rpi.edu/
Academic System and Terminology	A course refers to a class or individual unit of study. Class format may be a lecture, discussion, group work or a combination. Assessment is generally held throughout the semester and may include attendance and in-class participation, tests and quizzes, oral presentations and lab work. Classes are generally not recorded.
Class Hours (course offerings by semester)	https://sis.rpi.edu/stuclshr.htm
Registration	Course registration for exchange students will take place on-line prior to arrival. Detailed instructions and information will be e-mailed shortly after being accepted. Students will also have the opportunity to make changes to their course selection during the first two weeks of the semester, although it is recommended that students take care of their registration prior to arrival.
Credits and Course load	A normal full-time course load for undergraduates is between 14-18 credit hours per semester, generally 4-5 courses. A minimum of 12 credit hours is required to maintain full-time status. Undergraduate students may enroll in a maximum of 21 credits, although taking more than 17 is discouraged. Students may take classes across academic schools and departments.
Graduate Level Courses	Unless a student has graduate status at Rensselaer, special permission must be given in order to enroll in any graduate level class (6000 level and above). Incoming exchange students who are only in their second year of their undergraduate degree should note that they are not eligible to register for graduate level courses (6000 and above).
Restricted Courses	Exchange students are not permitted to take Architecture (ARCH) courses. In addition, exchange students should note that they are not permitted to register for: MTLE 6300, MGMT 2300, MGMT 1240, MGMT 1250, MGMT 1260 or MGMT 2510. Exchange students who want to register for ECSE 4900, MTLE 4920, MANE 4260 or ISYE 4270 will need to wait until they arrive on campus and request permission from the instructor.