



# Rensselaer

## INFORMATION SHEET FOR INCOMING EXCHANGE STUDENTS

### Academic Year 2024-2025

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 Program Manager <a href="mailto:dvorak2@rpi.edu">dvorak2@rpi.edu</a>
Institute Website	<a href="http://www.rpi.edu">www.rpi.edu</a>
Institute Information	<a href="https://info.rpi.edu/">https://info.rpi.edu/</a>
Website for Incoming Exchange Students	<a href="https://info.rpi.edu/international-programs/incoming-exchange-students">https://info.rpi.edu/international-programs/incoming-exchange-students</a>

GENERAL INFORMATION & WEBSITES	
Academic Calendar	Semester system <a href="https://info.rpi.edu/registrar/academic-calendar/">https://info.rpi.edu/registrar/academic-calendar/</a>
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 business days prior to the start of semester classes
Academic Departments	<a href="https://rpi.edu/academics/index.html">https://rpi.edu/academics/index.html</a>
Housing Information	University/campus housing is in high demand and is not guaranteed. Non-university housing close to campus is readily available. Information can be found at <a href="https://sll.rpi.edu/">https://sll.rpi.edu/</a>

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

<b>APPLICATIONS</b>	
Application Deadlines	<p>Fall/Full-Year Nomination Deadline: February 15<sup>th</sup>            Fall/Full-Year Application Deadline: March 1<sup>st</sup></p> <p>Spring Nomination Deadline: September 15<sup>th</sup>            Spring Application Deadline: October 1<sup>st</sup></p> <p><b>*Please let us know if you need an extension for these deadlines</b></p>
Application Process	<p>Exchange coordinators should send a list of students they are nominating by the appropriate nomination deadline indicated above. Once students have been nominated by their home institution, they will receive an email with a link to the online Rensselaer application that they will need to complete by the application deadline. The following application materials will need to be submitted as part of the online application (no hard copies are required):</p> <ol style="list-style-type: none"> <li>1) Copy of official university transcript and English translation</li> <li>2) Copy of the identity page of passport (valid for at least 6 months beyond the program end date)</li> <li>3) Proof of financial support:               <ul style="list-style-type: none"> <li>• A letter from student's bank verifying that this amount is available in student's account; <b>or</b></li> <li>• 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</li> </ul> </li> <li>4) <a href="#">English Language Proficiency Verification Form</a></li> </ol>
English language requirement	<p>All students will need to submit an <a href="#">English Language Proficiency Verification Form</a>. In cases when TOEFL is required, Rensselaer expects a score of at least 230 CBT, 88 iBT, or 570 PBT.</p>
Financial Requirements for Visa	<p>Proof of financial support. At this time the required amount is estimated to be US\$11,000 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.</p>
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 <a href="#">Student Health Center Portal</a>. 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, provided by MVP. 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>

Mandatory Fees	<p>Exchange students are responsible for the following semester fees, which will be charged to their Rensselaer student account:</p> <ul style="list-style-type: none"> <li>• Health Center Fee: US \$375 per semester</li> <li>• Rensselaer Health Insurance: US \$1,000 per semester (see below for waiver information)</li> <li>• Student Activities Fee: US \$387 per semester</li> </ul> <p>Note that these fees are mandatory and must be paid in order for the student transcript to be released. All fees are subject to change.</p>
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<b>COURSE INFORMATION &amp; REGISTRATION</b>	
Language of Instruction	English
Course Catalog (for course descriptions)	<a href="http://catalog.rpi.edu/">http://catalog.rpi.edu/</a>
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)	<a href="https://sis.rpi.edu/stuclshr.htm">https://sis.rpi.edu/stuclshr.htm</a>
Registration	After students are accepted by Rensselaer they will receive instructions on how and when to register for courses online prior to their arrival. Students will also have the opportunity to make changes to their course schedule at orientation and during the first two weeks of the semester.
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	<p>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).</p> <p>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).</p>
Restricted Courses	<p>Exchange students are not permitted to take Architecture (ARCH) courses without submission of a portfolio and permission (excluding students on direct exchanges with the School of Architecture).</p> <p>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.</p>
Academic Transcripts	Transcripts are typically released within one month of the end of the semester exam period. Electronic transcripts are sent via e-mail to the home school coordinator.