



Rensselaer

INFORMATION SHEET FOR INCOMING EXCHANGE COORDINATORS

Academic Year 2024-2025

Updated January 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 dvorak2@rpi.edu	<i>Immigration Questions Only:</i> Michael Holderreed Exchange Visitor Specialist holdem@rpi.edu
Institute Website	www.rpi.edu	
Departmental Contact Information	https://info.rpi.edu/	
Website for Incoming Exchange Students	https://info.rpi.edu/international-programs/incoming-exchange-students	

GENERAL INFORMATION & WEBSITES	
Academic Calendar	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 business days prior to the start of the semester.
Academic Departments	https://www.rpi.edu/academics
Housing Resources	University Accommodation is not guaranteed. Off-Campus (private) housing is available close to campus. Visit Office of Student Living and Learning for housing information: https://sll.rpi.edu/

UNIVERSITY INFORMATION

Year Founded	1824
Academic Schools	Engineering; Science; Humanities, Arts & Social Sciences; Management; Architecture
Student Body	Approximately 5,800 undergraduates and 1,000 graduate students
Student Activities	Over 200 student clubs and organizations
Campus	275-acre campus located in the historic city of Troy, New York
Distance from Major Metropolitan Areas	New York City – 150 miles Boston – 175 miles Montreal – 215 miles

NOMINATION AND APPLICATION PROCESSES

Application Deadlines	<p>Fall/Full-Year Nomination Deadline: March 15 Fall/Full-Year Application Deadline: April 15</p> <p>Spring Nomination Deadline: September 15 Spring Application Deadline: October 15</p> <p><i>Please contact Karen Dvorak if an extension is needed.</i></p>
Application Process	<p>Exchange coordinators should send a list of nominated students by the deadlines indicated above. Please include student name, email address, field of study and academic level.</p> <p>Nominees will receive an email with a link to the online Rensselaer application and will be asked to submit the following materials:</p> <ol style="list-style-type: none"> 1. Copy of official university transcript and English translation 2. Copy of the identity page of passport (valid for at least 6 months beyond the program end date) 3. Proof of financial support: a letter from student's bank or a letter from the bank of parent/sponsor verifying funds, accompanied by a letter from parent/sponsor. All financial documents must be translated into English with amounts indicated in U.S. Dollars. 4. Proof of English language proficiency (see below)
English language requirement	<p>All students will need to submit an <u>English Language Proficiency Verification Form</u>. Language proficiency test results are also required unless the native language is English, the language of instruction at the home institution is English, or the home institution can verify student proficiency by means of an entrance exam or other objective means. Rensselaer recognizes the following language exams:</p> <ul style="list-style-type: none"> • Test of English as a Foreign Language (TOEFL): minimum score of at least 88 iBT (<i>TOEFL iBT Home Edition accepted</i>). • International English Language Testing System (IELTS): band score of at least 7.0

	<ul style="list-style-type: none"> • Duolingo English Test (DET): minimum score of 115 • Pearson's Test of English (PTE): PTE score of at least 59
Financial Requirements for Visa	Students must demonstrate a minimum of US\$8,600 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. or 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, including proof of immunizations.</p> <p>Exchange students will be required to enroll in the Rensselaer Student Health Plan. Travel plans will not be accepted. Exceptions will be considered only for students who have comparable health insurance from a U.S. - based insurance company.</p> <p>Student Health and Wellness: https://studenthealth.rpi.edu/</p>
Mandatory Fees	<p>Exchange students are responsible for the following mandatory semester fees which will be charged to their Rensselaer student account:</p> <ul style="list-style-type: none"> • Health Center Fee: US \$390 per semester • Rensselaer Health Insurance: US \$1,015 per semester • Student Activities Fee: US \$400 per semester <p>All fees are subject to change.</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	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 and Student Status	All exchange students have undergraduate status while at Rensselaer, regardless of their status at the home institution. Permission must be given to enroll in any graduate level class (6000 level and above).

	<p>Incoming exchange students who are only in their second year of their undergraduate degree are not eligible to register for graduate level courses.</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>The following classes are closed to exchange students: MTLE 6300, MGMT 2300, MGMT 1240, MGMT 1250, MGMT 1260 or MGMT 2510.</p> <p>The following classes are by permission only: ECSE 4900, MTLE 4920, MANE 4260 or ISYE 4270.</p> <p>Other restrictions may apply at the discretion of the department.</p>
Academic Transcripts	<p>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.</p>