

2022-2023 FACTSHEET

INCOMING EXCHANGE PROGRAM

International Programs Office (IPO)

Nomination

Students from partner schools must apply for the Fuqua exchange program with the coordinator at their home school and are exclusively nominated by their home institutions. Nominations must be sent directly by the primary exchange contact to annie.floyd@duke.edu.

The nomination deadlines are the same for students attending for one semester (12 weeks) or one session (6 weeks). The timing of nominations directly impacts the visa application process for each student.

Nomination deadlines are as follows:

- Fall exchange - deadline is the 30th of April each year
- Spring exchange - deadline is the 31st of August each year

Admission

Once the IPO has received the official nomination, Annie Floyd will contact the students to initiate their admission into the program. Students will be asked to submit an online form with information required for their matriculation at Duke. It is imperative that students comply with the deadline for submitting this information as all subsequent steps rely on the matriculation process, including the visa application. Failure to do so will jeopardize the student's opportunity to study at Fuqua.

The matriculation process can take up to five weeks before visa applications can even begin. Please coordinate with the IPO if there is to be a delay in submitting the information. Failure to submit the matriculation information by the deadline may result in termination of the exchange.

Once the student has been matriculated, he or she will receive an email with information on how to log into their Duke account. This will give them access to email, registration, and student health, as well as other services.

The Duke University Visa Services Office does require proof of English proficiency for the exchange program. Students may provide scores from a recognized English test or a letter from their current school confirming both English proficiency for the Fuqua MBA program and functioning on a day-to-day basis.



Primary Contact:

Mrs. Annie Floyd
Assistant Director, International
Programs Office
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Fax: +1-919-660-7982
Email: annie.floyd@duke.edu

Additional Contacts:

Mrs. Samira Wellemeyer
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Fuqua Website: www.fuqua.duke.edu

IPO Website:

[www.fuqua.duke.edu/
student-resources/
international-programs-office/
incoming-exchange-program](http://www.fuqua.duke.edu/student-resources/international-programs-office/incoming-exchange-program)

Term Dates for 2022-2023

All dates updated Nov 2021, subject to change

Immunizations

US immunization requirements are regulate for all individuals attending the school; these requirements are decided by individual states. Duke University's immunization requirements are set by the State of North Carolina. These requirements may be different from your school or country of origin.

In order to attend Duke University, you must comply with North Carolina immunization requirements. Failure to complete this requirement may result in sanctions on student accounts, including but not limited to withholding transcripts. More information will be provided by the IPO and [Student Health](#) prior to your arrival at Duke.

Arrival and Housing

Both Fall and Spring exchange students are expected to arrive in time to attend the **Mandatory Exchange Student Orientation** at the beginning of each term. Attendance is required to register your visa. It is strongly recommended that students arrive in time to get acclimated before their semester/term begins, therefore the orientation sessions are scheduled several days before the start of classes.

The J-1 visa status in which exchange students are permitted to enter the country will allow a 30-day grace period before the beginning of the exchange program (orientation date) and an additional 30-day grace period after the end of their exchange program (last day of exams).

Should there be delays or difficulties with the visa application, the IPO advises students to NOT purchase airline tickets until the visa application process is completed.

Fuqua does not provide housing for students; however the IPO will provide exchange students with housing information. Additionally, the [Duke International House](#) can provide a wealth of information on [local housing](#). Most exchange students prefer to share accommodations with other exchange students as a way to minimize costs. Students arrange housing on their own and can find wonderful resources online, such as:

- The Duke Chronicle's website, Near Duke: www.nearduke.com
- The DukeList (trading post for Duke only): <https://dukelist.duke.edu>

About the Area

The Fuqua School of Business offers one of the finest settings for management education in the United States. The Fuqua building is located on Duke University's beautifully wooded west campus in the city of Durham, North Carolina and close to the capital city of Raleigh and the town of Chapel Hill. Currently, international students make up 40% of Fuqua's degree-seeking student body. For more information on North Carolina, please visit www.visitnc.com.

Fall Semester 2022	
June 24	Visa Applications Due for Fall 2022
Sept 5 – 7	Mandatory Orientation for students starting in September
Sept 8 – Oct 22	Fall 1 Includes exams
Oct 23 – 30	Fall Break
Oct 27	Mandatory Orientation for students starting in October
Oct 31 – Dec 17	Fall 2 Includes Exams
Nov 23 – 25	Thanksgiving Break
Spring Semester 2023	
November 4	Visa Applications Due for Spring 2023
Jan 16 – 18	Mandatory Orientation for students starting in January
Jan 19 – Mar 4	Spring 1 Includes exams
Mar 5 – 19	Spring Break
March 16	Mandatory Orientation for students starting in March
Mar 20 – May 3	Spring 2 Includes exams

Student Services

Orientation: There is a specific, mandatory exchange student orientation in each term of each semester for exchange students.

International House: Duke's International House offers a wide variety of programming and resources for all international students and their spouses.

Mentor System: Exchange students will be connected with second year students who will introduce them to classmates and Team Fuqua.

Advising: The Program Manager of the International Programs Office will act as the exchange students' advisor. The main point of contact for incoming exchange students is the Program Manager, Annie Floyd.

Computer Services: Exchange students have full access to the state-of-the-art Fuqua Computer Mediated Learning Environment, which includes email, full internet access, on-line multi-level bulletin boards, and file transfer protocols.

Library: The Ford Library at Fuqua has excellent library facilities with many on-line databases for extensive academic and career research. Exchange students are also free to use Duke University's extensive library system.

Social Activities: Exchange students are invited to participate in a wide range of student and school social activities, including clubs, "Fuqua Friday," social events, intramural sports, community lunches, outings, etc.

Dining: Food service is available at the Fox Student Center.

Transportation & Parking: If you are planning on purchasing a car, exchange students may purchase a parking permit for their car from the Duke Parking Office. Alternative transportation, campus & city bus passes will also be available to students.

DukeCard: Each exchange student will have access to a mobile ID card from the DukeCard Office. The DukeCard is used to open building doors, access parking lots, and buy goods and services at Duke using a Flexible Spending Account (FLEX).

Visa Information

ALL Exchange students come to Duke University on a J-1 non-degree student visa. The J-1 visa is considered to be the most appropriate visa status for exchange students as it is specifically designed for educational exchange.

Instructions will be emailed to all students to begin their J-1 visa application. After the online webform is completed by the student, and supporting documentation is received by the IPO, the [Duke Visa Services Office](#) will process the visa application and send the DS-2019 directly to each student. This process takes approximately 2 weeks from the time the IPO receives the student's completed application. Students must take the DS-2019 to the nearest US Embassy or Consulate to apply for the visa.

All visa deadlines that are communicated to the students regarding the visa application are strictly enforced. Failure to submit the online webform AND supporting documents by the requested deadline WILL result in cancellation of the exchange. This deadline is generally six weeks prior to orientation.

It is extremely important that students follow ALL instructions on the online visa application forms and send all the necessary documents to the IPO staff in a timely manner to prevent delay. Immigration regulations and possible background checks can delay the process, so please take the necessary steps as soon as possible. Please keep in mind that there may be considerable delays at US Embassies and Consulates abroad.

Learning Environment and Courses

The Fuqua School of Business maintains excellent facilities for graduate business education. The academic year at Fuqua is divided into two 12-week semesters that each made up of two 6-week terms. The Fall semester is comprised of Fall 1 & Fall 2 and the Spring semester of Spring 1 & Spring 2. Exchange students participate in the regular second-year MBA curriculum and are only allowed to enroll in elective courses.

Courses meet twice a week for 2 hours, 15 minutes each (Monday/Thursday or Tuesday/Friday). There are no classes on Wednesdays. A broad range of elective courses may be taken, such as: Accounting, Decision Sciences, Economics, Finance, Health Sector Management, Management, Marketing, Operations Management, Strategy and Sustainability. Class size is approximately 35-70 students per class. All courses are taught in English. Due to the high level of classroom participation, group work, and interaction among students and faculty, exchange students must be proficient in written and spoken English.

Classroom attendance and participation are mandatory. According to Fuqua policy, students are not allowed to arrive after the start of classes. The final course grade may be based on case analyses, class participation, team projects, oral and written presentations, midterms and final papers or examinations. The format varies from course to course, but class participation is often a significant portion of the final grade. The exam period is during the last three days of each term. Information on grading at Fuqua can be found [here](#).

Registration and Course Requirements

Fuqua's semester is broken down into two, six week sessions. Each semester is comprised of Fall 1 and Fall 2 or Spring 1 and Spring 2. There is a short break from classes between sessions.

Exchange students studying at Fuqua for an entire semester (two, six week sessions) must enroll in a minimum of 4 courses. If an exchange student wishes to enroll in more than 4 courses, this is allowed with special permission from the Registrar.

For students studying at Fuqua for one session (6 weeks) they are expected to enroll in a minimum of 2 courses and a maximum of 3 courses without Registrar's permission. Students that wish to enroll in more than 3 courses may do so with Registrar's permission.

Most Fuqua courses are 3 credits, but some courses are 2 credits.

A 3 credit Fuqua class accrues 27 contact hours, or in-class time.

Course information and course registration instructions is released by the Fuqua Registrar's office prior to the start of each semester. Course listings and descriptions are available on the Fuqua [website](#). Fall course schedules will be available by the beginning of July. Spring course schedules will be available by the beginning of November. Exchange students will register for classes via their DukeHub account.

Career Management Center

While the primary objectives of the Exchange Program is academic and cultural and not professional, Fuqua and the Career Management Center (CMC) also provide a number of career resources for our visiting exchange students. These services include:

- GTS Document Library - CMC's career resource website which contains a variety of documents, online tools, and workshop recordings.
- Access to Fuqua and Duke LinkedIn Groups and the Fuqua Alumni Directory
- Ford Library Career Resources
- Career coaching via CMC walk-up hours

A complete description of these resources will be provided upon arrival. Internships, following the exchange, on a J-1 visa may be possible through Academic Training. Historically, students have only been successful with this option in rare instances.

Important Notes on the Exchange

- The maximum duration of exchange per student is two terms. No exceptions will be made to this rule.
- US citizens and dual citizens who hold a US passport may only be nominated for exchange at Fuqua if they have a significant amount of educational and work experience outside of the US. Prior to nominating a student, the primary exchange contact at the home school should email the student's resume or CV to Annie Floyd for consideration.

North Carolina

From the misty mountains to the sunny coast, North Carolina is the nation's variety vacationland, featuring natural beauty, history, arts, culture and adventure - something for everyone.

In the mountains, surround yourself with scenic beauty while picnicking, hiking, golfing or even whitewater rafting and rock climbing. In the winter, ride the slopes on skis, tubes or snowboards. Find serenity on snowshoes.

In central North Carolina, find one-of-a-kind shopping, tee off on one of the state's more than 400 golf courses and experience the "home" of NASCAR. Sample wine at one of North Carolina's wineries or step back in time at a Civil War battlefield.

Along the coast, dive into water sports like boating, swimming and saltwater fishing; climb historic lighthouses and bask in the warm sun on the Atlantic coastline. Savor Eastern Carolina BBQ and Calabash seafood.

A Few North Carolina Firsts

- First English child born in America - Virginia Dare was born on Roanoke Island on August 18, 1587
- First state university in the United States - University of North Carolina opened in 1795 in Chapel Hill
- First gold nugget found in the United States - Reed Gold Mine in Cabarrus County in 1799
- First interstate railroad - opened in 1833 between Blakely (Northampton County) and Petersburg, Virginia
- First operating silver mine in the United States - opened in 1838 near Lexington
- First mint in the United States to coin a gold dollar - Bechtler Mint in Rutherford County
- First forestry school in the United States - opened in 1898 near Mount Pisgah
- First structure for which United States Congress appropriated money - Old Cape Hatteras Lighthouse
- First successful powered airplane flight - 1903 by the Wright Brothers, Kill Devil Hills, Kitty Hawk
- First state to establish a soil and water conservation district - 1937

Estimated Exchange Expenses for Fall 2022

Please note that these amount listed below reflect last year's (2021-22) figures. We expect the amounts for 2022-23 to be finalized in February 2022 and will provide an updated factsheet at that time.

As an Exchange student, you are exempt from paying Fuqua tuition since you pay tuition at your home institution. The following fees and expenses are *estimated* for a single student and are subject to change without notice. Expenses will vary depending on your own personal spending habits and current exchange rates. The amounts below are for a single student with no dependents and are likely to vary. Required fees will be added to the student's Bursar bill, which is payable upon arrival.

REQUIRED FEES	Semester	Term
Duke Student Health Insurance (Mandatory)	\$1,516	\$920
Student Health Fee	\$430	\$430
Grad & Professional Student Services	\$10	\$10
Business Government Admin Dues (MBAA)	\$250	\$250
Graduate Student Government Activity Fee	\$20	\$20
Graduate Recreation Facility Fee	\$165	\$165
Transcript Fee	\$120	\$120
Books, Supplies, Course Packs (will vary)	\$700	\$350
SUB-TOTAL OF DUKE & FUQUA FEES	\$3,211	\$2,265
LIVING EXPENSES		
Food	\$2,500	\$1,500
Rent/Housing (including utilities)	\$6,250	\$3,750
Miscellaneous Expenses	\$2,500	\$1,500
Transportation (local)	\$1,250	\$1,000
SUB-TOTAL OF LIVING EXPENSES	\$12,500	\$7,750
TOTAL EXPENSES	\$15,711	\$10,015

*Please be aware that all information is subject to change.

Mandatory Student Health Insurance

All Exchange students on a J-1 Visa enrolling in courses at Fuqua are **required** to purchase the Duke Student Health Insurance. The Student Health Insurance is necessary for visits to a specialist not covered by the Health Fee and for catastrophic illness or injury if they should occur. For more information, please visit: <https://studentaffairs.duke.edu/studenthealth/health-insurance>.

Physical Address:

Duke University, The Fuqua School of Business
100 Fuqua Drive, Box 90120, Durham, NC 27708-0120 USA

Estimated Exchange Expenses for Spring 2023

Please note that these amount listed below reflect last year's (2021-22) figures. We expect the amounts for 2022-23 to be finalized in February 2022 and will provide an updated factsheet at that time.

As an Exchange student, you are exempt from paying Fuqua tuition since you pay tuition at your home institution. The following fees and expenses are *estimated* for a single student and are subject to change without notice. Expenses will vary depending on your own personal spending habits and current exchange rates. The amounts below are for a single student with no dependents and are likely to vary. Required fees will be added to the student's Bursar bill, which is payable upon arrival.

REQUIRED FEES	Semester	Term
Duke Student Health Insurance (Mandatory)	\$1,218	\$622
Student Health Fee	\$430	\$430
Grad & Professional Student Services	\$10	\$10
Business Government Admin Dues (MBAA)	\$250	\$250
Graduate Student Government Activity Fee	\$20	\$20
Graduate Recreation Facility Fee	\$165	\$165
Transcript Fee	\$120	\$120
Books, Supplies, Course Packs (will vary)	\$700	\$350
SUB-TOTAL OF DUKE & FUQUA FEES	\$2,913	\$1,967
LIVING EXPENSES		
Food	\$1,900	\$950
Rent/Housing (including utilities)	\$5,000	\$2,500
Miscellaneous Expenses	\$2,000	\$1,000
Transportation (local)	\$1,000	\$500
SUB-TOTAL OF LIVING EXPENSES	\$9,900	\$4,950
TOTAL EXPENSES	\$12,813	\$6,917

*Please be aware that all information is subject to change.

Mandatory Student Health Insurance

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