



2015-2016 Academic year
National Research University Higher School of Economics
Exchange Programmes
Partner University Info Form

(Please refer also to the student exchange agreement signed by your institution and
National Research University Higher School of Economics Russia)

Section 1. Basic Information

Name of your institution	George Mason University		
Campuses	Country	City	Key academic fields
	USA	Fairfax	Business, Engineering, Social Sciences, Humanities, Sciences (except Computer Science), Government and International Relations
Key figures	Foundation date	Student population	International students population
	1957	33,791	2,137
Brief overview (500 words max)	<p>George Mason University is setting the gold standard for the modern, public university. Its dynamic culture and innovative academic programs prepare Mason's hard-working students for 21st century careers. Its commitment to teaching excellence combines with cutting-edge research that enriches the academic experience and is literally changing the world.</p> <p>Ideally located in the suburbs of the Washington, D.C., metro region, the city of Fairfax, Virginia takes pride in its impeccably landscaped streets, historical buildings and neighborhoods, outstanding cultural amenities and nationally recognized livability.</p> <p>Free shuttle buses for George Mason University students can help you get to the Vienna Metro station, the nearest Metro stop to the Fairfax Campus, which connects you to Washington, D.C., in less than one hour.</p> <p>With an active and engaged campus, dedicated professors, and one of the most diverse student bodies in the country, George Mason University offers dynamic campus energy and a small-school feel.</p>		

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Section 2. Contact Information

Name of International Exchange Coordinator	Daria Stepanova
Position	Program Officer
Postal Address	Center for Global Education George Mason University Johnson Center Room 235 4400 University Drive MS 2B8 Fairfax, VA 22030 United States of America
E-mail	dstepan1@gmu.edu
Telephone	+1 (703) 993-2161
International Office Website	http://globaled.gmu.edu/incoming/

Section 3. Academic Information

	Fall Semester 2015		Spring Semester 2016	
Schedule	Recommended arrival date	August 24	Recommended arrival date	January 14, 2016 (tentative)
	Orientation dates	August 25	Orientation dates	January 15, 2016 (tentative)
	First day	August 31	First day	January 19
	Final examinations	December 22	Final examinations	May 11
	Last day	December 22	Last day	May 11

Courses Catalogue for Exchange Students (website)		http://globaled.gmu.edu/incoming/incoming-academics.html#courses
Course load	Max amount of credits	16 (12 minimum)
	Amount of hours per credit	45 contact hours per semester; http://globaled.gmu.edu/incoming/incoming-academics.html#courses

Language courses	Are local language courses provided?	No
	If yes, what are the conditions (fee, credits, language levels)?	
Course Registration	When	http://globaled.gmu.edu/incoming/incoming-academics.html#scheduling
	How	http://globaled.gmu.edu/incoming/incoming-academics.html#registration
	Can exchange students pick courses from different faculties?	Yes

Section 4. Administration of Exchange for Academic Year 2015-2016

<p>Required Documents</p>	<p>Part I: Online</p> <p>Submit the Center for Global Education Online Application for Exchange Students. You will need to upload a copy of valid passport(s) and a passport-size photo.</p> <p>Part II: In Hard Copy</p> <p>The following documents must be submitted in hard copy. Original hard copy documentation is required.</p> <ul style="list-style-type: none"> • Official academic transcripts in English from all higher education institutions you have attended • Official TOEFL IBT or IELTS score report (<i>may be sent to George Mason University Undergraduate Admissions Office or the Center for Global Education</i>) • Certificate of Financial Responsibility (click on the green link in the middle of the page to access the form). Please note: exchange students come on a J-1 visa and will request form DS2019 • Proof of funding in the amount of at least \$10,000 per semester. <p>Proof of funding must be provided in English.</p> <p>Proof of funding options:</p> <ul style="list-style-type: none"> • Your own bank statement(s) showing sufficient resources for the time to be spent as a student in the U.S. Originals are preferred. The account holders name and total funds must be shown. • A sponsor’s original bank statement, such as your parent’s bank statement if they agree to sponsor you, with an original letter from your sponsor stating that they are willing to support you on
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		<p>exchange and the funds in the statement are to be made available for that use.</p> <ul style="list-style-type: none"> • A letter from your bank / your sponsor’s bank with an original signature demonstrating you have sufficient funds for exchange. This may be of use if you do not wish to disclose your account details or the balance of your / your sponsor’s account. • An Internet print generally can be used only if your bank does not have retail branches. This should provide the account holders name and account balance. <p>Letters from sponsors alone CANNOT be accepted.</p> <p>Scholarship letters from previous terms CANNOT be accepted.</p> <p>Once these documents have been received and reviewed by the Center for Global Education, instructions will be sent to you regarding your next step.</p>
<p>Nomination</p> <p>Submission</p> <p>Deadline</p>		<p>March 1 for Fall; October 1 for Spring</p> <p>Nominations need to be submitted by the partner by completing the Exchange Partner Nomination Form:</p> <p>https://fs22.formsite.com/GMUCenterforGlobalEducation/form34/index.html</p>
<p>Acceptable Number of Exchange Students</p>		<p>2 semesters</p>
<p>Language Requirements</p>	<p>Language proficiency level?</p>	<p>English Proficiency Requirements</p> <p>Non-Native English speakers must provide an official score report for TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Test results MUST not be older than two years.</p>

		<table border="0"> <tr> <td data-bbox="359 235 486 291">TOEFL</td> <td data-bbox="510 224 670 313">Internet-based</td> <td data-bbox="742 134 997 179">Undergraduate</td> <td data-bbox="1021 78 1173 235">80 points</td> <td data-bbox="1212 67 1532 246"><i>Required minimum in each section is 18 points.</i></td> </tr> <tr> <td></td> <td></td> <td data-bbox="742 358 901 403">Graduate</td> <td data-bbox="1021 302 1173 459">88 points</td> <td data-bbox="1212 291 1532 470"><i>Required minimum in each section is 20 points.</i></td> </tr> <tr> <td data-bbox="359 526 470 582">IELTS</td> <td data-bbox="510 526 694 571">Academic</td> <td data-bbox="742 504 997 548">Undergraduate</td> <td data-bbox="1021 526 1236 582">6.5 score</td> <td></td> </tr> </table> <hr/> <p data-bbox="343 728 1540 817">Unfortunately, we cannot accept the Institutional Testing Program (ITP) exam.</p> <p data-bbox="343 851 1540 940">View full list of English Proficiency requirements set by the Office of Admissions.</p> <p data-bbox="566 996 1316 1030" style="text-align: center;">http://globaled.gmu.edu/incoming/incoming-apply.html#eligibility</p>	TOEFL	Internet-based	Undergraduate	80 points	<i>Required minimum in each section is 18 points.</i>			Graduate	88 points	<i>Required minimum in each section is 20 points.</i>	IELTS	Academic	Undergraduate	6.5 score	
TOEFL	Internet-based	Undergraduate	80 points	<i>Required minimum in each section is 18 points.</i>													
		Graduate	88 points	<i>Required minimum in each section is 20 points.</i>													
IELTS	Academic	Undergraduate	6.5 score														
	<p data-bbox="167 1075 319 1232">Is an international language certificate obligatory?</p>	<p data-bbox="742 1131 1141 1176" style="text-align: center;">Yes; OFFICIAL score reports ONLY</p>															
<p data-bbox="135 1635 271 1736">Application procedure</p>		<p data-bbox="343 1265 1484 1444">I am pleased to inform you that we have simplified the nomination and application process for incoming exchange students. There are still 4 items that need to be submitted in hard copy, but the rest may be submitted electronically.</p> <p data-bbox="343 1500 766 1545">Step 1: Partner Nomination</p> <p data-bbox="343 1601 1532 1736">Please fill out the Exchange Partner Nomination Form electronically. The form needs to be filled out and submitted by the university official in charge of nominating exchange students (not the student).</p> <p data-bbox="343 1792 1356 1836">This removes the necessity for you to send us a nomination letter.</p> <p data-bbox="343 1892 766 1937">Step 2: Student Application</p> <p data-bbox="343 1993 1532 2116">The student application is two-fold – they submit the online application following the link below and then submit the official hard copies of all of their transcripts (if the student is a graduate student, a bachelor's transcript in</p>															

English is required), their TOEFL/IELTS score, as well as their Financial Responsibility form and their bank statement(s).

Note that the online application asks the student to upload a copy of their passport(s) and a passport-size photo.

Please find the instructions for your students below and on our web site: <http://globaled.gmu.edu/programs/directexchanges/incoming/incoming-howto.html>

Part I: Online

Submit the **Center for Global Education online application for exchange students**.

Note

you will need to upload a copy of valid passport(s) and a passport-size photo.

Part II: In Hard Copy

The following documents must be submitted in hard copy. Original hard copy documentation is required.

1. Official academic transcripts in English from all higher education institutions you have attended
2. Official TOEFL IBT or IELTS score report (*may be sent to George Mason University Undergraduate Admissions Office or the Center for Global Education*)
3. **Certificate of Financial Responsibility** (click on the green link in the middle of the page to access form). Please note: exchange students come on J-1 visa and will request form DS2019
4. Official bank statements showing proof of funding in the amount of at least \$10,000 per semester

Bank statement requirements:

- On official bank letterhead
- Signed by the bank official
- Stamped by the bank

	<ul style="list-style-type: none"> • In English <p>Letters from parents will NOT be accepted.</p> <p>Scholarship letters from previous terms will NOT be accepted.</p> <p>Once these documents have been received and reviewed by the Center for Global Education, instructions will be sent to you regarding your next step.</p> <p>Please make sure that the Partner Nomination form by the partner, as well as the exchange application and all the hard copies for all the requested documents are submitted to GMU by October 1, 2016 for Spring 2016.</p>
Any short-term programs offered by your university?	No
Any grant opportunities offered by your university?	No

Section 5. Potential Expenses

Health Insurance	Requirements?	\$10,000 per semester proof of funding to secure a visa
	Any special recommendations/requirements on health issues?	<p>Mandatory health insurance plan:</p> <p>http://globaled.gmu.edu/incoming/incoming-services.html#insurance</p> <hr/> <p>\$1,045 fall semester (coverage period 8/16/15 through 1/4/16)</p> <p>\$1,635 spring semester (coverage period 1/5/16 through 8/15/16)</p>
Meal	Is meal plan provided?	Meal plan is required if student is housed in a residence hall without a kitchen (suites); meal plan is optional if student is housed in a residence hall with a kitchen (apartments)
	Fee	<p>\$400-\$700 per month</p> <hr/> <p>\$2,135- required meal plan - for</p>

		<p>\$2,535 students living in residences without a kitchen (see Dining)</p> <p>\$250~\$1100** optional meal plan** - for students living in residences with a kitchen (see Dining)</p>
Accommodation	Is accommodation provided?	Guaranteed
	Application procedure	Upon acceptance, students review housing options and email housing preferences to Daria Stepanova. Exchange students will not be placed in Traditional Halls (Presidents Park and The Commons) as those are reserved for first-year students. Although the Center for Global Education will reserve housing for the students and facilitate this process, please keep in mind that housing on campus is very limited and that we cannot guarantee the students' first choice.
	Fee	<p>\$3,715- per semester (double occupancy) \$4,370 \$4,095- per semester (single occupancy) \$4,880</p>
	Useful links in finding accommodation	http://globaled.gmu.edu/incoming/incoming-life.html#housing
Other mandatory fees, please specify.	<p>Mandatory insurance fee (see above); Center for Global Education</p> <p>Administrative fee \$500</p> <p>Cost overview: http://globaled.gmu.edu/incoming/incoming-practical.html#cost</p>	

Thank you very much!