



EMORY

GOIZUETA
BUSINESS
SCHOOL

BBA Exchange Application & Pre-Arrival Guide

Table of Contents

1	APPLICATION	3
1.1	ONLINE APPLICATION	4
1.2	REQUIRED DOCUMENTS	4
1.3	EMORYCARD PHOTO UPLOAD	5
1.4	COURSE REQUEST FORM	5
1.5	SPECIAL NOTES FOR US CITIZENS OR PERMANENT RESIDENTS	6
2	VISA	7
3	HEALTH INSURANCE & VACCINATIONS	8
4	ACCOMMODATION	9
5	STUDYING AT EMORY UNIVERSITY	12
5.1	COURSE OFFER	12
5.2	OPUS: EMORY'S STUDENT RECORDS AND REGISTRATION SYSTEM	12
5.3	CHANGING AND ELIMINATING CLASSES	13
5.4	ACADEMIC CALENDAR AND TIMETABLES	13
5.5	CLASSROOM CULTURE AND PROCEDURES	13
5.5.1	ATTENDANCE	14
5.5.2	FINAL EXAMINATIONS	14
5.5.3	WORK LOAD AND TEACHING STYLE	14
5.6	GRADING AND SYLLABUS MATERIALS	15
5.7	TEXTBOOKS	15
5.8	CHEATING, PLAGIARISM, AND ACADEMIC INTEGRITY	16
6	CAMPUS LIFE	18
6.1	MAP & DIRECTORY	18
6.2	CLUBS & ACTIVITIES	18
6.3	CONVERSATION PARTNERS PROGRAM	18
6.4	FOOD & DINING	18
6.4.1	ON-CAMPUS DINING	18
6.4.2	GROCERY STORES CLOSE TO EMORY	19
6.5	MEDICAL EMERGENCIES	19

6.6	CATASTROPHES (NATURAL DISASTER, TERRORISM, ETC)	20
6.6.1	TERRORISM	20
6.6.2	CRIME	20
6.6.3	CIVIL UNREST	21
6.6.4	LAWS	22
6.7	HEALTH INSURANCE	23
6.8	MENTAL HEALTH	24
7	ARRIVAL & ORIENTATION	25
8	LIFE IN ATLANTA	26
8.1	UTILITY SERVICES	26
8.2	COMMUNICATION	26
8.2.1	MOBILE PHONES	26
8.2.2	WIRELESS INTERNET/WIFI/WLAN	26
8.3	BANKING	27
8.4	TRANSPORTATION	27
8.4.1	WALKING & BIKING	27
8.4.2	PERSONAL CAR	27
8.4.3	DRIVER'S LICENSES (AND SOCIAL SECURITY NUMBERS)	27
8.4.4	EMORY SHUTTLE SYSTEM	28
8.4.5	MARTA: ATLANTA'S PUBLIC TRANSPORTATION SYSTEM	28
8.4.6	RIDESHARE SERVICES	28
8.4.7	TAXIS/CABS	29
8.4.8	RENTING/HIRING A CAR	29
8.5	CLIMATE & GEOGRAPHY	29

1 APPLICATION

The following items are required for the BBA exchange student application process. Students may begin preparing the application materials as soon as the home university exchange selection process has concluded.

	Fall Semester (Aug – Dec)	Spring Semester (Jan – May)
Coordinator Nomination	1 April	15 September
Required Documents	15 April	1 October
EmoryCard Photo Upload	1 May	15 October
Course Request Form	15 May	1 November
On-campus Accommodation	30 May	15 November
Mail Visa Documents	30 June	15 November
Enroll in Classes	30 June	30 November
Health Insurance Waiver	15 August	1 January
Vaccination Records	15 August	1 January
Earliest Day to Arrive in US	30 days before J-1 visa begins	
Latest Day to Arrive	Thursday before classes begin	
BBA Exchange Orientation	Friday before classes begin	
End of Add/Drop/Swap	One week after classes begin	
Holidays	Check Emory's academic calendar	
Latest Day of Accommodation	Saturday after exams conclude	
Latest to Leave the US	30 days after J-1 visa ends	

1.1 ONLINE APPLICATION

[Complete the online application survey.](#)

- » Your home university exchange coordinator can provide the password.

Not sure in what order to list your names? Check below your passport picture. See the letter P followed by 3-4 nationality letters? Next, you will see your Last name>>

First name. Example: PASGPONG>>JUN>QI OR P>AUT>STRAUSS>>FLORIAN

Correct document names:

Ong_JunQi_Passort OR Strauss_Florian_Passport

- » If you are in the process of applying for a new passport, please enter your current passport information. Then, send your new passport information later.

1.2 REQUIRED DOCUMENTS

These documents are used to prepare your DS-2019 document, required for your J-1 visa. If you are a US citizen or permanent resident, we only need your transcript and passport.

Because the entire application is submitted electronically, neither you nor your coordinator should send any paper documents by post. If you have a learning agreement from your university that you want signed, please email it to BBInternationalPrograms@emory.edu so it can be returned via scan.

Once we have processed the online application and supporting documents, we will inform you via email if anything is missing. We will not begin processing the documents after the application deadline. Please note that it can take up to six weeks to process all of the documents, including preparation of your visa materials. Please do not worry if you do not hear from us immediately.

We process by hand more than 500 incoming exchange student documents each year. Therefore, we kindly ask you to follow these guidelines:

1. Email your documents to BBInternationalPrograms@emory.edu by the deadlines noted above.
2. We only accept documents in PDF form.
3. We only accept one PDF per required document. If the document consists of more than one page, scan those pages together and save them as a single PDF.
4. We only accept documents that are named correctly. The correct names are as follows:

Lastname_Firstname_Financial_Certificate*

Lastname_Firstname_Bank_Statement*

Lastname_Firstname_Financial_Affidavit*

Lastname_Firstname_Transcript

Lastname_Firstname_Passport

* Not required for exchange students who are US citizens or permanent residents.

Not sure in what order to list your names? Check below your passport picture. See the letter P followed by 3-4 nationality letters? Next, you will see your Last name>> First name. Example: PASGPONG>>JUN>QI OR P>AUT>STRAUSS>>FLORIAN Correct document names: Ong_JunQi_Passort OR Strauss_Florian_Passport

1. **Financial certification**

As a regular part of the visa application process, international students must demonstrate proof of ability to support themselves financially while on exchange/studying abroad. Each host school or consulate designates the minimum amount a student should show. In the case of Emory University, a university financial certificate is updated each year to reflect current costs. Incoming exchange students must be able to show evidence of possession of this amount of money. The money may be in the form of cash in a personal or family bank account, loans, or scholarships.

If your bank officer is unwilling to sign the university financial certification form, you must **still** fill in all details on the form.

2. **Bank Statement**

You must submit (1) a letter signed by the bank official on bank stationery, or (2) an official copy of your bank statement.

3. **Financial affidavit**

If the funds for your exchange semester will be provided by a family member, scholarship, or loan, that individual or organization must write a letter indicating that he or she will use the funds in his or her account to pay for your expenses. The letter we provide is a sample. Please change it to include your personal information.

4. **Current transcript from your home university, translated into English**

To confirm your eligibility for suitable classes, we need a recent copy of your transcript, showing all classes taken and grades earned.

5. **Copy of your passport**

Make a copy of your current passport displaying the following information: name, nationality, issue date, expiration date, birth date, birth place, and passport number. Your passport should be valid for at least six months after the end of your exchange.

1.3 EMORYCARD PHOTO UPLOAD

[Upload a photo for use in creation of the EmoryCard](#), your student ID. Submit your photo online no later than May 1st for Fall Semester exchanges or November 1st for Spring Semester exchanges.

Students with difficulties uploading photos or questions may contact the EmoryCard Services office at 404-727-6095 or [via their website](#).

1.4 COURSE REQUEST FORM

After completing the online application and submitting required documents, [read about course request procedures](#). You can also read more about [Goizueta's academic system and our course offer](#) on our

website. Please note that the minimum workload for exchange students is 12 credits; the typical workload is 15 credits. Please make sure that your home university will accept/transfer/validate the courses you choose to enroll in at Goizueta.

Once you have read about the system, [submit the online course request form](#) by May 15 for Fall Semester exchanges or by November 1 for Spring semester exchanges. You will be notified when it is ready for your semester, so please wait until this time to submit

Courses are NOT allocated on a first come, first served basis. When you record your preferences does not matter, so long as you record them by the deadline.

With the course request form, you request places in classes. The course request process is NOT registration. While you will be able to search for classes on OPUS, actual registration (the conversion of requests to confirmed places) occurs in cooperation between BBA International Programs and the Goizueta registrar's office. Select places in classes may be reserved for exchange students, so some students may be placed in classes that appear full on OPUS. BBA International Programs will announce when actual registration has been completed.

After BBA International Programs notifies you that you have been enrollment, if you are not registered in the classes you want and/or minimum amount of classes required by your home school, this is because the classes you requested are full OR there was a time conflict with another class you requested. Additionally if it appears you have already taken the class at your home university, or do not have pre-requisite courses we may not enroll you. We do have an Add/Drop/Swap for students to make class changes. Many students change classes during this period, and new spaces will become available in many classes.

1.5 SPECIAL NOTES FOR US CITIZENS OR PERMANENT RESIDENTS

- » If you are a US citizen or permanent resident, we do not need all of the required documents. We only need your transcript and passport.
- » You will not need a visa to study as a BBA exchange student, so you can disregard section 2 below.
- » You will not receive the same health insurance waiver emails as the other exchange students, but are still required to have health insurance as per the requirements explained in section 3 below.
- » You may receive repeated and urgent emails about financial aid. These are automatically generated for all US citizens enrolled at Emory. Please ignore these emails. Emory will not grant you financial aid because we are not your home university.

2 VISA

BBA exchange students will receive J-1 visas. [Read about the Emory J-1 exchange program.](#)

To obtain your visa, you will need to complete online forms managed by Emory International Student & Scholar Services, our office for all international student and scholar immigration and visa matters. A link will be sent to the email address provided by your home university exchange coordinator. You will also need to upload evidence of English language proficiency. Goizueta Business School does not require the TOEFL or other test for incoming exchange students; a letter is sufficient. The US government requires this evidence from all international students, even those from home countries that have English as an official language.

Download the [English language proficiency template](#), ask an official at your university or English language study institute to add the relevant logo, have it signed, and scan it.

Emory University is the official sponsor of BBA exchange students. These visas entitle exchange students to a period of study, 4 months for one semester or 8 months for full-year exchanges. J-1 visa holders are also eligible for a [work benefit](#) of the same length of time as their study period, provided they can find a suitable employment offer related to their academic course of study.

Emory's International Student and Scholar Services office will email you directly about additional documents and information. When all documents have been uploaded, all information recorded, and all approvals granted, Emory University may issue a DS-2019 certificate of eligibility. You will use the DS-2019 to apply for your Exchange Visitor J-1 Visa, along with other items described [here](#). You can read more about [Exchange Visitor Visas on the US Department of State website](#).

Worried you will not have enough time? You can check appointment wait and processing times of Emory ISSS and individual US consulates here:

http://www.emory.edu/iss/about/processing_times.html

<https://travel.state.gov/content/visas/en/general/wait-times.html/>

3 HEALTH INSURANCE & VACCINATIONS

All international and exchange students at Emory are [required to have health insurance](#) coverage during their exchange semester(s). Students are automatically signed up and charged for the Emory student health insurance, unless they prove adequate coverage from home and complete the insurance waiver form.

If you wish to accept the Emory University insurance plan, simply pay for it along with the rest of your student fees.

If you do not want to accept the Emory insurance, you must waive the university plan with no charges or fees until the first week of classes. Please [read the health insurance requirements](#) so you know what standards an alternative plan must meet. Once you have selected an alternative, complete the waiver request online through OPUS. The insurance cost will be removed from your student account a few days later.

All Emory students, including those on exchange, are required to submit vaccination records. Read Emory University's [immunization requirements](#). Obtain certificates of immunizations and vaccinations, in the Latin/Western alphabet. (Translation is not strictly necessary as most names are recognizable globally, but the Student Health Service cannot process documents in Cyrillic, Arabic, Mandarin, Korean, or other, non-Latin alphabets.)

Scan your documents as PDF files and submit them to immunizations-shs@emory.edu. Include your student ID number in the subject line of the email. You can find this seven-digit number on your OPUS home page.

It is also a good idea to obtain copies of your important medical and dental records, x-rays, and prescriptions, and to bring electronic and paper copies of these documents with you during your exchange.

4 ACCOMMODATION

BBA International Programs helps international exchange students to find accommodation during their stay at Goizueta Business School of Emory University. To find a solution that will be optimal for you, please take some time to explore the options below.

ON-CAMPUS DORMITORIES	OFF-CAMPUS PRIVATE ACCOMMODATION
Few spaces available	Many spaces available
Only shared bedrooms (2 single beds in 1 room)	Options for shared or own bedrooms
Cost ~\$4500, paid in full at start of semester plus required meal plan \$500+	Cost range: \$4000-6000 per semester, paid monthly
Water, Wifi, electricity, cable included	Water often included; electric, Wifi, cable not included
Apartment style with kitchen; fully furnished	Rooms, apartments, houses; often unfurnished
Oversight of guests, parties, activities from university monitors	No monitors
15 minutes walking or shuttle distance to campus	Varies by location but usually at least 25 minutes
Roommate will be assigned if you express no preference	You choose your roommates/flatmates
Neighbors will be Emory students	Neighbors may be students or “regular” people
Recently renovated, painted, and well-maintained	Quality varies widely and dramatically
Check-in hours: 9 to 5 pm	Check-in hours: 9 to 5 pm

On-campus dormitories

Each semester, BBA International Programs has reserved spaces in the on-campus student dormitory [Clairmont Tower](#) however we do not have enough spaces to accommodate all students. All of these spaces feature shared bedrooms—two beds in one room, living room, kitchen, and bathroom. The cost for on-campus shared rooms is about \$4500. Additionally students living on campus must pay for a meal plan at the on campus dining facilities, the least expensive is \$500. The entire amount must be paid before the first day of classes; there are no exceptions to this requirement. This cost includes furniture, water, Wifi/WLAN, cable, and electricity. It does not include sheets/towels/pillows or kitchen utensils/pots/pans.

You can request one of these on the GBS BBA exchange student on-line application. Once an offer for on-campus offer is made and an on-campus housing agreement is electronically signed, the lease is binding for the entire duration of your exchange, and no refunds will be issues for early departure. It will not be possible to request a room or residence change until two weeks after the semester begins, as space permits.

Emory Residence Life & Housing Operations will contact you directly to guide you through their application procedure. To retain your space, you will need to meet their application & payment deadlines.

Off-campus private accommodation

Students who do not wish to live in on-campus dormitories or who do not receive an on-campus place will need to find private, off-campus accommodation. Short-term leases in housing close to Emory's campus are difficult to find and can be expensive. The student housing market is a fast-paced environment with students competing for the most affordable and modern properties. The cost, location and standard of student accommodation can vary considerably, so decide your priorities before you start to look. We have been working with one private complex to allow students coming in the Fall and Spring to split the lease so that the 12 month lease rate will apply. This location is Highland Lake Apartments and will be discussed in your communication from Goizueta.

1. Budget

Check if the monthly rent includes utilities and wifi. If not, how do you sign up and pay for those services? Will you need to buy or rent furniture? Is there a security deposit? What are the payment options? If you share a room with one other person in a newer apartment with pool and gym, expect to pay about \$750-1000 per month (inclusive of utilities and wifi). If you take your own room in a multi-room apartment, expect to pay about \$1000-1500 per month (inclusive of utilities and wifi).

2. Location

Considering the mismatch of MARTA, Atlanta's public transport system (low frequency and insufficient coverage) with the student lifestyles (traveling mid-day and late at night), living close to Emory is an absolute must for exchange students. Living close to Emory will cost more. Your commute, however, will be shorter and you will spend less money and time on transportation. You may also want to be near a supermarket and restaurants. Be sure to factor in evening group meetings—very common at Goizueta—and campus events—part of why you chose the US for your exchange!

3. Transportation

Is the area served by public transportation? The MARTA bus lines that serve Emory are 6 (Clifton Road), 19 (Clairmont Road), and 36 (North Decatur Road). There is no public transport rail service to Emory.

<http://www.itsmarta.com/>

The university also operates a shuttle service with multiple lines that you may use free of charge. NOTE: service is often limited or non-existent after 7 pm and on weekends.

<http://transportation.emory.edu/shuttles/index.html>

Is it close enough to walk? Atlanta is part of the US Piedmont, the remnant of several ancient mountain chains that have since been eroded away. Would you be comfortable walking up and down Atlanta's numerous hills? Atlanta is hot and humid from late March through early October, with sometimes heavy rains.

Is it close enough to bicycle? Atlanta has very few bike-only traffic lanes. Are you confident to ride your bike on the roadway alongside vehicles? Used bicycle sales are uncommon in the US. Would you be willing to spend \$150-\$400 for a new bike? Are you strong enough to pedal up Atlanta's numerous hills?

4. Safety and security

Would you feel safe walking to the property late at night? What is general condition of the property from the outside? Is there sufficient lighting outside the building? Are there any broken doors or windows? What do they have in the way of security at the building? How and where is trash and recycling collected? Do you notice any rodents or pests outside the building?

5. Lifestyle and features

Do you prefer to live alone or with friends? Are you willing to share a bedroom to save money? Where can you wash your clothes? Are cupboards and fixtures well-maintained? Is the property noisy? Is there a pool? Gym? Common room for parties? Is furniture included in the cost? What utilities are covered in the rental price?

Sources to find off-campus private accommodation

- ↑ Highland Lake, an apartment company within walking distance to Emory.
- ↑ Other apartment complexes near Emory at which you may be able to negotiate short-term leases: Clairmont Reserve, Emory Point, Gables Montclair, Presidents Park, Highland Square, and Post Briarcliff. All of these properties are also close to Emory shuttle lines and/or MARTA bus lines.
- ↑ A Facebook group for GBS BBA exchange students to seek roommates and share information: <https://www.facebook.com/groups/937832549603221/>
- ↑ Emory's official off-campus housing website: <https://offcampushousing.emory.edu/>
- ↑ You may also search on your own using sources such as Airbnb.com, ApartmentFinder.com, Zillow.com, ProMove.com, or Rent.com.

Before signing a lease agreement, be sure that you are clear about any additional fees such as the application fee, commission, security deposit, Wifi/WLAN, utilities, trash, maintenance, et cetera. You will need to provide a copy of your passport and student visa to the landlord.

The information provided serves only as a guide. GBS BBA International Programs does not endorse or recommend any of the accommodation options and any agreement made is between the tenant and proprietor. Please read carefully the terms and conditions of your agreement with the proprietor. If you have any issues with the facility, you will need to address this with the proprietor.

5 STUDYING AT EMORY UNIVERSITY

5.1 COURSE OFFER

A comprehensive list of all classes possibly offered is available in the program catalog or on the list of course descriptions. Please note the difference between this comprehensive list of all classes possibly available, as compared to the limited list of classes taught for a specific semester (called the course atlas or course schedule). Emory University does not teach every course in the catalog or on the list of Course Descriptions every semester; only select courses are offered in each semester.

Course schedules and atlases for each Fall semester are available by approximately March 15 each year; schedules and atlases for each Spring semester area available by approximately October 15.

Certain Emory College classes are not open to exchange students, including Freshman Seminars (numbered 190), directed study classes, classes open only to Emory students majoring in that subject, and varsity sports physical education classes.

Classes do fill. Although a class may be taught in a given semester, there may not be enough space in the class for every student who wishes to take it. This is why the online course request form requires that students identify alternatives for each preferred class.

Exchange students are enrolled as non-degree, special standing undergraduate students of the Goizueta Business School of Emory University.

All students must enroll in at least 12 credit hours but no more than 20 total credit hours for one semester.

All students must enroll in at least 2 business school courses, and may not enroll in more than 2 Emory College of Arts & Sciences classes. Please note that economics courses at Emory University are offered by Emory College of Arts & Sciences, not by the Goizueta Business School.

5.2 OPUS: EMORY'S STUDENT RECORDS AND REGISTRATION SYSTEM

Emory University uses a web-based system to manage student records and registration. After exchange students apply and are accepted to a period of exchange study at Goizueta Business School, their basic information will be entered into the OPUS system.

All exchange students should become familiar with the OPUS system as soon as they are notified of their log-in credentials by BBA International Programs. Students may [access their OPUS student accounts initially using this website](#).

Once students have their official network ID and password, OPUS may be logged into and used for the following functions: review of monetary balance owed on the student financial account, review of the class schedule, completion of the waiver of Emory University's student health insurance plan (if so desired), and address changes or updates.

After completion of the period of exchange study, OPUS is the system used to request transcripts for graduate study or other purposes.

5.3 CHANGING AND ELIMINATING CLASSES

Although there are no spaces in classes guaranteed exclusively for exchange students, every effort is made to accommodate students' preferences. Students should plan to finalize their list of enrolled classes during the add/drop/swap period at the beginning of the semester.

Students have approximately one week to add, drop, or swap (change) classes with no penalty after the semester begins. After the last day of add/drop/swap, all courses in which the student is enrolled will appear on the transcript.

5.4 ACADEMIC CALENDAR AND TIMETABLES

For a list of university holidays and academic dates, [please see here](#).

Goizueta classes are offered Monday, Tuesday, Wednesday, and Thursday each week. The most common timetables are Monday and Wednesday for 75 minutes each day, or Tuesday and Thursday for 75 minutes each day. Some classes are taught for 150 minutes one day each week.

Emory College classes are offered Monday, Tuesday, Wednesday, Thursday, and Friday each week. The most common timetables are Monday, Wednesday, and Friday for 50 minutes each day, or Tuesday and Thursday for 75 minutes each day. Some classes are taught for 150 minutes one day each week.

You can learn the exact timetable for each class by reviewing the semester course offer. Students are not permitted to enroll in classes with conflicting timetables.

5.5 CLASSROOM CULTURE AND PROCEDURES

5.5.1 ATTENDANCE

Every student is expected to attend all of the sessions for each class in which he or she is enrolled after the end of the add/drop/swap period, and to complete assessments for every class.

A student may drop a class after the last day of add/drop/swap, but a grade of W (Withdrawn) or WF (Withdrawn Failure) will appear on the transcript, depending on the date and circumstance. Withdrawals after add/drop/swap but before the mid-point of the semester may be recorded as W; withdrawals after that date will result in a grade of WF. The exact date in each semester will be announced on the BBA Portal each semester.

5.5.2 FINAL EXAMINATIONS

Each class has a designated final exam time. Students will learn these times after the mid-point of the semester. Exams may be scheduled at any time during the final exam period, which lasts for one week after regular classes end. Some classes do not have final exams at all; others have final papers or projects; some have both.

Goizueta Business School exams may be rescheduled at a students' request if the student has two exams at the same exact time, or more than three exams scheduled to begin and to finish in one period of 24 hours.

Emory College exams may not be rescheduled.

For all these reasons, exchange students should organize their travel plans to stay at Emory University through the last day of the final examination week.

We will not reschedule a final exam to accommodate your flight booking, so plan carefully.

5.5.3 WORK LOAD AND TEACHING STYLE

Exchange students are often surprised by the frequency and quantity of assignments in the United States. In the business school, it is not uncommon to have two to ten hours of reading and homework each week for each class.

Classes are heavily discussion-oriented and case-based. Sometimes, professors allow students to raise their hands to respond to questions posed, known as "warm calling." At other times, professors call on students who have not indicated a willingness to answer the question; this is known as "cold calling."

All students taking classes at Goizueta receive a name plate, a paper card with first name and family/last name displayed. Professors in most classes expect students to display these name plates during each class.

There are often several assessments made of a student during the semester. These may include, but may not be limited to, grades for class participation, class presentations, projects, quizzes, tests, and final exams. The final grade is usually calculated from a combination of the various grades earned on these assessments, in distinct percentage values.

Group work is common at Goizueta. A professor may assign students to groups, or allow students to form their own groups. International students are strongly encouraged to participate in groups with American participants, not just with other international students.

Groups often establish meeting schedules independent of scheduled class times. Groups frequently meet at night, due to the extracurricular commitments of many degree-seeking members such as sports, fraternities/sororities, and clubs.

5.6 GRADING AND SYLLABUS MATERIALS

At Goizueta Business School, a grading distribution is used in all classes. Please [review it, as well as the grading scale, here](#).

Syllabus materials for business school classes are available via the [BBA Portal](#). Click on Curriculum & Schedules on the left, and then click on Course Atlas. Use OPUS login credentials to access the BBA Portal.

Syllabus materials are not publicly available for Emory College classes. Students who elect to take courses from this faculty must wait until arrival and the start of classes to obtain syllabus materials. Discussion-based and lecture classes are most common in Emory College classes. Assessments are similar there. Group work is not as frequent. A grading distribution is rarely used.

5.7 TEXTBOOKS

Textbooks and other materials (cases, etc) required for each class, if any, will be noted on the syllabus for the exact semester in which the class is offered. Textbooks are available for purchase at the Emory University Bookstore on campus.

Textbooks can be quite expensive in the United States. Here are some ways to pay less for textbooks:

- » **Shop online.** Campus bookstores used to have a lock on textbook sales, but now those overpriced shops should be your last stop. Instead, search for the book's ISBN number Amazon or sites like AbeBooks.com or ValoreBooks, to see if you can get a better price.
- » **Rent your books.** Rather than buying your books and selling them back, rent them in the first place. Sites like Chegg.com now offer rentals, and Amazon and Barnes & Nobles have followed suit with some outstanding deals.
- » **Visit the library.** Most school libraries keep copies of popular textbooks in their stacks. You may be able to borrow the book for free or scan relevant chapters to use at home.
- » **Download your books.** Load eBooks onto your Kindle or tablet to save your budget and literally lighten your load. eBooks often sell at a far lower price and some offer multimedia functionality with additional materials.
- » **Share with a buddy.** If you're taking a class with a friend, split the costs of buying the book. Arrange a studying schedule upfront to ensure that you're not fighting over who gets a book before exams.
- » **Go with an older edition.** If you're in a quickly changing field like computer science or accounting, it's probably important to have the most recent version of a book. But for some subjects like English or philosophy, going with an older edition will serve your purposes, and save you a ton of cash.
- » **Get your books early.** There are only a limited number of used or rental books available. Once those editions are gone, you may be stuck paying for a pricey new version.

Source: <http://www.forbes.com/sites/bethbraverman/2015/07/28/7-ways-to-pay-less-for-textbooks/#672f4fea71cc>

5.8 CHEATING, PLAGIARISM, AND ACADEMIC INTEGRITY

Exchange students from countries with different traditions regarding quotations, citations, or giving/receiving unauthorized help on graded assessments should be particularly careful to learn and follow the [Emory conduct code](#) and [Goizueta honor code](#) during their participation on a BBA exchange program. All cases of possible scholastic dishonesty are referred to the relevant dean's office.

Academic dishonesty is not permitted at Emory University. In the United States, academic dishonesty includes representing another's words or ideas as one's own without proper citation (such as copying

and pasting information from books or the Internet for use in presentations or papers without using quotation marks and/or indicating from what source the material came); and giving or accepting unauthorized help on graded assessments. These are known respectively as plagiarism and cheating.

6 CAMPUS LIFE

6.1 MAP & DIRECTORY

Emory's campus is large. [This map can help you to navigate it successfully.](#)

Not sure where to find or how to contact a fellow student, professor, or administrator? [Try using our campus directory.](#)

6.2 CLUBS & ACTIVITIES

The Goizueta International Network (gIN) will assign you a buddy and invite you to a Facebook group upon your arrival in Atlanta. gIN is a terrific way to get personal support from a local expert on student life—one of our degree-seeking students!

With [over 300 registered student organizations at Emory](#), it is easy to find the right ones for you. There are organizations for every interest and focus, including: international/cultural, social, professional, recreational, special interests, sports, religious, service, and political. Expand your professional skills by [joining Goizueta industry-related clubs.](#)

6.3 CONVERSATION PARTNERS PROGRAM

Emory University's [Conversation Partner Program](#) is a volunteer program that pairs international students, staff, and faculty with students, staff, and faculty from the United States. Participants are matched with one another to assist with English conversation skill development, build cross-cultural relationships, and increase cross-school communication. This program strives to build bridges between international participants and US participants through conversation, culture sharing, and friendship.

6.4 FOOD & DINING

6.4.1 ON-CAMPUS DINING

Exchange students have a variety of dining options to choose from on campus and around Atlanta. They are NOT required to have a meal plan unless they live in on-campus dormitory housing. Explore the many [On-Campus Dining Options.](#)

Swipe-based meal plans are not advised for students living off-campus unless they plan to return to or stay on campus for meals.

6.4.2 GROCERY STORES CLOSE TO EMORY

Publix sells food items in addition to toiletries, kitchen items, hair dryers, and small electronics. By bus, travel south on 19 to intersection of Clairmont Road and North Decatur Road. Or, travel north on 19 to intersection of Clairmont Road and North Druid Hills Road. Continue on foot for 10 minutes walk to Toco Hills Shopping Center on North Druid Hills Road.

Kroger sells food items in addition to toiletries, kitchen items, hair dryers, and small electronics. By bus, travel north on 19 to intersection of Clairmont Road and North Druid Hills Road. Continue on foot for 10 minutes walk to Toco Hills Shopping Center on LaVista Road.

Rainbow Natural Foods: this small grocery store is known for organic and health foods. By bus, travel south on 19 to intersection of Clairmont Road and North Decatur Road.

6.5 MEDICAL EMERGENCIES

In case of a life-threatening emergency, call the Emory Police at +1 404 727 6111.

They will respond far more quickly than the DeKalb County Police, who you would reach by calling the regular US emergency number of 911. Emory Police also has a student volunteer Emergency Medical Service, who will reach you far more quickly than the county ambulance.

All Emory students (exchange and regular, those on Emory's insurance plan and those with other plans) may go to the Student Health Service to see a doctor in the case of illness. There is no charge to simply see the doctor. Charges may apply if medicine or tests are prescribed; these costs would vary according to your insurance plan.

The Student Health Service is located at 1525 Clifton Road. Their telephone number is +1-404-727-7551. Choose option 1 to make an appointment. Or, you can take an appointment online.

If you have a serious emergency medical condition (bleeding that will not stop, a broken bone, severe illness in the middle of the night), you should visit the emergency room. Emory University Hospital does have an emergency room, located on Clifton Road beneath the sky bridge about 1 kilometer or 1/2 mile north of the Goizueta Business School. You can walk or drive in for care, or ask an ambulance to take you there if you need help.

Emergency medical care does require a payment, even for students with insurance coverage. Exchange students should use the emergency room only for genuine medical emergencies—matters of life and death—not for medical needs that could be handled on the next business day.

You can get help with transport to the Emory Emergency Room by calling the Emory Police at 404-727-6111. If you are away from the campus and have an emergency, call 911. This transport may require a payment.

6.6 CATASTROPHES (NATURAL DISASTER, TERRORISM, ETC)

6.6.1 Terrorism

Terrorism is a threat throughout the world. There is currently a heightened threat of terrorist attack in the United States caused by those motivated by the rhetoric of extremists involved in the conflict in Syria and Iraq. There have been numerous politically motivated attacks in the US in recent years, with a range of ideological and religious motivations.

The United States Department of Homeland Security (DHS) issues detailed alerts through its National Terrorism Advisory System (NTAS) when it receives information about a specific or credible terrorist threat within the United States.

These alerts include a clear statement that there is an "imminent threat" or "elevated threat", a concise summary of the potential threat, information about actions taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take.

Further information on safety and security is available from the following United States government agencies:

Department of Homeland Security
Transportation Security Administration
Federal Bureau of Investigation
Federal Emergency Management Agency

The United States introduced heightened security screening for passengers from some countries in July 2014. If you have a direct flight to the United States, you should allow extra time for extended screenings and luggage checks at your airport of departure. As part of the screening security officers may ask that owners power up electronic devices, including mobile phones. Powerless devices will not be permitted on board the aircraft. The traveler may also undergo additional screening.

6.6.2 Crime

The United States has a higher level of violent crime than much of Europe, Asia, and Australia, although violent crime rarely involves tourists. The latest official crime statistics can be found on the Federal Bureau of Investigation (FBI) website. These statistics show that metropolitan areas and cities tend to have higher crime and murder rates. Based on 2013 FBI data, the states with the highest levels of violent

crime (per capita) are the District of Columbia, Alaska, New Mexico and Nevada. They also show that the southern states have seen a slight increase in gun violence in recent years.

While FBI statistics suggest that violent crime in the United States has decreased over the last decade, the incidence of mass shootings are occurring more frequently. An FBI study shows that the incidence of 'active shooter' events had more than doubled between 2000 and 2013. Most of these shootings have occurred in workplaces and educational facilities. Others have occurred in public places, such as shopping malls, restaurants, community centers and places of worship, as well as military and government properties.

You should be vigilant to the possibility of gun crime in all parts of the United States. No matter where you intend to travel, you should do some research on which local areas or suburbs may be less safe – check travel guides and seek local advice such as from your hotel reception or tour guide. For those living in the United States, you should familiarize yourself with emergency evacuation and 'active shooter' drills.

Also, be aware that tourists are often targeted for petty crimes such as pick-pocketing and theft, particularly on public transport. You should ensure that valuable items are not on public display or left in motor vehicles unattended.

6.6.3 Civil Unrest

In August 2014, protests, outbreaks of violence and looting followed a police shooting in Ferguson, Missouri. There have been similar incidents after police shootings in Cleveland, and in Baltimore after a death in police custody. These events received significant media attention. Avoid locations where protests and demonstrations are taking place, observe any restrictions on movements or curfews set by local authorities, and monitor the media for the latest developments.

Money and valuables

The United States has specific requirements regarding locks used on airline baggage. See the Transport Security Administration website for further details.

Your passport is a valuable document that is attractive to criminals who may try to use your identity to commit crimes. It should always be kept in a safe place. You are required by law to report a lost or stolen passport online or contact your nearest Embassy, High Commission or Consulate as soon as possible.

Local travel

Thieves in the United States specifically target rental cars which they can easily identify. Do not leave ANY valuable possessions or documents either inside the vehicle or in the trunk of an unattended vehicle.

6.6.4 Laws

You are subject to the local laws of the United States, including ones that appear harsh by other countries' standards (for example, you can be fined and/or arrested for being in public places such as parks or beaches after dark, or for not crossing roads at traffic lights or pedestrian crossings). If you're arrested or jailed, your home government cannot get you out of trouble or out of jail. Research laws before travelling, especially for an extended stay.

The Federal legal age for purchasing and drinking alcohol in the United States is 21. However, laws on the minimum drinking age and underage consumption can be determined by individual states and can vary considerably from state to state. Some states prohibit those under the legal age from being present in liquor stores or in bars; some states prohibit underage consumption of alcohol in private settings; other states allow underage consumption in certain circumstances; others have exceptions that allow underage consumption of alcohol in particular locations but only in the presence of parents or legal guardians. Federal law provides some religious and medical exceptions allowing underage consumption. If you are under 21 years of age, you should check the relevant state laws before drinking alcohol.

Penalties for drug-related offences are severe and provide for minimum mandatory sentences.

Some medications that can be purchased without a prescription elsewhere in the world may require a prescription in the United States and you can be arrested for possessing medications for which you do not have a prescription. Information on prohibited and restricted items, including medications, is available on the United States Customs and Border Protection website.

LGBTI travellers should be aware that they may be affected by legislation passed recently in North Carolina and Mississippi. More information can be found on the website of the US Human Rights Campaign.

If you overstay your legal entry (I-94) into the United States, you can be arrested, detained for 90 days or longer, deported and likely barred from re-entering the United States in future. If you are travelling in Texas, New Mexico, Arizona or southern California, expect to have your documents, including passport, visa and I-94 entry, inspected by authorities without warning and on a random basis, including on public transport.

The best time to prepare for emergencies is before they ever happen. Please visit Emory's [Office of Critical Event Preparedness and Response](#) to learn about our emergency procedures and to create your own advance plan to handle such incidents.

6.7 HEALTH INSURANCE

International students are often surprised to owe money after a doctor's visit or for a prescription drug, when they have already paid for the insurance cover. In the United States, health insurance usually reduces the costs a person must pay for health care, but does not eliminate them. Insurance coverage remains valid only as long as insurance premiums are paid, or until the policy expires (if a specific date is mentioned). Once purchased, the insurance company provides an insurance identification card as proof of coverage when seeking health care from a physician or hospital.

Co-payments are dollar amounts that the enrollee must pay toward certain services, such as office visits, mental health visits, and hospitalizations. The company will also provide written instructions for reporting and documenting medical expenses (known as filing a claim). The company will evaluate any claim that is filed, and then make the appropriate payment for coverage under the particular policy.

In most cases the company will pay the hospital or doctor directly. Most insurance policies require the buyer to cover part of the health expenses (called the deductible) before the company is obligated to pay anything. Insurance policies will place limits on how much they will pay for certain services, as well as how much they will pay for any single individual's expenses or for any specific illness or injury. Furthermore, they can limit how long they will pay for each illness or injury, and they can exclude coverage for certain conditions (for example, they can exclude any injury that occurs while engaged in certain kinds of work). Finally, insurance policies can specify certain physicians and hospitals that users may consult for treatment, which means that they must be treated only by those doctors or in those hospitals if they want insurance to cover the cost.

It is important for you to read your insurance policy very carefully in order to understand the limitations of the insurance coverage, as well as the financial obligations during the course of the policy year (co-payments and deductibles).

Students who accept the Emory Aetna Health Insurance can print a temporary id card by accessing [Aetna's website](#); be sure you have your student ID number and birthdate. You can also contact Aetna by calling 1-877-261-8403, option #1 to request a permanent card.

It is important to consider your physical and mental health before travelling overseas. If you are visiting areas with warmer climates, including Atlanta, take measures to avoid mosquito-borne diseases, including using an appropriate strong insect repellent and wearing long, loose fitting, light colored clothing. The World Health Organization (WHO) provides information for travelers on staying healthy.

The standard of medical facilities and care throughout the United States is comparable to Europe, Australia, and Asia. Medical costs in the United States are, however, extremely high. A visit to a doctor in the United States for even minor complaints can cost several hundred dollars, excluding laboratory tests or medication costs. In the absence of accepted health insurance (or proof of ability to pay), payment would generally be required up front.

The latest information on health issues, communicable diseases and preventative measures that are

applicable to the United States is available from the Centers for Disease Control and Prevention and their Health Information for Travelers to the United States.

6.8 MENTAL HEALTH

The [Emory University Student Counseling Center](#) provides free, confidential counseling for enrolled undergraduate, graduate and professional students at Emory University. Consultation, outreach and educational workshops are provided for Emory's faculty, staff, and students. An Emory student interested in arranging an appointment can call (404) 727-7450 or come to the Counseling Center between 8:30 a.m. and 5:00 P.M., Monday through Friday. Counselors are on call in case of emergency.

7 ARRIVAL & ORIENTATION

Students must arrive to Atlanta no later than the Thursday before the first day of class each semester.

Check-in hours for on-campus as well as much off-campus accommodation are between 9 am and 5 pm. Students with flights arriving later than 5 pm should plan to stay in a hotel for the night before checking into accommodation the next morning.

Please view the most [current academic calendar of Emory University](#) here to determine what that date will be for each semester of exchange.

All BBA exchange students are required to attend the Goizueta international exchange student orientation including advising appointments. An orientation schedule will be sent prior to the start of each semester.

BBA international exchange students studying at Goizueta for the semester are also welcome to attend orientation activities, campus tours, shopping trips, and cultural events coordinated by Emory, if they wish.

Students must depart from university accommodation no later than the Saturday after the last day of exams each semester. Please view the most [current academic calendar of Emory University](#) here to determine what that date will be for each semester of exchange.

The last day of exams will not be known for each individual student until the mid-point of each semester. For this reason, students should make travel plans that accommodate the latest possible exam date.

8 LIFE IN ATLANTA

8.1 UTILITY SERVICES

On-campus dormitories include electricity, natural gas (if applicable), internet/cable, trash removal, and water services as part of rental costs.

Most off-campus apartments and other types of private accommodation do not include these. Trash and water service are often included in flat rentals, although there may be special fees for them. Electricity, gas, and internet service, however, require separate accounts. A simple Google search for these services in Atlanta or Decatur, depending on your address, will send you in the right direction. Many services can be established with completion of online forms prior to your arrival. This is a great idea so the lights and heat/air conditioning work from the first day!

8.2 COMMUNICATION

8.2.1 MOBILE PHONES

Most exchange students pay for a pre-paid mobile telephone while studying at Goizueta. Companies with the best service include AT&T and Verizon. Verizon, however, does not use SIM cards (nor does Sprint). For this reason, most students choose AT&T or T-Mobile. While T-Mobile is inexpensive, its coverage is not as extensive as AT&T. There are a few companies that operate on AT&T's network but without AT&T's higher prices. These include GoPhone and Cricket Wireless. Google's Project Fi is also an option; it operates on Sprint and T-Mobile's networks.

SIM cards for these companies are available at many stores, including Target, Wal-Mart, Publix, and Kroger.

8.2.2 WIRELESS INTERNET/WIFI/WLAN

When choosing your accommodation, be sure to make a plan for internet service. Most exchange students choose Comcast Cable for their internet service, because it requires no local telephone service (AT&T, another option for internet service, does require this) and because there are no required contract lengths. Students can simply cancel service when it is time to finish their exchange. A deposit may be required; the value of this deposit is usually returned via check, cashable at a US bank, after you leave at the end of your exchange.

If you choose Comcast Cable, consider using their website to set up an installation time before you travel to Atlanta. If you wait until arrival, it could take 2-10 days before you can get an appointment for installation. Unless you plan to buy your own modem and wireless router, plan to pay each month to rent these devices from Comcast. Service costs range from \$20-100, depending on your desired services

and speeds. In the US, the elements of a typical bill include service, taxes, regulatory fees, and equipment rental.

Emory University's campus is served by Emory Unplugged, our wireless network, accessible with your OPUS login credentials.

8.3 BANKING

When you open an account, you should bring your passport, Emory ID, and immigration documents to the bank with you. As a full-time student, you might be able to open a special checking account with low or no service charges. [Click here for a list of banks near Emory.](#)

8.4 TRANSPORTATION

8.4.1 WALKING & BIKING

Walking is a way of life for Emory students, so pack comfortable clothing and footwear.

Prefer to bike? Emory's campus features 13 named creeks and streams, and the land is hilly and varied. Plan to wear clothing with several layers to accommodate changing temperatures during fall and spring seasons, as well as cold indoor air-conditioning from April to October contrasted to hot and humid outdoor conditions. While bike rental is uncommon in the US, you can purchase a high-cost sports bike with a discount for Emory students at nearby Bicycle South, or a low-cost bike at Target, Walmart, or online. Be sure to consider tools and/or costs for assembly.

There are a few tool stations on Emory's campus where you can add air to your tires or perform basic repairs or maintenance.

8.4.2 PERSONAL CAR

Owning and maintaining a car in the United States is costly. In addition to the car price, drivers must pay for car insurance, gasoline, maintenance, and parking fees. At Emory, on-campus student parking costs more than \$600 for one year. Exchange students often use other transportation.

8.4.3 DRIVER'S LICENSES (AND SOCIAL SECURITY NUMBERS)

Our colleagues at the Emory International Student and Scholar Services office maintain basic information regarding [driver's licenses](#) and [Social Security numbers](#).

8.4.4 EMORY SHUTTLE SYSTEM

[Emory operates shuttles during the business day](#) to a variety of locations, including Decatur, a nearby town with business district and restaurants, several shopping malls, and Emory's Midtown Hospital. Emory shuttles are free to all Emory community members.

Emory shuttles come in a variety of models and types, but they will always bear the Emory name and will have the route name above the windshield.

One of Emory's shuttles connects to the Decatur MARTA rail station during weekday business hours.

8.4.5 MARTA: ATLANTA'S PUBLIC TRANSPORTATION SYSTEM

Atlanta has a network of buses and a four-line rail system. A fare for a one-way trip costs \$2.50, with no additional cost for transfers.

Fare is available either on a Breeze Card. A surcharge will be added to the purchase of a new Breeze Card. Value may be added to the Breeze Card at any time at special machines in each rail station, using cash or a credit card.

The buses that directly serve Emory are #6 (which runs along Clifton Road), #36 (which runs along North Decatur Road), and #19 (which runs along Clairmont Road). MARTA is integrated with Google maps, so clicking the public transport icon will show public transport routes & service times.

MARTA buses show advertisements on their sides, but they will always bear the "MARTA" name and will have the route number and name above the windshield.

Buses run most frequently between the hours of 6:30 and 9:30 am, and between 4 and 7 pm each night. Typical times between buses range from 20 to 60 minutes. There is no night bus service.

Bus stops are marked with a 2 meter metal pole with a sign with three horizontal color bands, or with a one meter concrete post labeled "Bus stop." Some bus stops also feature covered waiting areas, but most simply have a pole or post.

Trains run along a north-south route and an east-west route, and the two routes connect at Five Points Station, the hub of the system. Trains run every ten to twenty minutes, depending on the time of day and whether it is a weekday, weekend, or holiday. There is no night train service.

For more information, please [visit the MARTA website](#).

8.4.6 RIDESHARE SERVICES

Use of rideshare services by exchange students has exploded in popularity in recent years. Interested in trying a US rideshare service? [Read more about your options here.](#)

8.4.7 TAXIS/CABS

The charge for using a taxicab, called a fare, depends on the distance traveled and is registered on a meter mounted on the cab's dashboard. Some taxicabs will accept major credit cards, but most will only take cash. There are additional charges for each passenger and for large and heavy pieces of luggage, such as trunks. If your suitcases will fit in the cab's trunk, there is no additional charge. Taxi drivers can be tipped for good service; usually a tip is 15% of the fare.

In Atlanta, taxis come in all colors, shapes, and sizes.

There is no taxi stand on Emory's campus.

There are two ways to get a taxicab: hailing it on the street or telephoning for one. If you see a taxi on the street, you can hail it by raising your arm and yelling the word "taxi" to get the driver's attention. To call for a taxi, search the internet or see the "Taxicabs" section in the Yellow Pages of the telephone directory for companies' phone numbers.

8.4.8 RENTING/HIRING A CAR

Rental agencies will request a valid driver's license and passport. Students should consider purchasing the insurance coverage offered in the rental car contract unless they are certain that their own auto insurance covers rental cars. Students younger than 25 years of age may not be able to rent cars, or the rental rates may be prohibitively high.

8.5 CLIMATE & GEOGRAPHY

Located in the foothills of the Appalachian Mountains, [Atlanta has rolling terrain and a humid subtropical climate.](#) Expect mild winters and hot summers, although the effects of global warming can mean more extreme weather in every season. Emory's campus features 13 named creeks and streams, and the land is hilly and varied. Plan to wear clothing with several layers to accommodate changing temperatures during fall and spring seasons, as well as cold indoor air-conditioning from April to October contrasted to hot and humid outdoor conditions. Walking is a way of life for Emory students, so pack comfortable clothing and footwear.