



BENTLEY
UNIVERSITY



Academic Year 2016-2017



INFORMATION SHEET FOR PARTNERS AND INCOMING EXCHANGE STUDENTS

Address: Cronin Office of International Education
Bentley University
175 Forest Street, Waltham
MA 02452-4705 USA
study_abroad@bentley.edu

Telephone/Fax: +1 781-891-3474 / +1 781-891-2819

Staff: Matthias Connelly, Program Assistant
Coordinator of incoming exchange students
mconnelly@bentley.edu
Natalie Schlegel, Director of International Education
nschlegel@bentley.edu
Christine Hollenhorst, Assistant Director of International Education
chollenhorst@bentley.edu
Lauren Schuller, Assistant Director of International Education
lschuller@bentley.edu
Nicole Chininis, Study Abroad Advisor
nchininis@bentley.edu
Laura Bentley, Study Abroad Advisor
lbentley@bentley.edu

Website: <http://www.bentley.edu/offices/international-education>

Application to Bentley: Once applicants are nominated through their home university advisor, Bentley will send them an email with login and application instructions. Applications for the Fall semester are due in mid-March. Applications for the Spring semester are due by the end of September.

Application Requirements: Students must be nominated by their home university to study on exchange at Bentley University. Students are advised to have a minimum score of 80 on the internet based TOEFL test, or a 7 on the IELTS in order to have the necessary English skills to succeed at Bentley University. These tests are not required for admission.

Period of Exchange: one semester or one year

Level of study for incoming exchange students: Undergraduate

Language of Instruction: English

Academic Calendar: Term dates for the academic year 2016/2017*

*These dates are subject to change and final information will be sent to students in their acceptance packets from Bentley.

Fall 2016 Semester

Arrive On:	Wednesday, August 24, 2016
Mandatory Orientation:	August 24 - 28, 2016
Classes Begin:	Monday, August 29, 2016
Labor Day:	Monday, September 5, 2016
October Break:	October 8 - 11, 2016
Thanksgiving Break:	November 23 - 27, 2016
Final Exams:	December 14 - 21, 2016

Spring 2017 Semester

Arrive On:	Wednesday, January 13, 2016
Mandatory Orientation:	January 14 - 16, 2016
Classes Begin:	Tuesday, January 19, 2016
Extra Day of Class:	None currently scheduled-subject to change
Presidents Day: CLASSES HELD	Monday, February 15, 2016
Spring Break:	March 12 - 20, 2016
Patriots Day - No Day Classes - EVENING CLASSES HELD:	Monday, April 18, 2016
Final Exams:	May 5 - May 12, 2016
Departure On:	May 13, 2016

Important links: Students who have questions about Bentley University can make use of the resources found on [Bentley's homepage](#). Students might be particularly interested in the links to “Academic Programs” and “Campus Life”.

Programs or Departments: Accountancy, Computer Information Systems (CIS), Economics, English, Finance, General Business, Global Studies, History, Information Design and Corporate Communication (IDCC), Information and Process Management (IPM), Interdisciplinary Studies, Law, Tax & Financial Planning, Management, Marketing, Mathematical Sciences, Modern Languages, Natural & Applied Sciences (NASC), Philosophy, Sociology, Statistics. All course descriptions can be found on the [Registrar's website](#). Once on the website, select **Undergraduate Course Descriptions**.

Language Courses: EXP 102 Expository Writing I: Critical Thinking and Writing (for international students), EXP 202 Expository Writing II: Advanced Inquiry in Writing (for international students)

Full-time Workload: 12-15 Bentley credits per semester. Most courses are 3 credits each. Bentley students typically take 5 courses for 3 credits each per semester. Exchange students must take a minimum of 4 courses per semester.

Cost of Program: This exchange program is tuition-free for non-degree exchange students from partner universities. Students pay fees, listed below.

Estimated 2016-2017 Fees per Semester

2016-2017 costs (estimated)	Semester exchange students	Full-year exchange students
On-campus housing (undergraduate students only)	\$4,500 - \$7,000 (depending on room assignment)	\$9,060 - \$13,350 (depending on room assignment)
Meal plan (if applicable)	\$2,620 - \$2,833	\$5,240-\$5,950
Technology fee	\$100	\$200
Student Activities fee	\$175	\$350
Health Insurance	\$750 (fall) or \$1,024 (spring)	\$1,750
Books (estimated)	\$735	\$1,470
Personal (estimated)	\$750	\$1,500

Health Insurance: All exchange students will be required to purchase the Bentley University student health insurance. Students will receive information about their health insurance electronically, and will be automatically enrolled in the insurance program so that it is in effect and students are covered when they arrive at Bentley.

Course Registration: Applicants for the fall term will register for courses online in late March-early April. Applicants for the spring term will register for courses online in late October-early November. Bentley will send detailed registration instructions to students well in advance of the course registration period. Occasionally, students need to change or add courses upon arrival at Bentley. A drop/add period lasts throughout the first week of courses.

Exams/Grading:

Grade Equivalent	Alphabetical Equivalent	Numerical Equivalent
4.0	A	95-100
3.7	A-	90-94
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0	F	below 60

Accommodation: On-campus accommodations are guaranteed for all nominated exchange students. The Residence Center will do their best to place exchange students in the accommodations of their choice. Most exchange students are placed in shared rooms (singles are rarely available). Off-campus housing is an option, but Bentley does not provide assistance in finding off-campus housing; we recommend that students live on campus due to the limited public transportation resources in the area. Bentley University is approximately 12 miles from the city of Boston. We provide regular free shuttle bus service to Harvard Square in Cambridge; the city of Boston lies just over the river from Cambridge and thus is easily accessible.

Visa: Upon acceptance, Bentley University issues a **DS-2019** form for all exchange students, which is used to apply for a visa at the US Embassy in the student's home country.

Facilities: Exchange students have full access to all resources at Bentley. This includes the cafeterias, library, computer labs, a trading room, the Center for Marketing Technology, the Accounting Center for Electronic Learning and Business Measurement, and other specialized facilities.

Bentley provides a variety of athletic facilities including a pool, weight room, tennis courts, and cardiovascular equipment.