

**University of New Mexico Student Exchange Information Sheet  
Academic Year 2019-2020**

<b>International Relations Office</b>	Global Education Office
<b>Office Mailing Address</b>	MSC06 3850, 1 University of New Mexico Albuquerque, NM 87131-0001, USA
<b>Telephone Number, Fax, and E-mail</b>	Telephone: +1-505-277-4032 Fax: 505-277-1867 <b>Incoming (Partner to UNM):</b> <a href="mailto:exchange@unm.edu">exchange@unm.edu</a> <b>Outgoing (UNM to Partner):</b> <a href="mailto:studyabd@unm.edu">studyabd@unm.edu</a>
<b>Website</b>	For your outgoing students: <ul style="list-style-type: none"> <li>• <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></li> </ul> For UNM students: <ul style="list-style-type: none"> <li>• <a href="https://studyabroad.unm.edu/">https://studyabroad.unm.edu/</a></li> </ul>
<b>Office Hours</b>	Monday-Friday, 8:00 am-5:00 pm (U.S. Mountain Time)
<b>Office Director</b>	Director of Education Abroad: Todd Karr, <a href="mailto:tmkarr@unm.edu">tmkarr@unm.edu</a>
<b>Incoming Student Mobility Officer</b> (your students coming to UNM)	Nao Fukami, <a href="mailto:exchange@unm.edu">exchange@unm.edu</a>
<b>Outgoing Student Mobility Officer</b> (UNM students going to you)	Mary Phibbs: <a href="mailto:phibbsm@unm.edu">phibbsm@unm.edu</a> Kimberly Lawrence: <a href="mailto:studyabd@unm.edu">studyabd@unm.edu</a>
<b>Academic Calendar</b>	We recognize two semesters at UNM: Fall and Spring. Fall semester runs from August to December and is the first semester of the academic year. Spring semester runs from January to May. Please visit this page for specific semester dates: <a href="https://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html">https://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html</a>  <b>Note:</b> Exchange students are expected to arrive at least one week prior to the start of classes for check in and orientation.
<b>Nomination Process</b>	The advisor for exchange students coming to UNM must nominate students before they can submit an application. <b>To nominate your student, please follow the link that will be provided to you via email in early February and August.</b>

<p><b>Nomination Deadlines</b></p>	<p>Advisors must nominate their students online by the appropriate deadline in order for their students' applications to be valid.</p> <ul style="list-style-type: none"> <li>• <b>Fall Semester: March 15<sup>th</sup></b></li> <li>• <b>Spring Semester: September 15<sup>th</sup></b></li> </ul>
<p><b>Application Process</b></p>	<p>Once your student has been nominated, please direct them to our online application. Before applying, they should thoroughly read the <b>instructions here:</b> <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></p> <p>When they are ready to apply, they can proceed to the <b>application page</b> through the link we will provide to you via email.</p>
<p><b>Application Deadlines</b></p>	<p>Students must complete their entire online application, including supplementary materials, before the appropriate deadline:</p> <ul style="list-style-type: none"> <li>• <b>Fall Semester: March 31<sup>st</sup></b></li> <li>• <b>Spring Semester: September 30<sup>th</sup></b></li> </ul>
<p><b>Supporting Documents Required</b></p>	<p>Students will be required to submit:</p> <ul style="list-style-type: none"> <li>• Official Transcript, with certified English translation, displaying at least a 3.0 cumulative GPA out of 4.0.</li> <li>• Proof of financial sufficiency in form of: bank statement, letter from government or school awarding loans, scholarships, or grants which are less than six months old and showing access to:             <ul style="list-style-type: none"> <li>○ \$6,625 for one semester</li> <li>○ \$13,250 for an academic year (Fall to Spring)</li> <li>○ \$15,750 for a calendar year (Spring to Fall)</li> <li>○ \$4,150 for a Summer</li> <li>○ If financial accounts are not in the student's name, a letter of support from the account owner must be included.</li> </ul> </li> </ul> <p><b>Note: We do not accept bank loans, mortgages, Investment portfolios, Credit card statements, screenshots with no identifiers</b></p> <ul style="list-style-type: none"> <li>• Proof of English Sufficiency (as detailed below)</li> <li>• Copy of the biographical page of passport</li> <li>• List of proposed courses to take at UNM</li> </ul>

<p><b>English Language Proficiency Exemptions</b></p>	<p>Students are exempt from submitting English test scores if they meet one or both of the following conditions:</p> <ul style="list-style-type: none"> <li>• They received a high school diploma from an accredited, English-speaking institution in the United States, Canada, the United Kingdom, Ireland, Australia or New Zealand. The high school diploma should not be more than two years old.</li> <li>• They have attended a university where English is the medium of instruction for at least one year of full-time study at the time of applying.</li> </ul>
<p><b>Undergraduate English Language Proficiency</b></p>	<p>If the <b>undergraduate</b> student does not meet the above conditions, they must submit official results from an English test taken within the <u>past two years</u>. The accepted tests and the minimum scores required on each, are:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL) – 68 on the Internet-Based Test (iBT), 520 on the Paper-Based Test (PBT). <b>*Unofficial (ITP) scores are not accepted.</b></li> <li>• International English Language Testing System (IELTS) – 6.0</li> <li>• Cambridge English Qualifications - C1 Advanced (formally known as "CAE") or C2 Proficiency (formally known as "CPE"); these Cambridge tests may also be accepted with a satisfactory score of 169</li> <li>• Pearson Test English (PTE) Academic - 47</li> </ul>
<p><b>Graduate English Language Proficiency</b></p>	<p><b>Graduate</b> students must submit official results from an English test taken within the <u>past two years</u>:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL) – 79-80 on the iBT, 550 on the PBT. <b>*Unofficial (ITP) scores are not accepted.</b></li> <li>• International English Language Testing System (IELTS) – 6.5</li> <li>• Cambridge English Qualifications - C1 Advanced or C2 Proficiency; these Cambridge tests may also be accepted with a satisfactory score of 176.</li> <li>• Pearson Test English (PTE) Academic - 53</li> </ul> <p><b>UNM Law School:</b> TOEFL100 on the iBT or 600 on the PBT. <b>*Unofficial (ITP) scores are not accepted.</b></p>

<p><b>Areas of Study, Courses and Disciplines</b></p>	<p>Students may enroll in most of the courses offered by UNM programs. Please see the list of programs offered here: <a href="http://catalog-dev1.unm.edu/catalogs/2019-2020/index.html">http://catalog-dev1.unm.edu/catalogs/2019-2020/index.html</a></p> <p><b>Exceptions:</b> <u>School of Medicine, Nursing and Pharmacy do not allow exchange student enrollment. Restrictions apply to Law, Nutrition, and Architecture courses.</u> Students should contact the UNM academic advisors for more information.</p>
<p><b>Credit and Grading System</b></p>	<p>UNM courses are typically 3 credits, indicating 3 hours of contact per week throughout the semester (16 weeks).</p> <p>Grades are issued via the following rubric:</p> <p>A (90%-100%) Excellent          B (80%-90%) Good          C (70%-80%) Average          D (60%-70%) Below Average          F (&lt; 60%) Failing          CR Credit          NR No Credit          I Incomplete          WP Withdraw Pass          WF Withdraw Fail</p> <p><b>Note:</b> Due to immigration requirements, <b>undergraduate</b> exchange students must maintain enrollment in a <b>minimum of 12 credits</b> and <b>graduate</b> students in <b>minimum of 9 credits</b> throughout the semester. Students who drop below this minimum for any reason may face serious immigration consequences.</p>
<p><b>Transcript Availability</b></p>	<p>We send <b>one</b> transcript to advisors via secure email approximately 45 to 60 days after the end of the semester (February for Fall students or June for Spring or one-academic year students). If your institution will not accept a verified PDF version of the transcript, please notify the UNM incoming mobility advisor as soon as possible.</p> <p>Students may order additional copies here (USD 10 per copy): <a href="https://registrar.unm.edu/transcripts/request-online.html">https://registrar.unm.edu/transcripts/request-online.html</a></p>

<p><b>Course Registration</b></p>	<p>Students may register for courses approximately one month prior to the start of the semester. More detail will be provided directly to students after they have been accepted to the UNM exchange program.</p> <p>Students may also visit the “Course Registration” and “FAQ for Course Registration Errors and Restrictions” tab here: <a href="https://studyabroad.unm.edu/exchange">https://studyabroad.unm.edu/exchange</a></p>
<p><b>Student Obligations</b></p>	<p>While exchange students are not required to pay UNM tuition, there are fees associated with the exchange that are the responsibility of the student:</p> <ul style="list-style-type: none"> <li>• Visa Processing and Administration Fee: \$275 per semester</li> <li>• Department Course Fees (Non-Tuition)*: \$ 25 to \$ 400 per class</li> <li>• International Student Health Insurance: Please see the “Medical Coverage” as below.</li> <li>• Mandatory IT Fees: \$ 50 per semester</li> <li>• SEVIS Fee: U.S. Government fee to apply for J-1 Visa, which is not a university fee.</li> <li>• Housing and Meals</li> <li>• Transportation</li> </ul> <p>*Information for Department Course Fees <a href="https://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html">https://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html</a></p> <p>Please find the detailed information for fees and how to pay the bill here; <a href="https://studyabroad.unm.edu/exchange#field-tabs-tab-6">https://studyabroad.unm.edu/exchange#field-tabs-tab-6</a></p>
<p><b>Accommodation</b></p>	<p>Students are responsible for arranging their own housing accommodations. The following resources may be helpful during their housing search.</p> <ul style="list-style-type: none"> <li>• GEO’s housing guide: <a href="http://geo.unm.edu/students/life_unm/housing/index.html">http://geo.unm.edu/students/life_unm/housing/index.html</a></li> <li>• On campus housing: <a href="http://housing.unm.edu/">http://housing.unm.edu/</a></li> <li>• Off campus housing resources: <ul style="list-style-type: none"> <li>○ <a href="#">ABODO</a></li> <li>○ <a href="#">UNM World Student Alliance</a></li> <li>○ <a href="#">Airbnb</a></li> </ul> </li> </ul>



**Medical Coverage**

ALL international exchange students are **required** to purchase the UNM negotiated health insurance policy, found here:  
<https://www.internationalstudentinsurance.com/schools/university-new-mexico.php>

**Note:**

- 1) This plan will only cover major medical emergencies. Students are welcome to purchase additional policies, as needed.
- 2) U.S. citizen is not allowed to purchase UNM International Student Insurance. Please contact Incoming Student Mobility Officer to ask for the details during nomination/application cycle.