

UNDERGRADUATE PROGRAM ROADMAP - Bentley Incoming Exchange Students

Congratulations on being nominated to exchange study at Bentley University! Over the next several months, you will have many tasks to complete. To help you stay on track, we have provided you with the following “roadmap” of your pre-departure process. Please read this important document carefully and mark all dates in your calendar. Do not hesitate to reference the [Frequently Asked Questions](#) on our website or contact your advisor if you are unsure of anything.

BENTLEY ABROAD APPLICATION

You have been nominated by your host university, now you have to complete the required Bentley University application requirements!

- During the next several days, you will receive an email from GA_study_abroad@bentley.edu with personal login instructions.
 - This login information is valid for only **three days**, so please access your application immediately upon receipt of the email. After accessing your application, you can save it and return to it later.
- When logging in, remember that you are an incoming student applying to the ***Bentley incoming exchange student*** program.
 - The application process will require you to input personal data, upload a passport (*valid no less than 6 months after program end date*), upload a digital photo, upload a transcript, etc.
 - **Save your username and password!** Once you are accepted for study at Bentley, you will receive different log in credentials for other user portals that may cause some confusion later on.
- Your online application is not considered complete until the following items are checked off:
 - ☐ **Due March 6 - Submit your personal data and passport photocopy ASAP.** This will only take a couple of minutes but it is integral in processing the documentation that is required for course registration.
 - Please make sure that your city of birth on Bentley Abroad matches your passport.
 - ☐ **Due March 20th - Submit financial documents, etc.** You must complete these documents and submit them according to the instructions in order to obtain your visa. You are strongly encouraged to review these documents, and their instructions, as early as possible so that you can complete them in time.
 - Instructions for completing these documents will be found on the left side of your application homepage.
 - Again, the earlier you submit these documents, the better!

Course Registration – March 29th - 31st

Fall 2017 courses will be posted on the Bentley Registrar’s website in March under [Undergraduate Day Registration Information](#). When they are posted, you can view the courses by choosing the **Course Offerings** link in the Fall 2017 Registration section.

- Please review the course listings in preparation for your course registration.
- Please note that there is a 5-digit CRN number listed next to each course, which you will need when it is time to register.

- To view sample course syllabi, visit our ["Blackboard" website](#). Select Guest Access, then select the Courses tab to view syllabi from previous semesters. This is helpful when trying to get courses approved at your home institution.
- If you cannot find a syllabus for your course, you are not alone! Please [visit our website](#) for advice!
- If you do not register between March 29 - 31, **we cannot guarantee that you will receive your first-choice courses.**

VISA Application

- ☐ **Submit all application documents** on Bentley Abroad
- ☐ **Your Acceptance Packet** will be mailed to your home university advisor. While waiting to receive this packet, research the J-1 Exchange Visitor VISA appointment requirements for your local US consulate. The items you will likely need to provide the visa-issuing officer are:
 - ☐ Your Bentley University letter of acceptance
 - ☐ Proof of financial support for your studies
 - ☐ Proof of English language proficiency, if required
 - ☐ Your valid passport
 - ☐ Your Bentley University DS-2019 form
 - ☐ Proof of having paid the SEVIS fee. ***We suggest that you pay the SEVIS fee at least three days prior to your visa application appointment.***

Arrival and Departure

- Arrive, on Bentley's campus, **August 23rd by 12:00 pm** for Immigration Check In and the start of Fall Orientation
 - Please account for time required for passing through customs and traveling from the airport (etc) to Bentley's campus
 - Residence halls will not be open before August 23rd
 - *The mail room does not accept shipments before the start of the semester due to a lack of storage space.*
- The last date you may have a final exam scheduled is **December 20th**. Exchange students are provided an extension and allowed to stay ONE additional night in order to pack and move out of their residence hall.
 - Exchange students are required to move out by **9:00 am on December 21st**.
 - Light refreshments, breakfast, and coffee will be provided in the Student Center for students who have travel plans later on in the day.
 - If there is inclement weather during the course of the semester, and a make-up school day is required, the last date that you may have a final exam would be **December 21st**. The same accommodations for exchange students mentioned above will be in place.
- When planning air travel, please remember that your visa will allow you to arrive in the U.S. **30 days before the start of classes and *not* 30 days before the start of Fall Orientation.** Your visa will allow you to depart from the U.S. **30 days after the final day of final exams.** For information on area hotels before or after the program dates, please visit our [website](#).
- Please visit our [website](#) for important information that you may find helpful in planning how to get to Bentley from the airport or bus station.