

Spring 2024

TO: Rochester-Bern Students
FROM: Karen Steiner, Director of Executive Programs
SUBJECT: August-September 2024 Rochester Residency

I am pleased to provide some preparation information about the 2024 Rochester Residency

The web site for the admitted students can be found at <https://simon.rochester.edu/admitted-students/brn-executive-mba> This information will continue to be updated during the spring and summer, so please check back.

The residency session is very busy, so be sure to **read the student handbook, IT information and any other information**. The website and student handbook include information about what to bring and what is available to you in Rochester—at the University, the hotel, and in the community. This way you will be prepared before you arrive. If you have any questions, you may contact the program office.

VISA

The first step in applying for a visa is the **Request for the I-20**, which is completed through URCompass, a portal operated by the University of Rochester International Services Office (ISO). Students should watch for an email (sent to personal or work account) from the University of Rochester with a link to provide the information needed for the I-20 Form. *Please note that you'll need to use the following to complete this process:*

-NetID

-DUO

-**Knowledge of University Student ID number (referred to as URID or UID)**

This information should have been sent to you via email shortly after you enrolled in the MBA Program.

Please refer to the ISO website for detailed information and instructions:

<http://www.iso.rochester.edu/study/incoming/index.html>

The website includes information about applying for your visa after receiving your I-20 Form.

A **SEVIS fee** must be paid before you apply for your visa. The fee will be paid by the BRN Program office, and you will be mailed a receipt; you must present this receipt when you go to apply for your visa. There is a separate fee for the visa, for which the student is responsible.

PASSPORT AND OTHER DOCUMENTS

Please check your passport and other documents carefully for correct departure dates, all necessary signatures and other possible errors.

Before coming to Rochester, make a electronic copy (and photocopy if you wish) of your passport and other paperwork to keep in a separate place from your originals:

- Original I-20
- Copy of photograph page of passport
- Copy of visa page of passport
- Copy of I-94 (available online after entering the United States.)

When you arrive at the University of Rochester, you will need to complete the required online Immigration Check-In. You will need to upload copies of most of the documents listed above. This will include obtaining your I-94 form online (the form from Customs indicating your entry) and updating information in UR Student, including your address in Rochester. Detailed instructions will be provided closer to your arrival date, but the process cannot be completed until after you have entered the U.S.

INSURANCE (HEALTH AND PROPERTY)

The program does **not** provide health insurance coverage. Please check your medical insurance in advance for medical coverage during your stay in the United States. If it is not provided, please obtain coverage before your visit. If necessary, you may use the University's medical facility during your summer residency, as well as local urgent care centers. **Please Note: Costs are usually payable when service is rendered.** Afterwards, you may process your medical expenses for reimbursement through your medical insurance provider.

The University does **not** provide coverage for the loss or theft of your personal items. Please check with your insurance agent regarding your coverage of personal items that you take abroad.

CONTACT INFORMATION:

Executive and Professional Programs
Simon Business School
Box 270107 (Schlegel Hall, Room 204)
University of Rochester
Rochester, New York 14627-0107

Office phone number: 585-275-3439

Shawn Denman, Sr. Assoc. Director of Advising, Part-time Programs: shawn.denman@simon.rochester.edu

Doris Griffin, Department Administrator: doris.griffin@simon.rochester.edu

Emma Audsley, Associate Director, Events and Marketing: eadsley@simon.rochester.edu

Jenn Crandall, Executive Director of Admissions and Programs: jennifer.crandall@simon.rochester.edu

Karen Steiner, Director: karen.steiner@simon.rochester.edu

Contact information for faculty and other departments of the University and Rochester community can be found in the last section of the student handbook.

ROCHESTER TERM:

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| Saturday 24 August | Arrive in Rochester |
| Monday 26 August | Orientation; Classes Begin |
| Friday 20 September | Classes End; Farewell Event |
| Saturday 21 September | Depart from Rochester |

ACCOMMODATIONS

Residence Inn Rochester-Henrietta

1300 Jefferson Road
Rochester, NY 14623
Phone: 585-272-8850

<https://www.marriott.com/hotels/travel/rocny-residence-inn-rochester-henrietta/>

Your accommodations are paid from Saturday 24 August through Saturday 21 September (departure day). Each student will share a two-bedroom, two-bathroom hotel room with another student. Charges for additional nights, different room types, or additional rooms must be paid by the student.

ARRIVAL

An information packet from the Executive MBA Program will be given to you when you check in at Residence Inn. Please read through the packet before Monday morning!

TELEPHONE

Please ensure that your mobile phone is set up for international use in the United States before departing Switzerland.

WEB SITES

Please visit our web site: <https://simon.rochester.edu/admitted-students/brn-executive-mba>. The information will continue to be updated throughout the winter and spring. **The Student Handbook contains many web sites and links** you may want to consult before your stay in Rochester.

We look forward to having you with us in Rochester!