

Spring 2025

TO: Rochester-Bern Students
FROM: Karen Steiner, Director of Executive Programs
SUBJECT: August-September 2025 Rochester Residency

I am pleased to provide some preparation information about the 2025 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:***

-AD (Active Directory) and Entra ID (Entra ID uses your AD with an email address-type suffix: @ur.rochester.edu.)

-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: <https://www.rochester.edu/iso/new-students/>

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

You must pay your **SEVIS fee** before you apply for your visa. Save the receipt when you pay the SEVIS fee; you must present this receipt when you go to apply for your visa.

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

After arriving in the US and going through Customs, you will be issued an I-94 form online; this is confirmation of your entry into the country; you'll need to access and download this.

When you arrive at the University of Rochester (or in 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, including the I-94. You will also need to update 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 – part of the Office of Student Engagement
Simon Business School
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Emma Audsley, Associate Director, Events and Marketing: eadsley@simon.rochester.edu

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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:

Saturday 23 August	Arrive in Rochester
Monday 25 August	Orientation; Classes Begin
Friday 19 September	Classes End; Farewell Event
Saturday 20 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/rocnv-residence-inn-rochester-henrietta/>

Your accommodations are paid from Saturday 23 August through Saturday 20 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!