Stanford–Vienna Academic Exchange
Incoming Student Information

IMPORTANT DATES
Course listings available August 15, 2022
Housing available* September 8 — December 17, 2022
International Student Orientation September 12 — 24, 2022
MIP Boot Camp (optional) September 12 — 21, 2022
Stanford Orientation Week September 19 — 23, 2022
MIP Program Orientation (mandatory) Thursday-Friday, September 22-23, 2022
Program Welcome Reception Wednesday, September 28 (4:00-6:00 pm)
Autumn Quarter September 26 — December 16, 2022
Thanksgiving Recess (no classes) November 21— 25, 2022
End Quarter Exams December 12 — 16, 2022

A comprehensive list of important dates and deadlines is available on the Graduate Admissions website. Please also view the Stanford Academic Calendar.
WELCOME TO STANFORD
The Ford Dorsey Master’s in International Policy (MIP) is excited to welcome you to campus in autumn. The Gateway to Graduate Study is an important starting point to learn more about Stanford and the various resources available to you.

IMPORTANT DOCUMENTS
Students from the Vienna School of International Studies (DA) selected to participate in the Stanford-Vienna Academic Exchange will need to complete and submit the following documents as soon as possible:

1. Stanford & Diplomatic Academy Exchange Program Form (attached to email)  
   (Deadline: ASAP)
2. Passport Bio page - please scan or take a photo of the passport bio page and send it to MIP (Deadline: ASAP)

The materials can be emailed to:
Cheng Huynh, MIP Program Coordinator
Jonathan Achter, MIP Assistant Director

VISA
Details are available on the Graduate Admissions website as well as the New Student Information webpage on the Bechtel International Center’s website. Both provide details on the visa process and which documents you will need to enter the U.S.

MIP is currently coordinating with the Bechtel International Center on this process since it recently changed for exchange students. We will follow up with you as soon as we can.

AIRLINE TICKETS
Flights must be booked in consultation with, and approval from, Stanford MIP. It is university policy that all university-sponsored travel must be booked via a Stanford Travel channel. Generally, up to $1500 is provided for round-trip airfare between Vienna

Updated: July 30, 2022
and San Francisco (Note: current fluctuations in price will be taken into consideration). Please coordinate directly with Cheng Huynh on booking your flight.

In order book travel to Stanford, please follow these steps:

- Provide preferred travel details to Cheng Huynh, including:
  - Dates of travel to and from San Francisco (SFO) from Vienna:
    - A preferred itinerary (if applicable)
    - Frequent flyer program number (if applicable)
  - Name as it appears in passport
  - Date of birth
  - Country of citizenship
  - Permanent address and phone number
  - Passport Number
  - Any additional preferences (e.g., aisle or window seat, health and dietary needs)

HOUSING

Housing is quite challenging in the Palo Alto and Stanford area. The university is a very large residential campus so it works best to live on campus or nearby, if possible. We are working to obtain campus housing but currently it is full for autumn quarter. Even some of our current students are having difficulty, but we hope that Student Housing is able to accommodate everyone. For details, please review residential living on the Stanford Student Housing website.

While we hope this changes we encourage you to seek housing via Airbnb, SUPost.com, or similar websites. Our MIP team is available to provide guidance, suggestions, etc., for off-campus living. The Caltrain is a Bay Area transit system that stops near campus so one could theoretically live as far south as San Jose, CA, or as far north as San Francisco, CA. The Marguerite is a campus bus system that runs from the Caltrain station to campus, as well as serves the local area. There are also a lot of bike lanes and paths so students commonly live in Palo Alto, East Palo Alto, Menlo Park, Redwood City, Mountain View, Atherton, or Los Altos.
STANFORD ID CARD
You should plan to apply for a Stanford ID card prior to arriving on campus. New graduate students should upload their photo via the Photo Upload webpage.

HEALTH INSURANCE
You are required to have health insurance that includes international travel/study. Please send proof of your coverage to Cheng Huynh by September 1, 2022. Generally, this is coordinated through the DA.

While at Stanford, you will have access to Vaden Health Center, where you can receive medical care on a fee-for-service basis.

ARRIVAL INFORMATION
The Visitor Information website has details on transportation to the Stanford campus, including information on airports and local transit options. The easiest ways to get to campus are via taxi, shared van service (SuperShuttle), car service (Lyft/Uber), or Caltrain (train system).

The type of visa you are issued will determine when you can enter the U.S. Please apply for the J-1 visa. Students who are issued a J-1 visa may enter up to 30 days before the date indicated in section #3 of the DS-2019. The starting date for the DS-2019 is the first day of the term which is Monday, September 26, 2022.

COURSES & MIP DEGREE PROGRAM
The Stanford Bulletin contains all university policies and degree requirements. Details for the 2022-23 Academic Year will be available no later than September 1, 2022. The 2021-22 Academic Year is currently available.

The course catalog, titled Explore Courses, provides courses listings for current and recent years.

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Details on the MIP degree requirements and courses can be found at:

- **MIP course descriptions** (courses managed by MIP)
- **MIP degree requirements** (academic policies, areas of specialization, etc)
- **Course descriptions** for all departments

You may also want to visit the Academics section of the MIP website for additional details.

**REGISTRATION & STUDENT STATUS**
During your time at Stanford, you will be listed as a non-matriculated student. In order to enroll in courses, you will need to complete a hard copy enrollment form and submit it to the Student Services Center in Tresidder Union. We will discuss this process upon your arrival.

In general, students register for 3-4 courses per academic quarter. They also often enroll in a one-unit activity course or colloquium. Most courses are offered for 3-5 units, depending on the academic department offering the course. During the first two weeks of the quarter, students will “course shop” by visiting many different classes. Thus, students can sample a variety of courses before making a final decision on enrollment for the quarter. Students must finalize their courses by the third Friday of the quarter.

**Deadlines (by 5:00 pm on date listed):**
- Preliminary Study List Deadline: Monday, September 26 *(Must be formally enrolled in courses)*
- Final Study List Deadline: Friday, October 14 *(Must submit any final changes to course enrollment)*

**BOOTCAMP**
MIP hosts a boot camp each September, during which incoming students review statistics, international finance and various technical and soft skills (e.g., STATA, R, Excel, interpersonal dynamics, 100 Jobs Exercise). This refresher course, which is offered free-of-charge, is optional. Historically, the quantitative portion of MIP Bootcamp has had limited value to students from the DA. However, the technical and soft skills sessions as
well as other portions, can be useful. Of course, any engagement with the incoming MIP cohort benefits community-building but you may be limited by the visa process.

Enrollment in boot camp will begin in August.

**ORIENTATION**
The Bechtel International Center website contains a variety of useful information to help answer your initial questions about coming to Stanford. All international students must check in with the Bechtel I-Center upon arrival and then attend an orientation session during the week before classes begin.

MIP hosts a mandatory orientation for incoming students on Thursday, September 22 and Friday, September 23. We strongly encourage you to attend so that you can meet the incoming students as well as gain an understanding of the MIP program and life as a graduate student at Stanford.

MIP’s annual Welcome Reception will be held during the first week of classes on Wednesday, September 28 from 4:00-6:00 pm on the Encina Lawn. This is an opportunity to connect with new and returning students, faculty, staff, and other campus affiliates. There will also be a welcome reception hosted by the Freeman Spogli Institute for International Studies, which is our parent organization, on October 6.

**QUESTIONS & SUPPORT**
If you have any questions or need any assistance in preparing for Autumn Quarter 2022, please contact Jonathan Achter (650.725.9155) or Cheng Huynh (650.498.9583).