Fall 2015 Checklist for Spring Semester 2016 Program

Please note the following documents, payments, and deadlines for completing arrangements for the on-site semester at Shanghai Jiao Tong University Spring Semester 2016. The required documents can be obtained in ME297 class meetings and from the program web page: https://engineering.purdue.edu/MECOM/ then follow the link for ME 297, left side menu.

Questions? Please email Dr. Atkinson, dla@purdue.edu

Class Registration Please register online for ME 297, a one-credit, graded course.

Note application deadline for Purdue Travel Awards will be announced in class and on website—perhaps due as early as September 15, 2015. Amount: $3000 for each participant.

Documents

Please respect the due dates that will be announced for the following. To be sure that everything is completed for the program prior to departure, it might be helpful to check off each item as it is completed.

☐ Passport ([original booklet]) with validity to at least December 2016 (due Week 1).
☐ Non-US Passport holders: two-sided photocopy/PDF, I-95/Green Card (provide at time of final Visa application); if applicable, valid US VISA (physically attached to passport, typically).
☐ Passport information form for Purdue Study Abroad distributed, completed in class. (complete Week 1).
☐ Participant Responsibilities for Purdue Study Abroad (distributed, completed in class)
☐ Participant Responsibility (additional specifics) for ME School (distributed, completed in class)
☐ Health Certificate with physician’s signature (due Week 1).
☐ Two additional official passport pictures, identical but not necessarily the same as that included in current passport. An on-campus service is located on the Ground Floor of Stewart Center (G35). Please use a felt-tip pen to print your name on the back of each print; bring to class.
**SJTU application for admission:**

- **SJTU Admissions Packet**—discuss in class, complete on-line: *(expected)* SJTU Application Form, Medical Certificate, Purdue transcript (official), SJTU course request form, updated resume.

- **Picture permission form**, completed in class

- **Purdue transcript**: official transcript (see MyPurdue for directions). Follow directions as announced.

- **Update your current resume** and print out for inclusion in the SJTU admissions packet.
  - Note Pro Resume link on MECOM home page (ME 290).

- **Complete ETA-SJTU course request form for Spring 2016**—bring to class as announced.

- **VISA Application Packet**—Chinese Visa Application Form (note different form requirements for U.S. passport holders, other passport holders, stays beyond 6 months), original passport booklet (including valid U.S. Visa for non-US passport holders), photocopy or PDF print-out of any U.S. Green Cards; Chinese authorization document (provided by SJTU as part of University admission). Only word-processed applications can be accepted. Note that all Chinese visa applications for our program will be considered as a group. Followed provided models carefully. Please observe deadlines.

**Sign-ups & Pick-ups**

- **ME 375** as a Purdue “distance” / on-line three-credit, graded course—a sign-up sheet will circulate and UG Office will advise about CRN.

- **Roommates** for SJTU housing (all doubles)—sign-up sheet will circulate.

- **Program polos**: indicate size, XS through XXXL, M & F sizes—sign-up sheet will circulate (Week 1).

- **Ground transportation**: Purdue Memorial Union to airport (additional cost)—sign-up sheet will circulate.

- **Pick up medical insurance cards, contact cards, program polos** (ME 3003), ME 375 “Notes” for those enrolled in this distance course.

- **Download and print “departure message”** with travel specifics.
Payments

- **Second program deposit**: Due Monday prior to Fall Break, **October 5, 2015**, $1000 check, payable to Purdue University (used for transportation package), bringing the total pay ahead to $1500.
  - Please be sure to add two items to the memo line of your check:
    - **Program Deposit for ETA—SJTU 2016** (program name helps Purdue Registrar credit appropriately)
    - **Your name** (if not printed elsewhere on the check)
- Balance of program costs (bundled): Due along with Spring 2016 tuition, both billed by Purdue Bursar.

Registrations

- **ME Academic registration for Spring Semester 2016**—make an appointment with Prof. Jones if you have specific concerns about the SJTU semester or with your assigned advisor, for a POS review and for the appropriate CRN for the Spring 2016 ETA-SJTU. Be sure to register for the program rather than any Purdue on-campus courses.
  - Online registration for ME 375 (special section of the regular Purdue course) is handled administratively in the ME Undergraduate Office.
  - Course request form for SJTU—wait for directions.
  - Courses included in the program: CHNS 101 (language), CHNS 280 (culture/history), ME 497 (intercultural teamwork).
- **Study Abroad**—Complete the on-line Study Abroad program “enrollment” page for ETA-SJTU. The associated documents will be provided on paper; no need to complete on-line. Review the Study Abroad support materials.

Class Meetings

We will **meet each Monday** to complete one academic credit of ME 297 with the title Intercultural Teamwork. **No text is required** for this course. We do not meet Monday, **September 1** (Labor Day) or Monday, **October 12** (Fall Break).

The steps required for ETA-SJTU program participation are required but are not part of the academic work of ME 297 and, thus, not graded.

**Grades** for the one academic credit completed this semester will be based on participation and assigned contributions.

Please email questions to Dr. Atkinson, **dla@purdue.edu**.