MBA International Programs
Prior to Your Departure

1. Leaving New York
   • Based on the completion date on your DS-2019, J1 visa holders have a 30-day grace period to leave the United States.

   **Departure From Palladium Hall**
   • Final exams for Fall 2009 semester: December 16 – December 22 - all students must check out of the Palladium within **24 hours after** their last exam.
   • **Wednesday, December 23, 2009 is the final check out deadline.**

   *If you need an extension on the housing deadline, please speak directly with the Residence Hall Director.*

2. Receiving Grade Transcripts
   • Once the Stern Registrar receives all grades from professors, we will send 2 official transcripts to your home institution. One copy is for your records; the other will be used to process transfer credit.
   • The process of sending grades to your home institution takes approximately 6-8 weeks after final exams.
   • **Be sure that you have settled all outstanding Stern Bursar bills – failure to do so will result in a hold on your account and you will not be able to receive your transcripts.**

   **Checking Grades Online**
   • Grades can be viewed through the Student Information System (AIS).
   • Your username and password are required (http://ais.stern.nyu.edu)
   • Grade changes/requests should be discussed directly with the professor.

3. E-mail Account
   • Your Stern account will be terminated six months after your departure.
   • Stern e-mail received can be forwarded to up to three e-mail accounts through SIMON – your username and password are required (http://w3.stern.nyu.edu/simon/)

4. Locker Assignments
   • We would like to remind you to clean out your locker by **Wednesday, December 23, 2009**. Items remaining in lockers after December 23th will be discarded.

5. Academic Training Visa Extensions
   • If you wish to obtain an extension to your J-1 visa for academic training – please read the information posted by the OISS: [http://www.nyu.edu/oiss/legal/employment/j1/j1training.html](http://www.nyu.edu/oiss/legal/employment/j1/j1training.html)

   **To apply you must supply the OISS with the following:**
   • Your passport, I-94 card, and DS-2019(s)
   • A letter of recommendation from your Academic Advisor
   • A letter from your prospective employer outlining the job/training offer
   • Evidence of your health insurance coverage during the post-completion academic training period
The Letter of Recommendation requires the following three items of information to be submitted to your Academic Advisor:

- An email containing:
  - your name, student ID number, and program
  - a description of how the training relates to your field of studies
  - a brief explanation of how the training is an integral part of your studies
- An official offer letter from the company containing:
  - the goals and objectives of the training
  - the position you will take
  - the training location / company name and address
  - your supervisor's name
  - the anticipated number of hours per week
  - the start and end dates of employment
- An email from your home institution to your academic advisor indicating that you have made satisfactory academic progress before matriculation at Stern

*Upon receipt of the above information, it will take approximately one week to provide the letter of recommendation.

6. Contact Us
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