

Incoming Exchange Student FAQs

Addressing Emails

In the U.S., the **Given name** is written first and then the **Surname or Family name**. For example, my name is **Julie Wilson**. However, when you use our email system, you will see my name as **Wilson, Julie**.

How to address a Faculty Member:

“Dear Professor (**last name**)”

How to address a Staff Member:

For a male, “Dear Mr. (**last name**)”

For a female, “Dear Miss or Ms. (**last name**)”

Signing up for courses

You will receive an email (sent to your WPI email address) from the Registrar’s Office at the beginning of June with instructions for class registration. You can find course schedules [here](#).

Exchange students are enrolled at WPI as undergraduate students. You have 4 course options:

Option A. 3 undergraduate courses in A term + 3 undergraduate courses in B term

Option B. 2 undergraduate courses in A term + 2 undergraduate courses in B term + 1 graduate course

Option C. 1 undergraduate courses in A term + 1 undergraduate courses in B term + 2 graduate courses

Option D. 3 graduate courses

For any of these options, you may also take 1 PE course in A term and/or 1 PE course in B term.

If you have a permission error registering for graduate courses...you must contact the department for special permission and then fill out the “[Add/Drop](#)” form and have the faculty member sign it before you return it to the Registrar’s Office.

Waitlisted Courses

[Waitlisted courses](#): Please read the information about courses that are full.

Waitlist **courses for B term**: Please wait and don’t do anything yet. You may be offered a seat in the course if a seat opens up. If you are waitlisted for a course, please keep checking your WPI e-mail. When a seat becomes available, you will receive an e-mail from the Registrar's Office. Once you receive an email from the Registrar's Office informing you of an available seat, please go directly to Banner web and register for the course. Please note: If you do not register for the course within 72 hours of receipt of the notification email, you will lose the seat. If, by October 1st, you still don’t have a seat in the course, then you should contact the Professor and explain your situation and see if they will let you in. Pick up an “add form” from the Registrar’s Office or [online](#) and drop it off on the first day of B term.

Preparing For Your Trip & Arriving in the United States

Please read the following information from the International House

- [Getting a Visa](#)
- [Arriving in the United States](#)

If you have any questions please contact the International House, ih@wpi.edu

Arriving to WPI

Please read the following information from the International House:

Please visit the International House to pick up your orientation packet and your housing keys. If you arrive to WPI outside of normal business hours (8am-4:30pm), you will need to pick up your keys at Campus Police. Campus Police will have the phone number of the Peer Mentor on call, who is a WPI student who is available for you when you move in. If you need help, please have Campus Police call the Peer Mentor. Regardless, please stop by the International House to pick up your orientation packet.

Transportation

[SNAP \(Security Night Assistance Patrol\) Transportation Services](#)

SNAP begins operation on the first night of classes each term and ends on the last day of classes at the end of the term: Sunday through Saturday, from 6 p.m. to 4 a.m. during A-Term and D-Term and 4 p.m. to 4 a.m. during B-Term and C-Term

Guidelines for utilizing the SNAP Transportation service include:

- escorts must fall under a limit of a one (1) mile radius.
- escorts will be provided from off-campus housing, to campus and from campus, to off-campus housing.
- escorts will be provided when on campus to anywhere else on campus.
- escorts will be provided to Price Chopper grocery store at Park Avenue on Thursdays 4pm to 5pm and Sundays 4pm to 5pm.
- escorts are not used for rides to shopping centers, restaurants, bars, or any other commercial locations.
- escorts may be provided to and from the Train Station or Bus Station to WPI Students for traveling purposes only.
- escorts are not allowed by law to transport any forms of drugs or alcohol. SNAP drivers are authorized to view any enclosed packages and /or containers.

You can reach SNAP by calling +1-508-831-6111. Calls will be handled as expeditiously as possible. However, there may be times when an escort is delayed; please be patient and waiting where you can see the van during such times.

[The Shuttle \(evening\)](#)

The Shuttle is committed to providing safe transportations to all the WPI Community. There are seven (7) Shuttle van stops.

The posted signs for the shuttle routes are as follows:

1. Faraday Hall: In front of building.
2. Gateway Park: Outside the Gateway Garage by the north-end stairwell.
3. Founders Hall: Behind the building.
4. Bartlett Center: In front of building.
5. Morgan Hall Rear: End of the walkway between Rec Center/Morgan Hall.
6. Price Chopper: In front of building.
7. Salisbury Estates: By the rotary island.

The above locations identified are in order of the shuttle route.

THE SHUTTLE (evening) HOURS OF OPERATIONS:

Hours of Operation are Sunday through Saturday
(7 days a week) from 6:00 pm to 2:00 am.

[Worcester Regional Transit Authority](#)

Receiving Mail On-Campus

As an exchange student you will not have a physical mail box/combination on campus, however, you will still be able to receive mail. Please follow the [instructions](#) as to how your mail should be addressed and where to find your box number.

Open container law

Please familiarize yourself with this Massachusetts law about [open containers](#).

Internet & Wi-Fi On-Campus

Please note that you will need to [register](#) your computer, phone, or any device that will use Wi-Fi. Please become familiar with the process so you can do this once you arrive on campus.

Cell Phones

All students are required to have a working cell phone with a **U.S. cell phone number** and provide Julie Wilson (jwilson@wpi.edu) with this number upon arrival. One option is through [campusSIMs](#). This service works with any unlocked GSM phone. You may pick up a SIM card at the International House with Colleen Callahan-Panday (ccallahan@wpi.edu) upon your arrival. They have three plan options.

Plans

Three plans to choose from (all prices are in US dollars)

Plan Price	Minutes	Text	4G Data
\$25/mo	400 minutes	1200 text	500 MB 4G data
\$40/mo	600 minutes	2500 text	1 GB 4G data
\$55/mo	800 minutes	4000 text	2 GB 4G data

The image shows three smartphones side-by-side, each displaying a different campusSIMs plan. The first phone (left) has a white background and shows a \$25/mo plan with 400 minutes, 1200 text, and 500 MB 4G data. The second phone (middle) has a green background and shows a \$40/mo plan with 600 minutes, 2500 text, and 1 GB 4G data. The third phone (right) has a dark green background and shows a \$55/mo plan with 800 minutes, 4000 text, and 2 GB 4G data. Each phone screen also includes the text 'all prices are in US dollars' at the top and the 'campusSIMs' logo at the bottom.