



Studymetro, Indore

517, 5th Floor, Shekhar central, AB Rd, Manorama Ganj, Indore, Madhya Pradesh 452018, India.

Study Metro, Bangalore

2nd Floor, No. 121, Wood Street, Opposite to Brigade Tower Ashoknagar Brigade Road above IBACO Bangalore 560025

AGENT MANUAL

THIS MANUAL IS DESIGNED
FOR THE AGENTS TO
GATHER A CLEAR
IDEA OF HOW STUDY METRO
SHOULD BE ORGANIZED.



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INTRODUCTION

This manual is designed as a general orientation to assist agents and representatives of studymetro in its international summer program options. This manual provides an understanding of the legality for eligibility for International students. The international summer program is designed to help those applicants who want to gain all the skills necessary to enable them to become a competitive candidate for a high level job after graduation, as well as experience a life time opportunity.

General Information Regarding the Student Exchange/summer Programs

Studymetro offers a number of exciting international summer programs.

All applications for these international summer program will be screened by a selection committee and final acceptance is conditional upon host institution selection and Studymetro Faculty approval.

What is an exchange/summer program?

Studymetro students participating in an international summer program program will attend an overseas institution for the pre-decided duration by the institution. As some of the semester dates differ abroad, students will have to be exempted from attendance defaulters for the equivalent duration.

Students may make use of the different time frames to travel while abroad.

students will have Studymetro student status at the host institutions and may opt courses offered by the respective host institution.

What is studymetro international program?

As part of STUDYMERTO International Summer Programs, students have the unique opportunity to relish their desire, while they gain experience with Global Education Leaders. Whatever program a student participate in, he/she will make connections with people from across the globe. (& Remember ultimately its the connection that matters).students also learn directly from great leaders.

Be immersed in the land of dreams, and learn about different cultures as they share their own.

CHOOSING A DESTINATION

Two things should determine your choice of destination:

- 1. Course content– during the program, you must select courses/subjects that you are currently pursuing. It is imperative that you take courses abroad that are approved by the relevant Heads of Department at your institution. Some destinations are only viable for students taking certain subjects (e.g. Commerce Students) and some degrees (LLB) and subjects (Law) have strict limitations on where you go. Be sure to consult with your Head(s) of Department when deciding where to go. In certain cases, the studymetro consultant will advise you against going on exchange/summer program if it will negatively impact on your study path.
- 2. Financial implications – all programs cost are different, some cost more than others. Be sure that you know what expenses you will be expected to cover when going on international summer program. If you are uncertain, visit the studymetro office and talk to the international officer at Studymetro.

Applying for an international summer program

Please note that the relevant information regarding courses on offer, as well as general information about the institutions.. It is the student's/faculty's responsibility to review this information before applying for the program to ensure that there are suitable courses available.

Students are invited to apply individually or in groups and must submit their application form along with their recommendation letter and an up-to-date course record, to the International Office executive at Studymetro before hand..

The Selection Committee then meets to shortlist students. Students on the shortlist are invited to be interviewed; thereafter final selection is made by Studymetro. The successful students will be then guided to the host institutions via the Studymetro International Office. Please note that academic acceptance by the host institution is not automatic.

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PROGRAM OVERVIEW

Student Introduction to the international Summer Program

- 1. Please study the information in this manual, as well as the school websites, brochures and forms provided to you. You may show to the student the manual, school website, and brochures so the student knows in detail, what the university and studymetro are offering and what the general requirements are.
- 2. Explain to the student all the details about the international summer program, all the separate entities involved and all of the fees required.
- 3. If you are not sure if the student is qualified, then please submit (scan and attach to us) the documents for the applicant. We will review the information and let you know if the applicant is qualified to apply.

Collecting Documents:

- 1. Have the student fill out the Application Form and all additional school form as noted on the school's work-study website.
- 2. Have the student read and sign the studymetro Estimate of Cost Form.
- 3. Collect required documents from the student. (see “required general documents” and “school requirements”)
- 4. Collect processing/courier fee

PROCESSING SCHOOL APPLICATIONS

- 1. Send the COMPLETE application packets to:
Study Metro, Indore
517, 5th Floor, Shekhar central, AB Rd, Manorama Ganj, Indore, Madhya Pradesh 452018, India. summerabroad@studymetro.com
- 2. Advise student that he/she can expect to receive notification of acceptance to the program approximately two to three weeks after the university has received the complete application packet.
- 3. Advise student that he/she can expect to receive acceptance letter or I-20. two weeks after acceptance.
- 4. Advise student that he/she will need to start the online visa course.

INACTIVE FILES: If we receive an application which is incomplete for more than 20 days we will retire the student and shred the file. Also, if we do not receive a reissue request 20 days from the start date as noted on the I-20, we the schools/SEVIS/ and studymetro will retire the student and the school will shred the file. If the student (incomplete or reissue) wants to be reactivated then we will need a fresh set of application documents

ISSUANCE OF THE I-20/acceptance letter:

- a. Advise student that the I-20/acceptance will not be released until he/she completes the online visa course and has passed mock interviews.
- b. Consult the student with your own visa training that is relevant to the US embassy in your area.

RECEIVING THE I-20/acceptance letter:

- a. Advise the student that upon receiving acceptance from the university, agent will assist applicant to make his/her required refundable deposit, after which the I-20 can be released.
- b. Advise student to anticipate the acceptable ways to make the deposit. (see “Deposit Information” section)
- c. Collect the necessary deposit from the student before you give the student the I-20.
- d. You can check status of application online.

THE ADMISSIONS PROCESS

Submitting an application

The following application process provides the necessary steps each agent must follow to successfully complete the student application, to produce a “whole and complete” application. A student application is considered “whole and complete” when it meets the following criteria:

- The students has completed the institution's application documents for their intended course of study
- The student has tendered all requisite supporting documentation

NOTE: studymetro cannot accept incomplete applications and documents.

Gather Documents – Refer to the Admissions Documents section, of each institution, for the list of required documents.

Create an Individual Folder for Each Student – Label the folder with the students first, and last name.

Rename Scanned Documents – Documents should be labeled correctly (i.e. Passport, marksheets, etc.)

Email studymetro– After you've successfully added the folder to DropBox, inform studymetro.

Emails should be sent on: summerabroad@studymetro.com

Upon receipt, Studymetro will begin reviewing the documents and verifying that the application is complete. Studymetro will perform a quality check to establish:

- Scanned documents are clear and legible
- The applicant meets the entry requirements set forth by the institution
- The supporting documentation fulfills University guidelines

Once the application is approved, it will be submitted to the university.

Application Approval

Depending on the university, the student may be asked to pay an application fee up front or a processing fee upon approval. Once the application has been approved by the University, studymetro will receive either the scanned acceptance letter or the scanned I20; depending on university procedure.

Application Steps for Each Student

Each student will go through the following process:

Document Review and Validation- study metro checks each document to ensure it is a true version of what is being requested. This helps reduce the risk of fraud, from our students.

Final Admission Approval- The application is submitted to the university for final approval- In some instances, the university may request additional action be taken.

Issuance of I-20/Acceptance letter- As an agent, you will be provided with a scanned copy of the students I20/acceptance letter. The hard copy will be mailed out in the following days. Due to availability of appointments, it's best to encourage your student to schedule an appointment with the scanned copy.

Scheduling an Appointment- Students, or your agency, will schedule the appointment online and pay the SEVIS fee. An interview date will be set, for your selected consulate. As the agent, you should feed the date back to your account manager.

Preparing for a Visa Appointment- There are many things a student have do to prepare for their interview. Students need to begin collecting all documentation, as well as preparing for the one-on-one interview with a consulate officer. StudyMetro will provide any agent with interview preparation documents to share with students to help with any further information on the university, common questions and tips for the interview. charges may apply..

Visa Approval/ Denial- Based on the outcome of your student's interview, one of two decisions will be made. Further action can be take, on either, as follows:

- a. Approved- Student receives VISA in a couple of days and starts planning for trip.
- b. Denied- Student can: take another interview date, defer studies or apply to another university.

Paying Fees- Students are expected to pay any deposit that is required by their university, in the designated time. Students are also required to pay their fees prior to leaving their country. This is a very important policy at all universities and requires the most attention to adhere to. 8.) Preparing for

Upon Arrival- studymetro helps with transportation and accommodations, as well as provides students all the necessary help



HARVARD UNIVERSITY

Harvard University is a private Ivy League research university in Cambridge, Massachusetts, established in 1636. Its history, influence and wealth have made it one of the most prestigious universities in the world.

Harvard Summer School was founded in 1871. It is the first academic summer session established and the oldest summer school present in the United States.

HARVARD PRE-COLLEGE PROGRAM:

TWO-week program:		
SESSION I	SESSION II	SESSION III
June 26–July 8, 2016	July 10–22, 2016July	24–August 5, 2016

The Harvard Pre-College Program is immersive, collaborative, and transformative. Alongside peers from around the world, you'll thrive in a dynamic, supportive academic environment.

Secondary School Program

A seven-week program, June 18–August 6, 2016

Imagine studying at Harvard for seven weeks, fully immersed in the college experience. Whether you choose to live on campus, commute, or take courses online, you'll have the opportunity to explore complex topics, gain valuable life skills, and form lasting bonds.

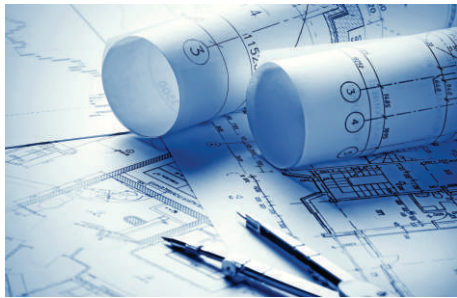
LIST OF SUBJECTS



Arts, Humanities & Social Sciences



Business



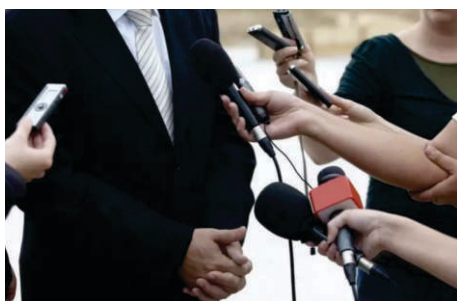
Computer Science, Math & Engineering



Foreign languages & literatures



Sciences



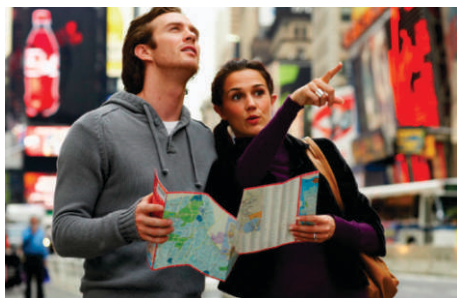
Writing & Journalism

IN THE PROGRAM YOU HAVE THE OPPORTUNITY TO: *Learn without limits*

THRIVE OUTSIDE THE CLASSROOM



Live At Harvard



Explore The City



Expand Your Worldview



Become A Stronger College Applicant



Live Independently



The Transformation Begins Here

From the moment you step on campus, you'll be steeped in the Harvard experience. Alongside fellow students from around the world, you'll learn, grow, and have fun in the process.



BERKELEY UNIVERSITY

Why study at UC Berkeley?

- Challenge Yourself** Complete semester-length courses alongside UC Berkeley students in just one summer.
- Get Social** Meet students from Berkeley and around the world. More than 16,000 students attend Summer Sessions each year, including more than 3,000 visiting and international students.
- Experience the Bay Area** Enjoy summer in the San Francisco Bay Area—one of the most beautiful and vibrant destinations in the world—known for its diversity, food, technology, arts, and nature.

Summer program:				
SESSION I	SESSION II	SESSION III	SESSION IV	SESSION V
Six Weeks	Ten Weeks	Eight Weeks	Six Weeks	Three Weeks
May 23 – July 1	June 6 – August 12	20 – August 12	July 5 – August 12	July 25 – August 12

Summer in the Bay area
Enjoy summer in the vibrant San Francisco Bay Area! Centrally located, Berkeley is just 25 minutes from downtown San Francisco and within an hour of most local attractions, including national parks, museums, shopping, restaurants, and nightlife.

Things to do

See the sights. Walk across the Golden Gate Bridge, stroll down twisty Lombard Street, ride a cable car, visit lively Chinatown, and take a tour of Alcatraz Island.



Eat Delicious Food. The Bay Area is a food lover's paradise, with fine local restaurants, farmer's markets, and a thriving food truck scene.



Celebrate with The Locals. Enjoy music, art, and cultural events, such as the Outside Lands Music and Art Festival, Oakland Art + Soul Festival, and SF Pride Celebration.

Visit A Museum. Experience some of California's best art, natural history, culture, and science museums, many of which have discounted admission for students.



Get Outdoors. The Bay Area has some of the most beautiful parklands in the nation, including the Marin Headlands, Muir Woods National Monument, and Point Reyes National Seashore.



BOSTON UNIVERSITY

1. Summer Study Internship Program

- Twelve weeks.
- One great experience.

Enjoy a unique and rewarding summer through our Summer Study Internship Program. Gain professional experience as you complete relevant academic course work and enjoy beautiful Boston with fellow interns from across the world.

2. High School Honors:

- An Authentic College Experience

This honors program challenges students to study alongside Boston University undergraduates. The High School Honors Program offers more than 80 undergraduate courses—Outside the classroom, High School Honors students interact with a vibrant community from all over the country and world.

3. Summer Challenge

- Take Your Summer to the Next Level

Get a taste of college life while challenging yourself academically through our two-week residential summer program for rising high school sophomores, juniors, and seniors.

Summer program:

SESSION I

June 19 – July 1, 2016

SESSION II

July 10 – July 22, 2016

SESSION III

July 24 – August 5, 2016

4. AIM: Introduction to Medicine is an exciting three-week pre-medical program offered in partnership with the Department of Medical Sciences & Education at the Boston University School of Medicine.

5. Summer Preview This summer, spend a week immersing yourself in college life, exploring interesting subjects, and making new friends. Our one-week non-credit Summer Preview program offers a choice of seminars to rising high school freshmen and sophomores. Take advantage of this opportunity to explore an area of academic interest or become familiar with an entirely new subject.

6. Research in Science & Engineering We offer hands-on research opportunities in the following areas: astronomy, biology, biomedical engineering, chemistry, electrical and computer engineering, mechanical engineering, medical laboratory research, neuroscience, physics, and psychology.



**Pierce College
Science Camp with Astronaut Soyeon Yi**

PROGRAM details:

Your 14 day science program will include the following:

- Lodging and meals
- All ground transportation
- 35 hours of Intensive science program with Dr. Yi
- 20 hours of Intensive English Instruction
- Use of Pierce College laboratory materials and equipment
- Science based cultural excursions



MANCHESTER UNIVERSITY

The University of Manchester is part of the prestigious Russell Group of universities, with outstanding facilities and the widest range of courses. highly respected across the globe as a centre of teaching excellence and innovative research. With 25 Nobel prize winners among our current and former staff and students, we have a history of world firsts and brilliant discoveries, from splitting the atom to giving the world graphene. We're committed to world-class research, an outstanding learning and student experience, and social responsibility in everything we do.

The University of Manchester is the largest single-site university in the UK, with the biggest student enrollment.
Date: 12th June – 16th July 2016
Locations: UK, Czech Republic, Spain and France

United Kingdom

The first week in Manchester is devoted to a series of lectures given by the world class faculty

Czech Republic

The purpose of the study trip to the Czech Republic is threefold.
the company visits have Skoda and Original Budweiser Brewery included.

Spain

The study trip to Spain focuses on how a medium-sized, semi-industrialised European economy has managed its integration into the EU. It is taught through lectures from practitioners covering various topics. The company visits in recent years haveincluded DAMM S.A., TV3 and Microson.

France

The study visit in France takes place in two locations: Montpellier and Dijon
The company visits have included CERMEX, SBM and OECD and provide first-hand information about each sector.
Before returning to Alliance MBS for the final week, delegates have the opportunity to enjoy time in Paris and London dedicated to cultural visits and tourism.



WESTMINSTER UNIVERSITY

IF YOU WERE OFFERED THE CHANCE OF A LIFETIME, YOU'D TAKE IT, RIGHT?
The University of Westminister's London International Summer School offers you just that.
Join us for three or six weeks over the summer and immerse yourself in the dynamic culture of one of the world's most loved cities.

Summer program:

SESSION I

June 18 -July 9, 2016

SESSION II

July 9 - July30, 2016

Travel Information

Congratulations on your visa to the HTIR co-op program. We have compiled travel information that you may find useful. We recommend you carefully read and study the below information so you do not have any troubles while traveling to the U.S. We also recommend you read the additional, attached "US entry facts" sheet.

Below are some travel tips that you may find useful.

Please be careful at the airports. There are many pickpockets and thieves just waiting to steal your bags and wallets. We recommend that you keep your passport and visa documents on your person, not in a bag or wallet. Also, any large quantities of cash that you carry should be in a safe place on your person. (We have had people tape cash to their stomachs or sew it into their clothes.) Do be careful of anyone who is near you, because the pickpockets are very good at what they do.

Also, it is important to know that you cannot bring into the US more than \$10,000 cash without telling immigration. (We have had students whose money was taken from them at the boarder because they had more than \$10,000.) The safest thing to do is to have your tuition and fees wired directly to the school before you leave your country. For security reasons, the airlines are asking people to arrive earlier than before; some security lines are moving quickly and some will move slowly, so if you miss a flight for some reason, don't panic. DO CALL the school and your pickup contact (if you have one) to let them know of the change of plan. The airlines will probably be able to put you on a later flight that same day.

The Transportation Security Authority (TSA) has ruled that passengers are only allowed to bring liquids through the security checkpoint that fit in a 3 ounce or smaller container. These containers must fit in a quart size clear plastic bag. This is for all liquids and gels, including, beverages, shampoo, lotion, toothpaste, hair gel, and other items of similar consistency. If you are going to transport these items in containers larger than 3 ounces, then you will need to place them in your checked luggage. Passengers may have baby formula, or juice if a baby or small child is traveling. Passengers may also have prescription medication labeled with a name which matches the name on the passenger's ticket, insulin, or other essential non-prescription medications. Items purchased passed the security checkpoints may be brought on board the aircraft.

For further information, please go to www.tsa.gov If you have traveled at all in the past few years, you've probably already stood in security lines while your bags were x-rayed and you and your fellow passengers produced your identification papers numerous times, took cell phones and laptops out of their cases, emptied pockets of coins and keys, stripped off your shoes, belts and jewelry. And for some, the need to stand, arms and legs outstretched, while an electronic wand was waved around their body, possibly to determine what caused all that beeping when they stepped through the metal detector. Remember: This is a good time to keep your sense of humor, but it is not a good time to make jokes. Comments about guns, bombs, box cutters, hijacking and anything else related to terrorist activities that have caused the deaths of thousands of innocent travelers will be taken seriously. At the very least, you will be detained—not a good way to start your journey. It is important to arrive early at your departure site—90 minutes to two hours is the general rule. International travelers usually go through three lines—once at check-in, once for the examination of checked luggage, and once at the personal security check-through. Being late for your flight will not get you moved to the front of these security lines.

To make things move faster for yourself and for those waiting in line behind you, make use of the following tips:

- Read the permitted and prohibited items list: <http://www.tsa.gov/> Some things that are not allowed in your carry-on baggage can be carried in your checked luggage.
- Keep your passport and boarding pass readily available. You will be asked for these documents more than once, so there is no point in putting them away until you are completely through security.

- How you dress for an international flight can make a difference in how quickly you can move through security. Since you will be asked to remove your shoes, we advise against intricate laces, long rows of clasps, buckles, or other fasteners that take time to get your footwear off and on because it will hold up the line. Smart travelers wear slip-on shoes, which are also convenient for getting comfortable on long international flights.
- Although you will not be asked to remove your clothes (other than coats, suit jackets, and blazers), clothing with metal buttons and buckles will definitely cause the beepers to go off and you will need to be "wanded" which, again, uses up time for everybody. Wear comfortable clothing with a minimum of metal fasteners.
- Keep in mind that you will have to remove much of your jewelry if it contains metal, and you will also have to empty your pockets of coins, keys, cell phones, and other bulky items. Even full packs of cigarettes can set off the beepers. It takes time to take things off and put them back on, to empty each of your pockets and fill them up again. Dress accordingly. If you have lots of pocket items, put them in a clear plastic bag so you can pull it out for inspection in one easy go and are not patting yourself down repeatedly while your fellow travelers are glancing at their watches. Even better, put the plastic bag in your carry-on luggage and retrieve it after clearing the inspection point.
- Pack your valuables and fragile items such as jewelry, cash, cameras, and laptop computers in carry-on baggage only. If you are traveling with a laptop computer, remember that you will have to remove it from its case and may need to turn it on for inspectors. You may be asked to do the same with other electronic devices.
- Put all undeveloped film in your carry-on baggage because the checked-baggage screening equipment could damage it. Don't hold things up by trying to locate and remove it from your suitcase while in an inspection line. Do not pack wrapped gifts and do not bring wrapped gifts to the security checkpoint. This will assuredly cause you to be pulled aside for further inspection. And use common sense: if you bought Aunt Berta a great set of knives, pack them—unwrapped—in your checked, not your carry-on luggage. Items confiscated at security checkpoints are not returned, and you wouldn't want to disappoint Aunt Berta. If you wish to lock your baggage, use a Transportation Security Administration (TSA) recognized lock. Go to [http://www.tsa.gov/public/interapp/editorial/editorial_multi_image_with_table_0234.xml] for more information; otherwise you may find the fastener on your bag broken when you arrive at your destination. Checked luggage may randomly undergo additional inspections before being loaded onto the carrier. If your bag is chosen, it will be opened—so it's best to allow unfettered access.

Hope you have a nice trip!

Frequently Asked Questions:

1.)what are the minimum eligiblity?

Eigibility for different program is different.

2.) Do students need IELTS/ TOEFL?

Depending on the university, your student may need this requirement. Check the university information page for specific requirements.

3.) Where do I mail in the hard copy documents?

Studymetro, Indore

517, 5th Floor, Shekhar central, AB Rd, Manorama Ganj, Indore, Madhya Pradesh 452018, India.

Study Metro, Bangalore

2nd Floor, No. 121, Wood Street, Opposite to Brigade Tower Ashoknagar Brigade Road above IBACO Bangalore 560025

4.) I can no longer reach my students, after he/she was given a VISA, what should I do?

Inform studymetro office as soon as possible. From there we can follow up with the university to see if/ when the student flew to the U.S and if he/ she went on campus, as they should. You should also try following up with the students family, or directly via email.

5.) Are there any upfront fees to apply?

Yes, depending on the institution, the student may need to pay an application fee or a processing fee. Some universities require an evaluation or a deposit, which will also need to be paid by the student.

6.) How long does it take to obtain an acceptance letter?

Each university has a different process, once an application is accepted. Typically, 7-10 business days is a good estimate; however, this depends on whether the university requires further documentation from the applicant or not. If the university does require further documentation, this will add to the processing time.