1. **Name of Institution**: __________________________________________________________

2. **Eligible Program Periods**:  Summer ___ Fall ___ Spring ___ Year long ___

3. **Application deadline**: Summer ______ Fall ______ Spring ______

   Please describe the application process and fees:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. **Coordinator Information**:
   a. Name: __________________________________________________________
   b. Office Telephone: __________________ Fax: __________________________
   c. Email: _________________________________________________________
   d. University website: _____________________________________________
   e. Address: ______________________________________________________
   f. Office Hours: ____________________________

5. **Official Arrival and Departure Dates**:
   a. Summer         Arrival date __________ Departure date _____________
   b. Fall Semester (1st)    Arrival date __________ Departure date __________
   c. Spring Semester (2nd)  Arrival date __________ Departure date ___________

6. **Transportation upon arrival**:
   Will institution provide transportation from the airport? Yes ______ No ________
   If not please provide available services:
   Name of service: ____________________________________________________ Cost: __________________
   Telephone: __________________________ Hours of service: __________________________
7. Academic Calendar:

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8. Course Selection:

Courses available (Please Check): Undergraduate _____ Graduate: _____

How will students register for classes?

Where can students find courses and descriptions?

Will courses be taught in English or host language?

9. Tuition:

Will students pay tuition to host or Home University?

10. Housing:

Type of housing available:

On campus housing: ______ Off campus housing: _______ Host family: _______

Cost of housing per semester: _______ Will housing cost be waived? _______

Cost of housing during summer: _______ Will housing cost be waived? _______

Will students make payments directly to host or home-university? _______

Number of students sharing rooms ______

Number of students sharing bathroom facilities _______
Where do students register for housing? ____________________________________________

When is the last day of move out? Summer ______ Fall ________ Spring ________

Check the following services if provided:
Linens _____ Blankets _____ Towels _____ Laundry facilities _____
Cooking facilities _____
Bed size _____

11. Meals:
Check the services provided
Meal Plan _____ Cost: ________ Number of meals per week ________
Meals provided by host family _____ Cost ________
Meal stipend _____ Stipend amount___________
Are meal plans available during the summer and holidays? _____________________________
If not, what other options are available? ______________________________________________

12. Insurance:
   a. Will program include insurance from home university? (please check) Yes ____ No ___

13. Extra Fees: Are there any extra fees that students will encounter at Host University? Please describe: ________________________________________________________________

14. Extra-curricular activities or excursion:
Do you have any type of extra-curricular activity plans for student? If so, what are they and how often?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signatures

Program Director: ______________________________ Date: _______________________________