Student Exchange Program Information Sheet

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:**

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall Semester (1st)</th>
<th>Spring Semester (2nd)</th>
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<td>Orientation:</td>
<td>______</td>
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<td>Registration:</td>
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<td>Classes begin:</td>
<td>______</td>
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<td>Classes end:</td>
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<td>Vacations:</td>
<td>______</td>
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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 of 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: ____________________________