

Guidelines for Developing International Partnership Agreements and Initiating International Exchange Programs

Issues to Consider in Developing Student Exchange Agreements

1. Balance: International student exchanges must "balance." "Balance" can be defined differently. In all cases, they must take into consideration the number of participants as well as their length of stay. Typically, each partner institution should send and receive the same number of participants for the same amount of time each academic year. In other instances, a larger number of undergraduate students may be exchanged for a graduate student. The sponsoring academic department, school or college at KSU has the responsibility for making the necessary arrangements for covering imbalances if they occur.
2. Outbound students pay the full-time, in-state tuition for the terms of their exchange. This money is applied to cover the cost of inbound visiting students. Likewise, the outbound KSU student does not pay tuition at the partner host institution.
3. If students of unlike academic status are exchanged (for example, undergraduate for graduate students) and there is a cost differential, the student whose tuition exceeds equity is responsible for paying the difference.
4. Certain KSU disciplines are in high demand worldwide. An individual making an exchange should ensure that other KSU departments benefit from those exchanges, and also that KSU students are also participating overseas exchanges.
5. If homestays are to be used by the foreign institution, it should be agreed upon how the host institution plans to screen the families and place students with families.
6. The Division of Global Affairs (DGA) will assist the inbound students in securing on campus housing if desired and depending upon availability at the time of the request. DGA may help with off campus arrangement for inbound student.
7. Inbound and outbound students are required to have and maintain health insurance coverage throughout the duration of their program. Insurance must cover health, repatriation of remains and emergency evacuation. Insurance must be approved by the DGA.
8. All inbound international students will enter USA on a J-1 visa. DGA has the responsibility for preparing the appropriate DS-2019 forms.



9. Inbound students will be admitted to KSU as a non-degree seeking students.
10. Sending institutions must ensure that outbound students have the requisite language skills to successfully take courses in the language of instruction of the host institution.
11. Typically, international student exchange agreements are established for up to five years. Six months prior to the termination of the agreement, the DGA and the Faculty Coordinator will review the agreement to determine if it should be renewed.