



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:

| | Summer | Fall Semester (1st) | Spring Semester (2nd) |
|----------------|---------------|---------------------------------------|---|
| Orientation: | _____ | _____ | _____ |
| Registration: | _____ | _____ | _____ |
| Classes begin: | _____ | _____ | _____ |
| Classes end: | _____ | _____ | _____ |
| Vacations: | _____ | _____ | _____ |

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: _____