**INTERNATIONAL AGREEMENTS PROPOSAL FORM**

**SUPPLEMENT FOR STUDENT EXCHANGE**

**Please complete this supplement ONLY if you are proposing a student exchange through which students will enroll in courses at the host university (UW or partner university) on a visiting, non-degree basis.**

**Do not use this form if the exchange of students will result in conferral of a degree at the UW or the host university (e.g., a dual degree), or if the exchange involves training, work or observation in a clinical setting.**

**INSTRUCTIONS:**

1. Read the Roles and Responsibilities for Departments Operating Student Exchanges

1. Read the Roles and Responsibilities of UW Study Abroad
2. Complete the Student Exchange Approval Form and obtain required signatures
3. Submit both the completed Student Exchange Approval Form and completed International Agreements Proposal Form to Office of Global Affairs. Forms can be submitted as hardcopies or scanned and emailed to:

Cameron Frisch

International Strategic Partnerships Administrator

Office of Global Affairs

22 Gerberding Hall

Box 351237

Email: cfrisch@uw.edu

**ROLES AND RESPONSIBILITIES OF DEPARTMENTS**

**OPERATING STUDENT EXCHANGES**

**GENERAL**

1. Designate a single point of contact in department for the exchange issues/coordination. Ideally, this responsibility should be included in the individual’s job description.
2. Liaise with Partner University and UW Study Abroad; ensure that the exchange agreement is current; maintain accurate records of exchange activity including the exchange balance between inbound and outbound students.
3. Maintain exchange balance within acceptable range throughout term of agreement. Review/discuss exchange balances and reciprocity issues with UW Study Abroad on annual basis.
4. Attend exchange coordinator workshop offered by UW Study Abroad.

**ON BEHALF OF UW STUDENTS (outbound to partner university)**

1. Advertise and promote the exchange to UW students in advance of any application deadlines.
2. Accept and review applications and send student nominations to Partner University.
3. Submit roster to UW Study Abroad of UW students selected for participation by: March 1 for exchanges beginning Autumn; October 1 for exchanges beginning Winter or Spring.
4. Assist students with partner university application process and forms. Connect students to counterparts/resources at the Partner University to assist with questions about housing, registration, academic calendar, visas, etc.
5. Provide UW academic/credit advising; assist students with course selection at Partner University; award academic credit to students upon return to UW.
6. Inform students to complete all UW Study Abroad pre-departure requirements by UW Study Abroad published deadlines.

**ON BEHALF OF INTERNATIONAL STUDENTS (inbound to UW)**

1. Serve as main point of contact for inbound students and refer them to UW campus resources as appropriate.
2. Submit departmental exchange roster of international students nominated by the Partner University for participation. Submit to UW Study Abroad by: March 1 for exchanges beginning Autumn; August 1 for exchanges beginning Winter or Spring.
3. Undergraduate Students: Submit $80 per student application fee to Undergraduate Admissions by departmental journal voucher (to Acct. #50-1373). Graduate Students: Student pays fee online by credit card at time of application and is reimbursed by the sponsoring department. The Admissions Offices will not process applications until receipt of application fees.
4. Provide academic advising and assist students with course selection and enrollment at UW.
5. Encourage students to attend general international student orientation offered quarterly by FIUTS in addition to any orientations required by your department.

**ROLES AND RESPONSIBILITIES OF UW STUDY ABROAD**

**GENERAL**

1. Assist and guide departments regarding inbound and outbound exchange processes, student applications, and pre-departure/post-arrival requirements.
2. Work with department, Partner University, and Office of Attorney General to negotiate and finalize the terms of the exchange and address any difficulties that arise with the partnership while in force.
3. Add details of partnership to electronic data record of UW exchange agreements.
4. Ensure compliance with UW standards for operating exchanges and take corrective action, as needed, in coordination with the sponsoring department to address problems.
5. Maintain link to exchange information from UW Study Abroad website and invite department to participate in annual UW Study Abroad Fair to promote the exchange.
6. Offer and facilitate exchange coordinator workshops.

**ON BEHALF OF UW STUDENTS (outbound to partner university)**

1. Create UW Study Abroad applications for interested students and provide instructions about the study abroad process, pre-departure requirements, concurrent enrollment, and financial aid.
2. Provide students with financial aid budget sheets for financial aid revision requests.
3. Facilitate pre-departure orientation (attendance mandatory).
4. Provide Study Abroad Insurance Plan purchase instructions and confirm student enrollment in the plan.
5. Charge student exchange program fees to UW student accounts.
6. Provide international emergency support to students while abroad.
7. Facilitate credit/grade conversion and reporting to Registrar upon students’ returns.

**ON BEHALF OF INTERNATIONAL STUDENTS (inbound to UW)**

1. Create UW Study Abroad online applications for inbound students and provide instructions about the admissions process.
2. Work with Undergraduate and Graduate Admissions to facilitate student admissions to UW and documentation necessary to apply for their student visas.
3. Facilitate priority consideration for undergraduate campus housing, if desired, for student.
4. Provide inbound exchange student orientation in coordination with FIUTS.
5. Pay UW tuition charge for students by tuition payment deadline for each quarter of enrollment.
6. Provide general advising and assistance to students throughout exchange period.

**STUDENT EXCHANGE APPROVAL FORM**

**By signing this form I represent that:**

1. I support and approve the (UW Dept.) Click or tap here to enter text. decision to enter into an Agreement for Student Exchange with (Partner University) Click or tap here to enter text. located in (City/Country) Click or tap here to enter text.
2. I have read, understand, and agree to the *Roles and Responsibilities of Departments Operating Student Exchanges* and the *Roles and Responsibilities of UW Study Abroad.*
3. I understand that if the number of students exchanged between the sponsoring department and the partner university is not balanced by the Agreement’s expiration date or my department fails to meet its obligations as described in the *Roles and Responsibilities of Departments Operating Student Exchanges*, the Office of Global Affairs may require the Agreement’s retirement.
4. I understand that if an exchange imbalance exists at the time of the Agreement’s retirement my department may be required to reimburse UW Study Abroad the difference between tuition paid out and tuition received to support the exchange.
5. I understand that UW Undergraduate Admissions charges an $80 application fee for each visiting undergraduate international exchange student. My department agrees to pay this fee directly to Undergraduate Admissions (JV transfer to Acct. #50-1373).
6. I understand that a student exchange agreement, approved by Office of Global Affairs, must be signed prior to the exchange of students.

**Required Signatures:**

**Department Chair** Click or tap here to enter text.

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Signature Date

**Fiscal Administrator** Click or tap here to enter text.

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Signature Date

**Office of the Dean** Click or tap here to enter text.

(Dean or Dean’s designated official)

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Signature Date

**Return this form in hardcopy or scan and email to:**

Cameron Frisch**,** International Strategic Partnerships Administrator

Office of Global Affairs, 22 Gerberding Hall, Box 351237; cfrisch@uw.edu