

Guidelines for Departments or Schools with Student Exchange Agreements

Submitting a proposal

It is critical to work with the Office of the Vice President for International Affairs to set up a reciprocal exchange arrangement with an institution abroad. Guidelines and instructions are available at:

<http://www.indiana.edu/~ovpia/ovpia/agreements/>

Securing Financing for Exchanges

IU has regulations that govern the way units cover the tuition of the incoming exchange students, based on the reciprocity of the outgoing IU students. Details about this financing are available at:

<http://www.indiana.edu/~ovpia/exchange-fees/>

Communicating with Exchange Partners and Students

Units that are successful with exchanges are those that provide guidance and assistance to the students since they will attend IU for a short period of time as non-degree students. This entails entering into collegial communications with the partner institution or department abroad early on in the relationship so that students receive clear instructions.

Guidelines for Incoming Students

Applying to IU

- a. Write to your exchange partners with specific details about the financial arrangements of the exchange (what fees are included, what expenses students will incur, etc.). The letter should also include some guidance regarding information they will need in order to formally apply to IU. A sample letter is available through OVPIA.
- b. Inform exchange students that they should complete an on-line application through the Office of International Admissions (see: <http://admit.indiana.edu/application/> for Undergraduate students and <https://app.applyyourself.com/?id=IU-BLA> for Graduate students).
- c. Students will need to create a new account in order to use the on-line application. In section two of the Undergraduate application, there is a question about what degree they choose to pursue (Associate, Bachelor's, Non-Degree). They should select 'non degree.' When it asks their major, they should enter the major coupled with non-degree (e.g. business non-degree). In the "Educational Objectives" section of the Graduate application the student should try to select the appropriate "Academic Program" with a non-degree option (e.g. Gender Studies Non Degree). If a non-degree option is not available, the student should select the most appropriate option and notify your office.
- d. The unit should send a list of the anticipated exchange students to International Admissions so they can be prepared to receive the applications. If any of the students are Graduate and were not able to select "non-degree" for the Academic Program, you will need to state this in the list to International Admissions so that they can force a change to non-degree. Exchange students must be vetted by their home institution since International Admissions does not give them the same level of scrutiny required of degree-seeking students. For this reason you want to be sure that your partners are very selective when determining which of their students should attend IU. Please note that there should be parity in any given year between the numbers of students going in each direction.
- e. Before the application can be submitted, an application fee of \$65 must be paid by the student. If your exchange agreement includes your covering the application fee, you should inform the student that they will receive a \$65 credit on their account once they're at IU. Then you would have to post the credit on their account.

- f. Students should send all supporting material for their application (i.e. transcripts, bank statement, TOEFL material, etc.) to the IU unit that is responsible for their exchange, rather than to International Admissions to enable the unit to become knowledgeable about its candidates.

If students have questions about their applications, it is best for your unit to field them rather than have the students write directly to International Admissions.

Acceptance Materials

Admissions will send the acceptance packets, with necessary documentation for visa requirements, to the units for distribution to the students abroad. The units may find that expedited delivery of these materials reassures the students and also keeps them more engaged in the process. This direct mailing also allows the units to provide additional information (a welcoming letter with extra information about your department, its orientation sessions, courses, advising, etc.) A sample letter is attached.

This early mailing is important since the students will not receive detailed arrival instructions from the Office of International Services until shortly before their arrival yet they tend to have questions sooner than that. This letter can refer them to the OIS Web site for detailed information about the campus, the city, housing, orientation, etc.

Advising and Registration

Unlike those international students who attend IU as full-degree students, exchange students have a limited period of time during which they can take classes. Therefore, it is important for them to take those courses for which they have the right background and which will advance them with their own requirements. The most successful exchanges are those where the students feel they have advanced academically because of their time at IU. This is only possible if they are enrolled in appropriate courses.

Consequently, it is critical to work out a system by which students are carefully advised about course availability. It is important to remember that they are upper-class students on their home campuses although their IU status automatically treats them as beginning students with no accumulated credits, which denies them priority times for registration unless the unit makes special arrangements. Some units are able to save seats in classes for exchange students while others are able to administratively register them prior to their arrival. The home institution may have to approve their course selection so communicating with the partner on these matters is essential as well.

Housing

OIS has information about housing (both through Residential Program Services (RPS) as well as community-based housing) on its Web site but some units prefer to guide exchange students based on the experiences of their own students. Even if students apply for housing through RPS, the dorms that house primarily freshmen may not be appropriate for upper-level exchange students. It is critical for students to understand how housing contracts work and that they cannot easily get out of a contract once they sign one. All international students who arrive on campus are permitted to remain at Eigenmann Hall for two nights at the rate of \$25 a night but then the rate jumps up to \$100 for subsequent nights (unless they remain in the RPS system and elect early move-in for campus housing on the Friday of that first week).

Insurance

International students are required to show proof of insurance or they have to buy a policy provided by IU. The price for the spring semester insurance includes January through August (even if students leave in May) so it is more cost effective if students make arrangements in their home country for insurance. They should bring proof of insurance with them. If your agreement is for Graduate students and calls for paying the student a stipend of \$3,262 per semester (current 2009-2010 figure) or greater, the student will automatically be signed up for the SAA Graduate student health plan and your account will be charged for the cost.

Orientation

It is highly recommended that units with exchanges reach out to their exchange students in a special way upon their arrival since the special relationship that characterizes an exchange is predicated upon close supervision of the exchangees. You should, of course, expect them to participate in the thorough orientation program for new international students offered by the Office of International Services. However, you should also schedule a session with them in your unit. This could be an advising session, a brief welcome by faculty or other staff involved with the exchange, an introduction to other students in your unit and/or inclusion in a unit-level orientation.

OIS informs the students through a series of e-mail communications that they should arrive two weeks before classes begin in the fall which allows them time to get settled in before class. This is particularly important if the students need to register for classes upon arrival. However, it is critical for them to understand that the dorms do not officially open until the Wednesday before classes begin (unless they start off with temporary housing in Eigenmann (see above) which then allows an earlier move-in date).

The required components of orientation include a series of workshops that take three days and are scheduled for students as soon as they arrive. During the first week they also must take the English exam (required of all undergraduate international students). And during this first week they have to take a TB test.

- Getting Started
- Staying in Status
- Document Check
- Academic Life

There are also a series of optional orientation workshops that include:

- Banking and Finance
- Communication and Culture
- ID cards

If they arrive on campus late in the first week or sometime in the second week, there is a 'make-up' day of all the required orientation sessions on the Wednesday before classes begin.

Financial Issues

As indicated above, IU has regulations that govern the way units cover the tuition of the incoming exchange students, based on the reciprocity of the outgoing IU students. Details about this financing are available at: <http://www.indiana.edu/~ovpia/exchangefees/>. You will be prompted by OVPIA to submit a formal document which will generate the tuition reimbursement to your unit. Students should be reminded to keep up on their bursar payments (for housing and other fees associated with their studies).

Outreach

Keep in touch with the exchange students during their semester or year at IU. Many of them may have adjustment problems but may be uncomfortable going to a larger office or counseling facility on campus. Reach out to them occasionally to see how they are doing, particularly in their classes. Many of them may have trouble adapting to the different academic system and may need guidance or tutoring. Refer them to other offices on campus that are experts at dealing with such issues. For students who are at IU for two semesters, it is recommended that an advisor look at the grades from the first semester to gauge whether an intervention is needed for the second semester. The home institution may also require a mid-year update about their students' academic progress.

Post Program

Inquire what type of documentation your partner institution expects upon the completion of the program (i.e., an unofficial or an official transcript). The Registrar will only provide transcripts when prompted to do

so. If the partner institution requires an official transcript, the student should arrange for one (and cover the expense, unless your unit has decided to cover that cost instead).

You may wish to conduct an exit interview with the students at the end of their visit to gauge how the experience was and how it might be improved in the future. It normally takes a few semesters for an exchange relationship to become routine.

Guidelines for Outgoing Students

Responsibilities of the IU School or Department

The School or Department will

- maintain communication with counterparts abroad, make arrangements for an on-site support services abroad, and monitor program activities on a regular basis
- publicize the program, including:
 - program information on courses, academic calendar, housing
 - eligibility criteria
 - deadline for application
 - program costs for IU program fee and estimates of additional expenses
- instruct interested students to complete the OVST on-line application and submit all required materials, including the signed Agreement and Release form.
- collect and forward any additional application materials required by the partner institution or prompt students to complete and submit online forms
- assist students with questions about passports and required student visas as well as when to arrive and what to do upon arrival
- assist students in determining which courses will be offered and provide academic advising, including which IU courses the students will receive credit for, how grades will be equated to U.S. grades, differences in academic calendars, differences between U.S. and foreign academic systems and expectations, etc.
- provide a special pre-departure orientation meeting and written pre-departure materials
- ensure that student maintain enrollment in the required course load (15 credits per semester at the partner institution).
- obtain emergency contact information for a liaison at the partner institution so that IU can reach the student in case of an emergency in the U.S. Student and liaison abroad should also know whom to contact in the U.S. in case student suffers illness or injury.
- at conclusion of the semester, when partner institution sends transcript to IU, help students determine how foreign courses will be equated to IU titles/credits. This may entail having students meet with various departments and advisors to have their work equated to equivalent IU courses. IU School forwards the final decisions, documentation, and original partner institution transcript to OVST for processing.
- conduct exit interview of students to determine quality of exchange and to update information to be provided to prospective future participants.
- facilitate all arrangements for incoming exchange students (housing, visa, travel, logistics,

registration, fee remission award, etc.) prior to departure for the U.S. and then upon arrival.

Responsibilities of the IU Office of Overseas Study (OVST)

OVST will

- channel interested students to recruiting information of the IU School (preferably Web-based materials) through the Big List of IU Programs:
<http://www.indiana.edu/~overseas/programs/biglist.shtml>
- put the exchange program as a program choice on its electronic application menu
- download applications, collect application materials, and forward dossiers to the IU School for screening and acceptance decisions
- conduct disciplinary checks with Office of Student Ethics & Anti-harassment Programs. *Students on disciplinary probation during program period are not eligible. Students with past disciplinary incidents will be sent cautionary letters.*
- collect emergency contact information at the time of application and provide IU School staff a list of student emergency contacts prior to program departure.
- send student an electronic notification of the outcome of the application – either a rejection or an acceptance – the latter including resources and referral information and program fee sheet
- arrange for a special OVST course and section number(s) for the program. The course will be block registration for specified number of credits (usually 15 per semester), for which the special exchange tuition fee will be assessed.
- advise IUB Bursar of program fee (i.e. tuition)
- authorize enrollment for students in a special OVST administrative course number
- OVST transfers the tuition to the school hosting the incoming exchange student(s) as per OVPIA guidelines.
- send the Office of Student Financial Assistance a budget of program expenses so that student aid eligibility is accurate
- enroll participants in group health insurance plan and provide IU School staff with insurance cards and claim forms prior to the program departure
- collect medical history forms and provide IU School staff copies of these prior to program departure
- upon receipt of documentation from IU School, submit course titles and grades to IUB Registrar

APPENDIX:

INDIANA UNIVERSITY OFFICES WHICH PROVIDE SUPPORT FOR EXCHANGES

- ◆ **Office of the Vice President for International Affairs**
OVPIA develops and implements policies governing all international agreements, including exchanges, and arranges with appropriate offices the fiscal issues that makes exchanges possible. www.indiana.edu/~ovpia/ovpia

- ◆ **Office of Overseas Study**
Overseas Study (www.indiana.edu/~overseas) works primarily with outgoing exchange students from IU, providing administrative support and mechanisms to Schools and Units to facilitate reciprocal exchanges.

- ◆ **International Admissions**
This office (<http://admit.indiana.edu/admitted/index.shtml>) will send written notification that a student has been admitted to Indiana University and instructions for applying for a student visa.

- ◆ **International Services**
In Bloomington, International Services can assist students with issues regarding visa changes, housing, health insurance, and general orientation for all international students. See: www.indiana.edu/~intlerv.

- ◆ **International Center**
General information about life on campus is available via electronic mail. Students can direct questions to intlcent@indiana.edu. Also see: www.indiana.edu/~intlerv.