



**INTERNATIONAL PROGRAMS**  
**COLORADO STATE UNIVERSITY**

**New Reciprocal Student Exchange Agreement Initiation Request Form**

|   |  |                  |
|---|--|------------------|
| Name of Proposed Partner Institution:   |  | Today's Date:    |
| City/Country of Partner Institution:  |  |                  |
| Partner Institution Main Website and International Office Website:  |  |                  |
| Your Name & Title:  |  | Department/Unit: |
| E-mail:   |  | Phone:           |
| <b>Rationale for Establishing an Exchange:</b> <ul style="list-style-type: none"> <li>• How will this exchange benefit CSU students in ways not presently being met through other programs?</li> <li>• Are there additional opportunities open to students in research, internships, or other extended learning areas?</li> <li>• Will there be enough major coursework open to students in a language where they would be the most successful? Indicate what disciplines best suit the students.</li> <li>• What type of outreach and promotion are planned to keep this exchange relationship vital?</li> </ul> |  |                  |
| <p>Due to financial limitations inherent in exchange management, an exchange must stay in balance within 1-2 semester students, otherwise the agreement limits new enrollment for one side until in balance again.</p>  |  |                  |
| <p><b>Sponsoring College/Department:</b> Departments are asked to sponsor exchanges to ensure promotion and viability, however, the most successful exchanges are open to all disciplines. Please note if you are <u>not</u> amenable to a campus-wide exchange.</p>  |  |                  |
| <p><b>Designated Departmental Contact (Name/E-mail/Phone):</b> Will serve as primary liaison to the Office of International Programs on matters involving this exchange and as the academic advisor for incoming exchange students.</p>   |  |                  |
| <p><b>Resources:</b> Will your department be willing to underwrite the exchange in the event of an imbalance that cannot be reconciled within three years (approx. \$7,600 per student term imbalance – normally limited to 2)?</p>   |  |                  |
| <b>Primary Departmental Contact(s) at Host Institution</b> (Name, Title, Department, Email, Phone)  |  |                  |
| <b>International Office Contact(s) at Host Institution</b> (Name, Title, Address, Email, Phone)   |  |                  |
| <b>Department Approval</b> (Name/Title/Signature)   |  |                  |
| <b>College Approval</b> (Name/Title/Signature)  |  |                  |
| <b>OIP Education Abroad Approval</b> (Name/Title/Signature)   |  |                  |

## FREQUENTLY ASKED QUESTIONS ABOUT STUDENT EXCHANGE AGREEMENTS

### How long are agreements binding?

A typical agreement lasts 5 years, but with written notice by either party it can be terminated within 180 days.

### Will students outside of the department be able to participate in the exchange?

For departments sponsoring an exchange, preference in filling exchange spots will be given first to departmental majors, then minors, and then to the outside majors. All students must meet the regular OIP or international deadlines and application requirements to be considered for an exchange slot.

### Why is College and Departmental approval necessary?

This multi-level support helps to ensure:

- programmatic oversight;
- that more individuals are aware of the international outreach across the College;
- fiscal support of exchange imbalances;
- agreements are academically integrated and not dependent only upon a single faculty member for viability.

Overall this process allows programs to be vetted within academic departments according to their priorities and strategies for international engagement.

### What is the role of the department?

In sponsoring an agreement, CSU departments are asked to:

- actively promote exchange opportunities to CSU students;
- proactively review host institution curriculum to pre-identify curricular transferability;
- work with International Programs to identify pathways that allow for education abroad within particular majors;
- welcome incoming exchange students, find ways to incorporate them into departmental activities and identify an academic advisor to assist them;
- actively welcome international visitors from host institutions during visits.

### What are the administrative and financial “mechanics” involved in maintaining an exchange relationship?

At the start of the exchange term, CSU students pay regular tuition & fees. When CSU outgoing students arrive at the host institution, that tuition will be waived. The tuition and fees paid by CSU students pays for incoming exchange student tuition and fees. This keeps the costs low for students and makes maintaining balance important.

CSU and the international students need to pay regular living expenses while abroad (housing, meals, insurance, personal expenses, etc.). Additional Financial Aid and/or scholarships can be requested or applied for to supplement the few increased costs for being abroad (e.g. to cover airfare, differences in currency valuation, etc.).

### What are the total financial commitments a department should consider?

The potential costs are very low if a program is actively promoted and stays in a healthy balance. It is only in the case if a program falls out of balance and cannot be rectified before an agreement ends, then a department will be asked to bring the program account (managed by OIP-Education Abroad) back to a zero balance. Departments are encouraged to consider providing student scholarships to seed new exchanges or to revitalize inactive exchanges. Likewise, hosting international visitors is an important part of any international partnership. This can be as simple as arranging meetings for visitors, but can also include offering CSU mementos, meals or hotel costs, which is frequently reciprocated if CSU staff is to visit partner institutions.

### What are other education abroad opportunities to be considered beyond a semester exchange?

There are many opportunities for education abroad at CSU. Some of these can be:

- modified versions of exchanges (e.g. semester for incoming in exchange for summer outgoing);
- CSU faculty-led credit-bearing and non-credit-bearing international education;
- research, internships, service learning, short-term work, and volunteer programs;
- direct enroll programs;
- 3<sup>rd</sup> party affiliated programs.