

PROCESS FOR CREATING COOPERATIVE ACADEMIC AGREEMENTS BETWEEN WEBER STATE UNIVERSITY AND UNIVERSITIES IN FOREIGN COUNTRIES

(Updated 8/25/11)

I. Develop a written “academic agreement” that meets the needs of the department/college (*see Example: Cooperative Academic Agreement*). Send e-copies of the draft agreement simultaneously to the College Dean, Provost’s Office, Legal Counsel, International Student & Scholars Center, and the Admissions Office—Transfer Articulation (if applicable) for input and suggested changes.

II. When the final agreement is ready, print paper copies along with the form *Approving Entities for Academic Agreements*, and route the documents to the entities listed below for signatures. Once all approvals signatures are obtained send all documents to the Provost’s Office for final review and signature by President Millner. Signed copies will be returned to the sponsoring department to obtain signatures from the foreign institution.

- Sponsoring Academic Department
- Sponsoring Academic Department’s Dean
- International Student & Scholars Center
- Admissions/Transfer Articulation (if applicable)
- Legal Counsel
- Provost Office

If you have any questions, please call: (801) 626-7302

Dr. Bruce Bowen

Associate Provost for Enrollment Services

III. Once an agreement is in place, the academic department is responsible for the following:

- a) Complying with all terms of the academic cooperation agreement.
- b) Covering any financial short-falls as per terms of the agreement.
- c) Helping to resolve any issues or problems that arise from, or as a result of, the agreement.

IV. Faculty and Student Exchanges

Faculty Exchange Information

- a) Request information needed to complete the DS-2019 Application for J-1 Exchange Visitors, OR mail the form to the visiting faculty for completion (*see Example: DS-2019 Application*).
- b) Secure personal health and accident insurance documents for each visiting faculty that comply with the U.S. Department of State. Insurance shall have a minimum coverage of: (1) medical benefits of \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000; and (4) shall not have a deductible that exceeds \$500 per accident or illness. All coverage amounts are in U.S. dollars. Coverage is necessary for the duration of the faculty scholars’ stay in the U.S. All documentation of health and accident insurance MUST be written in English and will be required before issuing the DS-2019 document. (*Note: see CFR 62.14 for current insurance amounts*).
- c) Send the following information to the WSU’s Director of the International Student & Scholars Center:
 - Completed *DS-2019 Application for J-1 Exchange Visitors*. Be sure to complete all parts of the form including the financial support information/documents

- Copy of health & accident insurance document(s)
 - Copy of the visiting faculty letter of invitation (*see Example: Visiting Faculty Letter of Invitation*)
 - The International Student & Scholars Center will then issue the DS 2019 document and return it to the academic department. The academic department will then mail to the visiting faculty member a) a copy of the letter of invitation, and b) the DS 2019 document. The visiting faculty will take the DS 2019 form and the letter of invitation to a U.S. Embassy to obtain a J-1 Visa.
- d) Mail letter(s) of invitation to visiting faculty outlining the key aspects of what WSU will provide during the visiting faculty's stay (*see Example: Visiting Faculty Letter of Invitation*)
 - e) Within the first 2-3 days of the visiting faculty's arrival, they must be taken to WSU's International Student & Scholars Center (SC 143) so they can be processed in the SEVIS database. If this does not happen, the visiting faculty will be deemed "out of status" and can be deported.
 - f) Fulfill all responsibilities for hosting the visiting faculty such as assisting with housing, travel to and from the airport, office space, supplies, etc.
 - g) Ensure that visiting faculty know their responsibilities for remaining "in-status" with the U.S. Department of State.
 - h) If the visiting scholar will receive compensation (salary), you must contact the International Student & Scholars Center for compliance with SEVIS regulations.
 - i) Insure that the visiting faculty member gives a presentation, workshop, talk, etc., on their area of expertise during their stay at WSU. The presentation can be made to faculty, students, the campus community or any combination. **This requirement is required by SEVIS and must take place. Please notify the International Student & Scholars Center of the visiting scholars presentation (when and to whom) so they can report it to SEVIS.**

Student Exchange Information

- a) The responsibilities of the sponsoring Department will vary depending on the specific terms of the academic agreement.
- b) Facilitate the articulation of courses for WSU students leaving to enroll in the foreign exchange institution. Students should work with WSU academic departments to determine WSU course equivalencies before leaving the USA to avoid paying for costly third-party transcript evaluation services.
- c) All students desiring to use their foreign course-work toward WSU graduation requirements (specific courses and/or elective credit) must provide an English version of the foreign transcript to avoid paying for costly third-party transcript evaluation services.
- d) Sponsoring WSU Departments should facilitate "services" for incoming foreign exchange students such as assisting with housing, travel to and from the airport, conveying the location of grocery stores and medical facilities, and ensuring that students contact the International Students and Scholars Center (ISSC) within the first couple of days on campus.
- e) Cooperative agreements that involve 2+2 programs or dual-degrees require extensive work in articulating course equivalencies and must be done prior to any student exchanges.
- f) The exchange student must meet WSU's minimum requirement for TOEFL or ELETS, unless student is only attending Learning English for Academic Purposes (LEAP) classes.