

TIMELINE FOR DEVELOPING INTERNATIONAL STUDENT EXCHANGE PROGRAMS

The timeline below is provided to assist faculty and departments with planning for collaborative international student exchange agreements¹. Our experience has shown that it is easy to underestimate the time necessary for student exchange agreements and programs. While the amount of work required of faculty is minimal, the process of coordinating across two universities in different countries typically causes delays. Based on our experience, the timeline is an approximation of the minimum time necessary to complete each action. Matters such as substantial deviations from the approved agreement templates and lengthy reviews by the international partner will add time to this process. OIA Sr. Analyst Michelle Hermas is available to assist with each step of the agreement development process, and can provide information relevant to exchange program implementation.

Timeline Before Students Arrive at UCSD ²	Actions to be Completed
Month 9 - 8	<ul style="list-style-type: none"> • UCSD faculty or department contacts OIA regarding a proposed collaboration. • Designated UCSD faculty representative (“rep.”) to the agreement reviews the <i>Guidelines on the International Agreement Development Process, Guidelines for Visiting International Students at UCSD for Research Purposes, and the International Agreement Review Sheet</i>. • Faculty rep. determines exchange parameters in consultation with the international partner. • Faculty rep. obtains approval for proposed collaboration from the Department Chair and Divisional Dean, or ORU Director and VC-Research, as appropriate, and returns the completed <i>Review Sheet</i> to OIA. • Faculty rep. receives editable template MOU and collaboration agreement from OIA. • Faculty rep. and international partner discuss template models and jointly draft an agreement.
Months 8 – 7	<ul style="list-style-type: none"> • Faculty rep. provides the draft agreement to OIA. • Draft is reviewed by OIA, Graduate Studies, the International Center, Campus Counsel, Postdoc Affairs and/or Contracts and Grants Administration, as relevant. • OIA discusses recommended revisions from all sources with the faculty rep. • Faculty rep. discusses recommendations with the international partner as appropriate. Both partners agree on a “final” draft. Faculty rep. provides draft to OIA. • OIA ensures final draft is in compliance with UCSD standards. • OIA notifies the faculty rep. of final agreement approval. • If the agreement stipulates translation into another language, the faculty rep. or international partner arranges for translation and emails the translated document to OIA.
Months 7 – 6	<ul style="list-style-type: none"> • OIA prepares the final documents for signature, obtains the UCSD signatures and provides the signed documents to the faculty rep. • Faculty rep. express mails the documents to the international partner for signature. • International partner signs and returns a set of original signed documents to OIA. • OIA provides a PDF of the original signed agreement to the faculty rep., and to each of the UCSD reviewers and signators to the agreement.
Months 6 – 5	<ul style="list-style-type: none"> • Faculty rep. and international partner conduct student selection as specified within the agreement. • Faculty rep. notifies department administrator of the selected international students.
Months 5 – 4	<ul style="list-style-type: none"> • Department administrator processes DS-2019 documents and required forms. • Students receive DS-2019 and follow related instructions. • Students schedule a visa interview appointment at the U.S. embassy or consulate.
Months 4 – 3	<ul style="list-style-type: none"> • Students make housing arrangements. • Students obtain health insurance in compliance with UCSD requirements.

¹ Note: visiting students who wish to enroll in UCSD courses for credit must do so through the Education Abroad Program, UCSD Extension or UCSD Summer Sessions.

² E.g. if students are to begin their exchange program at UCSD in September 2010, a first draft agreement for the exchange should be provided to OIA no later than January 2010.