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| **Valencia’s Study Abroad and Global Experiences**  Overseas Site Visit Questionnaire | |
| Site Visit Date/s: |  |
| Evaluator’s Name: |  |
| Institution: |  |
| Location: |  |
| Contact Person/s: |  |
| Initial Reason for Visit |  |

PART 1: The following list of activities gives you an idea of what to observe and/or discuss as you tour and speak with faculty, staff, and students at the college/university.

* Meet with faculty and staff
* Attend lectures
* Tour facilities, housing options
* Talk with local students
* Talk with international students
* Review academic, marketing/promotional materials (have them send a bunch to Valencia for students)
* Take photographs of staff, facilities, and local attractions using a digital camera
* Gather business cards and contact information of everyone possible
* Find out how health and safety issues are handled
* Take a careful look at how and if students access the local culture or stay in the American bubble

**PART 2: Answer the following questions as it pertains to the overseas institution.**

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| **APPLICATION PROCESS** | |
| What are the eligibility requirements of the program? |  |
| What process, forms, and other items are required? |  |
| Will they accept non-Valencia (transient) students through Valencia? |  |
| When is their application deadline? Flexibility? |  |
| Separate housing process, forms, and deadlines? |  |
| Can students enroll in their courses from the US? |  |
| How would they like to receive application materials (email, fax, snail mail)? |  |

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| Do students need a visa? If so, what is the process, forms, how long does it take, and how much does it cost? |  |
| Is there visa assistance and support - yes or no? |  |
| Are certain shots/inoculations required to participate on the program? |  |
| Are there any age limits for attendance? |  |
| **FINANCIAL** | |
| What is the per credit hour cost for a course? |  |
| How would they like to receive payment (check, money order, wire transfer)? |  |
| Must students purchase the host university or government health insurance? |  |
| What additional costs must students pay to the host? |  |
| Is there a library use fee, lab fee, or housing tax? |  |
| Will they waive application fee with agreement? If not, what is the cost, when is it due, and what are payment method options?--credit card, etc. |  |
| What is the average cost of books and materials? Are they included in the program fee? |  |
| How should students access their money (ATM, bank account, etc.)? |  |
| Do they bill in U.S. dollars or their local currency? |  |
| Can students pay them directly? |  |
| Can our students get any type of discount based on volume? |  |
| Other items of interest: |  |

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| **STUDENT SERVICES** | |
| Is there airport pickup? Is there a cost or is it free? How far away is the airport? |  |
| Is there orientation for students? If so, what is the length and topics covered. |  |
| Are there student buddy programs available? |  |
| Does the institution have student cafeterias? How do students pay? What is the cost? What are the hours? If not, where do they eat? |  |
| Is there an on-site emergency contact person? |  |
| Is there an emergency contact method for students? |  |
| Is there an emergency response plan? |  |
| Are health services and facilities available? If not, where are students treated? How far away are the facilities? |  |
| Library access for students? Hours? |  |
| Computer labs for the students? Printers? Will students receive an email account? |  |
| Would laptop be useful? Is wireless internet available? |  |
| Other items of interest: |  |

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| **STUDENT ACCOMMODATIONS & MEALS** | |
| Who is the housing coordinator and what is his/her contact information? |  |
| What are the housing options? (homestay, hotel, apartments) |  |
| If you have a homestay program, is it run by your institution or by a third party? |  |
| How are homestays screened? How are they selected? |  |
| What are the housing specifications/amenities of each option:  Single, double, or triple  Bathroom in or out of room  Shared bathrooms or private  Size of beds, phone in room, internet access  Roommate selection process  Furnished or unfurnished  Co-ed or single sex  What students need to bring  What services are included; e.g., laundry  Location of living accommodations in relation to class  Security of the neighborhood  Security of the complex  Rules for each housing option  Move-in dates, early/late accommodations  Payment for housing (when, how often, methods--checks, cc, cash), approximate costs  Type of students that occupy housing option (locals, internationals, adults, etc.) |  |
| Are meals included in the program fee? B, L, D? |  |
| If not, are there cooking facilities? |  |
| **ACADEMICS** | |
| What are the academic strengths of the institution/program? |  |
| What are the faculty qualifications? |  |
| What subjects can students take at the university? |  |
| How are the courses organized? |  |
| How many foreign and U.S. credits is typical of one course? What is the credit conversion? 3-4 U.S. credits = \_\_\_\_\_\_ foreign credits. |  |
| What is the grade conversion scale? |  |
| What's a full load? What's typical load? |  |
| What is the course schedule (days/times)? |  |
| How many students per class? |  |
| Are there any course restrictions for our students? |  |
| What's the academic calendar? Holidays? Breaks? |  |
| Where are course offerings and descriptions posted? |  |
| Can we receive syllabi for the courses? Catalog? |  |
| Are all courses in the catalog sure to be taught? Will any courses be taught online? |  |
| Who are the contacts in different departments if students want to ask about particular courses? |  |
| Can a student stay for a full year? |  |
| Are all courses in English? If not, what courses are offered in English? |  |
| Can students take courses not taught in English and if so, what should be their foreign language level? |  |
| Can students take host country language courses? |  |
| How many language levels do you have, and what is the language proficiency assessment and placement process? |  |

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| **CROSS-CULTURAL COMPONENT** | |
| **How are students integrated into the host culture?** |  |
| How is the host culture integrated into the curriculum? |  |
| Are cultural excursions a part of the program? What are they? What are the fees? Are any included with the program fee? |  |
| Will someone plan other trips for the students; e.g. day trips to other places? |  |
| Is there a travel agent or someone on site who can help the student? |  |

**Part 3: Please add any final comments, concerns or problems that need further investigation. Include a summary of whether or not you think we should send our students to this institution.**

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