****

**Student Exchange Form – Partner Fact Form**

To be completed by the USF sponsoring College/Department in conjunction with the partner institution. Please be sure to share the completed document with the department chair, dean, or other applicable leadership and then submit for review to the USF Education Abroad Office. Please submit to Rene Sanchez: rene@usf.edu

|  |
| --- |
| **University of South Florida Sponsorship** |
| Name of Agreement Sponsor:  |  |
| Title: |  |
| Department/College/Campus:   |  |
| Campus Address:  |  |  |
| Phone Number: |  |
| Email: |  |
| **Identify the primary contact(s) for this initiative at USF (name, title, college, department, email) if different from the information listed above, and a list of relevant stakeholders who are involved with this initiative.** |
| **Note:**  |
| **Proposed Partner Institution Information** |
| Name of Institution or Organization: |  |
| City/Country:  |  |
| Website: |  |
| Accredited by:  |  |
| Primary Partner Contact: |  |
| Position/Title:  |  |
| Department/College: |  |
| Address:  |  |  |
| Phone Number: |  |
| Email: |  |
| **General Information** |
| Current total student population |  |
| Total number of international students |  |
| Websites for further local information about the city/town/ university area |  |
| Distance from the nearest major city |  |
|  |  |
| **Academic Information**  |
| University Faculties |  |
| University **academic strengths** |  |
| University campuses and campus **academic strengths (if applicable)**  |  |
| Department/faculties **excluded** from exchange |  |
| Postgraduate students accepted? |  |
| Minimum course requirements for full-time load? |  |
| Are courses taught in English? |  |
| Website link to find information on classes taught in English  |  |
| Are there limitations for the subjects available in English? |  |
| **Important dates** |
| **Fall Term** |
| Application Deadline |  |
| Preferred arrival date |  |
| Orientation date (s) |  |
| Classes start |  |
| Break (from-to) |  |
| Exams start and finish |  |
| Departure date |  |
| **Spring term**  |
| Application Deadline |  |
| Preferred arrival date |  |
| Orientation date (s) |  |
| Classes start |  |
| Break (from-to) |  |
| Exams start and finish |  |
| Departure date |  |
| **Housing and Dining Facilities** |
| Type of student housing available (e.g., University residence halls, share flat,) |  |
| Is housing guaranteed? |  |
| Housing cost estimate per semester |  |
| Housing application deadline/application periods |  |
| Average cost of living per semester (e.g. room, food, entertainment, books, etc.) |  |
| **Safety and Health** |
| Are there safety concerns associated with the University’s location? |  |
| What safety and health facilities are available to students? |  |
| **Contact information for students** |
| Preferred contact person |  |
| Contact email address to give to students |  |
| Phone |  |
| Fax |  |