

## AGREEMENT FOR A STUDENT EXCHANGE PROGRAM

by and between  
*(Institution Name)*  
and the

**University of South Florida**

This agreement is made and entered into by and between the University of South Florida (USF) Board of Trustees, a public body corporate, located in Tampa, Florida, United States of America, and [*institution name*], an institution for higher education, located in [*institution city and country*]. The parties hereto agree as follows:

1. The purpose of the exchange program is to promote international friendship and world peace by stimulating and supporting intercultural activities and projects between students from the United States and (*Exchange Country*).
2. Each institution, conforming to the admission requirements of the host institution, shall assume full responsibility in the assessment and selection of qualified candidates. The host institution shall then respect the selection so made. The selection process shall consist of stringent evaluation of the student's previous academic record, drive, motivation, and overall potential to succeed in an international academic environment.
3. Each institution shall accept two or three students from the other party on the basis of the home institution's recommendation and according to the following guidelines:
  - a. USF shall accept full-time students in its undergraduate program for one full academic year.
  - b. (*Institution Name*) shall accept full-time students in its Undergraduate Program for one full academic year.
  - c. Either institution may send students for one semester rather than one full academic year. In this case, two students for one semester shall be equivalent to one student for one full academic year.
  - d. When the institution would like to send more than three students for a given year, it is necessary to get an agreement from the host institution.
4. While each institution shall try to exchange the same number of students in a given year, neither party is required to do so.
  - a. If/when either party is not able to designate any qualified students, it will not necessarily preclude the other party's sending their exchange students, since both institutions agree to the operation of a credit system.
  - b. Under the credit system, every effort will be made to correct any imbalance through accepting additional students or restricting numbers of students accepted within three years of the creating of that imbalance.
  - c. Any attempts to redress imbalances through modifications of agreed upon numbers of participants must be negotiated in advance and in writing by the responsible parties at both institutions.
  - d. In the event this agreement is terminated as provided for in item 13, below, the institution having hosted the larger number of student-semesters to that point shall be entitled to rectify any imbalance by sending additional students to the other institution under the terms of this agreement until the imbalance is rectified. This rectification should be accomplished within two years of the date this agreement is officially terminated.
5. All exchange students shall be subject to the same academic regulations regarding class performance as pertaining to regularly enrolled students at the receiving institution. All exchange students shall, within reasonable limits, attempt to represent their home institution and country to the best of their ability (i.e. speaking to clubs, church groups, etc.).
6. Students who are accepted for a full academic year must be in good standing (2.0 GPA with no F's) upon the completion of their first semester at the host institution, in accordance with the host

- institution's academic requirements for its regularly enrolled students. If such has not been achieved, the host institution may ask said student to return to his/her university.
7. Tuition and other fees shall be arranged as follows:
    - a. Each student shall pay tuition and other required fees to his/her home institution and will be exempted from payment of tuition and other required fees at the host institution.
    - b. Each student shall be responsible for his/her own room and board fees at the host institution.
  8. Housing shall be arranged as follows. Each University will strive to accommodate Incoming Exchange Students in one of the host University's Halls of Residence. To be eligible for on-campus housing at USF, students must have all paperwork to the USF Exchange Program Office by the announced deadlines.
  9. Each exchange student must provide his/her own transportation to/from the port-of-entry of the host country as well as the domestic transportation from/to the port-of entry to/from the depot nearest to the receiving institution. The following expenses shall also be borne by each student: living expenses during extended academic recess (i.e. holidays, winter and spring break periods, etc.), passport expenses, excess baggage shipment and storage, independent travel and such personal expenses as telephone charges, books, etc.
  10. Issuance of any required immigration documents for students to legally study in the host country will be handled by each host institution. Students coming to USF will be required to obtain a J-1 student visa at the nearest US Embassy or Consulate. Upon receipt of financial documents showing ability to cover all living expenses during the exchange period, International Services will issue the student a DS-2019. The student is responsible for paying any visa issuance fees.
  11. Minor illnesses may be treated at the receiving institution. However, hospital and other medical expenses are the sole responsibility of each student. Each student must purchase insurance to cover medical contingencies while in the host country. Students coming on exchange to USF must purchase health insurance through the Student Health Services at USF regardless of any other insurance in force. Students are also required to attend Orientation and to check in at International Student and Scholar Services (ISSS) upon arrival at USF.
  12. Violation of local laws committed in the host country shall subject the exchange student to immediate withdrawal of his/her academic sponsorship and to immediate termination of the exchange program. Such termination may also negatively affect the student's immigration status.
  13. The academic record of each student's academic performance shall be sent directly to his/her home institution at the conclusion of each semester. However, it shall be the sole responsibility of the home institution to decide how many credit units said student might actually receive on courses taken at the host institution.
  14. This agreement shall continue for an indefinite period, but may be terminated by either USF or (*Institution Name*) by official, written notification duly signed by the presiding officer of the notifying party. This notice of termination must be received by the other party no later than January 31st of the year in which the termination is to become effective.

In witness of the terms of this agreement, our signatures are affixed:

**UNIVERSITY OF SOUTH FLORIDA**

*Final approval for the University of South Florida  
Board of Trustees, a public body corporate, by:*

\_\_\_\_\_  
Ralph Wilcox  
Provost

Date: \_\_\_\_\_

***(Institution Name)***

\_\_\_\_\_  
Name  
Title

Date: \_\_\_\_\_