**Education Abroad Prospective Affiliate Questionnaire**

Name of Organization or Institution:

Date Completed:

Name, Title, and Contact Information of Individual Completing the Questionnaire:

***Instructions:*** There are many questions listed below, but the response to each section is open-ended because some of the questions may not apply to your organization. Please provide as much information as possible, and include attachments as desired.

**Organizational Profile**

**1) Overview**

* How is the organization classified and structured (company/organization/institution of higher education, private/public, nonprofit/for-profit, etc.)?
* How and where is the organization registered and/or accredited?
* Please describe the mission, vision, and values of the organization, and provide a brief history of the organization as it relates to education abroad.
* Does the organization have a board of advisors and/or an academic oversight body? Please describe the organization’s process for academic, administrative, and ethical evaluation and oversight.
* Does the organization maintain memberships in professional associations focused on best practices in international education? Please list, and describe the organization’s level of engagement with each.
* Please share any honors/awards, rankings, quality assurance assessments, etc. achieved by the organization.

**2) Staffing & Office Space**

* Where is the organization headquartered or centrally administered? If applicable, where does the organization have field offices or study centers?
* Please describe the organization’s staffing structure and the credentials/experience of the leadership team. Please include an organizational chart and biographies.
* How many staff members are full-time, part-time, or contracted? At the program site(s), what percentage of the staff is typically local and foreign, and what is the maximum student-staff ratio?
* Is one or more staff member based in the U.S.? Is one or more staff member focused on institutional relations? Will students have a direct point-of-contact as they apply and prepare for departure?
* Is one or more staff member focused on risk management? On diversity and inclusion? On students with disabilities?

**3) Affiliation/Partnership**

* Have UNL students participated in your organization’s program(s) in the past? If so, please provide data and student evaluations.
* Please describe the system in place for establishing affiliations or partnerships with U.S. universities. Include a list of all current affiliations if desired.
* What are the benefits of affiliation for U.S. universities and students? What discounts and/or scholarships are available, and are they negotiable?
* Please include a copy of your standard affiliation agreement for review by the Education Abroad Office and Procurement Services.
* Is the organization willing to direct bill the university? UNL’s preference is for students to pay the organization directly for any application fee and commitment/housing deposits, but for the partner to bill UNL for the final balance due. UNL deadlines to receive invoices: Fall: August 10. Spring: December 10. Summer: May 10. Please confirm that this approach and timeline is acceptable to the organization.
* Please include a copy of the organization’s W-8 form.
* Please provide the complete contact details for references from institutions that have previously sent students on your program(s) and/or affiliated with your organization. Ideally, provide three contacts at U.S. institutions of higher education.

**4) Risk management**

* Does the organization maintain liability insurance coverage for its programming and assets? If so, what are the limits of this coverage?
* Does the organization have a health clearance/screening process or self-disclosure opportunity for students? Please describe.
* Do you require all students to enroll in a specific accident/sickness insurance policy selected by the organization, or are students required to select their own policy? Does the host country require students to enroll in a specific policy? Please provide a copy of any mandatory insurance policy details.
* Does the organization have institutionalized plans for safety, security and risk management? Please provide a copy of the organization’s plans.
* Does the organization offer 24/7 staff availability and support on-site to students in case of emergency?
* Does the organization employ specific reporting mechanisms and mitigation measures with regards to sexual harassment and assault (Title IX)?

**5) Standard Student Protocols/Policies**

* Please describe the organization’s marketing/promotion strategy, noting the materials available and the efforts made to market ethically. Does the organization have [Terra Dotta “web brochures”](https://directory.studioabroad.com/) that UNL could add to its directory?
* Please describe the student application process: eligibility, timeline, review process, likelihood of acceptance, etc.
* Does the organization offer scholarship funding available to UNL students? If so, how much (total per year and average per student)? Are scholarships need-based, merit-based, or both?
* Please describe the billing timeline and fees (e.g. application fee, commitment deposit, housing deposit, final payment).
* What is the withdrawal policy and timeline?
* What does the organization provide to students once they have been admitted and are preparing for departure? Do you offer a web-based pre-departure orientation? Please describe.
* Please include a copy of your student conduct policy.
* What does the organization provide to students while abroad and/or post-program to support students’ cross-cultural adjustment and career development?
* How do you evaluate student satisfaction and/or outcomes?

**Program Details**

*(Complete For Each Program/Location as Appropriate)*

**Name of Program:**

**Location:**

**Term(s) Offered:**

**Program Dates:**

**Location**

* Describe the host city (e.g., population, geography, economy, cultural resources, etc.).
* Where is the program based within the city (e.g., local university, language institute, study center)? Describe the facilities (public/private, old/new, location).

**Administrative Oversight**

* Is staff available to assist with program administration? If so, please describe the positions, including responsibilities, hours available, and other non-program-related assignments.
* Is someone available to meet students upon arrival?
* Do all staff members speak English?
* If applicable, is there an international student office at the host institution, and what services can it provide to students?
* Are staff background checks administered? Who conducts the background checks? How often are background checks administered?

**Academic Information**

* Please describe the overall program model (center-based, direct enrollment, field study, hybrid model). How is the program designed to enhance students’ understanding of and engagement in the social, political, and cultural life of the host country?
* Please attach an academic calendar or program schedule, including as much detail as is currently available (orientation period, holidays/breaks, exams, excursions, etc.).
* What subjects and/or disciplines are available? In what language(s) are courses taught?
* Who teaches the courses? What are their credentials?
* Does the organization have a webpage with course descriptions? Please attach sample syllabi.
* How are courses structured (e.g., lectures, seminars, studios,)? How many contact hours does a typical course have? How are units of credit assigned to courses (e.g., based upon contact hours, weighted by importance to degree program)?
* What is an average full-time course load?
* What grading scale is used? What is the percentage breakdown for grades awarded (percentage receiving “A” or equivalent, “B” or equivalent, etc.)?
* Which methods are used to assess student performance: homework, group project, final paper, final exam, oral presentation, etc.? How frequently is students’ work assessed?
* Which institution will issue a transcript or a certificate? When and how is the transcript or certificate typically issued?

**Experiential Learning**

* Are internships available?
* Are faculty-directed and/or independent research opportunities available?
* Are volunteer or service-learning opportunities available?
* If experiential learning opportunities are available, please describe in detail the process for identifying/developing these opportunities, recommending or placing students in them, and supervising students’ work and experiences. Please include examples of recent placements/experiences.
* Is academic credit available through the program for experiential learning opportunities? If so, how?

**Financial Considerations**

* What is the total program cost? What is included/excluded from the cost? Is a cost break-down available to isolate tuition/fees (for U.S. scholarship/tax purposes)? Are some activities optional at an additional cost?
* While abroad, what forms of payment are commonly used for routine purchases: cash, credit card, debit card, mobile payments, etc.?
* How should our students plan to take funds abroad? How can they obtain funds while abroad? Is opening a local bank account recommended?

**Housing, Transportation, and Meals**

* What housing options are available, e.g., residence halls or dorms; apartments (with U.S., local, or international students?); family homestay? Is all housing arranged by program staff? Do students have the option to arrange their own housing?
* What are the costs of housing? How/to whom are housing payments made? Are utilities included in the cost, or an added expense? If added, what are typical monthly utility rates?
* Provide detail regarding the safety of the housing (i.e. fire suppression systems, emergency plans, public liability insurance, etc.).
* Provide detail regarding the security of the housing (i.e. lockable doors, access control measures, security cameras, security personnel, etc.).
* How far is housing from classes? What local public transportation is available? What does it cost? How accessible is it? Is it advisable for students to ride bicycles?
* Do students have single or shared bedrooms and bathrooms?
* What access to a telephone is available through the living arrangements?
* How are meals provided? Do students have access to cooking facilities where they can prepare their own meals? Are there student cafeterias or other low-cost restaurants nearby? Are there grocery stores nearby?
* If not included in the housing cost, how much will meals cost? (Please provide specific information, e.g., the cost of a meal in the student cafeteria, the estimated cost of groceries etc.)
* **Homestay (if applicable):** Please describe the process for the identification of homestay families. Please include information on criteria for selection of homestay families, frequency of evaluation, and homestay family training and/or orientation. Do students have the opportunity to indicate preferences? How far in advance will students receive information about their families?

**Communications**

* Do students typically have Wi-Fi access (in their housing, in the classroom, throughout the city)? Are any popular U.S. websites blocked in the host country?
* Do students have access to computers and printers?
* How should students anticipate having phone access (e.g., international plans, cell phone rental, public phones using telephone cards)?
* What are the potential challenges of calling home from the program site or vice-versa?

**Social Integration**

* Who are the other students/participants: local students, Americans, and/or other international students?
* How can our students expect to be received by locals? What are the best ways to meet local students?
* Are there student clubs or activities in which our students can participate?
* What athletic facilities and organizations are available to our students?
* What additional challenges might be faced by students who are:
* racial or ethnic minorities?
* female?
* LGBTQA?
* religiously devout?
* non-traditional/older students?
* vegetarian/vegan?
* Other?

**Healthcare**

* What type of healthcare system does the host country have? Is healthcare easily accessible? How do costs compare with those in the U.S.?
* What specific health issues should students going to this country be aware of?
* What healthcare facilities are available to our students? How long will it take to access the nearest emergency medical facility?
* Does the organization work with medical professionals who make house calls to students?
* What mental health/counseling services are available to our students? How long will it take to access the nearest mental health facility?
* Is it possible to obtain a list of English-speaking doctors, dentists and mental health professionals?
* What access do our students have to common over-the-counter and prescription drugs and to contraception?

**Access for Students with Disabilities**

* What is the general cultural response to persons with disabilities?
* Can a student who uses a wheelchair expect to get around reasonably well?
* Are sign language interpreters available for students who are hearing-impaired?
* Is assistance available for students who are visually or physically impaired?
* Does the host institution recognize learning disabilities? Can accommodations be provided for students with diagnosed learning disabilities?
* Is there a disability services office or coordinator at the host institution? If not, what local resources for persons with disabilities would be available?

**Personal Safety**

* What safety/security issues do students need to be aware of in the host country?
* Does the program maintain documented plans for safety, security and risk management? Please provide a copy of the program’s plans.
* Are there special concerns for women? Special concerns for LQBTQA students?
* What are the policies, customs and laws governing use of alcohol and recreational drugs?
* On-site Orientation: Please describe how and when your institution provides the on-site orientation. What topics are covered? Is an intensive language course offered as part of the orientation? If so, how many hours per day for how many days/weeks?
* Does the organization permit students to travel independently during the program? If so, are students required to report their travel plans to the organization’s staff prior to departure?
* **Local Police Station or Law Enforcement Agency:** Please provide the complete contact details (address, phone, email, website) for the police station within the jurisdiction of student housing, or closest to the host institution.

**Immigration Information**

* What type of visa is required? How is it obtained?
* Does the organization provide support to students throughout the visa application process for U.S. citizens? For non-U.S. citizens? If so, please describe.
* How difficult is it to extend or change this visa type?
* Are students required to leave the country immediately after their program ends?
* Are U.S. students allowed to work?