

This questionnaire should be used to obtain the information necessary to prepare the formal Exchange Agreement. Please answer the following questions and return the form to the Office of Internationalization.

1. Complete name of foreign institution (to be entered on all Exchange Agreements)
2. Institutional website URL
3. Proposed types of exchange with the foreign partner institution (check all that apply):

___ Reciprocal exchange of students

___ Reciprocal exchange of staff and faculty

(Include detailed terms and conditions of the exchange, e.g., how many faculty/staff will be exchanged, what activities will occur, and duration of stay for each individual.)

___ Collaborative research projects

(Include a description of the collaborative research that will be conducted, specify resources needed, and who will pay for costs associated with the research, e.g., employee salary, computer resources, lab equipment, etc.)

___ Exchange of publications, reports, or other academic information

___ Professional development

___ Other activities such as conferences, symposia, and workshops, as mutually agreed to

4. List any specific sub-unit(s) (schools, colleges, faculties, departments, centers, institutes, etc.) in the foreign institution with which the agreement is to be made, unless the exchange applies to the entire overseas institution. Please include any relevant websites for those units.
5. Name and title of chief executive officer authorized to sign the exchange agreement on behalf of the cooperating institution:
6. Cooperating institution contact information:

Exchange Officer:

- Name
- Title
- Mailing Address
- Telephone
- Email Address
- Web Address

In the case of a program agreement that includes student exchanges, please provide the following information:

- Advisor for Outgoing Students (i.e., students coming to GGC)
- Name
- Title
- Mailing Address
- Telephone
- Email Address
- Web Address

- Advisor for Incoming Students (i.e., GGC students enrolling at the cooperating institution)
- Name
- Title
- Mailing Address
- Telephone
- Email Address
- Web Address

For program agreements related to other exchange activities, list appropriate contact individuals; for example, exchange of faculty and staff, collaborative research projects, exchange of publications, collaborative professional development, other activities as mutually agreed to (add extra sheets if necessary):

- Name
- Title
- Mailing Address
- Telephone
- Email Address
- Web Address

7. Please describe the rationale for the proposed exchange agreement; attach extra pages if necessary. Consider the following questions:
 - a. How is the activity with the proposed partner of mutual benefit to both institutions?
 - b. For student exchanges, how does this benefit GGC students, and what is the probability of attaining an appropriate level of reciprocity?
 - c. If GGC already has agreements to provide students an opportunity to study in the proposed country or site, what new possibilities does this partnership offer?
 - d. What are the enhancements/attractions of this exchange within the broader GGC community?
8. GGC Academic Coordinator (i.e., faculty member responsible for administering the proposed agreement):
 - Name
 - Title
 - Mailing Address
 - Telephone
 - Email Address
 - Web Address