

**MJI STUDY ABROAD (SA) APPLICANT HOST SCHOOL
FINAL REVIEW**

Name of Applicant Host: _____ **Review page:** _____

1. Are all provided materials in required English or with attached and authenticated English translations? Yes
 - Name of **independent** translating agency/person provided original signatures
2. Do provided materials indicate Host familiarity with Tech Guides, Catalog & Brochure? Yes
3. Is complete contact information provided?
 - Name of contact person complete school name street address and mailing address, if different
 - Phone numbers including: administration emergency numbers for parents email addresses
4. Current catalog and other required information provided:
 - Catalog; [printed or online or both] School Description Admissions requirements
 - Academic Programs Description Available educational resources and Facilities
 - Safety and Security of human and student records
 - Student Orientation Student Counseling Tuition described Housing Facilities and fees
 - [Accredited for **Post-secondary education** or License to operated or Certification Other: described:]
 - Building Code approval Medical Insurance.
 - Course descriptions & number of credits awarded for each proposed **MJI equivalent SA programs & courses***
 - ALL or **only** CIS BIS JS AAS Cert. authorized for MJI students
5. Basis for determining amount of credit awarded for each proposed **MJI equivalent SA course**
6. Listing of Host's teaching faculty members **assigned to MJI equivalent courses and credentialed by MJI**, with their educational history, including:
 - schools attended degrees awarded dates degrees obtained **and** **English** resumes with all relevant experience.
 - original** signed/sealed transcripts provided for each faculty member (**See over**)
7. *A complete daily schedule of **MJI equivalent** Study Abroad classes to be taught with names of:
 - MJI approved** instructors, course titles, day(s) and time(s) offered during the upcoming academic year, or next two academic years if applying for first **and** second year abroad program
8. Any other materials or documents enhancing application as SA host school.

Prepare agreement for signature? Yes (Agreement start date: _____ end date: _____) Not Yet
 Applicant rejected for numerous failures

Date of 1st review: / / , **Subsequent reviews:** _____ **reviewer initials:** _____

****Other notes: Please return checklist when resubmitting materials or archive with Accept or Reject folders.**

ITEM NUMBER 6 : Check list

Names of host faculty to be credentialed	Initial item 6 documents received (list)	Documents still needed to credential	AACRAO evaluation required	Date MJI credentialed	Dean's approval signature*

***Please return entire Host School binder to Dean whenever new faculty credentialed.**

 Printed name & Signature needed

ITEM NUMBER ____ :

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