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

☐ Shana Bet explicitly prohibited, up to 25% load only!!!
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<thead>
<tr>
<th>ITEM NUMBER</th>
<th>Printed name &amp; Signature needed</th>
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</thead>
<tbody>
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</tbody>
</table>

*Where checked, assignee must print and sign name signifying that you have read, understood and will follow-up on any required tasks or matters
**Faculty ADD FORM (ver 3.0) (Item 6 of page 1)**

Name of Host: __________________________________________ Date of this update: ___________________

<table>
<thead>
<tr>
<th>Faculty name</th>
<th>Documents received (list schools/degrees via original transcripts or confirmed)</th>
<th>Missing documents or other NOTES</th>
<th>AICE or NACES required?</th>
<th>Date MJI* approved</th>
<th>MJI Rep’s approval initials**</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>☐ initial data sheet/resume ☐ BA(S)/Ordain ☐ multiple ordain ☐ MA ☐ PhD ☐ Prof Dev Plan; ☐ Transcripts from:</td>
<td>☐ See below</td>
<td>☐ Yes</td>
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<td>2.</td>
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<td>☐ NA</td>
<td></td>
</tr>
</tbody>
</table>

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**Full responsibility for insuring that only credentialed faculty teach MJI students only MJI equivalent courses rests with SA Mgt.**

**Return entire Host School binder to Academic Admin whenever new faculty credentialed for equivalent courses.**

---

Status: Binder returned to: ☐ Esther; ☐ approved ☐ not approved; ☐ original host signature needed; Contracts sent to Rabbi Shemtov ☐

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(MJI STUDY ABROAD (SA) HOST SCHOOL)

**FACULTY ADD FORM (ver 3.0) (Item 6 of page 1)**

**Name of Host: __________________________________________ Date of this update: ___________________**

**Faculty name** | **Documents received (list schools/degrees via original transcripts or confirmed)** | **Missing documents or other NOTES** | **AICE or NACES required?** | **Date MJI* approved** | **MJI Rep’s approval initials**
---|---|---|---|---|---|
1. | ☐ initial data sheet/resume ☐ BA(S)/Ordain ☐ multiple ordain ☐ MA ☐ PhD ☐ Prof Dev Plan; ☐ Transcripts from: | ☐ See below | ☐ Yes | ☐ NA | |
2. | ☐ initial data sheet/resume ☐ BA(S)/Ordain ☐ multiple ordain ☐ MA ☐ PhD ☐ Prof Dev Plan; ☐ Transcripts from: | ☐ See below | ☐ Yes | ☐ NA | |
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8. | ☐ initial data sheet/resume ☐ BA(S)/Ordain ☐ multiple ordain ☐ MA ☐ PhD ☐ Prof Dev Plan; ☐ Transcripts from: | ☐ See below | ☐ Yes | ☐ NA | |

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**Additional review notes:** Materials insufficient/missing: ☐ Ordination memo; ☐ No credentialed faculty; ☐ see page 2 notes for detail

☐ One year program only; ☐ Countersigned by (host) __________ dated: ____________________

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#1: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)
#2: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)
#3: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)
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#6: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)
#7: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)
#8: Incomplete or missing: ☐ Data Sheet; ☐ Orig transcript; ☐ weak missing dev plan & ☐ no documentation; ☐ Other (see above note)

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Status: Binder returned to: ☐ Esther; ☐ approved ☐ not approved; ☐ original host signature needed; Contracts sent to Rabbi Shemtov ☐
1. Are all provided materials in required English or with attached and authenticated English translations? □ Yes □ NO
   □ Name of independent translating agency/person provided □ original signature(s)
2. Do provided materials indicate Host familiarity with Tech Guides, Catalog & Brochure? □ Yes □ NO
3. Was applicant visited by C. Greenberg? □ Yes □ NO. Did he approve this applicant for MJI SA? □ Yes □ NO
4. 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
5. Current catalog and other required information provided: Catalog; [ □ printed or □ online or □ both]
   □ School Description □ Annual School Calendar □ Admissions requirements □ Student Orientation
   □ Academic Programs Description; □ Student Counseling; □ Available educational: □ Resources and □ Facilities;
   Safety and Security of: □ human and □ student academic records; □ Medical Insurance
   □ Tuition described □ Housing Facilities and □ fees (□ as part of tuition) □ Building Code approval
   □ Very brief descriptions of □ some/ □ all these catalog items appear to be prepared solely for MJI.
   □ Accredited for Post-secondary education by Dept./Ministry of Education or Council/Commission of Higher ED. Or:
   □ Amuta only*, □ Proof of Ed Ministry post secondary payments to school and/or faculty, or: □ Certificate or
   □ License to operate □ Other, describe: *Amuta = non-profit license, or other ministry license, therefore only 1 yr. (25% credits only) □
6. *A complete daily schedule of MJI equivalent Study Abroad classes to be taught with: □ named MJI approved instructors, □
   course titles, □ day(s) □ time(s) □ equivalency with specific MJI courses listed and offered during the:
   □ upcoming academic year, or □ next 2 academic years if applying for first & second year abroad program (See over □)
   □ Course descriptions & □ number of credits awarded for each proposed MJI equivalent SA programs & courses*
     □ ALL or only □ Gen Ed □ CIS □ BIS □ AAS □ JS □ Cert. authorized for MJI students (See over □)
     check approved and strike not permitted
   □ Sufficient equiv courses for 2-yrs; Sufficient equiv courses for only 1 year □ 1 semester □ insufficient # of courses □
7. Listing of Host’s teaching faculty members assigned to MJI equivalent courses and credentialed by MJI, with their educational
   and experiential 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 □ and/or ordination addenda added
   (See Faculty Add Form on page 3 for details □)
8. Any other materials or documents enhancing application as SA host school: □ previously contracted school with good □
   compliance with MJI requirements; □ internationally recognized post-secondary Judaic Studies program/yeshiva/seminary
   □ School brochures and other PR □ Admissions Application forms, various □ recreational facilities on campus;
   School has: □ computer lab □ internet access