Program Director’s Consultation Checklist for International Student Programs
(e.g. Exchange, Dual/Joint Degree Programs, or Articulation Programs, etc.)

Program Title: _______________________________________________________

Program Director: _____________________________________________
(Please print name and sign)

Dean of College / International Representative: _______________________
(Please print name and sign)  (Deans must sign if program requires Senate and/or BOR approval)

College Units Representative, or Director of Academic Assistance: __________________________

☐ Program Support  ☐ Academic Advising
☐ Credit Hour Conversion/Equivalence
☐ Graduate Student Assistantships
☐ GSTEP (Georgia State Test of English Proficiency)
☐ Graduate Admissions (issues under “Undergrad. Admissions” apply)

☐ Credit-related Issues:
☐ Credit type (Institutional or Transfer credit)
☐ Scheduling (Establishment of GSU course & number etc, if applicable):
☐ Course level placement
☐ Academic / Course Calendar issues

Office of Institutional Effectiveness – Peter Lyons: _______________________  

☐ International Joint Curricula Venture Programs (Dual/Joint Degree Programs, Share Courses, Certificate Programs)  
☐ SACS Requirements/Notifications

Financial Aid – Louis Scott: ________________  

☐ Intent-to-Study-Off-Campus Form
☐ Applicable Financial Aid Forms
☐ Consortium Agreements (Transient Students only)
☐ Applicable Hope/Fed Aid Requirements

Undergrad. Admissions – Scott Burke: _____________________________

☐fee-rate Code in Banner
☐ Application Fee
☐ Credential Evaluation
☐ BOR Requirements

Registrar – Shari Piotrowski: ____________________________________

☐ Tuition/Fees Waivers
☐ Out-of-State Tuition Waivers
☐ Graduation Audits etc. (for Joint Curricular Programs)

Student Accounts – Charmaine Daniels: ________________________________

☐ Waiver Input into Banner (Outgoing Students)
☐ Third-Party Billing

Academic Programs – Tim Renick: ________________________________

☐ Senate and/or BOR Approvals

Student Advisement Center – Jennifer Bellas-Lee: ____________________

☐ Course Articulation and advisement for International transfer programs including 2+2, 3+2-type programs

Housing – Sharon German: __________________________________________

☐ Incoming Students (Housing Application forms/deadlines and deposits) (Outgoing Students – faculty should negotiate with institution abroad)

Office of Int’l Affairs – Study Abroad Programs Jeremy Billeteaux: ____________________________

(Outgoing Students)
☐ Study Abroad Mandatory Medical Insurance
☐ Accepting Students through Online Application System
☐ Study Abroad Management Policies
☐ Transfer Credit Pre-Approval
☐ Promotional Brochures
☐ GSU Re-entry (admission)
☐ GSU and other Study Abroad Scholarships

International Student and Scholar Services – Heather Housley: ____________________________

(Incoming Students)
☐ Int’l Student Medical Insurance
☐ F or J Visa Selection/Status
☐ Immigration & admission processes/timelines
☐ Clarify codes in Banner Program Summary Form
☐ Employment options
☐ New Student Orientation

Please refer to International Partnerships web page for additional contact information  

OII/October, 2011