



**Office of International Education  
Immigration Services  
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**University of Georgia International Ad-hoc Program Proposal Process**

The University of Georgia provides opportunities for world-class learning and scholarship to international students and visitors alike. To better serve the University Colleges and Schools, Departments, and international visitors to our campus, standard practices have been developed to ensure the success of each short-term, ad-hoc, or educational non-degree program involving non-U.S. citizens and non-U.S. permanent residents hosted by the University.

The following items should be included in the department program proposal as applicable. Once the Unit director or College Dean has approved the program, you should assemble all required information, as outlined below. A complete copy of all items must be submitted to the Office of International Education prior to any visa sponsorship requests.

\_\_\_\_\_ **Program Approval from Department Head & Dean of College**- *Outlined proposal of program, approved and signed by both Department Head and Dean or Unit Director*

\_\_\_\_\_ **Program Budget** - *All proposed programs must submit a proposed budget based on individual costs. These costs include: Student costs, University Costs, Source of Funding, Amount of Funding, and Duration of Funding. This should include the \$60.00 International Student Compliance Fee, paid to OIE upon arrival and check – in of each visitor.*

\_\_\_\_\_ **Contracts of Proposed Program** - *Please obtain required contracts as needed with each applicable UGA office.*

- *Housing*
- *Classrooms*
- *Food Services*
- *Transportation*
- *Health Center*
- *Department of Recreational Sports & Ramsey Center*
- *Library Services*
- *Disability Services*
- *Others, as necessary*

\_\_\_\_\_ **Mandatory Reporter Confirmation - Legal Affairs--** *Written confirmation of the Child Abuse Reporting Requirement: [http://legal.uga.edu/Child\\_Abuse\\_Reporting\\_Requirement.html](http://legal.uga.edu/Child_Abuse_Reporting_Requirement.html)*

*Program Directors and Instructors must read and understand these reporting requirements.*

\_\_\_\_\_ **Waivers & Parental Consent Forms, if program involves minors** – *You must consult with the Legal Affairs Office if your program will involve field trips and or excursions that may place students at risk.*

\_\_\_\_\_ **Third Parties on Campus** – *If you will be contracting with third party companies or agencies for services on UGA's campus you must consult with Procurement and or Legal Affairs*

\_\_\_\_\_ **Off-site Excursion Plans**

- *UGA policy on field trips can be found here: <http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/4-general-policies/407-miscellaneous-course-policies/4-0715-field-trip-requirements/>*
- *Sample form for Franklin College can be found here: [http://www.franklin.uga.edu/faculty\\_staff/forms/proposal-for-field-trip.pdf](http://www.franklin.uga.edu/faculty_staff/forms/proposal-for-field-trip.pdf)*
- *On/off campus sites assessments*
- *Transit plans to on/off campus sites*

\_\_\_\_\_ **Emergency Plan Proposal-** *Approved and signed by both Department Head and Dean. Plan may need to include the following components:*

- *UGA emergency contacts phone tree*
- *Transit plans in an emergency*
- *Home Embassy contact information*

\_\_\_\_\_ **Non-Discrimination and Anti-Harassment Policy**

- <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>
- *All adult directors, instructors, and staff must read and agree to comply with the terms of this policy.*

\_\_\_\_\_ **United States Visa Category Assessment** - Office of International Education

*OIE will review proposal of each program and determine the proper visa category for the specific program. All international participants sponsored for student degree or non-degree visas through the University of Georgia must be 15 years old, at minimum.*