



University Policy Statement

UPS 320.102

INTERNATIONAL EDUCATION POLICY

California State University Fullerton encourages and supports off-campus international educational programs as well as welcomes the on-campus participation of international visitors, scholars, and international students as valued, desired, and increasingly important aspects of our mission as a regional university with a global outlook. The University encourages its constituent departments, programs, and support units to plan and provide international education opportunities that meet the academic and professional needs of students, faculty, and staff.

Study Abroad definition: Study Abroad refers to a learning activity typically conducted outside the United States and its territories. These activities may vary in duration, ranging from short-term programs (e.g., summer or winter sessions) to long-term engagements (e.g., semester or year-long programs). At CSUF, these activities are most commonly credit-bearing, but may also be non-credit bearing, and they may include:

- CSUF customized programs, commonly known as faculty-led or department-led programs. (Note: At CSUF customized programs may also take place within the United States and its territories and should follow established procedures for faculty-led program coordination)
- Field work or research in a chosen discipline that takes place abroad
- Exchange programs with a CSUF international university partner or the Chancellor's Office CSU International Programs
- Direct enrollment at an approved university abroad or with a third-party Study Abroad program/providers
- Internships abroad

A. PARTNER INSTITUTIONS AND PARTNER ORGANIZATIONS

The university recognizes the necessity of formal agreements that give structure and guidance to faculty, departments, and other units in their dealings with international partners. The range of prospective partners is vast and collaborative activities must be entered into carefully in order to create arrangements that both protect the interests of the institution and obtain maximum benefits for California State University, Fullerton's students, faculty, staff, and administration. Such activities must also protect the integrity of the university and its reputation, both domestically and abroad. The documents below are thus required for partnership establishment and shall have a duration of no more than five years.

1. One of two types of approved documents memorialize cooperative, collaborative arrangements between California State University, Fullerton and international partners. These are "Letters of Intent/Memorandum of Understanding" and "International Agreements."

- a. A “**Letter of Intent**” or “**Memorandum of Understanding**” is general in nature and does not commit university resources to collaborative activities. Its language expresses statements of cooperation and goodwill between California State University, Fullerton and a recognized international institution, which is usually a university, college, or governmental agency. It may also be a for-profit or non-profit non-governmental agency or community-based organization. The content typically contains wording to the effect that the partnership will plan the “exchange of students and/or scholars (faculty)” and outlines an interest “to develop cooperative, collaborative projects.”
 - b. An “**International Agreement**” is more explicitly descriptive and commits university resources to a defined project, product, or program. Examples might include the following: a specific student exchange between two departments/colleges/disciplines that indicates the maximum numbers of students who may be assisted; a short-term training program delivery; a degree program or bundle of selected courses to be made available to the partner institution (either here or at a site abroad), along with the commitment of specific resources to implement these activities.
2. Regardless of the type of arrangement, the document requires the formal approval of the President of California State University, Fullerton and an appropriate-level representative of the partner institution/organization. No faculty member or any other employee/representative of the university is empowered to make commitments about letters of intent, MOUs, or written agreements that bind the university to actions with a partner entity.
3. As defined by CSU EO 1081, Study Abroad is “any campus-based, CSU credit-bearing campus program conducted outside the United States (in whole or in part), is not a degree program and is normally one year or less in duration (“Study Abroad Program”).”
 - a. Study Abroad Programs are primarily intended for matriculated CSU students.
 - b. Study Abroad Programs shall not duplicate the offerings of the CSU Office of International Programs.
4. The President is responsible for all out-of-country campus sponsored programs; any contracts related to out-of-country programs must be reviewed and approved as to proper legal form by the Chancellor’s Office of General Counsel.
5. Self-Supporting Degree programs offered out-of-country shall have a director assigned by means of a letter of appointment issued by the President or President’s designee.
6. The President or President’s designee shall establish procedures for the evaluation, review, and approval of out-of-country degree programs with respect to academic, contractual, faculty, fiscal, legal and logistical arrangements and commitments. (Also see CSU Executive Order 795).
7. Proposals for collaborative agreements may originate within California State University, Fullerton or at partner organizations. Guidelines for program development and budgeting are available from the Office of International Education and Engagement.
 - a. For any proposals originating inside or outside the University, discussion about prospective partner ventures shall involve consultation and approval from involved faculty and Department Chairs, the appropriate College Dean, and the Office of International Education and Engagement.

- b. UPS 108.000 “Visiting Scholars and Other Formal Delegations of Visitors from Abroad” shall be followed for the applicable situations.
8. Draft documents (e.g., Letter of Intent, Memorandum of Understanding or International Agreements) shall be prepared by International Education and Engagement. Any drafts submitted by a prospective partner shall be reviewed and approved by the appropriate academic unit, the College Dean, and the Office of International Education and Engagement.
9. The final proposal shall be reviewed and approved by the Department Chair or equivalent, College Dean or equivalent, Office of International Education and Engagement, the Provost, and the Risk Management Officer. The final agreement shall be approved by the President of California State University, Fullerton. The routing form that accompanies the proposal is available from International Education and Engagement. The University Contracts and Procurement Office and Budget Office must also review and approve all International Agreements of the type described in section A.1.b.

B. CURRICULUM PROCESSES AND RESPONSIBILITIES

The university strives to promote international understanding within its existing curriculum. The university recognizes that sustainable relationships with institutions outside the United States rest upon the commitments of individuals and small groups of faculty members who have an interest in and affinities toward these partners.

1. California State University, Fullerton encourages and supports faculty and staff efforts to explore and develop collaborative partnerships with universities and institutions abroad. All units are responsible for following university policies with respect to curriculum development and approval.
2. Pursuant to [CSU Executive Order 795](#), whenever considering the development of a self-supported program for delivery in a foreign country, the following steps should be taken early in the planning process: contact the United States Department of State to advise appropriate personnel of campus intentions and to seek advice; contact the United States Embassy (and/or Consulate) in the nation concerned; and contact the embassy (and/or Consulate) of the nation concerned. Special attention should be given to the foregoing when there is any reason for concern that the health or safety of California State University personnel might be an issue. Contact International Education and Engagement for guidance on the above.
3. Credit Courses and Programs
 - a. All credit courses and degree programs must be housed in an academic department or program. When CSUF degree programs, or a substantial group of courses that lead toward an approved degree, are offered abroad, monitoring student progress toward degree completion is primarily the responsibility of the academic department within which that degree is housed. Such monitoring and support shall include, but is not limited to, providing regular student advisement, developing Graduate Study Plans where appropriate, monitoring and facilitating student continuous enrollment, making recommendations regarding probation and disqualifications, and assisting students in timely submittal of applications for graduation.

- b. Special Session courses (non-state funded courses offered for resident credit) offered abroad shall be developed by the faculty in consultation with International Education and Engagement, which shall be the primary unit for implementing program delivery. The academic department/ program, Department Chair or Program Coordinator (following procedures established by the academic unit), College Dean and the Office of International Education and Engagement shall review and approve such proposals prior to their delivery by International Education and Engagement. UPS 450.200 Policy on Special Sessions must be followed for these situations.
- c. Proposals for new credit courses to be offered outside the United States must follow university policy for the establishment of regular courses as described in UPS 411.100, I.
- d. Proposals for special courses for credit to be offered outside the United States must follow university policy for the establishment of special courses described in UPS 411.100, IV.
- e. Many of the courses/experiences to be offered abroad will be presented in a “compressed time frame” or outside the normal calendar limits of the regular academic term. For this reason, additional procedures under the University Policy on Special Sessions [UPS 450.200] and policies for short duration courses [UPS 411.100, II] are also applicable
- f. Schools must report to the federal Department of Education and accrediting bodies any location at which 50% or more of an educational program is provided. In the case of financial aid, this is done via the Program Participation Agreement. In general, approval by the Department of Education is required before financial aid can be awarded or disbursed to students in the program. Since the approval process may take some time, International Education and Engagement will coordinate related communication and processes with the Financial Aid Office as early as possible to prevent delays.

4. Study Abroad and Global Engagement Programs

In addition to any internal processes that the department and/or college requires related to operating a Study Abroad program, including customized or faculty-led programs, which are programs led by CSUF faculty or staff, the Office of International Education and Engagement oversees and provides guidance regarding university requirements for program approval, registration, and coordination, and support.

5. Working with Third Party Program Providers

In the course of cooperating with a Third Party Provider, neither CSUF nor any employee or agent of CSUF shall accept payments or benefits (including non-monetary benefits) or engage in any unacceptable practices in exchange for approving third party program provider as an affiliate program partner or a vendor to support a faculty-led program or for recommending the Third Party Study Abroad Program to students. Examples of prohibited payments or benefits and unacceptable practices include:

- a. Payment of conference or training registration fees, transportation, or lodging costs for an employee of the campus or campus-affiliated organization; fees for advertisements in official publications of the campus or international office that are designed to explain the students' program options, fulfill the institution's requirements to disclose financial assistance and institutional information to enrolled or prospective students;
- b. Payment of site visit costs in conjunction with program familiarization or program oversight responsibilities;

- c. Payments per number of students placed in a program;
 - d. Equipment or supplies (including computer software) as a gift or made available at below market rental or cost for use in campus operations;
 - e. Printing or distribution of catalogs, handbooks, and other official university publications or materials at reduced or no cost; and
 - f. Refreshments or meals for campus meetings or other events intended to promote a specific program.
 - g. Solicitation of any third party program provider for financial or other benefits or services to the campus or its personnel;
 - h. Service as a paid consultant to any third party program provider or service in a paid capacity on an advisory board to such a provider;
 - i. Acceptance of any travel paid for by a third-party provider, specifically including travel to Study Abroad program sites offered by current or prospective program provider partners; or
 - j. Entering into an exclusive agreement with a third-party provider whose terms limit or deny access to other programs.
6. Each Study Abroad program is required to compile a roster listing of all participants (students and faculty/staff) who will be traveling on the program. This roster shall also include all emergency contact information, appropriate medical clearances, and insurance information for each participant. This information shall be provided in advance of the departure date according to IEE guidance. Copies of this information shall be provided to the appropriate academic department/division office and study abroad faculty/staff lead.
 7. In cases of CSUF courses offered abroad, a faculty member or appropriate staff member must be in the program location and available to the student group for the full duration of academic instruction or program dates.
 8. Appropriate authorities in the host country must be advised about the program, including location, duration and nature of the program and courses when appropriate or required. Programs and courses may not operate in countries where there is a U.S. State Department "Travel Warning," unless specifically permitted by the CSU Chancellor and cleared by Risk Management.
 9. International Education and Engagement shall administer a program evaluation questionnaire to students participating in customized or faculty-led Study Abroad. This questionnaire is independent of student opinion questionnaires required under UPS 220.000. The hosting unit(s) shall review the results of these questionnaires.

C. CALIFORNIA STATE UNIVERSITY, FULLERTON STUDENTS GOING ABROAD

International experiences prepare students for global citizenry and an appreciation of global diversity and issues. Study Abroad programs and other international education opportunities encourage international awareness and understanding, cross-cultural competence and global workforce preparedness. The institution recognizes that these programs and opportunities take a variety of forms and can be of long-term or short-term duration.

1. General Provisions

California State University, Fullerton students may Study Abroad to earn academic credit towards their degrees by participating in one or more of the established programs described above in Section B, or through Study Abroad activities arranged by the student. To receive credit, the student must complete the following items prior to the start of the activity:

- a. Contact the International Education and Engagement to acquire, complete, and file the required forms with the appropriate signatures.
- b. Seek and attain advisement and approval from the appropriate academic degree-granting department or program.
- c. Establish an academic plan that includes the location(s) and schedule for the activity, and a description of the activity that merits academic credit. This plan must be filed with the appropriate academic department or program and International Education and Engagement.
- d. Acquire the necessary permissions (for example: visas, Institutional Review Board approval, local and national government approvals, etc.).
- e. Purchase CSU-approved international accident and health insurance coverage, which includes medical evacuation and repatriation insurance for the duration of the period abroad. CSUF will provide this insurance coverage at no cost to the student for the duration of the Study Abroad program dates for students participating in approved programs.

Upon completion of the Study Abroad activity, it is the student's responsibility to acquire English language transcripts and to arrange for their delivery to International Education and Engagement.

2. Student Travel Requirements

- a. Pursuant to CSU Executive Orders 1041 (Student Travel) and 1081 (Study Abroad and Exchange Programs), "all students participating in any CSUF-affiliated programs which require travel shall be informed in writing that":
 - i. participation in CSU-affiliated programs that include travel is voluntary and that such travel involved risks to personal safety which could result in damage to property, injury or death.
 - ii. CSU assumes no liability for damage, injury, or death occurring on such voluntary travel. Participants undertake such travel at their own risk.
- b. Participants shall sign a statement certifying that they understand and agree to the above statements (2.a.i. and 2.a.ii).

3. Student Participation in Orientation

All students must attend a pre-departure orientation before traveling abroad.

4. Faculty Training and Orientation

Faculty who lead such Study Abroad programs shall attend a training and orientation workshop provided by International Education and Engagement.

D. INTERNATIONAL STUDENTS COMING TO CALIFORNIA STATE UNIVERSITY, FULLERTON

CSUF affirms the value of its global perspective by encouraging its departments, programs, and support units to receive international students, faculty, and visitors. The university recognizes that hosting international students and scholars requires the institution to provide services and programs mandated by federal immigration laws. The university adheres to all federal government-related regulations and reporting requirements. In addition, differences in students' language, culture, and education require the university to provide specialized advising services and programs.

1. The university shall adhere to accepted professional and ethical standards for recruitment of international students.
2. International students may attend CSUF in any one of several status categories as:
 - a. Degree-seeking matriculated students.
 - b. Short-term visiting students or guests.
 - c. Participants in special programs offered through Extension (e.g. University Semester Abroad).
 - d. Exchange students from an international partner university, taking academic credit.
 - i. As a condition of issuing to the exchange student the documents necessary for the student to obtain a visa (J-1), CSUF shall obtain from all applicants their agreement to obtain and maintain insurance coverage for health, medical evacuation, and repatriation during their period of enrollment at CSUF.
 - ii. CSUF shall inform all applicants that adequate coverage will be required as a condition of registration and continued enrollment, and shall, at CSUF's option, require or "strongly encourage" that any accompanying dependents procure health insurance comparable to what is required for exchange students. CSUF shall furnish applicants information on where acceptable insurance may be obtained.
 - iii. CSUF shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.
3. International students will be admitted based on admission standards, established in Title V, CSU Executive Orders, and CSUF policy and practice.
4. Non-resident tuition waivers may be used as a recruitment tool to attract international students whose records indicate strong academic promise and/or whose talents provide special breadth to particular academic programs. These waivers may also be used to support special programs including Fulbright and exchange agreements with foreign institutions. Authority to grant nonresident tuition waivers is governed by Executive Orders 1081 (for international students participating in an exchange program) and 1082 (for international students not participating in an exchange program) and is administered by the Office of Academic Programs and Graduate Studies. Pursuant to Executive Orders 1081 and 1082, the President or their designees may waive nonresident tuition fees for nonresident exchange students attending CSUF under an Exchange Agreement, provided the following conditions are met:
 - a. The Foreign Institution is domiciled in and is organized (incorporated) under the laws of a country other than the United States.

- b. The exchange student is a citizen and resident of a foreign country.
- c. The Exchange Agreement provides that comparable expenses are paid or waived by the Foreign Institution for the benefit of (counterpart) CSU students studying abroad. Comparable expenses may be provided in the form of matching tuition waivers at a foreign educational institution, provision of services, or a combination thereof. Campus policy should define equivalence between varying term or session lengths and the period of time in which balance will be achieved. Comparable expenses must be student instruction-related and must directly benefit students; for example, they may not include faculty or staff visits or accommodations or meals for university employees.

The exchanges must balance over an agreed-upon period of time (not longer than the lesser of the term of the Exchange Agreement or five years). Campuses must maintain records documenting the balance of incoming and outgoing students participating in the exchange, which shall be retained for no less than four years after the expiration of the term of the Exchange Agreement or any renewal thereof.

- 5. Acceptable methods of paying fees other than nonresident tuition include the following:
 - a. The exchange student pays the CSU campus, and the CSU student pays like fees to the Foreign Institution.
 - b. The CSU student pays fees at the home CSU campus, and the exchange student pays like fees at the Foreign Institution.
 - c. Fees are paid from a non-state source.
- 6. International students enjoy the same rights and are subject to the same responsibilities as domestic students of the university, except where limited by federal or state regulations. Information about the visa process, arrival in the region, housing, social adjustment, and course registration information shall be provided by International Education and Engagement.
- 7. The International Education and Engagement office or hosting unit(s) shall provide an orientation program that specifically addresses the needs of international students.
- 8. Advisement on immigration-related, personal, and academic matters shall be provided by IEE or other qualified professional personnel.
- 9. Social and cultural activities shall be provided by the hosting unit(s) to enable international students to become fully involved with the campus and community.

Source: International Education Committee

EFFECTIVE DATE: March 7, 2025
Supersedes UPS 320.102 dated 5-9-2014
and ASD 14-27