

Department Deadlines for Exchange Programs: Outgoing AU Students Tasks

Outgoing AU Exchange students pay the equivalent of 12 credit hours of AU tuition for Fall and Spring Semester Exchange programs and 3 to 4 credit hours of tuition for Summer semester. No other department fees are charged. Note that the International Emergency Travel Fee is charged per AU policy. When outgoing students arrive at the host/partner institution they do not pay tuition for courses they take however they do pay for transportation, accommodations, books, etc. This is a great option for AU students on tuition scholarships. Faculty in departments sponsoring Exchange Programs need to review courses and instructor credentials at partner/host institution on an annual basis. This requirement is detailed in the Exchange Agreement, paragraph 6. This information along with any updates in cost of living, start/end dates or accommodations needs to be submitted to OIP AUAB in order to update the on-line brochure and application. For additional information, please contact Assistant Director, OIP Auburn Abroad and Exchange Programs at weissds@auburn.edu

Phase 1: Getting Program Approved, program updates, recruiting

Semester Program Runs	Submit Exchange Agreement and New Program Approval Form to OIP AUAB(1)	Verifies course offerings, instructors, changes in living arrangement and expenses	Provides updated info to OIP AUAB to for on-line Program Brochure	Recruits in classes, at Study Abroad Fair (SAF)	OIP AUAB opens student On-Line Applications.
Summer	June (prior year)	June-Aug	August/ Sept	Sept – Oct. (SAF: Mid-Sept and Mid-Feb of Next year)	October
Fall	August (prior year)	Aug- Jan	January	Jan- Feb. (SAF: Mid-Feb)	February
Spring	February	Feb-July	July	August (SAF: Mid-Sept)	August

Phase 2: Selecting, Preparing Students, Visa Applications.

Semester Program Runs	OIP AUAB Closes student Applications.	Faculty accepts students, conducts info session in connection with OIP.	If visas needed, month submitted. OIP AUAB enrolls students in 12 hour Auburn Exchange Course	Predeparture Sections completed (class session or on-line).(2) OIP AUAB enrolls students in Intl Emergency Insurance	Programs Run
Summer	March 15	Feb-April	April	Mar -April	May-July
Fall	March 15	Mar-April	April	Late April	Sept-Dec (3)
Spring	October 15	Aug- Oct.	Late October	November	Jan-May (4)

(1) Exchange Agreement duration = 5 years.

(2) Early predeparture since many Fall Program Students do not return to class during Summer session or early Fall session.

(3) Programs may extend into Spring Term.

(4) Programs may extend into Summer term.