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TO: Deans, Chairs, Directors, and Faculty
FROM: Wendy Williamson, Director of Study Abroad
DATE: Updated October 9, 2007. Originally issued on May 15, 2006.
SUBJECT: All International Education through Office of Study Abroad

Eastern Illinois University recognizes international education as a fundamental component of excellence in higher education and encourages all students to take advantage of the fine opportunities available. It is the desire of the University to move international education from the exception to the norm and to emerge as a leader within Illinois, the nation, and the world. Studying abroad, or completing internships, practica, field experiences, special excursions, or research in an international setting, confers on our students cross-cultural communication skills and breadth of perspective that is critical in keeping graduates in the mainstream of an increasingly global employment market.

The Office of Study Abroad is responsible for the management of all educational activities and programs that occur outside of the United States. Because of the strategic goals established for study abroad, as well as potential and procedural issues of risk management, financial aid, and academic credit, I am writing to request your collaboration and assistance. **All international activities which (a) involve students and/or customers and (b) are conducted under the auspices of the University (Academic Affairs), must be run through the Office of Study Abroad. This includes internships, practica, field experiences, special excursions, and student research.** The Office of Study Abroad works closely with the International Programs Advisory Council, and other units as appropriate.

The Office of Study Abroad is funded primarily through a set of administrative fees. However, in keeping with the traditional practice and support of international education at EIU, **education abroad activities and programs (with the exception of exchange programs which require tuition/fees to pay for the incoming student and faculty-led programs which recover tuition to pay faculty salaries) are exempt from paying regular tuition/fees to Eastern Illinois University.**

<u>Independent</u> Study Abroad Administrative Fee	\$300/term
<u>Faculty-Led</u> Study Abroad Administrative Fee	\$35/credit hour

Thank you for your time and attention, and please feel free to contact me if you have any questions or concerns with the information presented in this memo.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Williamson".

Wendy Williamson
Director

C: Dr. Blair Lord, Provost