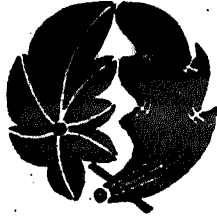


EXCHANGE: JAPAN

EDUCATIONAL EXCHANGE PROGRAM



PRELIMINARY LETTER OF UNDERSTANDING

1999 - 2000 and 2000 - 2001

Exchange: Japan, a non-profit organization (501(c)3) incorporated in the United States in 1967, holds federal tax-exempt status and is licensed by the State of Michigan to solicit charitable contributions. Coordination in Japan is with Exchange: Japan in Tokyo, registered as Hokubei Daigaku Kyokai Koryu Inkai.

Educational Exchange Program Preliminary Letter of Understanding

This Letter of Understanding is for University of Puerto Rico-Mayagüez Campus
(Name of institution)

to request one two EEP lecturer(s) for 1999-2000 and 2000-2001.

I. CONTACT PERSON (to whom correspondence should be sent)

Name	Dr. Arturo Cedeño Maldonado				
Title	Director	Department	International Programs		
Address	Univ. of Puerto Rico-Mayagüez Campus, P.O. Box 9030				
City	Mayagüez	State	P.R.	Zip	00681-9030
Phone	(787) 265-3861	Fax	(787) 834-3413		
Email	a_cedeno@rumac.upr.clu.edu				

II. PERSON TO BE ADMINISTRATIVELY RESPONSIBLE FOR THE EEP LECTURER

Name	Dr. Arturo Cedeño Maldonado				
Title		Department			
Address					
City		State		Zip	
Phone		Fax			
Email					

III. PERSON TO ISSUE THE EEP LECTURER'S VISA FORM

Name	Ms. Norma Guardiola				
Title	Director	Department	Immigration Affairs Office		
Phone	(787) 265-5418	Fax	(787) 265-5418		
Type of visa to be issued	<input checked="" type="checkbox"/> F-1 <input type="checkbox"/> J-1				
If J-1, under what category will the school place the lecturer?					

IV. ACADEMIC CALENDAR

<input checked="" type="checkbox"/> Semester	<input type="checkbox"/> Quarter	<input type="checkbox"/> Other ()		
Starting date of academic year 1999	August 12, 1999 (tentative)				
Reporting date for EEP lecturer	1 st year	August 9, 1999	2 nd year	August 7, 2000	

V. JAPANESE PROGRAM

Will be held	<input checked="" type="checkbox"/> at this institution <input type="checkbox"/> at another institution affiliated with this institution (where and what kind of arrangement?)
The institution has	<input type="checkbox"/> no current offerings of Japanese courses <input checked="" type="checkbox"/> Japanese language courses currently offered <input checked="" type="checkbox"/> by an EEP lecturer <input type="checkbox"/> by other instructors <input type="checkbox"/> by both
If your current Japanese courses are taught by instructors other than EEP lecturers, what textbook is used?	
How would you utilize an EEP lecturer?	<input checked="" type="checkbox"/> as an instructor responsible for an entire class <input type="checkbox"/> as an assistant to another instructor <input type="checkbox"/> other (explain)
Responsibilities the EEP lecturer will be expected to perform:	Teach <input checked="" type="checkbox"/> 1 st year <input checked="" type="checkbox"/> 2 nd year Japanese Class hours..... () hours per week Office hours..... () hours per week Other _____ _____ () hours per week

VI. DEGREE STUDY AVAILABLE FOR THE EEP LECTURER

The EEP lecturer will be in	<input checked="" type="checkbox"/> Master's degree program <input type="checkbox"/> Bachelor's degree program <input type="checkbox"/> Either of the above <input type="checkbox"/> Associate's degree program
If Bachelor's degree seeker is acceptable, would you accept an Associate's degree holder who will finish a first bachelor's degree at your institution?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there any limitation on the field or department in which the EEP lecturer may pursue a degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what limitation applies?	
Credit hours per term lecturer may take	Graduate : (min <u> 6 </u> /max <u> 18 </u>) Undergraduate : (min <u> </u> /max <u> </u>)
Academic credit is offered by Bryn Mawr College for the <i>Exchange: Japan Teacher Training Institute</i> summer program. In general, does your institution accept transfer credit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

VII. ADMISSION REQUIREMENTS FOR DEGREE STUDY

TOEFL	<input type="checkbox"/> required <input checked="" type="checkbox"/> workable without	Desirable score
GRE	<input type="checkbox"/> required <input checked="" type="checkbox"/> workable without	Desirable score (V _____ /Q _____ /A _____)
GMAT	<input checked="" type="checkbox"/> required <input type="checkbox"/> workable without	Desirable score 3.50
GPA*	<input checked="" type="checkbox"/> required <input type="checkbox"/> workable without	Desirable average 2.50
Additional requirements	Health Report & Physicians Certificate (Annex I)	
Application Deadline	Fall: February 15. Spring: September 15	

*GPA is generally not provided on transcripts from Japanese colleges and universities

VIII. FINANCIAL SUPPORT (See Program Guidelines page 4 for assistance)

Tuition and fees will be covered	<input checked="" type="checkbox"/> by full waiver <input type="checkbox"/> by partial waiver (_____ %) plus stipend to cover remaining cost <input type="checkbox"/> by stipend to cover the entire cost <input type="checkbox"/> other(specify)
Room and board will be covered	<input type="checkbox"/> by full waiver of room and board for campus residence <input type="checkbox"/> by partial waiver for the above (_____ %) plus stipend to cover remaining cost <input type="checkbox"/> by stipend to cover the approximate cost of either campus residence or off campus apartment <input checked="" type="checkbox"/> other (specify) will be paid directly by UPR/MC
Health insurance will be covered	<input type="checkbox"/> by waiver <input type="checkbox"/> by stipend <input checked="" type="checkbox"/> other (specify) will be paid directly by UPR/MC
Books and incidental personal expenses will be covered	<input checked="" type="checkbox"/> by stipend <input type="checkbox"/> other (specify)
Refresher Seminar expenses (travel, lodging, and meals) will be	<input checked="" type="checkbox"/> reimbursed to the lecturer <input type="checkbox"/> included in the funds provided for the lecture
Terms of arrangement of the stipend payment	<input checked="" type="checkbox"/> per month <input type="checkbox"/> per term <input type="checkbox"/> per year <input type="checkbox"/> Other (specify)

(Part A, Estimated Expenses is designed to assist you in determining Part B, Financial Support Offered.)

A. Estimated Expenses For 1999-2000	B. Financial Support Offered For 1999-2000
<p>The EEP lecturer's estimated expenses for an academic year of <u>10</u> months will be: (same number of months as in financial support)</p>	<p>The EEP lecturer's financial support for an academic year of <u>10</u> months will be provided by:</p>
<p>Tuition and fees \$ <u>4,032.00</u></p>	<p><i>Funds from this institution</i></p>
<p>Room and board..... \$ <u>9,000.00</u></p>	<p>Tuition and fees waiver ... \$ <u>4,732.00</u></p>
<p>Health insurance \$ <u>700.00</u></p>	<p>Room & board waiver \$ <u>9,000.00</u></p>
<p>Books and incidental personal expenses \$ <u>4,100.00</u></p>	<p>Stipend..... \$ <u>4,100.00</u></p>
<p>Refresher Seminar \$ <u>1,200.00</u></p>	<p>Refresher Seminar \$ <u>1,200.00</u></p>
<p>Other \$ _____</p>	<p>Other _____ \$ _____</p>
<p>Total expenses \$ <u>19,032.00</u></p>	<p>Funds from other sources (specify) _____ \$ _____</p>
	<p>Total financial support \$ <u>19,032.00</u></p>

IX. HOUSING

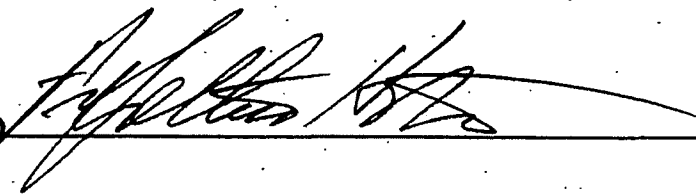
<p>The EEP lecturer may live in (may check more than one if there is a choice)</p>	<p><input type="checkbox"/> single room in a campus dormitory <input type="checkbox"/> on campus apartment to be occupied solely by the EEP lecturer <input type="checkbox"/> on campus apartment to be shared with someone else <input checked="" type="checkbox"/> off campus apartment occupied solely by the lecturer <input type="checkbox"/> off campus apartment shared with someone else <input type="checkbox"/> other (specify)</p>
<p>Cafeteria meal plan</p>	<p><input type="checkbox"/> will be available <input checked="" type="checkbox"/> will not be available</p>
<p>Housing arrangements</p>	<p><input checked="" type="checkbox"/> The institution will secure housing for the lecturer <input type="checkbox"/> The institution will assist the lecturer in finding housing <input type="checkbox"/> The lecturer will make own arrangements to secure housing</p>
<p>The <i>Teaching Japanese as a Foreign Language</i> program of the <i>Exchange: Japan Teacher Training Institute</i> is expected to end by August 7, 1999, at which time many lecturers travel directly to their school. If necessary,</p> <p><input checked="" type="checkbox"/> the lecturer may move in the arranged housing from this time <input type="checkbox"/> the lecturer may stay on campus at extra cost <input type="checkbox"/> arrangements will be made for the lecturer to homestay with someone at the institution or in the local community during this time <input type="checkbox"/> the lecturer will have to find a place outside the campus to stay during this time. <input type="checkbox"/> other (specify)</p>	

Will the EEP Lecturer be required to leave campus or campus housing for intercession and holiday periods?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes,	<input type="checkbox"/> the lecturer may stay at another campus residence hall at extra cost <input type="checkbox"/> the lecturer will have to find a place to stay outside the campus <input type="checkbox"/> arrangements will be made for the lecturer to homestay with someone at the institution or in the local community <input type="checkbox"/> Other (specify)

X. SPECIAL ARRANGEMENTS OR REQUESTS

All students entering the University for the first time are required to complete and submit a medical history form that includes a complete physical examination and laboratory tests. Evidence of immunization is also required and failure to comply will result in a medical hold on registration.

This completed Preliminary Letter of Understanding indicates my institution's commitment to the *Educational Exchange Program*. I understand that a final Letter of Understanding will be agreed upon and signed after review by *Exchange: Japan*. I also understand that upon placement of an EEP lecturer, my institution will be assessed a administration fee of \$125.00 per lecturer payable to Exchange: Japan. (Invoice to be sent September 1999)

(Signature) 

(Name & Title) Fred Soltero Harrington, Ph.D.
Acting Chancellor

(Date) 5/10/99