

# Site Visit Check Sheet

**Name of Institution:** \_\_\_\_\_

Date of visit: \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**email:** \_\_\_\_\_

**Contact Information:**

**INTERNATIONAL OFFICE CONTACT**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**email:** \_\_\_\_\_

**HOUSING OFFICE CONTACT**

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**email:** \_\_\_\_\_

**EMERGENCY CONTACT**

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**email:** \_\_\_\_\_

**ACADEMIC CONTACT**

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**email:** \_\_\_\_\_

**OTHER CONTACTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACADEMICS**

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**Quality of the Institution:**

What are the strong academic departments at the institution? \_\_\_\_\_

\_\_\_\_\_

What are the rankings of the departments/institution? \_\_\_\_\_

\_\_\_\_\_

	<b><u>Yes</u></b>	<b><u>No</u></b>
Is the institution accredited?	<input type="checkbox"/>	<input type="checkbox"/>

By what accrediting body? \_\_\_\_\_

**Registration**

When are students registered for their specific courses? \_\_\_\_\_

\_\_\_\_\_

What freedom is there for students to take courses across departments? \_\_\_\_\_

\_\_\_\_\_

	<b><u>Yes</u></b>	<b><u>No</u></b>
Are some departments closed to education abroad students?	<input type="checkbox"/>	<input type="checkbox"/>

	<b><u>Yes</u></b>	<b><u>No</u></b>
Are there other restrictions placed on education abroad students?	<input type="checkbox"/>	<input type="checkbox"/>

	<b><u>Yes</u></b>	<b><u>No</u></b>
Do some departments only accept education abroad students for the whole year?	<input type="checkbox"/>	<input type="checkbox"/>

	<b><u>Yes</u></b>	<b><u>No</u></b>
Are requirements for some departments more rigorous than for other departments?	<input type="checkbox"/>	<input type="checkbox"/>

What is the frequency of regular class meetings \_\_\_\_\_

\_\_\_\_\_

And for how long? \_\_\_\_\_

Are there regularly scheduled tutorials? Yes  No

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Is there continuous assessment or one final assessment?

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What are the testing/assessment procedures, especially for term 1 students?

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**The Calendar:**

Do they have the academic calendar for the next academic year? Yes  No

What is the structure of the academic calendar? (i.e. terms.semesters)

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**Grades:**

Do they have a grade equivalency chart? Yes  No

Do they have a chart showing the % distribution of grades awarded? Yes  No

**Faculty accessibility:**

Do faculty generally keep office hours? Yes  No

What is the typical class size or the range of class size?

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What teaching method is most common:

Lecture  Seminar

and what is the usual practice regarding class participation?

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**TECHNOLOGY AND THE LIBRARY**

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What is the computer access for an education abroad student?

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Where are the labs located?

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Is there a fee? Yes   No

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What are the hours of availability?

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Would an international student get an email account? Yes   No

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Is it desirable for a student to bring a laptop? Yes   No

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What are the hours of operation of the library?

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Would an international student have the same access as a matriculated student? Yes   No

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**HOUSING**

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Does the institution have Residence Halls?	<input type="checkbox"/>	<input type="checkbox"/>

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Proximity to campus?

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Are students accommodated in apartments	<input type="checkbox"/>	<input type="checkbox"/>

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Are home stays possible	<input type="checkbox"/>	<input type="checkbox"/>

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	<b><u>Yes</u></b>	<b><u>No</u></b>
If the student residences are a distance from campus, is public transportation available? _____	<input type="checkbox"/>	<input type="checkbox"/>

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What is the approximate cost to get to and from school on a daily (or weekly or monthly) basis?

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What is the set-up?                      Singles       Doubles

Where are the bathrooms?

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Are kitchen facilities available?	<input type="checkbox"/>	<input type="checkbox"/>

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Where are they?

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Are the residence halls self-catering or is there a meal plan?

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How close is a grocery store?

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Is there a school cafeteria?	<input type="checkbox"/>	<input type="checkbox"/>

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How close is public transportation?

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What other students are likely to live in the residence halls:  
   International       Nationals

What is the characteristic of the residence halls? (For example, suites, traditional dorm with a hallway)

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Is housing guaranteed for our students?	<input type="checkbox"/>	<input type="checkbox"/>

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	<b><u>Yes</u></b>	<b><u>No</u></b>
Is there a housing deposit?	<input type="checkbox"/>	<input type="checkbox"/>

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If so, can it be waived for our students? Yes No

If not, how can the students pay it? \_\_\_\_\_  
\_\_\_\_\_

What is it for? (i.e. damages) \_\_\_\_\_  
\_\_\_\_\_

Will it be returned to the student at the end, or to our office?  
\_\_\_\_\_

What is provided in the residence halls or other accommodations? Bedding? Kitchen utensils?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where can they buy the above if necessary? \_\_\_\_\_  
\_\_\_\_\_

Approximate distance from the accommodation? \_\_\_\_\_

Is there a cleaning service? Yes No

If so, what is cleaned? \_\_\_\_\_

Is there telephone service in their rooms? Yes No

Down the hall? Yes No

Are there are internet connections in the rooms? Yes No

Can the students stay in the residence halls during breaks? Yes No

Is there an extra charge to stay in the halls over a break? Yes No

**APPLICATION PROCEDURES AND ACCEPTANCE CRITERIA**

What are the application deadlines for each semester or each semester or term? Published and preferred?

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Could they give us a copy of the application form? Yes   No  
  

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What are the academic requirements for admission?

Cumulative GPA \_\_\_\_\_

Grades in courses \_\_\_\_\_

Who and where is the admissions decision made?

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Do students apply for housing with a different housing application form? Yes   No  
  

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Could they give us a copy of the housing application form? Yes   No  
  

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At what point do students submit the housing application?

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**PRE-ARRIVAL AND ARRIVAL**

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Is a student visa required? Yes   No  
  

Procedures to get a student visa, if required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Directions to campus:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Arrival procedures:**

1. Where should an arriving student go first?  
\_\_\_\_\_  
\_\_\_\_\_

2. On what date should they arrive relative to the first day of orientation?  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the published calendar include the dates of orientation? Yes   No  
  

\_\_\_\_\_  
\_\_\_\_\_



**MEDICAL**

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**Yes**    **No**

Is it possible for a student to get prescriptions filled?       

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**Yes**    **No**

Are there medications that are not available?       

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Are there specific medications that students should or should not bring?

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**Yes**    **No**

Will the International Office make a referral to a physician?       

**Yes**    **No**

To a hospital?       

**Yes**    **No**

To a dentist?       

**Yes**    **No**

To a counselor in the event that a student has severe adjustment or psychological problems?       

**Yes**    **No**

Is there an on campus health center?       

**Yes**    **No**

Could our students use it?       

At what cost?

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## ***STUDENTS WITH DISABILITIES***

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### **Physical**

What accommodations are available in the residence halls and academic buildings for the physically impaired?

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For the deaf?

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Blind?

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### **Learning?**

Are the following types of accommodations available to students with learning disabilities?

Specifically,

	<b><u>Yes</u></b>	<b><u>No</u></b>
Additional time?	<input type="checkbox"/>	<input type="checkbox"/>
Written cues?	<input type="checkbox"/>	<input type="checkbox"/>

**STUDENT LIFE**

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What is the opportunity for extra curricular activities?

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For sports?

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	<u>Yes</u>	<u>No</u>
Is there an extra fee to use the athletic facilities?	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>
Are there study trips available?	<input type="checkbox"/>	<input type="checkbox"/>

What are the travel opportunities?

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**PROGRAM COSTS/HOUSING FEES/BILLING PROCEDURES**

Tuition cost?

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Housing cost?

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Are there other fees, such as an orientation fee, computer usage fee?

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Will they bill VCU directly?

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>

How often are the bills cut?

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Will there be one comprehensive fee or will the tuition and housing bills be sent separately?

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**SUMMARY**

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Discuss procedures to follow in the case of a student emergency or nature or political disaster.

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How do VCU students compare with other students at the institution?

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Strengths and weaknesses:

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How could we better prepare our students for their study abroad experience?

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Administratively, how have things been going, regarding VCU students, from the host institution point of view?

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Suggestions for improvement:

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