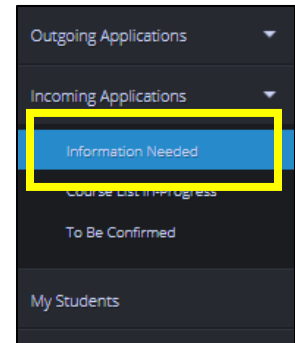




INFORMATION NEEDED FOR CONFIRMATION

To complete the Information Needed sections, please log in to the ISEP Portal. From the left-hand panel, please click on “Incoming Applications”, and then “Information Needed”. The following sections must be reviewed and signed off on:



GENERAL INFORMATION:

Copied from same term last year, information need only be changed prior to reviewing and signing if internal processes have changed at your institution

1. Information for Confirmation
 - a. Includes: Medical requirements to study at your university, transcript processes
2. Pre-Departure Info
 - a. Includes: Directions to campus, best airport to fly into, emergency contact information, etc.
3. Balance Flexibility (Exchange members only)
 - a. This means how many additional semesters you can accept for the given placement round beyond an even “zero” exchange balance.

Information Needed

Current Cycle Archived

General Information

Show 10 Rows Search

Calendar Year	ISEP Semester	Information for Confirmation	ISEP Review	Pre-Departure Info	ISEP Review	Balance Flexibility
2019	Summer, Semester 1, Full Year	Review & Sign	Not Verified	Review & Sign	Not Verified	Enter
2019	Semester 2, Carry Over	Completed	Not Verified	Completed	Approved	Locked

PROGRAM SPECIFIC INFORMATION:

** Copied from last semester, *DATES need to be checked and updated for each program*, but information need only be changed prior to reviewing and signing if internal processes have changed at your institution **

1. Information for Confirmation

- Includes: Arrival and end of program dates, details about housing and meal benefits. Please be sure to note if students need to budget ahead for housing deposits/other up-front costs not covered by ISEP benefits, including expected disbursement date(s) if housing and/or meal benefits are provided in the form of a stipend.

2. Pre-Departure Info

- Includes: Information regarding orientation, how and when to register for courses, exam and vacation periods, etc.

The screenshot shows a table titled "Program Specific Information" with a search bar and a "Rows" dropdown set to 10. The table has columns for Program Name, Campus, Year, Semester, Program Type, Nbr Placed, Information for Confirmation, ISEP Review, Due Date, Pre-Departure Info, ISEP Review, and Due Date. Two green arrows labeled "1" and "2" point to the "Information for Confirmation" and "Pre-Departure Info" columns respectively. Yellow boxes highlight the "Review & Sign" buttons in the "Information for Confirmation" and "Pre-Departure Info" columns for two rows of "Flexible Course Enrollment".

Program Name	Campus	Year	Semester	Program Type	Nbr Placed	Information for Confirmation	ISEP Review	Due Date	Pre-Departure Info	ISEP Review	Due Date
Flexible Course Enrollment		2019	Fall Semester	Exchange	0	Review & Sign	Not Verified	02/15/2019	Review & Sign	Not Verified	03/18/2019
Flexible Course Enrollment		2019	Fall Semester	Direct	0	Review & Sign	Not Verified	02/15/2019	Review & Sign	Not Verified	03/19/2019

HELPFUL NOTES:

- The arrows at the top of each column will allow you to sort the data alphabetically. This can be very helpful when reviewing the program-specific information. You can also use the text box to sort the Program-Specific information.
- Within each section there is also the option to "Apply Parameter Values to Multiple Programs." If you host more than one program and the information is the same for multiple programs or program types, you can use this feature to make your updates once and then apply those changes across multiple programs. If using this feature, please note that you will still need to sign and submit the program pages individually.
- If the arrival and/or departure dates are confirmed, please uncheck the 'Tentative' box. If they are still to be determined, please enter your best guess and then leave the 'Tentative' box selected.
 - For pre-departure info, if the date is tentative this can be noted in the relevant text box.
- You may notice a 'Calendar Year' or 'Carry Over' schedule on the General and Program-Specific sections. In the General Information section, *Carry Over* means Calendar Year, so the transcript issuance date would be the same as that for Fall semester students. It is rare that ISEP would place a Calendar Year student with you (and we'd always ask you first), so if it exists *please ignore that section of the Program Specific information unless we ask*.
- Exchange Only:** *Balance flexibility* is how many semesters positive you'd be willing to go with your balance, if any. Flexibility is certainly not required, but greatly appreciated by ISEP as it often helps us make placements and accommodate students.