

# ISEP EXCHANGE RESPONSIBILITIES CHART

	ISEP Central Office	Coordinator Responsibilities for Outgoing ISEP Participants	Coordinator Responsibilities for Incoming ISEP Participants
Pre-Exchange	<ul style="list-style-type: none"> <li>• Collects, produces, disseminates information (including publications and website)</li> <li>• Advises coordinators</li> <li>• Reviews applications and places participants</li> <li>• Produces and distributes orientation materials</li> <li>• Serves as official sponsor for J-1 visa and prepares DS-2019</li> </ul>	<ul style="list-style-type: none"> <li>• Recruits, advises, selects and nominates students for ISEP</li> <li>• Utilizes ISEP publications and website</li> <li>• Advises students about financial obligations</li> <li>• Ensures applications are complete and that sites requested are academically appropriate</li> <li>• Helps students form realistic expectations regarding chances of placement based on current ISEP website information</li> <li>• Sends students' applications and application fees to ISEP by deadlines</li> <li>• Distributes placement packets to students and returns PPAFs (Participant Placement Acceptance Forms) to ISEP</li> <li>• Prepares for students' absence: enrollment, financial aid, etc.</li> <li>• Provides pre-departure orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Sends accurate site description for the Membership Directory to ISEP</li> <li>• Sends course information (web links) to ISEP</li> <li>• Completes IIS (Institutional Information Sheet)</li> <li>• Reviews applications and confirms placements by returning HIPC (Host Institution Placement Confirmation) forms to ISEP within the allotted time</li> <li>• Sends letters of admission with information on housing, courses, registration, pre-session language programs directly to students (not to ISEP)</li> <li>• Makes arrangements for housing, meal benefits, and monitors implementation</li> </ul>
	<ul style="list-style-type: none"> <li>• Periodically check status report for information regarding incoming/outgoing student placement status and institutional balance</li> </ul>		
During Exchange	<ul style="list-style-type: none"> <li>• Monitors exchanges</li> <li>• Handles emergencies</li> <li>• Issues employment and academic training authorizations</li> <li>• DS-2019 extensions and travel validations</li> <li>• SSN Authorizations</li> <li>• Meets students during site visits</li> </ul>	<ul style="list-style-type: none"> <li>• Helps solve problems and handle emergencies</li> <li>• Prepares for students' return (pre-registration, housing, financial aid)</li> <li>• Approves extension requests for outgoing students</li> </ul>	<ul style="list-style-type: none"> <li>• Confirms arrival and address of international students in accordance with SEVIS requirements (US Coord.)</li> <li>• Receives students and provides on-site orientation and advising</li> <li>• Provides emergency contact information to students and ISEP</li> <li>• Ensures academic advising and registration</li> <li>• Provides on-site support, including issuance of forms and information about extension, employment, and academic training authorizations</li> <li>• Assists with visa/work issues and emergencies</li> </ul>
Post Exchange	<ul style="list-style-type: none"> <li>• Obtains and mails transcripts; helps resolve transcript problems</li> <li>• Reviews participant evaluations; follows up on problems indicated</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures completion of ISEP student evaluation</li> <li>• Facilitates credit transfer</li> <li>• Provides debriefing and re-entry orientation</li> <li>• Encourages participation in the Student Reflections Competition</li> </ul>	<ul style="list-style-type: none"> <li>• Signs students' exit form (final course schedule)</li> <li>• Issues transcripts to directly to ISEP and resolves grade disputes</li> </ul>
	<ul style="list-style-type: none"> <li>• Reviews final status report and balance summary</li> </ul>		