

New Program Checklist

A minimum lead-time of 9 months is needed for successfully marketing new programs internationally. Please attach the program approval packet with this form. Thank you!

Department

- ☐ Business and Technology Programs
- ☐ Education, Business, Engineering, Sciences and Life Sciences Programs
- ☐ English Language and TEFL Programs
- ☐ International University Programs
- ☐ Law and Finance Programs
- ☐ Professional Programs

Program Type

- ☐ Academic Study Abroad
- ☐ Accelerated Certificate
- ☐ English Language
- ☐ Professional Immersive Experience (Please complete page 3)
- ☐ University Preparation
- ☐ Other (Please explain and complete page 3):

Program Name _____

Program Representative or Coordinator _____

Program Unit Code _____ Tuition \$ _____ Number of Units _____ Type of Units _____

Program Overview

Program Benefits & Highlights

Target Audience/Market

Admissions Requirements

English proficiency	iBT TOEFL ____ TOEIC ____ IELTS ____ 10-Week ESL level ____ Other (please explain) _____ _____ _____ _____
Educational level	<input type="checkbox"/> High School <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other: _____
Minimum GPA	
Years of work experience	
Minimum age	

Program Dates

[illegible]

For Professional Immersive Experience or Other programs only:

Eligible for I-20?	<input type="checkbox"/> Yes, I have submitted the <i>Request to Add New Program to I-17 Form</i> to the Immigration Team. <input type="checkbox"/> No
Orientation/closing ceremony provided?	<input type="checkbox"/> Yes, I have notified the Student Life & Activities team. <input type="checkbox"/> No
Housing options available?	<input type="checkbox"/> Yes, I have notified the Student Life & Activities team. <input type="checkbox"/> No
Customized extra-curricular activities desired?	<input type="checkbox"/> Yes, I have notified the Student Life & Activities team. <input type="checkbox"/> No
Airport pick-up included?	<input type="checkbox"/> Yes, I have notified the Student Life & Activities team. <input type="checkbox"/> No The pickup date(s) for the website:
Airport drop-off included?	<input type="checkbox"/> Yes, I have notified the Student Life & Activities team. <input type="checkbox"/> No
Certificate type	
Agency commission rate	
Applicable discounts	
Application fee	
Student Services fee	
Health Insurance fee	
Late fee	
Application deadline	
Payment deadline	
Deposit deadline	
Refund/cancellation policy	
Please list any other fees associated with the program.	