



***The mission of CIEE is to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world.***

### **Membership and Mission**

Institutions seek membership in CIEE primarily to affiliate with our mission, support our voice in advocacy efforts in Washington, and to have a policy voice in CIEE programs and activities through the election of the Board of Directors. As such, CIEE members are part of a worldwide network of colleges and universities committed to excellence in international education.

### **Membership Benefits**

- An institutional listing and link from the CIEE website
- Member Discounts:
  - Registration at the CIEE Annual Conference held in November
  - CIEE Faculty Development Seminars
- Student eligibility for the John E. Bowman Travel Grant and CIEE-ISP Scholarships available to member schools only. Students are also eligible for all other CIEE scholarships.
- Complimentary copies of all current CIEE program publications
- A complimentary subscription to the *Journal of Studies in International Education*.
- Visits by CIEE staff to campus to assist in internationalization efforts
- Eligibility to join CIEE's Academic Consortium for no additional charge

### **Membership Qualifications**

Institutions eligible for CIEE membership are those which:

- Are accredited, chartered, or governmentally authorized to offer post-secondary academic degrees of the country in which their instruction is mainly offered; or are associations of secondary or post secondary educational institutions
- Have legal not-for-profit status
- Endorse CIEE's Principles of Good Practice for International Education

### **Application Procedures (revised March 2004)**

Institutions, which meet the qualifications for membership, are invited to submit an application to CIEE. The application is in five parts as outlined below. CIEE staff reviews the application and makes a recommendation to the CIEE Board of Directors. The CIEE Board of Directors makes a decision on the application at their twice-yearly meetings.

**CIEE: Council on International Educational Exchange  
Membership Application Form**

**Part I**

Institution: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Institution Website: \_\_\_\_\_

**Endorsement of President/Chief Executive Officer**

This application for membership in CIEE is endorsed by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Part II

1. Name of institution/association:

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2. Previous name of institution/association, if any, within the past ten years:

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3. Institution/association legally established:

Place:

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Date:

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4. Country in which institution/association's principal administrative office is located:

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5. Country in which primary instruction of students takes place:

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6. Overseeing ministry or accrediting/chartering organization:

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7. Is the institution/association legally not-for-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Academic degrees offered:

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## Part III

Please tell us why your institution is applying for membership in CIEE. What specific benefits (if any) does your institution hope to derive, and in what ways do you feel that your institution will be able to contribute to CIEE's mission and activities?

## Part IV

A copy of CIEE's *Principles of Good Practice for International Education* must be signed by your institution's Chief Executive Officer or Senior Administrator responsible for international educational activities, and included with your application.

Please submit your completed application to:

CIEE  
Attention: Membership Services  
300 Fore Street  
Portland, ME 04101

Phone: (207) 553-4033  
Fax: (207) 553-5033  
E-mail: EMarczak@ciee.org

## Principles of Good Practice for International Education

Living and studying in another country provides individuals with the opportunity for personal development. It promotes the acquisition of new skills and knowledge of other cultures as well as insight into the individual's own society and his or her role in it. This process fosters international understanding and contributes to peaceful cooperation between nations. The purpose of international education is to promote these goals.

Institutions may involve themselves in international education at a variety of levels, yet regardless of which level selected:

- An institution's practice should be based on a mission statement in which the policy governing involvement in international education is clearly elaborated.
- Institutions should commit themselves to the efficient and effective administration of the programs in which they participate.

The following principles should underpin an institution's practice:

- I) Integrate international education into the wider administrative and academic structure of the institution.
- II) Provide adequate resources for the administration of programs.
- III) Identify, develop, and evaluate opportunities for international education that are consistent with the institution's overall objectives and academic standards.
- IV) Ensure that programs are accurately described in advisory and promotional materials and that their purposes, financial implications, and educational objectives are clearly stated.
- V) Ensure that knowledge of the opportunities available is effectively disseminated throughout the institution.
- VI) Ensure that agreements entered into with other institutions to promote international education, whether exchange agreements or co-sponsorship of programs, are consistent with the institution's overall academic objectives and standards.
- VII) Ensure the stability of individuals to participate in each program is evaluated according to clear and objective criteria.
- VIII) Ensure participants are given necessary academic advice, both at the home institution and in the host country, to enable them to obtain the greatest educational benefit from the program.
- IX) Ensure extracurricular aspects of programs give participants every opportunity to immerse themselves in the culture of the host country.
- X) Ensure that appropriate back-up services covering such aspects as accommodation, health provision, and transportation are an integral part of the program.
- XI) Ensure the regular monitoring and evaluation of programs in relation to their stated objectives and the overall goals of the institution.
- XII) Ensure the existence of mechanisms for changing programs in light of the findings of this evaluation.

Accepted and agreed to by:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Title (CEO or Senior Administrator Responsible for International Exchange Activities):

\_\_\_\_\_  
Institution \_\_\_\_\_

**Part V**

**Contacts**

**CIEE Voting Representative:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Advisor: CIEE's main contact at your institution**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Billing Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Grades Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_