PARTNER ORGANIZATION APPROVAL FORM
Intercultural Office

All Messiah College students traveling individually or in groups without a Messiah College employee require an approved partner organization. The appropriate Messiah College Program Coordinator for an international opportunity must complete this Approval Form and following Partner Organization Vetting Process to obtain approval for student or group involvement in a new partner organization* (see p. 13 and p. 18 of International Student Travel Manual for deadlines):

Partner Organization __________________________________________________________

Program Coordinator __________________________________________________________
(See reverse for list)

Today’s Date __________________________________________________________

Type of Organization __________________________________________________________

Organization Contact __________________________________________________________
(If applicable)

Organization Location(s) __________________________________________________________
(List each city and country)

Signatures to be obtained by Program Coordinator:

 Academic Department Chair or Co-Curricular Unit Director ________________________ Date: _________

 School Dean or Dean of Students ________________________ Date: _________

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 212 or via campus mail, Suite 3050, for the remaining signatures:

 Director of Intercultural Office ________________________ Date: _________
On behalf of the International Risk Management Committee

 Must be reviewed by International Risk Management Committee?

• Yes ______  No______

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals and Wendy Lippert, Assistant Director of Off-Campus Programs.

*Performing Arts groups and Cross-Cultural/Discipline-Based courses as well as students doing internships in their country of residence are exempt from this requirement.
All Messiah College students or groups traveling internationally require an approved partner organization. The appropriate Messiah College Program Coordinator for an international opportunity must complete the following steps to obtain approval for student or group involvement in a new partner organization (hereafter “Partner Organization”):

**Vetting Process for New Partner Organizations**

- The Program Coordinator will begin a **Partner Organization Approval Form**.
- The Program Coordinator will forward the list of **Partner Organization Considerations and Criteria** to the Partner Organization for completion and return to the Program Coordinator prior to student involvement with that organization.
  - The Program Coordinator will review the Partner Organization responses with their program administrators to vet the educational aspects of the organization.
- The Program Coordinator will then forward the completed Partner Organization Considerations and Criteria to the Intercultural Office for review and approval.
  - If any concerns are raised, the Intercultural Office will communicate with the Program Coordinator any follow-up questions for the Partner Organization.
  - If necessary, the Intercultural Office will bring the Partner Organization approval request to the International Risk Management Committee for final approval:
    - The Chair of the International Risk Management Committee will communicate the final decision to the Program Coordinator, who will contact the Partner Organization.
    - If the International Risk Management Committee rejects the Partner Organization, it will be communicated in writing directly to the Partner Organization by the Chair of the International Risk Management Committee.
  - The Intercultural Office will keep an updated list of approved international partner organizations.
- If approved, the Program Coordinator will work with the Partner Organization to collect relevant information for student participation.
- The Program Coordinator will complete a Program Coordinator Checklist for each individual or group and submit necessary information to the Intercultural Office within established timeframes.
- The Program Coordinator will serve as the main College contact with the Partner Organization throughout the duration of student involvement with that organization.
- Once a Partner Organization is approved, it will not be required to submit criteria for approval each year, but are expected to alert the appropriate College Program Coordinator of any changes to their organization that may affect or alter student involvement. The Program Coordinator will keep the Intercultural Office apprised of any relevant changes within the Partner Organization.