

XC for LP,
D. Evans,
Sheryl Fuchino-Nishida,
HIC, &
Mimi Yen
Thank you to everyone.
-LR
2/14/15



International Pathway and Partnership Program

This document supports and strengthens the International Pathway and Partnership program between the University of Hawai'i at Kapi'olani Community College (KCC) and Korea Tourism College (KTC). The Paul S. Honda International Center (HIC) at KCC has developed **Accelerated Services** which facilitates a smooth transition of KTC students to KCC. In this document, KTC and KCC shall sometimes be collectively referred to as the "Parties".

This document outlines the process in four steps:

Accelerated Services for Korea Tourism College Students



Step 1: Marketing and Recruitment

Each semester in support of marketing and recruitment efforts, the Parties will provide joint information sessions such as video conferencing or face-to-face to promote their educational programs. Educational program options include, for example, Associate of Science (A.S.) Degree in Hospitality and Tourism with concentrations in either Hospitality Operations Management or Travel and Tourism Operations Management. KTC students will be advised to select a concentration prior to the admissions deadline.

Step 2: Admissions

In order to maximize the success of the program, KTC students will be granted early access for online registration and enrollment provided that all application materials have been received by the processing deadline and timelines set below:

International Pathway and Partnership Program

Application and Supporting Documents:

	KTC	KCC
Contact Person	English language program coordinator (currently Chung)	International admissions specialist (currently Miyaki)
Deadlines	<p>Please note applications should be received by KCC's stated deadlines</p> <p>Late applications may be accepted on a limited basis under extenuating circumstances</p>	<p>Application Deadlines: 7/1 (Fall) 11/15 (Spring)</p> <p>Processing time: Two weeks Student I-20s will be sent to KTC on 7/15 (Fall) and 12/1 (Spring)</p>
Tasks	<p>Send complete applications to the international admissions specialist (currently Miyaki) at KCC including</p> <ol style="list-style-type: none"> 1. Application forms <ul style="list-style-type: none"> - System Application Form - Supplementary Information Form - Financial Capability Letter - English Proficiency - Copy of passport ID - KTC Transcript 2. Permanent Student Record (PSR) for registration holds removal <ul style="list-style-type: none"> - Copy of passport ID - Copy of TB clearance (administered in Korea) - Copy of two shots of MMR records (one shot is acceptable if given within the last 30 days; These students submit the second shots at the arrival orientation) - Copy of Health insurance 	<p>Note: Students who are interested in remaining at KCC beyond the first semester must submit a U.S. TB clearance in order to register for the following semester</p> <p>*Fees associated with the application processing and ESOL 197 reservation will be billed along with tuition</p>

International Pathway and Partnership Program

Writing Sample Testing Procedures and Timelines:

	KTC	KCC
Deadlines	<p>Eligibility to take Writing Sample Test: TOEIC of 650+ and by selection of the English language program coordinator</p> <p>English language program coordinator (currently Chung) sends number of students taking Writing Sample Test to ESOL Coordinator (currently Noji) one week before application deadlines</p> <p>English language program coordinator sends completed Writing Sample Test to KCC's ESOL coordinator before 7/10 (Fall) and 11/25 (Spring)</p>	<p>Upon receiving the expected number of students taking the test from KTC, ESOL Coordinator (currently Noji) sends sealed individual envelopes to KTC's English language program coordinator (currently Chung) before 7/1 (Fall) and 11/15 (Spring)</p> <p>Upon receiving Writing Sample Test from KTC, KCC's ESOL coordinator will send the result to KTC's English language program coordinator within 5 days</p>

Next Phase: KTC's English language program coordinator (currently Chung) will continue to work together with KCC's ESOL coordinators (currently Noji and Kellogg) to align its intensive English program. It is strongly recommended that the KTC ESL program coordinators and faculty continue to visit KCC ESOL Program coordinators and faculty for class visitations and discussions on improvement of courses/program articulation and assessment.

Step 3: Pre-Departure Programs

It is highly advisable that students register at the earliest possible time (See timeline in table below) in order to have more course options available to them for their proposed academic track.

	KTC	KCC
Contact Person	KTC's English language program coordinator (currently Chung)	International student counselor (currently Yen) and educational program counselor
Deadlines	Fall semester: 7/15-22	

International Pathway and Partnership Program

Spring semester: 12/1-7	
Tasks	<p>Joint teleconference to provide F1 student visa workshop and assist students in course selection and registration for students eligible for credit courses.</p> <ul style="list-style-type: none"> - KCC will reserve seats for pathway students. For example, 2 in Travel and 4 in Hospitality concentration. This number may be adjusted based on needs. Students will register in these pre-selected courses. - Based on student placement and course availability, KTC will provide guidance on course selection. - Registration for students enrolling in ESOL 197 will be completed by Student Enrollment Management System (BANNER) specialist (currently Zukeran).

Step 4: Arrival Orientation

KCC will provide arrival orientation on campus to assist KTC students in understanding the F1 student visa compliance, completing documentation requirements and learning about campus resources.

	KTC	KCC
Contact Person	<p>KTC's English language program coordinator (currently Chung)</p> <p>*It is recommended that KTC appoints a designated faculty member to promote a consistent arrival orientation program</p>	<p>International student counselor (currently Yen) and educational program counselor</p> <p>*Likewise, It is recommended that KCC appoints a designated faculty member to provide a consistent arrival orientation program</p>
Deadlines	1 week prior to the first day of instruction or date set by KCC	
Tasks	<p>Ensure students arrive in Hawaii prior to the Arrival Orientation</p> <p>Submitting remaining document for PSR:</p> <ul style="list-style-type: none"> - Copy of F1 visa and arrival stamp - Copy of I-20 - Any pending documents as listed on PSR 	<p>Arrival Orientation programs to include</p> <ul style="list-style-type: none"> - PSR Document collection - Meeting educational program counselor - Complete <i>Transcript Request Form</i> with payment - Campus tour

International Pathway and Partnership Program



	- Bus pass payment	- Welcome events
--	--------------------	------------------

Next Steps:

1. Writing Sample placement results will be directly input in Student Enrollment Management System (BANNER).
2. Degree Petitioning: Once degree track students complete their last semester at KTC, official transcript, graduation application and processing fee will be sent to International transcript specialist (currently Yacavone) for evaluation and processing.

The timeline and protocol described above will be followed by both Parties in order to provide a seamless service to KTC students participating in the International Pathway and Partnership Program at KCC.

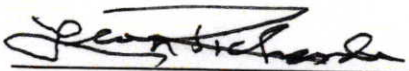
HIC will work with designated educational program faculty and administrators, for example, KCC's Hospitality and Tourism Department Chair (currently Evans), and with KTC's Hotel and Tourism Department Chair (currently Kim) to monitor the program in order to maximize student experiences and program success.

Effective Date and Signature

This agreement shall become effective upon acceptance of Agreement with appropriate signature.

Date: 2/2/15

Date: 2/12/15


 Leon Richards
 Chancellor
 University of Hawai'i
 Kapi'olani Community College
 Honolulu, Hawai'i, USA


 Yong-kun Chong
 President
 Korea Tourism College
 Incheon, Korea