

Study Agreement Processing for Incoming International Exchange Students

1. Define Study Agreement at the Institution Level

Set Up SACR, Common Definitions, Reports, Study Agreement Table

This is a 10 character field and can be named 'INTEXCHIN' or anything else your institution decides.

The screenshot shows the Oracle HRMS interface for defining a study agreement. The left-hand menu is expanded to 'Set Up SACR' > 'Set Up SACR'. The main content area is titled 'Study Agreement Table'. It displays the following information:

- Academic Institution:** UWSBP U Wisconsin Sys Best Practices
- Study Agreement:** INTEXCHIN

Below this is a scrollable table with the following data:

Find View All		First	1 of 1	Last
*Effective Date:	01/01/1980	*Status:	Active	
*Description:	International Exchange in			
Short Description:	IntExchIn			

At the bottom of the form are several action buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

2. Add Study Agreement to ps_uw_std_agr_xwlk

UW-System, UW OPAR Reporting, Institution Crosswalk Setup, Institution, Uw Std Agr Xwlk

The study agreement created for the institution is used and connected to the year abroad indicator drop down that says "Exchange In"

The screenshot shows the Oracle HRMS interface for adding a study agreement to the 'Uw Std Agr Xwlk' table. The left-hand menu is expanded to 'UW OPAR Reporting' > 'UW OPAR Reporting'. The main content area is titled 'Uw Std Agr Xwlk'. It displays the following information:

- Academic Institution:** UWSBP U Wisconsin Sys Best Practices

Below this is a scrollable table with the following data:

Scroll Area			Find View All	First	Last
*Study Agreement	Description	Year Abroad Indicator			
INTEXCHIN	International Exchange in	Exchange In			

At the bottom of the form are several action buttons: Save, Return to Search, Notify, Add, and Update/Display.

3. Add Study Agreement to applicable Student

Records and Enrollment, Student Term Information, Term Activate a Student, External Study. This is the preferred way.

The screenshot shows the Oracle PeopleSoft interface. The top navigation bar includes 'Home' and 'Worklist'. The left-hand 'Menu' is expanded to 'Student Term Information', with 'Term Activate a Student' selected. The main content area has tabs for 'Term Activation', 'Enrollment Limit', 'Student Session', 'Terms In Residence', 'Term Control Dates', and 'External Study'. The 'External Study' tab is active, displaying student information for Betty Moore (FAD0230). The data includes:

- Academic Career:** Undergraduate
- Academic Institution:** PeopleSoft University
- Term:** 2002 Sprng Semester
- Primary Academic Program:** Liberal Arts Undergraduate
- External Org ID:** [Searchable field]
- Country:** [Searchable field]
- Study Agreement:** [Searchable field]
- Start Date:** [Calendar field]
- End Date:** [Calendar field]

Buttons at the bottom include 'Save', 'Return to Search', and 'Notify'. A breadcrumb trail at the bottom reads: [Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

If the student has Financial Aid for a term
Financial Aid, Maintain Student FA Term, Records Term Info

The screenshot shows the Oracle PeopleSoft interface. The left-hand 'Menu' is expanded to 'Financial Aid Term', with 'Maintain Student FA Term' selected. The main content area has tabs for 'FA Term', 'Acad Level', 'Statistics', 'Financial Aid Info', 'Records/Term Info', and 'Withdrawal Info'. The 'Records/Term Info' tab is active, displaying student information for Tricia Kuhn (0041002). The data includes:

- Term Information:** Institution: U Wisconsin Sys Best Practices; Term: Sprg 02-03 Semester
- Student Data:** Effective Date: 03/02/2002; Seq: 1; Status: Active; Academic Career: Undergraduate; Primary Program: College of Liberal Arts; Academic Plan: BA in English; Weeks of Instruction: 17; Academic Advisor Group: [Searchable field]
- FA Information:** FA Number of Weeks: 0; Admit Term: 1032 Fall 02-03; Start Date: 01/21/2003; End Date: 05/23/2003; Bill Units: [Field] Override Billing Units; Canadian Cost Code: [Field]
- Other Fields:** Study Agreement, External Org ID, Country (all searchable).

Buttons at the bottom include 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Update/Display', and 'Inclu'. A breadcrumb trail at the bottom reads: [FA Term](#) | [Acad Level](#) | [Statistics](#) | [Financial Aid Info](#) | [Records/Term Info](#) | [Withdrawal Info](#)