



THE CATHOLIC UNIVERSITY OF AMERICA
Center for Global Education

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**CUA PROTOCOL ON WELCOMING FIRST-TIME
INTERNATIONAL VISITORS/DELEGATIONS**

As of August 3, 2009

International visitors/delegations are defined as non-CUA sponsored individuals from abroad who temporary visit the University, and are interested in establishing general diplomatic ties and/or academic international linkages between institutions.

1. If a CUA Department is planning on welcoming a first-time international visitor/delegation interested in establishing academic linkages between institutions (i.e. joint research, conferences or student/faculty exchange), they are directly responsible for the visit itinerary and should inform both the Provost and the Asst. VP for Global Education of the nature of the visit and the proposed visit date(s).
2. Provost and/or Asst. VP for Global Education may wish to meet with the international visitor/delegation to welcome them to CUA and discuss possible international linkages and will confirm with the hosting University Department so as to be included in the CUA visit agenda.
3. If appropriate, the Admissions Office should be contacted as well to set up a campus tour for the visitor/delegation and specific tours should be arranged by the Department (i.e. special library, lab, research facility)."
4. If the CUA visit takes place during lunch time, a complementary lunch should be included in the agenda (catered or at nearby restaurant preferred over Pryz food court) as a diplomatic gesture. *(Keep in mind that a nice meal and good conversation go a long way in diplomatic dealings, and most often shape the perception of an international institutional visit).*
5. Specific topics of interest should be discussed and documented for future reference and a summary of the discussion and key points should be sent to both the Provost and Asst. VP for Global Education for possible follow up.
6. Please note that not all first time international visits end up in tangible agreements and joint initiatives. Many international visits are simple diplomatic "goodwill" visits that provide an opportunity to highlight CUA and learn more about institutions abroad. Some however will have concrete follow up conversations that result in actual international agreements and collaborative projects that benefit the institutions involved. If so, please refer to CUA's "International Agreement Signing" protocol found at <http://cge.cua.edu/resources/>