

# Memorandum

To: Samuel Stanley, Jr. M.D., President

VIA: Eric Kaler, Ph.D., Provost and Senior Vice President for Academic Affairs

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From: William Arens, Ph.D., Dean International Academic Programs & Services

*W. Arens*

Subject: Soongsil University

Date: December 16, 2010

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Attached are two copies of a Memorandum of Understanding and a Student Exchange Appendix and an Intensive English Instruction Appendix with Soongsil University, Korea. Soongsil University is expected to be a principle provider of students to our Intensive English Center.

We request these documents be signed by President Stanley and returned to our office at your nearest convenience.