RECIPROCAL STUDENT EXCHANGE PROGRAM AGREEMENT
BETWEEN
PONTIFICIA UNIVERSIDAD JAVERIANA, BOGOTÁ
AND
LOYOLA UNIVERSITY OF CHICAGO

The purpose of this Agreement is to establish a Reciprocal Student Exchange Program between Loyola University of Chicago (LUC) and Pontificia Universidad Javeriana, Bogotá (PUJ-BOGOTÁ).

1.0 TERMS OF THE AGREEMENT

This Agreement shall take effect upon final signature of the Agreement by both parties and shall remain valid through June 30, 2027.

This Agreement is made in English. In the event of a dispute as to the terms of this Agreement the English version shall prevail.

At PUJ-BOGOTÁ the authority to operate this Agreement is vested in the International Affairs Office. At LUC, the authority to operate this Agreement is vested in the Office of Global and Community Engagement.

2.0 ACADEMIC YEAR

The academic calendar at PUJ-BOGOTÁ extends from January to May (First Semester) and July to November (Second Semester). The academic calendar at LUC extends from August to December (Fall Semester) and January to May (Spring Semester). One semester of study at PUJ-BOGOTÁ is equivalent to one semester of study at LUC. The participating students can enroll at the host institution for one or two of the aforementioned semesters only, commencing in either semester, and may enroll over two academic years provided semesters of study are consecutive. Students participating on the exchange program may not enroll in any other term, including but not limited to, summer terms or the LUC January term.

LUC students are not permitted to enroll as tuition and fee paying non-exchange students at PUJ-BOGOTÁ. PUJ-BOGOTÁ students are not permitted to enroll as tuition and fee paying non-exchange students at LUC.

3.0 NUMBERS OF PARTICIPANTS
PUJ-BOGOTÁ will send up to 2 exchange students to LUC each semester and LUC will send up to 2 exchange students to PUJ-BOGOTÁ each semester for the duration of this Agreement, unless this number is varied by mutual agreement in an amendment to this Agreement. If one student remains on exchange for a second semester, the sending university will only be permitted to send up to 1 additional exchange student that semester. Both institutions will review the program annually in January or February for any imbalance in the number of exchange students and will adjust the number of exchange students over the term of the Agreement to maintain a balance in the exchange.

4.0 SELECTION OF PARTICIPANTS

(i) The student exchange program will be open to undergraduate students with the proviso that LUC exchange students must have completed at least one year (equivalent to 30 credit hours) and PUJ-BOGOTÁ students, at least, two years of continuous study at the home institution before beginning classes at the exchange university. Students, however, may apply to the exchange program at their home university before they have completed one year of continuous study at the home institution.

(ii) The home institution will screen applicants from its university for exchange. The host institution will reserve the right to make final decisions on the admissibility of each student nominated for the exchange.

(iii) The following guidelines shall apply:

   a. The exchange students must satisfy all admission requirements of the host institution (see Schedule 1). Exchange students must submit a home institution transcript to the host institution as part of the application to the host institution.

   b. The exchange students may seek enrollment in any undergraduate course offered by the host institution as non-degree students. The host institution reserves the right to exclude students from restricted enrollment programs and from full courses. In the case of host institution requiring course-specific prerequisites, the home university’s affirmation of prerequisite fulfillment will be honored by the host institution. Any academic credit earned at the host institution shall be transferred back to the home institution in accordance with procedures determined by the latter. The exchange students’ in-country study program must be full-time and must be such that, provided it is successfully completed, the equivalent of full credit for the period of study must be awarded by the students' home institution. Upon completion of the exchange program at the host institution, the exchange students must return to the home institution. Any extension of stay must be approved by both institutions.

   c. The exchange students must abide by all rules and regulations of the host institution. They will also have the rights and privileges enjoyed by other students
at the host institution. They will be the subject to the same assessment procedures for the course in which they are enrolled as students of the host institution.

5.0 FINANCIAL AND OTHER RESPONSIBILITIES OF EACH INSTITUTION

Each institution will designate a Director to facilitate the exchange of students under the terms of this Agreement (see Schedule 2). The Directors, or their designees, will ensure that all relevant information about the courses offered at their respective institutions (course description, timetable, admission requirements, etc.) is posted online in a location viewable to persons at both institutions. In order to enable each party to post relevant information online, each party agrees to make available such information to the other at least nine months prior to the start of the semester of exchange.

(i) Responsibilities of PUJ-BOGOTÁ

PUJ-BOGOTÁ agrees to accept the prescribed number of exchange students from LUC, to enroll them as full-time, non-degree students for the one or two regular semesters of the academic year, and to provide them with tuition fee waivers. Incoming exchange students will be registered either at the same time as degree-seeking students of their same class standing or before. Campus facilities and the appropriate student support including orientation and social programs will be available to exchange students from LUC under the same conditions, and where applicable at the same incidental fees as those applying to PUJ-BOGOTÁ students. PUJ-BOGOTÁ will give the information of housing available through the “Familias Anfitrionas Javerianas” Program (Host Families Program) where people from PUJ-BOGOTÁ community offer housing, rooms or entire apartments accessible for rent, to students from outside Bogotá. At the end of the semester, PUJ-BOGOTÁ will send directly to the LUC Director an official academic transcript for each exchange student studying at PUJ-BOGOTÁ from LUC.

PUJ-BOGOTÁ will provide to its students applying to LUC accurate information provided by LUC about the campus, resources and facilities, teaching methods, assessment methods, subject content and duration, the local environment, accommodation and cost of living in Chicago, the application process and conditions of the U.S. immigration requirements, the application and admission process to LUC, and any fees other than tuition payable at LUC. Such information will be provided by LUC electronically to PUJ-BOGOTÁ at least nine months prior to the start of the semester of exchange. PUJ-BOGOTÁ exchange and academic advisors will assist PUJ-BOGOTÁ students in selecting classes for possible enrollment at LUC and communicate those desired classes to the LUC Director, or designated assistants, in advance of LUC’s exchange student enrollment period. PUJ-BOGOTÁ will ensure that any requests for advice on visa applications or migration law are referred to the International Student and Scholars Services (ISSS) personnel at LUC.

In order to help LUC provide useful pre-enrollment information to prospective exchange students, PUJ-BOGOTÁ will communicate with LUC on a regular basis to maintain personal contacts; provide sufficient supplies of accurate promotional material and
information to LUC for the purposes of this Agreement; provide regular and accurate updates of information to LUC about courses, fees, admissions requirements, living conditions, and visa requirements; and allow LUC the right to use PUJ-BOGOTÁ's name and logo for the sole purpose of marketing the programs listed in this Agreement on terms approved by PUJ-BOGOTÁ during the term of this Agreement.

**PUJ-BOGOTÁ Materials.** PUJ-BOGOTÁ hereby grants to LUC a non-exclusive, non-transferable, limited license to use and copy the PUJ-BOGOTÁ Materials solely in performing the Services, for the benefit of PUJ-BOGOTÁ and for use in self-promotion on LUC's website. Imagery is not otherwise for sale or for the use of other parties. Except for this limited license, PUJ-BOGOTÁ expressly reserves all other rights in and to the PUJ-BOGOTÁ Materials.

(ii) **Responsibilities of LUC**

LUC agrees to accept the prescribed number of exchange students from PUJ-BOGOTÁ, to enroll them as full-time, non-degree students for the one or two regular semesters of the academic year, and to provide them with tuition fee waivers. Incoming exchange students will be registered either at the same time as degree-seeking students of their same class standing or before. The appropriate student support including orientation and social programs will be available to exchange students from PUJ-BOGOTÁ under the same conditions, and where applicable at the same incidental fees as those applying to LUC students. LUC will assist in finding housing in LUC residence halls, pending the availability of housing at that time. LUC will instruct exchange students on how to request that academic transcripts be sent from LUC to PUJ-BOGOTÁ using LUC's online self-service student information system.

LUC will provide to its students applying to PUJ-BOGOTÁ accurate information provided by PUJ-BOGOTÁ about the campus, resources and facilities, teaching methods, assessment methods, subject content and duration, the local environment, accommodation and cost of living in Bogotá, the application process and conditions of the Republic of Colombia immigration requirements, the application and admission process to PUJ-BOGOTÁ, and any fees other than tuition payable at PUJ-BOGOTÁ. Such information will be provided by PUJ-BOGOTÁ electronically to LUC at least nine months prior to the start of the semester of exchange. LUC study abroad and academic advisors will assist LUC students in selecting classes for possible enrollment at PUJ-BOGOTÁ and communicate those desired classes to the PUJ-BOGOTÁ Oficina de Movilidad Internacional in advance of PUJ-BOGOTÁ exchange student enrollment period and the PUJ-BOGOTÁ Oficina de Movilidad Internacional will assist LUC students in enrolling in classes. LUC will ensure that any requests for advice on visa applications or migration law are referred to the PUJ-BOGOTÁ Oficina de Movilidad Internacional.

In order to help PUJ-BOGOTÁ provide useful pre-enrollment information to prospective exchange students, LUC will communicate with PUJ-BOGOTÁ on a regular basis to maintain personal contacts; provide sufficient supplies of accurate promotional material and information to PUJ-BOGOTÁ for the purposes of this Agreement; provide regular and accurate updates of information to PUJ-BOGOTÁ about courses, fees, admissions
requirements, living conditions, and visa requirements; and allow PUI-J-BOGOTÁ the right to use LUC's name and logo for the sole purpose of marketing the programs listed in this Agreement, on terms approved by LUC during the term of this Agreement. Imagery is not otherwise for sale or for the use of other parties.

**Loyola Materials.** LUC hereby grants to PUI-J-BOGOTÁ a non-exclusive, non-transferable, limited license to use and copy the Loyola Materials solely in performing the Services, for the benefit of LUC and for use in self-promotion on PUI-J-BOGOTÁ's website. Imagery is not otherwise for sale or for the use of other parties. Except for this limited license, LUC expressly reserves all other rights in and to the Loyola Materials.

(iii) Student responsibilities

All exchange students must register at and pay tuition and other required fees to their home institution. Each host institution will provide tuition fee waivers for the exchange students, who are restricted to first (LUC spring) and second (LUC fall) semesters as noted above. Exchange students will be responsible for personal health and medical insurance coverage. All exchange students will be required to register for health insurance as required by the host university and per the relevant government regulations for which the host university must oblige, and will be subject to the conditions of their student visas. The host institution will provide the necessary documents (where applicable) to enable the exchange student to obtain a student visa.

All payment for travel, medical insurance, accommodation, food, books and supplies shall be the responsibility of the individual participant. Neither institution shall be held liable for such charges. The exchange students will be responsible for the following:

a. Transportation to and from host institution

b. Room and board expenses

c. Medical insurance

d. Student union fees, if applicable

e. Textbooks, clothing and personal expenses

f. Passport and visa costs

g. All other debts and incidental expenses incurred during the course of the exchange period

**6.0 INSURANCE**

Each party agrees to procure and maintain at its own cost coverage, via insurance or self-funded trust, for all liabilities as would be usual or prudent for a comparable institution to maintain in
respect of the activities carried on by that party pursuant to this Agreement and to provide evidence of such coverage to the other party on that party’s reasonable request.

7.0 DATA PROTECTION

Each party agrees to ensure that any personal data supplied by one party to the other will be retained and processed in accordance with any data protection laws applicable to it and to inform the other party of any obligations which such domestic laws impose on or require the other party to comply with. In particular:

(i) The university in receipt of any personal data (the “Receiving Party”) from the other university (the “Disclosing Party”) shall use its best efforts to comply with all laws and subsidiary legislation applicable to privacy and data protection in the Disclosing Party’s country (collectively “Data Protection Legislation”) with regard to any and all personal data that it receives from the Disclosing Party.

(ii) The Receiving Party agrees that when dealing with personal data received from the Disclosing Party, it shall:

   a. only use personal data in accordance with the purposes for which the Disclosing Party disclosed the personal data, in accordance with the instructions of the Disclosing Party or as is necessary for the Disclosing Party to fulfill its obligations under the Data Protection Legislation;

   b. take appropriate technical and organizational measures to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access and against all other unlawful forms of processing. Such measures shall ensure a level of security appropriate to the risks represented by the processing and the nature of the data to be protected, having regard to the state of the art and the cost of implementation;

   c. give the Disclosing Party notice in writing as soon as reasonably practicable should it be aware of, or reasonably suspect, that any accidental or unlawful data access has occurred and shall promptly take all steps necessary to remedy the event and prevent its re-occurrence;

   d. not retain personal data for any longer than is necessary for the purposes for which the Disclosing Party disclosed the personal data;

   e. limit disclosure of such personal data to its employees on a need to know basis and only for the purposes of processing for which such personal data was disclosed by the Disclosing Party; and

   f. where the personal data is to be transferred to another country, not to do so unless the consent of the individual whose personal data is to be transferred to that other country has been obtained.
Further, where the personal data is to be transferred to another country, to take any such additional measures as are necessary to secure that personal data is transferred in accordance with the requirements of the Data Protection Legislation.

(iii) Each party shall indemnify and keep indemnified the other against all reasonable losses, costs, demands and expenses suffered or incurred by it arising out of or in connection with any action or claim brought by a third party that is directly caused by a breach by the indemnifying party of this clause.

8.0 MUTUAL INDEMNIFICATION AND FORCE MAJEURE

Each party agrees to indemnify and hold harmless the other party from any claims, liabilities, losses, damages, and expenses (including reasonable attorney fees) asserted against the other party and arising out of the indemnifying party's negligent performance of, or failure to perform, any of its duties under this Agreement. The provisions of this indemnification are solely for the benefit of the parties hereeto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. This indemnification provision shall survive the termination of this Agreement.

Any delay or failure in the performance by either party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage, terrorism, vandalism, accident, governmental acts, injunctions, labor strikes, and other like events that are beyond the reasonable anticipation and control of the party affected thereby. If the occurrence of a Force Majeure makes the course impracticable to perform, illegal, or impossible to perform in full under this Agreement as the parties originally contracted, the affected party may terminate this Agreement, without liability (except for non-refundable customization fees), upon written notification.

9.0 DISPUTE RESOLUTION

(i) Any disagreements or dispute arising out of or in connection with this Agreement shall, in the first instance be settled through an amicable process between LUC and PUJ-BOGOTÁ based on the principles of discussion and mutual consultation leading to a decision based on consensus between LUC and PUJ-BOGOTÁ.

(ii) Should the process of discussion and mutual consultation fail to achieve a resolution of the aforementioned disagreement or dispute that is acceptable to both LUC and PUJ-BOGOTÁ, then, it shall be referred to the Presidents of the respective universities or their nominees for resolution, or maybe submitted to such alternative dispute resolution mechanism as may be agreed in writing between the universities.
10.0 CONFIDENTIALITY

Each party agrees that it shall maintain the confidentiality of all information provided to it by the other party pursuant to this Agreement (including student records), and shall only disclose the information as required by this Agreement or as permitted by applicable law.

11.0 INTELLECTUAL PROPERTY RIGHTS

LUC and PUJ-BOGOTÁ acknowledge and respect that intellectual property generated by this partnership will be treated in accordance with each institution’s Regulation and Intellectual Property.

12.0 LOYOLA and PUJ-BOGOTÁ MARKS

No Rights to Marks. Both parties recognize each other’s ownership and title or their names, logos, trademarks, service marks and trade names whether or not registered (collectively, the “Loyola Marks” or the “PUJ-BOGOTÁ Marks”). Both parties agree to not act to impair the rights of the other party in and to their respective Marks. Neither party has license or other rights to print, display or otherwise use, and will not acquire any rights in, the name of the other party with the exception of granted rights provided in Section 5 (i) and 5 (ii). Any unauthorized use or modification to the either parties Marks by the other party is expressly prohibited. Nothing in this Agreement will confer upon either party any right of ownership in the Marks of the other party, and both parties agree to not represent or use the other’s Marks in a manner that suggests that such rights are conferred.

13.0 RENEWAL, TERMINATION AND AMENDMENT

The term of this Agreement will begin on Effective Date April 4, 2022 and shall remain valid until June 30, 2027. This Agreement supersedes all prior Agreements between the parties, with respect to its subject matter (e.g., student academic exchange) and constitutes (along with the Schedule 1 and Schedule 2) a complete and exclusive statement of the terms of the Agreement between the parties with respect to its subject matter. This Agreement is subject to the general terms of the Agreement, Memorandum of Understanding (MOU) Between Pontificia Universidad Javeriana, Bogotá and Loyola University of Chicago (LUC- PUJ-BOGOTÁ MOU), Effective Date April 4, 2022 to June 30, 2027. Should discrepancy in terms exist between this Agreement and the LUC- PUJ-BOGOTÁ MOU, the terms of the LUC- PUJ-BOGOTÁ MOU will prevail.

This Agreement may be terminated earlier by either party giving 90 days’ prior written notice to the other party in writing. In the event of such notice of termination, exchange participants already undertaking an exchange at either institution, or those that have previously been admitted to participate in an exchange by the host university, will be permitted to complete the exchange. Any extension of this Agreement must be mutually agreed upon by both parties in writing.
No amendment or waiver of any provision of this Agreement will be effective unless it is in writing and signed by both parties, and then such amendment or waiver will be effective only in the specific instance and the specific purpose for which given. No consent provided for herein will be effective unless evidenced by an instrument in writing duly executed by the party seeking to be charged with such consent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

PONTIFICIA UNIVERSIDAD JAVERIANA, BOGOTÁ

By: [Signature]
Jorge Humberto Peláez Pienrahte, S.J.
Rector

Date signed: April 4th, 2022

LOYOLA UNIVERSITY OF CHICAGO

By: [Signature]
Margaret Calahan, CRNA, PhD, FNAP, FAAN
Provost and Chief Academic Officer

Date signed: March 31, 2022

By: [Signature]
D. Scott Hendrickson, SJ, DPhil
Associate Provost, Global & Community Engagement

Date signed: April 4th, 2022
Schedule 1

1.0 ACADEMIC REQUIREMENTS

(i) Admission Requirements for Students Exchanging to PUJ-BOGOTÁ

Candidates for student exchange to PUJ-BOGOTÁ must normally have completed at least one year of university study and have a cumulative LUC GPA (grade point average) of at least 3.0 on LUC’s 4.0 scale prior to starting classes at PUJ-BOGOTÁ (See Grade Conversion Scale). The final admission decision is made by PUJ-BOGOTÁ Oficina de Movilidad Internacional. Those applying to begin a second semester must achieve at least a cumulative mark of 3.0 at PUJ-BOGOTÁ for their first semester courses with no mark lower than 3.0 or receive special permission to begin a second exchange semester from both PUJ-BOGOTÁ Oficina de Movilidad Internacional and the LUC Office of International Programs. Students who fail to achieve this may be asked to return to their home university.

(ii) Admission Requirements for Students Exchanging to LUC

Candidates for student exchange to LUC must normally have completed at least two years of university study and have a cumulative PUJ-BOGOTÁ mark of at least 3.5 prior to starting classes at LUC (See Grade Conversion Scale). The final admission decision is made by the LUC Office of International Programs. Those applying to begin a second semester must achieve at least a 3.0 on a 4.0 scale with no F course grades for their first semester courses or receive special permission to begin a second exchange semester from both PUJ-BOGOTÁ Oficina de Movilidad Internacional and the LUC Office of International Programs. Students who fail to achieve this may be asked to return to their home university.

English Language Competency

Candidates for the exchange program to LUC whose native language is not English must demonstrate English language proficiency at the level required of international student applicants by fulfilling one of the following requirements:

a. Submit an official TOEFL score of at least 79 that is less than 2 years old to the LUC Office of International Programs, or

b. Submit an official IELTS score of at least 6.5 that is less than 2 years old to the LUC Office of International Programs, or

c. Submit an official Pearson Test of English Academic score of at least 53 that is less than 2 years old to the LUC Office of International Programs.

Applicants who do not meet LUC’s minimum English proficiency score required for admission will not be permitted to study at LUC. No English language preparation nor conditional/pathway admission shall be offered by LUC to inbound students.
Spanish Language Competency

Candidates for the exchange program to PUJ-BOGOTÁ whose native language is not Spanish must demonstrate Spanish language proficiency by certifying achievement of a B1 level of Spanish as a minimum, according to the Common European Framework.

(iii) Grade Conversion Scale

<table>
<thead>
<tr>
<th>PUJ-BOGOTÁ Grade</th>
<th>LUC Grade</th>
<th>LUC GPA Quality Points</th>
<th>LUC Customary % (may vary by course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0-5.0</td>
<td>A</td>
<td>4.00</td>
<td>94-100</td>
</tr>
<tr>
<td>Not applicable</td>
<td>A-</td>
<td>3.67</td>
<td>90-93</td>
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<tr>
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<td>B+</td>
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<td>3.5-3.9</td>
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<td>2.67</td>
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<tr>
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<td>3.0-3.49</td>
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<td>0-59</td>
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</table>

WF (indicates withdrawal from a class without proper authorization at any time and is also assigned for withdrawal after the approval deadline (see academic calendar for dates). A course with "WF" is counted as attempted credit hours in the computation of academic standing and is calculated as "F" (0 credit points) in the grade point average.) 0.00  Not applicable

P (pass)/NP (no pass) Not applicable varies

W (indicates official withdrawal from a course with permission of the student's dean or the Director of University Advising through the allowed withdrawal period (see academic calendar for dates). The grade "W" is not counted in computation of academic standing as either attempted or earned credit hours, nor calculated in the grade point average.) Not applicable

I (indicates the course is still incomplete. "I" grades are assigned by the student's instructor and must be removed within six weeks of the start of the subsequent term; otherwise the incomplete is converted into a "F" grade.) Not applicable

NR (is assigned in instances where the student is registered at Loyola but never attended the course in question and never completed any work for the course.) Not applicable

(iv) Credit Conversion Scale

<table>
<thead>
<tr>
<th>PUJ-BOGOTA</th>
<th>LUC Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>8</td>
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<tr>
<td>9</td>
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Schedule 2

1.0 EXCHANGE DIRECTORS

Each University agrees to designate a Director for the administration of this Agreement. The Director will serve as the contact person on campus and s/he or their assistant will be responsible for arrangements associated with the exchange of students, the general welfare of the exchange students, and ensuring that the necessary approvals are in place.

The Directors are:

For Pontificia Universidad Javeriana, Bogotá: Ms. Nathalia Piedrahita Forero
Coordinadora de Movilidad Internacional
Dirección de Asuntos Internacionales
Pontificia Universidad Javeriana, Bogotá
Carrera 7 nro. 40b - 36
Edificio Jorge Hoyos Vásquez, S.J.piso 2
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