



Establishing an International Student Presence on Your Campus: Campus Preparation Checklist

This checklist is designed to accompany “Establishing an International Student Presence on Your Campus: Model Practices and Recommendations” as a tool to engage your campus in preparing for an increase in international students. Throughout this checklist, we have referenced the relevant section of the Model Practices and Recommendations resource as it related to the checklist. This is a guide and may need to be adapted to each individual campus. All stages are addressed here as initial phases of development but each campus will need to continually assess and develop these stages as they progress toward their internationalization goals.

Mission:

The first stage is to identify current and future campus goals toward internationalization and begin developing conversations on outreach throughout campus with the goal of increasing the international student presence on the campus. [Section I]

- Assess internationalization goals as a campus initiative (outreach to administration in particular)
- Identify campus resources in internationalization efforts (departments, individuals, funding)
- Identify target goals for international student initiatives
 - Resource development
 - Implementation
 - Enrollment increases
 - Assessment of student satisfaction (retention)
- Involve other departments in development or update them on initiatives to maintain campus wide involvement in international student initiatives which may include:
 - Academic Departments
 - Athletics
 - Bursar
 - Computer Services
 - Counseling Services
 - Enrollment Management
 - Food Services
 - Health Services
 - Housing Services
 - Library/Tutoring Services
 - Registrar
 - Student Activities
 - Student Services

Staffing:

Once you have established your mission and began your campus outreach, it is the ideal time to begin assessing and developing your staffing needs. Again, as the international presence on your campus grows, these areas should be constantly assessed and additional staffing may be required for effective and efficient service. [Section II]

- Assess current staff for impacted areas:
 - Admissions
 - Counseling Services
 - ESL Department (if applicable)
 - Health Services

- Housing/Food Services
- International Student Services
- Other services: could include Bursar, Registrar, Academic Advising, Security, Athletics
- Learning Services/Tutoring
- Identify if there is adequate space for necessary staffing (proper office space and physical resources)
- Use other SUNY campuses as a resource for job description creation
- Determine where additional staffing is required [Section II (B)]
 - Who will be the Primary Designated School Official (PDSO)
 - How many Designated School Officials (DSOs) will you have? Who? Which offices?
 - Is staffing sufficient to provide an adequate level of service?
 - Does staff meet the Department of Homeland Security (DHS) requirements of being U.S. Citizen or U.S. Permanent Resident?
 - Have the PDSO and DSO(s) been properly trained to advise international students? If not, how will they be trained?
- Hire additional staff where needed

When hiring staff, remember that a well-trained, well-equipped and compassionate international staff is essential to growing an international program.

 - Do they have international experience and training or evidence of interest and ability?
 - Do they communicate clearly and effectively with non-native speakers of English?
 - Do they have skills to work effectively with people of different cultures, backgrounds and age groups?
- Provide training for new staff and essential offices with existing staff to prepare for increase of international students and potential impact to general office duties. This could include general duties as well as cultural competency training components.
 - Pre-implementation Training
 - Ongoing training needs
 - Orientation to student immigration basics

Admission Standards and Procedures:

It is essential that your campus admission policies and procedures are well established prior to beginning your efforts to increase your international population. This advance planning will ensure a smooth process for both your campus and international students. [Section III]

- Review current admission requirements
- Establish international admissions requirements. This may be a slight modification to current requirements for domestic students. Areas needing modification may likely include:
 - Application form
 - Application fee
 - Transcripts and proof of completion of secondary school
 - Proof of financial support
 - Proof of English language ability
 - What are your admission standards (TOEFL, IELTS, high school study)?
 - Do you offer English as a Second Language classes?
 - Do you offer conditional or full admission depending on language ability?
 - Copy of biographical page of passport for name verification
 - Additional requirements: SAT/ACT/GRE, letters of recommendation, essays, etc.
 - Deposit requirements/refund implications to foreign bank/address

- Determine how you will accept admissions documents
 - o Format: original, scans, faxes
 - o Translation: guidelines for acceptable translations, outside credential services, etc
 - o Establishing acceptable criteria (especially for financial support)
 - o Source: student, school, testing body, financial institution
 - o Establish methodology for establishing validity of documents you've received
- Develop anticipated timeline
 - o Communication with prospective students
 - o Deadline for materials (initial entry/transfer students deadline may vary)
 - o Review of completed applications
 - o Decision deadline
 - o High peak times – office & staff preparation
 - o I-20 processing
- Establish communication plans

General:

 - o Email address: general or specific to international applicants
 - o Website: ascertain that admission requirements are clearly posted
 - o International applicant forms and instructions
 - o Languages: should you have information available in other languages?

Prospective students:

 - o Identify prospective student point of contact (on campus, in country, third party). Whoever is a point of contact should have a depth of understanding on policies, procedures, and general information specific to that campus.
 - o Who will review admissions materials? Do they have proper training?

Admitted students:

 - o Identify admitted student point of contact (is it admissions or international student services office) and for which tasks
 - o Create I-20 creation action plan: who, when, how is it mailed, with what other documentation, etc.
 - o Outreach to academic departments regarding academic advising preparation
- Placement testing
 - o Who is in charge of placement testing?
 - o Does the placement test provide a distinction between native and non-native English speakers?
 - Native English speakers: do they take regular placement test despite being foreign students?
 - Non-native speakers: are they waived if they have a certain level of English skills (for example, a certain score on TOEFL)?
 - o Is this provided during orientation?
 - o How does testing impact academic advisement and registration procedures? (Consult student services.)

Student Services:

With an increase in enrollment, comes a duty to provide the necessary services to ensure a positive experience for your international students. This not only makes for well adjusted and successful students, but ensures retention as well as future referrals to maintain your recruitment efforts. [Section IV (A)]

- Create pre-arrival/preparation guide/webpage for newly admitted students and on-going resources/webpage for continuing students
- Orientation programming

- Housing and arrival preparations
 - How to arrive to campus
 - Who will pick them up: if, how, when, costs
 - On/off-Campus housing
 - Temporary housing
 - Roommate selection/assignment
- Immigration advising and processing (International Student Services Office)
- Health insurance program
 - Required health insurance coverage policy
 - Health insurance waiver policy
 - Billing procedures for health insurance coverage
 - MMR/Health record requirements
 - TB/Meningitis testing
- Academic advising & registration
- Transportation resources
- Computer resources
- English as a Second Language (ESL) resources
- Accommodative services
- Tutoring services

Future Areas of Development:

While these areas may not be critical for establishing an international presence, they are areas for future development as your program grows. They not only serve the international students, but also integrate them into campus life which benefits the entire college community. [Section IV (B)]

- Strategic Recruitment Plan
- Assessment
 - Upon arrival to measure students' satisfaction with admissions process, arrival preparations, third party involvement
 - Ongoing efforts to survey satisfaction of services and campus life that can assist retention and recruitment efforts
- Student clubs such as an International Students Association or country-specific clubs
- Career/transfer counseling
- Food services
- Scholarships/Assistantships
- Student employment
- Student activities
- Athletics
- Honors programs
- Cultural programs and festivals
- Family friendship programs/host families
- Comprehensive website
- Alumni programs