

ADVISING INTERNATIONAL STUDENTS

ADJUSTMENT

- In addition to the customary transitional issues such as adjusting to the demands of college versus high school, and managing increased independence from family, International students are often adjusting to:
 - Learning a second language
 - Navigating a foreign culture
 - Having left their support systems far behind
 - Managing their own finances
 - Dealing with a new academic system
 - Following immigration regulations

1- LEARNING A SECOND LANGUAGE

- Students screened for English language proficiency.
- International Students who speak English as a second language may still have difficulty following a lecture or writing an essay. It could be more a cultural issue than the language itself.
- Outlines are helpful.
- Allowing students to record lectures also helps them understand the topic.
- The writing and the tutoring centers are great resources to students.

2- NAVIGATING A FOREIGN CULTURE

- Is the student showing signs of maladjustment (not arriving on time for class and appointments, asking for more time to prepare homework)?
- Expectations of behavior should be stated clearly and may need to be reiterated for newly arrived international students.

2- NAVIGATING A FOREIGN CULTURE

- **Cultural shock:** term used to describe the process of adjustment for a person moving to a new culture and facing a sudden change of environment, language, academic/social setting, food, and climate.

Phases: honeymoon (excited and interested), cultural fatigue (confused and frustrated), adjustment and integration.

Examples of adjustments more geared towards interpersonal communication (no interruption during a conversation; American people get to the point; when an American person uses a direct “no”, it is not a time to start negotiating).

3- SUPPORT SYSTEM

- OIP
- Academic advisor
- Professors and Peers
- Tutoring and writing centers
- Friendship Family
- Community members met through church

- You might see your international advisees more than your domestic advisees because you are one of the few resources that they have.

4- MANAGING THEIR OWN FINANCES

- Declaration of Finance
- Loans, athlete scholarships/waivers, or governmental scholarships depending where students are from.
- Only on-campus employment for 1st academic year, then CPT (Curricular Practical Training).

5- NEW ACADEMIC SYSTEM

- Does the student understand the difference between plagiarism and our cultural expectation of teamwork and classmate assistance?

Plagiarism

- It is important to give clear, detailed information on ethical standards and the consequences of violating them.
- It may be helpful to obtain a writing sample from students at the beginning of the semester to determine the need for assistance with grammar, spelling, or organization. Many students will benefit from a referral to the Writing Center where they can get one-on-one guidance in the construction of a paper and the use of appropriate citations.
- Important to clearly explain the role of the writing, and tutoring centers since many international students don't have this kind of support back home.

NEW ACADEMIC SYSTEM

Class and group participation

Not accustomed to participating in class, reluctant to do so.

If class participation a required part of the course, international students may need encouragement to speak up.

In order to facilitate this is, you may:

Begin the semester by inviting students to introduce themselves, thus giving international students immediate experience in speaking in the classroom.

Invite international students to share their personal experience, where applicable, in class. This may raise their self-esteem and involve them in class discussions.

NEW ACADEMIC SYSTEM

- International students are often accustomed to a formal academic setting where the professor is the expert and authority. Discussion and questions are discouraged and there is very little in the way of an open exchange of ideas. International students may express frustration or confusion when a professor does not meet this "final authority" expectation.
- International students may be unfamiliar the technology used in and outside of the classroom.
- They may be astounded that students drink or eat during class.

NEW ACADEMIC SYSTEM

- At orientation or during CONNECT, it would be wise to advise international students to join the first year experience classes/learning communities.
- Carefully choosing classes that do not require too much reading or writing for the very first semester.
- The Student Success Center offers workshops.
- TLC offers an “Advance Proficiency Level/ College Bridge Course” which is a university preparation course where they learn how to conduct surveys, write a research paper, and do other university projects.

International students
and
immigration regulations

SEVIS

- The Student and Exchange Visitor Information System (SEVIS) is a shared government database to track non-immigrant student and exchange visitors in the U.S.
- OIP is responsible for reporting information to SEVIS.
- It is the student's responsibility:
 - to be aware of rules and regulations while in the U.S.
 - to report changes of information to the OIP
(major- credit hours- withdrawal- academic difficulties)

SEVIS FORM I-20

- Certificate of Eligibility, is a government form through which Minot State certifies to the Department of Homeland Security that the students are eligible for F-1 student status.

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):

First (given) Name: [REDACTED]	Middle Name: [REDACTED]
Country of birth: RUSSIA	Date of birth (mo/day/year): 12/17/1974
Country of citizenship: RUSSIA	Admission number: [REDACTED]

2. School (School district) name:
 University of Nevada, Reno
 University of Nevada, Reno

School Official to be notified of student's arrival in U.S. (Name and Title):
 [REDACTED]
 Int'l Student Advisor

School address (include zip code):
 Office of International Students & Scho
 236 Edmund J. Cain Hall
 Reno, NV 89557-0144

School code (including 3-digit suffix, if any) and approval date:
 [REDACTED] approved on 01/17/2003

For Immigration Official User	
[REDACTED]	[REDACTED]
Visa issuing post	Date Visa Issued
Reinstated, extension granted to:	

Student's Copy [REDACTED]
[REDACTED]

3. This certificate is issued to the student named above for:
 Continued attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
 DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in Cell/Cellular and Molecular Biology (NE). The student is expected to report to the school no later than 08/20/1996 and complete studies not later than 05/19/2003. The normal length of study is 72 months.

6. English proficiency:
 This school requires English proficiency.
 The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:

a. Tuition and fees	\$	<u>9,935.00</u>
b. Living expenses	\$	<u>6,815.00</u>
c. Expenses of dependents (1)	\$	<u>7,000.00</u>
d. Other (specify): <u>Books/Supplies</u>	\$	<u>900.00</u>
Total	\$	<u>24,650.00</u>

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7).

a. Student's personal funds	\$	<u>7,000.00</u>
b. Funds from this school	\$	<u>17,650.00</u>
Specify type: <u>Research Assistantship</u>		
c. Funds from another source	\$	<u>0.00</u>
Specify type:		
d. On-campus employment	\$	<u>0.00</u>
Total	\$	<u>24,650.00</u>

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study, as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

[REDACTED]	Int'l Student Advisor	03/26/2003	[REDACTED]
Name of School Official	Signature of Designated School Official	Title	Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

[REDACTED]	03 26 03
Name of Student	Signature of Student Date

Name of parent or guardian If student under 18	Signature of parent or guardian	Address (city) (State or Province) (Country)	(Date)
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IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: _____ FIRST NAME: _____

SEVIS

Student Employment Authorization:

Employment Status: **FULL TIME** Type: **OPT**
 Duration of Employment - From (Date): **02/18/2003** To (Date): **02/18/2004**
 Employer Name:
 Employer Location:

Comments: Full-time optional practical training in the field of Cell & Molecular Biology is recommended for the period of 02/18/03-02/18/04 by _____ DSO.



Event History (Past two years):

Event Name:
OPT Employment
OPT requested

Event Date: **03/26/2003**
03/26/2003

Name of Official:

Title of Official:
Int'l Student Advisor
Int'l Student Advisor

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: _____

_____	_____	Int'l Student Advisor	03/26/2003	_____
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
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Maintaining F-1 Student Status

PAY SPECIAL ATTENTION TO THE NEXT FEW SLIDES!

Be aware that failure to comply with the following immigration regulations can lead to termination of your student status.

Reinstatement is expensive (\$340 currently), and not a guarantee.

Maintaining Status:

“Progress towards program completion”

International students must:

- Maintain no less than a 2.0 GPA
- 12 credit hours (9 credits at least must be in the classroom) at the undergraduate level
9 credit hours (6 credits at least must be face to face) at the graduate level
- They may drop below full time enrollment for special reasons -medical, academic difficulty (American classroom or English language), pending graduation- but ONLY WITH PRIOR AUTHORIZATION FROM THE OIP!

Extension of program

- If the student is unable to complete the degree program by the completion date printed on the I-20, he/she must bring us a letter from the academic advisor on letterhead explaining why the extension is needed.
- The extension must be requested prior to the completion date printed on the I-20 or it cannot be granted.

Change of Academic Level

- If you have an international student who changes his/her level from undergraduate to graduate, the student must request a change prior to the completion of program date on the I-20.

Online Courses

- Only 1 online course will count towards an international student's fulltime enrollment. For example, if an undergraduate student enrolls in 2 online courses for a total of 6 credits and 2 "regular" courses for a total of 6 credits, that student will not be considered fully enrolled by Department of Homeland Security standards. He or she would have to add one more "regular" course to maintain his or her status.

General suggestions

- A very good way academic advisors can help international students is through careful planning of the student's course schedule:
 - learning communities/first year experience classes
 - Choice of classes: Public speaking, Eng 110...
 - Number of credits
- Anticipating cross-cultural challenges
- International students have several options they may pursue following graduation including working in the US and continuing on to graduate school. It is important that students understand their options.

Concluding note

International students offer us and their classmates unique opportunities to experience the world around us through different eyes.

Being a part of their success is a very rewarding experience for all of us!

Case study 1

A.A. is an international undergraduate student at Minot State University. She would like to drop one of her classes. She is coming to you for advice.

What are the questions that you will ask the student? What are you going to advise her?

Questions to ask student:

“How many credits will you have after dropping this class?”

If she still has at least 12 credit hours with at least 9 credit hours face to face, then she may drop the class.

If she falls below the required 12 credit hours, then you may advise her to add one or two classes immediately. She may choose one online class if she already has 9 credit hours in a classroom setting.

What about if A.A.is in her last semester at Minot State University?

If the class is not a required class for her degree program, she may drop the class without any consideration about the number of credit hours she has, since it is the last semester before completing her degree program.

You may advise the student on the graduate level option.

If the class is required for her degree program, the student will have to attend MSU for an additional semester. This means that the academic advisor will have to write a letter on Department letterhead explaining the reason why the student needs an extension.

Case study 2

One of the faculty members from the English Department has just contacted you regarding one of your advisees who seems to be struggling with the English language.

What are the questions that you will ask the student? What are you going to advise the student?

Questions to ask the student:

Do you understand the class expectations?

Did you understand the assignment?

Did you have issues with the writing of the assignment?

Was the issue more tied to conveying your ideas or with the grammar?

Have you talked to your professor about the difficulties you're experiencing?

Advise students about the writing center and the other support services offered on campus.

Case study 3a

D.D. is an undergraduate Canadian student in Nursing starting his second year at MSU. He's interested in starting an off-campus training at Menards. The training is not a requirement from his degree program (the student won't get any credit for it). He is asking you to fill out and sign the Curricular Practical form.

Curricular Practical Training Application Process

IMPORTANT: YOU ARE NOT ALLOWED TO START YOUR TRAINING UNTIL ALL OF THE BELOW STEPS ARE COMPLETED!

1. Speak with your Academic Department to see if the training opportunity is considered as an “integral part of your degree program.”
2. Request a letter of offer from hiring company. Letter must state position offered, start date, number of hours per week, and position description. Letter must be on company letterhead.
3. Academic Department Chair signs CPT Authorization Form and returns form to the student. Every section of the CPT authorization form must be completed.
4. Student requests CPT authorization by submitting the completed CPT Authorization Form and offer letter from the hiring company to the Office of International Programs. Allow 48 hours for processing.
5. Student verifies that the CPT information entered on page 3 of the I-20 is correct, including training dates and location where the training will take place. **Authorization is not complete until the I-20 is updated with CPT information by the Office of International Programs.**
6. Apply for a U.S. Social Security Number if you do not already have one.

CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION

Section I: To Be Completed by Student

Name: _____ Date: _____

MSUID#: _____ SS#: _____ Major: _____

Describe the proposed training:

Name of Employer: _____

Employment Location /Address: _____

Proposed Training Dates: From _____ To: _____ Hrs/Wk: _____

*Note: if you use more than 12 months of fulltime CPT, you will lose the Optional Practical Training benefit (OPT).

Section II: To be Completed by Dept. Chair

The student named above is applying for Curricular Practical Training. Under the Bureau of Citizenship and Immigration (BCIS) regulations, this type of employment can only be authorized if it meets certain criteria. In order for our office to assess if the proposed training meets BCIS requirements, please complete and sign this form. The training must meet one of the three options below.

1. Is the student enrolled full-time and is in good academic standing? ____ Yes ____ No
2. Student's expected date of program completion: _____
 - A. Is the proposed training required for completion of the degree program?
____ Yes ____ No If "yes", please explain:

 - B. Will the student receive academic credit for this training experience?
____ Yes ____ No If "yes", please provide the following information:
Course Instructor: _____ Course # and Title: _____
of credits to be assigned: _____ Semester course will be taken: _____
(Note: Training dates must correspond with course enrollment.)
 - C. Is this training directly related to the student's field of study?
____ Yes ____ No If "yes", please explain:

As the students Departmental Chair, I have set forth the nature and details of the curricular training program. I understand that by signing this form, I am certifying that this training program meets one of the criteria of curricular practical training described above. With this letter, I recommend that this student be authorized to participate in the approved "Curricular Practical Training" program.

Signature of the Dept. Chair Date: _____

Form must be submitted to the Office of International Programs by the student in order to complete the CPT Authorization process.

Case study 3b

J.J. is a graduate international student in Math Education. He is in his second year at MSU. He's interested in starting a training at the gas station right off-campus working at the till, receiving new items, and filling up the shelves. The training is not a requirement from his degree program. He is asking you to fill out and sign the Curricular Practical form.

