



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Office of International Education

International Education: Services and Responsibilities

Additional information: See also the Office of International Education website: <http://webs.wichita.edu/?u=intl&p=/intlhome01>

Office of International Education

International Admissions

- Recruitment of international undergraduate and Intensive English students
- Grad School is in charge of the recruitment and admission of international graduate students
- Purchase roughly 30,000 contacts each year from TOEFL and SAT
- Attend international recruitment fairs
- Work with more than 6,000 educational agents worldwide
- Process roughly 1,700 applications each year
- Respond to about 6,000 emails each month
- Maintain an extensive email communication flow for recruits and admits
- Each year, we send roughly 2,500 classes to WSU depts to be evaluated for possible transfer credit
- Coordinate Degree Audit Evaluations for roughly 100 students each year
- Resource for other schools regarding admissions and credential evaluation
- Initial data entry into Banner and SEVIS
- Airport arrival assistance for about 450 new international students each fall
- Works with Housing and Residence Life on various matters
- Visit feeder schools and search for new transfer school opportunities
- Secret shopper to evaluate performance of our competitors

Intensive English Language Center (IELC)

- Teaches English as a Second Language to non-native speakers of English including international students, U.S. citizens, permanent residents, refugees, etc.
- IELC officially reports to LAS but is intertwined with International Ed for daily operations. Both LAS and Int'l Ed provide funding for IELC operations.
- Seven levels
- Enrolls roughly 250 Intensive English students each term
- Students receive about 23 hours of instruction per week
- Administer and evaluate SPEAK Tests (Institutional TSE) for graduate assistants who want to teach at WSU
- Administers dozens of English Proficiency Examinations (EPE) at the beginning of each term
- Coordination of sponsored students
- Schedule Building for all IELC classes
- Produce certification letters and documents

International Advising And Services

- Maintains immigration records in SEVIS for more than 2,100 int'l students
- Provides a variety of advising to int'l students regarding financial and cultural matters, immigration, employment, travel, and end-of-program issues
- Files all paperwork requiring adjudication with USCIS
- Resource for other schools regarding immigration regulations
- Arranges monthly activities for international students
- H1-B petitions and J-1 research scholar processing
- General int'l tax information and Glacier Tax Prep
- Coordination with Co-Op for Curricular Practical Training
- Medical Insurance Waivers
- Reduced course load approvals
- Liaison with HR regarding international employment
- TB Testing coordination with Student Health Services
- Liaison with government agencies regarding int'l students and employees
- Produce certification letters and documents
- Arrival Check-in
- Liaison with other WSU depts regarding int'l matters

Study Abroad and Int'l Programming

- Assists outbound WSU students who wish to study in another country
- Assists incoming exchange students who wish to study at WSU for one or two semesters
- Liaison with the International Student Union (ISU)
- International Scholarships
- Welcome table at airport and International Orientation
- Coordinates Cultural Ambassadors Program (CAP)
- Involved with 18 International Student Associations on campus
- Weekly updates and reminders to international students