

# UT DALLAS INTERNATIONAL CENTER

## PROGRAM UNIT INFORMATION

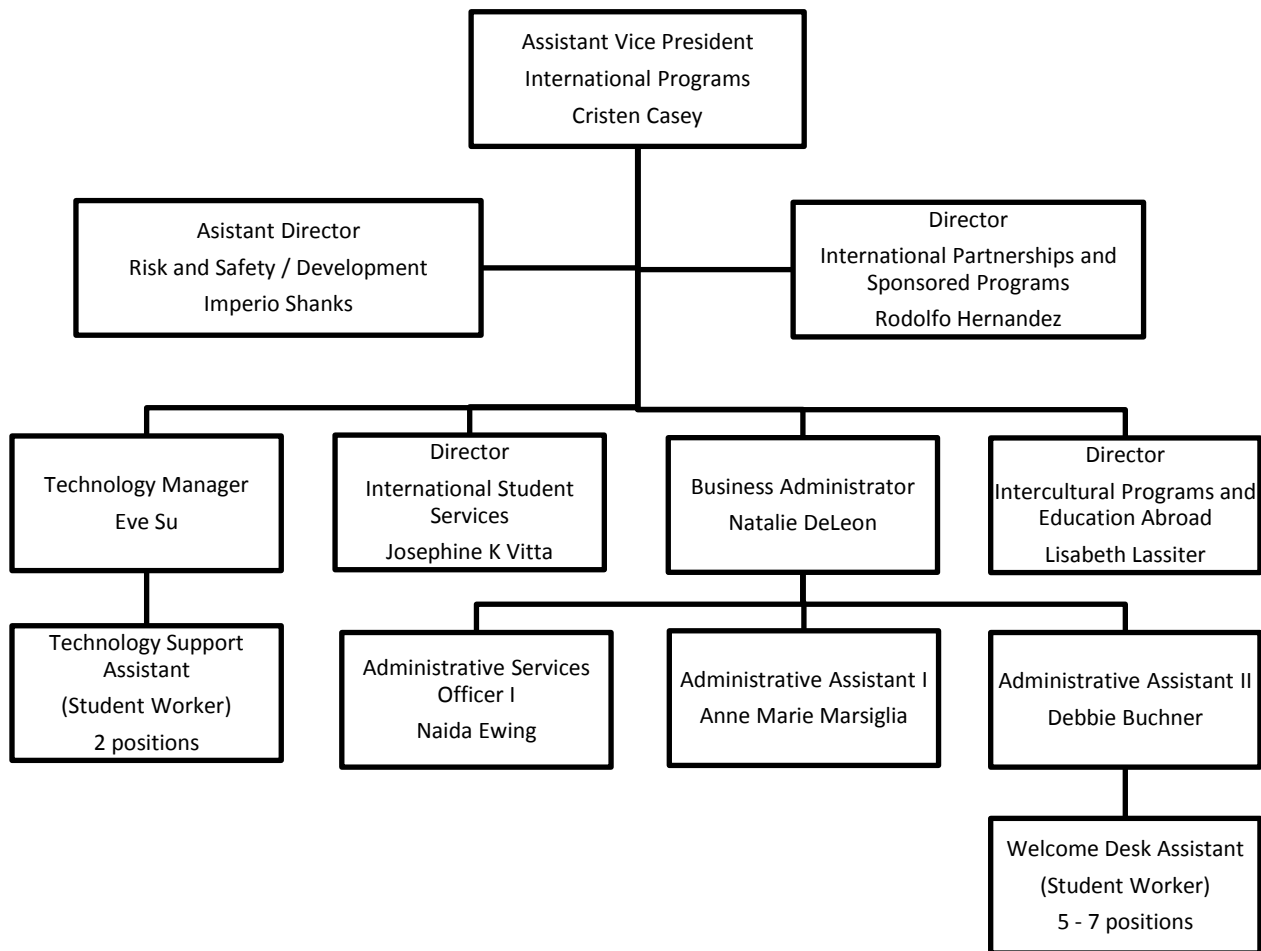
### INTERNATIONAL CENTER (IC)

#### MISSION STATEMENT

The University of Texas at Dallas International Center brings the world to our campus, and our campus to the world.

We provide access to quality international education that impacts all of UT Dallas, and supports our community in adapting to world changes, developing productive careers, and leading rewarding lives. We partner to develop innovative and educationally relevant international initiatives that forward the UT Dallas mission. We engage the campus in a strategic inquiry on the impact of internationalization, and prepare our community to respond effectively to tomorrow's challenges and rapidly changing world.

#### IC ORGANIZATIONAL CHART AS OF 08/31/2014



## **INTERNATIONAL PARTNERSHIPS AND SPONSORED PROGRAMS (IPSP)**

### **MISSION STATEMENT**

To facilitate strategic international partnerships that effectively forward UT Dallas research and academic goals, and support our community in adapting to world changes. Refer to the IC organizational chart.

## **RISK AND SAFETY (RS)**

### **MISSION STATEMENT**

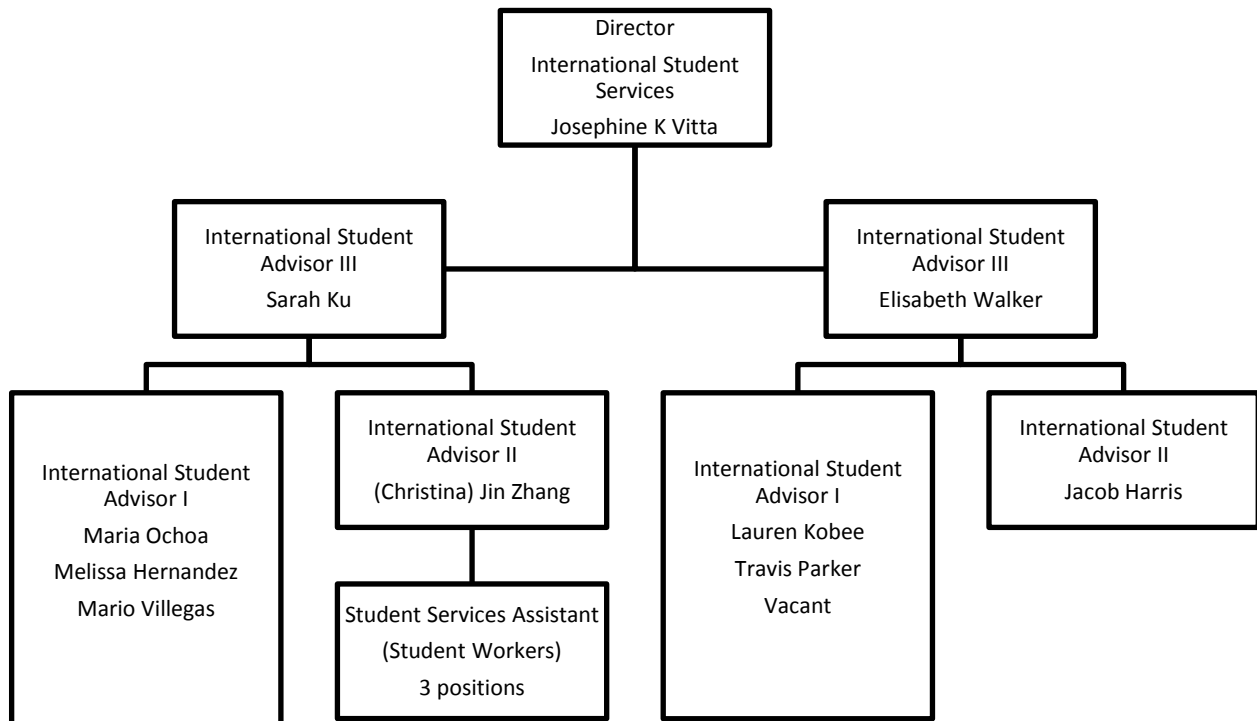
The Risk and Safety Office at the International Center collaborates, facilitates and engages with the campus community in the creation and implementation of a risk and safety management culture supportive of UT Dallas' internationalization goals and focused on UT Dallas travelers' health and safety. Refer to the IC organizational chart.

## **INTERNATIONAL STUDENT SERVICES (ISS)**

### **MISSION STATEMENT**

We enrich and serve our global UT Dallas community by providing the tools needed to navigate the U.S. immigration system.

### **ISS ORGANIZATIONAL CHART AS OF 08/31/2014**



## INTERCULTURAL PROGRAMS (ICP)

### MISSION STATEMENT

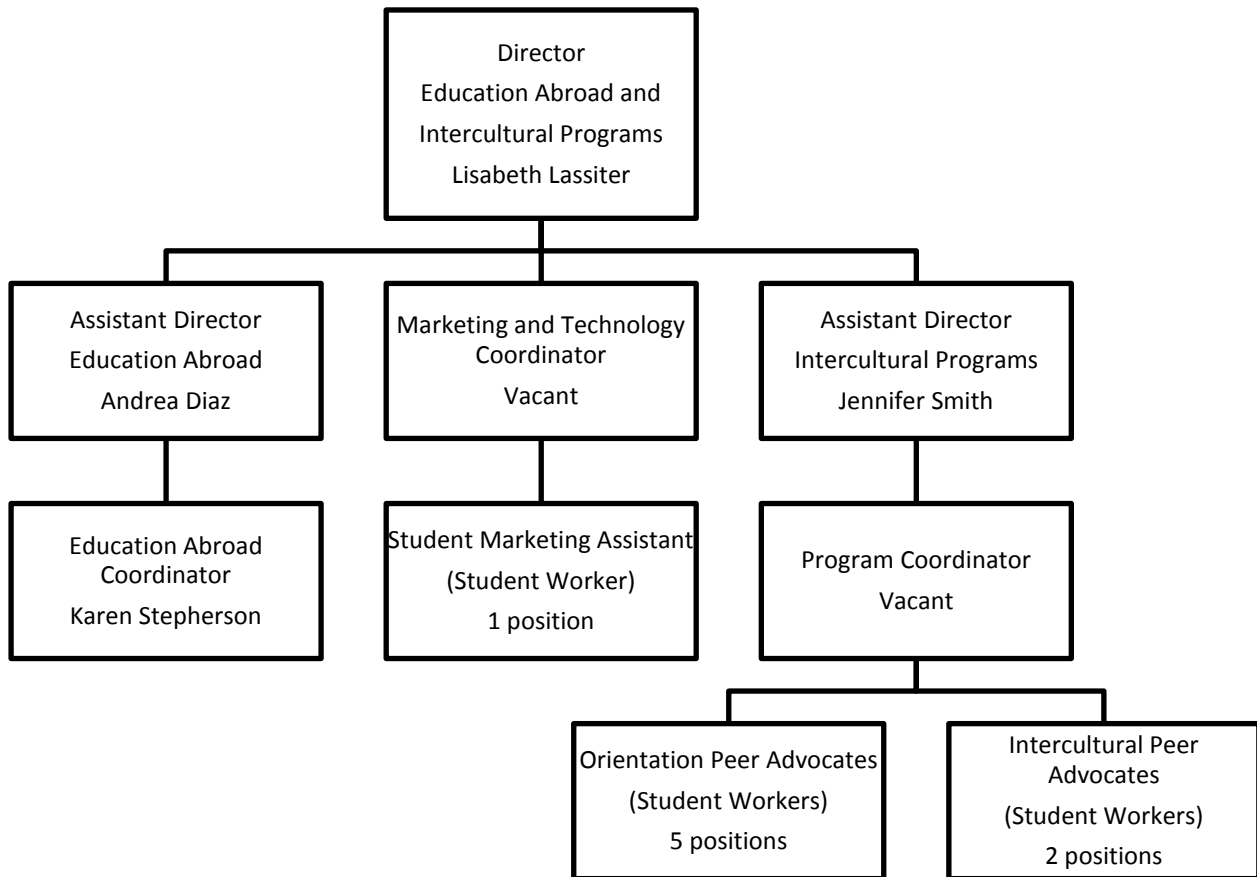
Intercultural Programs provides high-quality transitional and cultural programming for international students, as well as events and activities to promote global awareness and interest among all UT Dallas students.

## EDUCATION ABROAD (EA)

### MISSION STATEMENT

To promote opportunities that allow learning about self and organization in relation to the larger world to become an "internationalized citizen and institution".

### ICP AND EA ORGANIZATIONAL CHART AS OF 08/31/2014

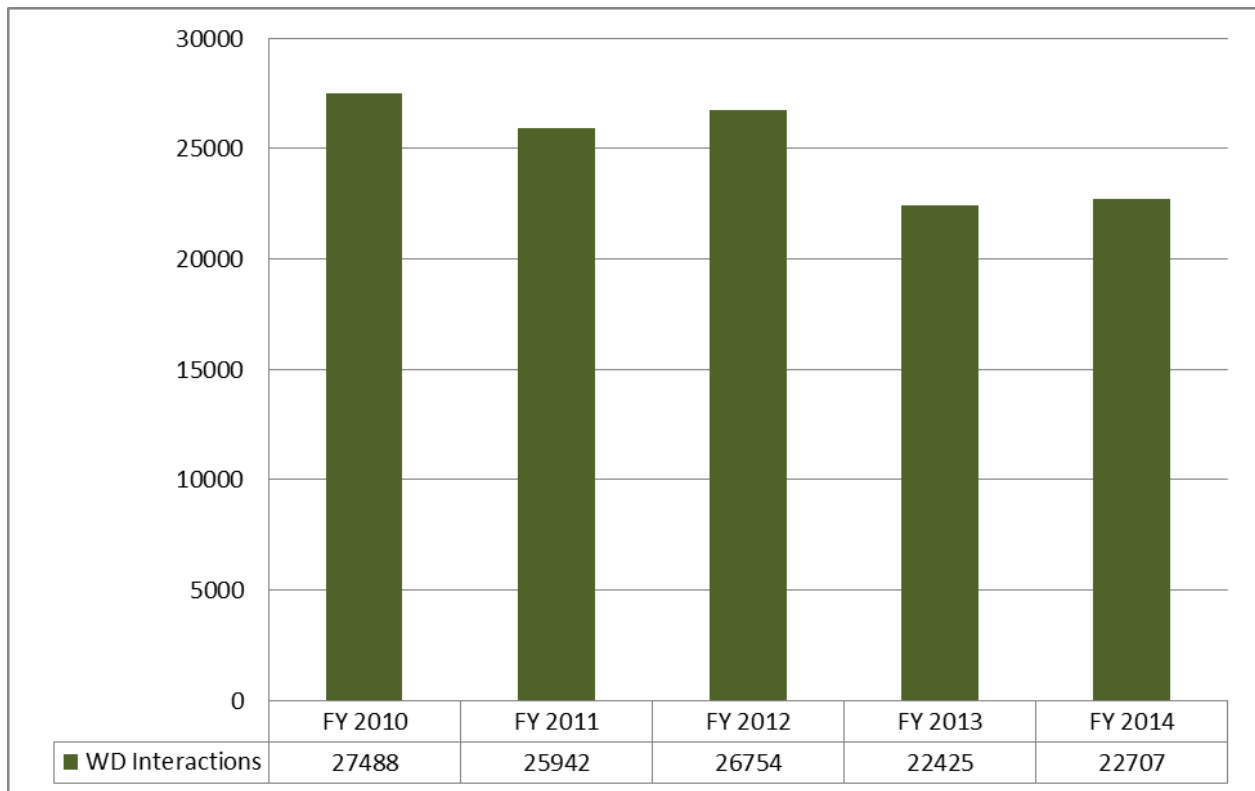


## PROGRAMS AND SERVICES ACTIVITY (AND SPECIAL PROJECTS)

### IC SERVICE: WELCOME DESK STUDENT INTERACTIONS / SERVICES

Description: The ISSO Welcome Desk services included: application intake, scanning, data entry, basic review and release of student immigration requests, answering front-line immigration queries, answering the telephone, scheduling student appointments, etc. In FY2013, welcome desk services were shifted from FTE to student staff, and processes changed accordingly. This is reflected in the lower welcome desk interactions.

Welcome Desk	FY14
Welcome Desk Interactions	22707



**RS SERVICE: INTERNATIONAL DESTINATION RISK REVIEW**

Description: The Risk and Safety office coordinated travel paperwork for all students, staff, and faculty travelling overseas on UT Dallas sponsored international travel. It also coordinated the International Oversight Committee reviews for student, faculty, and staff travel requests to high risk destinations. This responsibility transitioned to the International Center in April 2014. *This is the first year this service is being tracked by the International Center.*

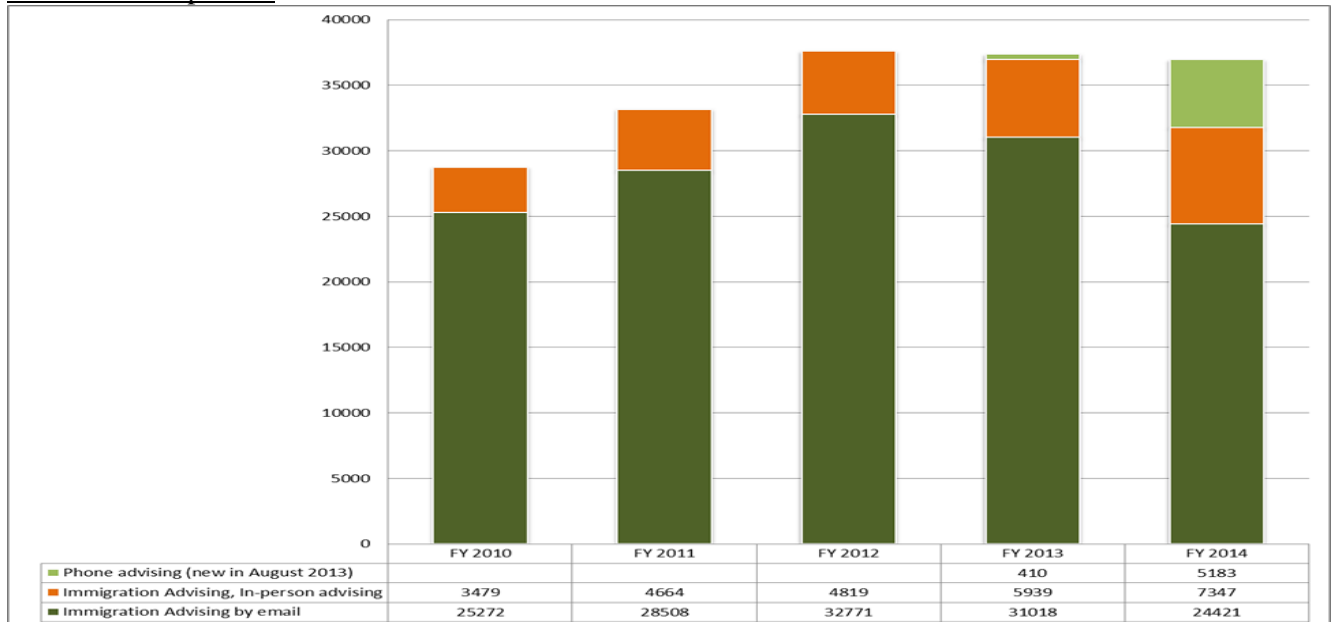
	FY14
International Oversight Committee (IOC) review	79
Non-IOC Travel review faculty and staff	407
Non-IOC Travel review students	455

**ISS SERVICE: IMMIGRATION ADVISING**

Description: The ISSO advising services in FY2014 included phone advising, in-person advising and email advising. ISSO staff provided advising to prospective, current, and graduated international students. Prospective student immigration advising covered visa procedures, I-20 and DS-2019 processes, registration holds, housing options, and transitional and community programs. Current student advising topics included eligibility to reduce enrollment, employment authorizations, bringing family to the United States, travel/visa procedures, risk of certain behaviors, etc. Alumni advising covered Optional Practical Training reporting and compliance, OPT/ H1-B cap gap eligibility, unemployment requirements, etc.

Immigration Advising Sessions	FY14
In-person advising	7,347
Email advising	24,421
Phone advising (new in August 2013)	5,183

Five Year Comparison

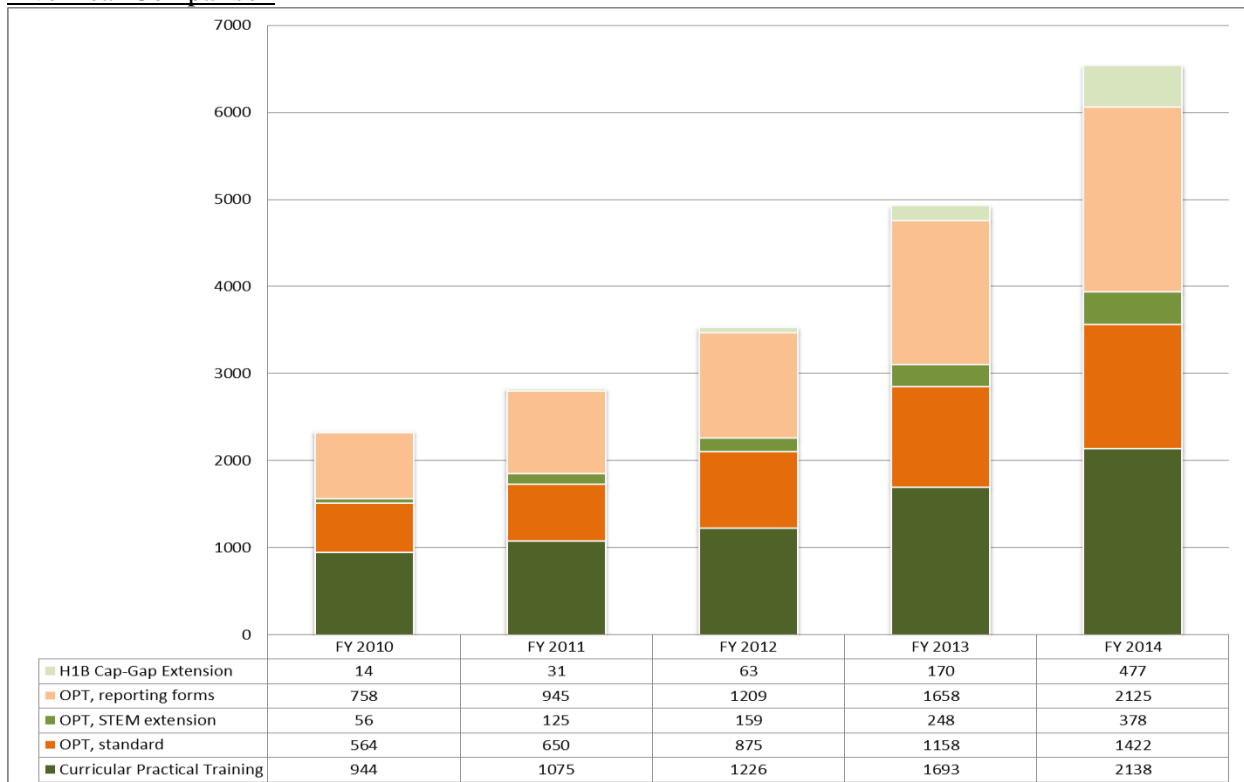


## ISS SERVICE: I-20 EMPLOYMENT AUTHORIZATIONS, RECOMMENDATIONS, AND REPORTING

Description: Employment services provided to current students and alumni included: Curricular Practical Training (CPT) work authorization, Optional Practical Training (OPT) pre- or post-graduation work recommendation, OPT STEM extension work recommendation, and H1B cap-gap work authorization. Each required thorough review of student employment eligibility, and uploading of data to DHS through the SEVIS system. Expanded outreach to students resulted in increased submission of OPT reporting forms by alumni to meet the U.S. Department of State reporting requirement for students on OPT. The OPT reporting requirement includes the ISSO providing information to the SEVIS database on behalf of alumni when they change address, employer, or bio-demographic data.

Immigration Authorizations - Current Students (Employment Only)	FY14
CPT, internship	2138
OPT, post-graduation	1422
OPT, STEM extension	378
OPT, reporting form	2125
H1B Cap-Gap Extension (Letters & I-20s)	477

### Five Year Comparison

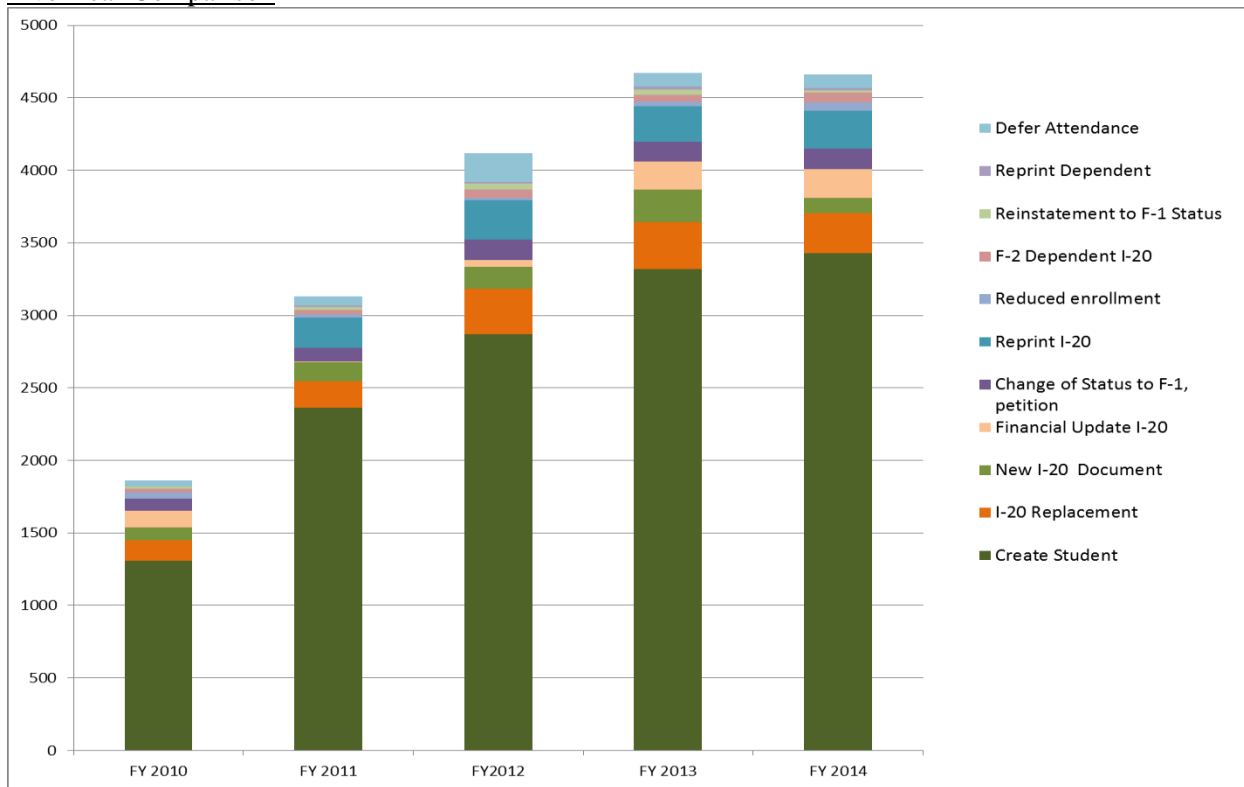


**ISS SERVICE: I-20 AUTHORIZATIONS - NON-EMPLOYMENT**

Description: The ISSO is required to issue I-20s for students under several circumstances, including: visa processing, petitions for F-1 adjudication, dependent requests, reinstatement to F-1 status, financial updates, approval for reduction in enrollment, and changes of level/program/major. All require eligibility reviews, advising, and upload/download to SEVIS.

I-20 Authorizations (Non- Employment) FY14			
Create Student	3430	New I-20 Document	102
Defer Attendance	94	Reduced Enrollment	55
F-2 Dependent I-20	71	Reinstatement to F-1 Status	12
Change of Status to F-1	142	Reprint I-20	261
Financial Update I-20	201	Reprint Dependent	19
I-20 Replacement	276		

Five Year Comparison

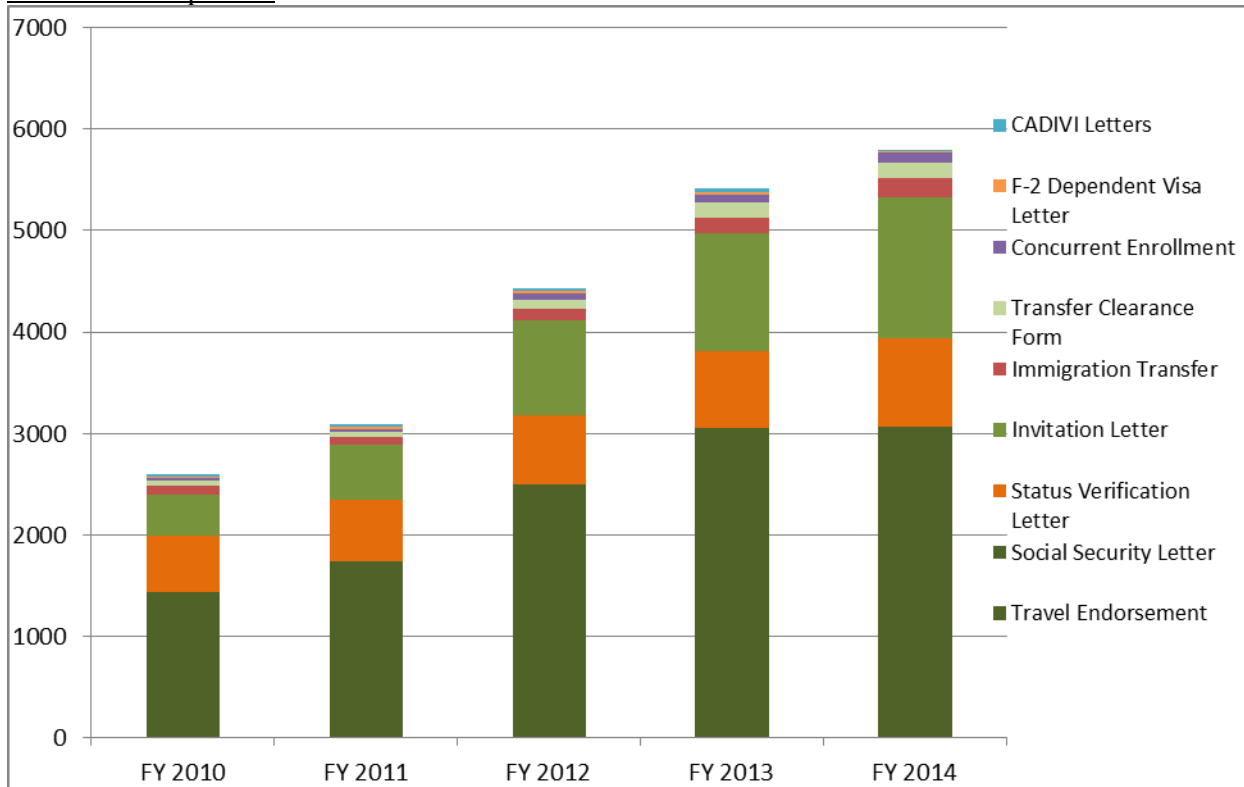


**ISS SERVICE: OTHER IMMIGRATION AUTHORIZATIONS**

Description: As DHS Designated School Officials (DSOs), ISSO staff authorized immigration benefits that didn't include I-20 issuance. These included: endorsement of out of country travel, social security card eligibility, enrollment at other institutions, scholarship approvals, invitations for family, visa requests, etc.

Other Immigration Authorizations	FY14
Concurrent Enrollment	97
F-2 Dependent Visa Letter	12
Immigration Transfer	191
Invitation Letter	1390
Social Security Administration Letter	1269
CADIVI Letters	16
Status Verification Letter	868
Transfer Clearance Form	158
Travel Endorsement	1800

Five Year Comparison



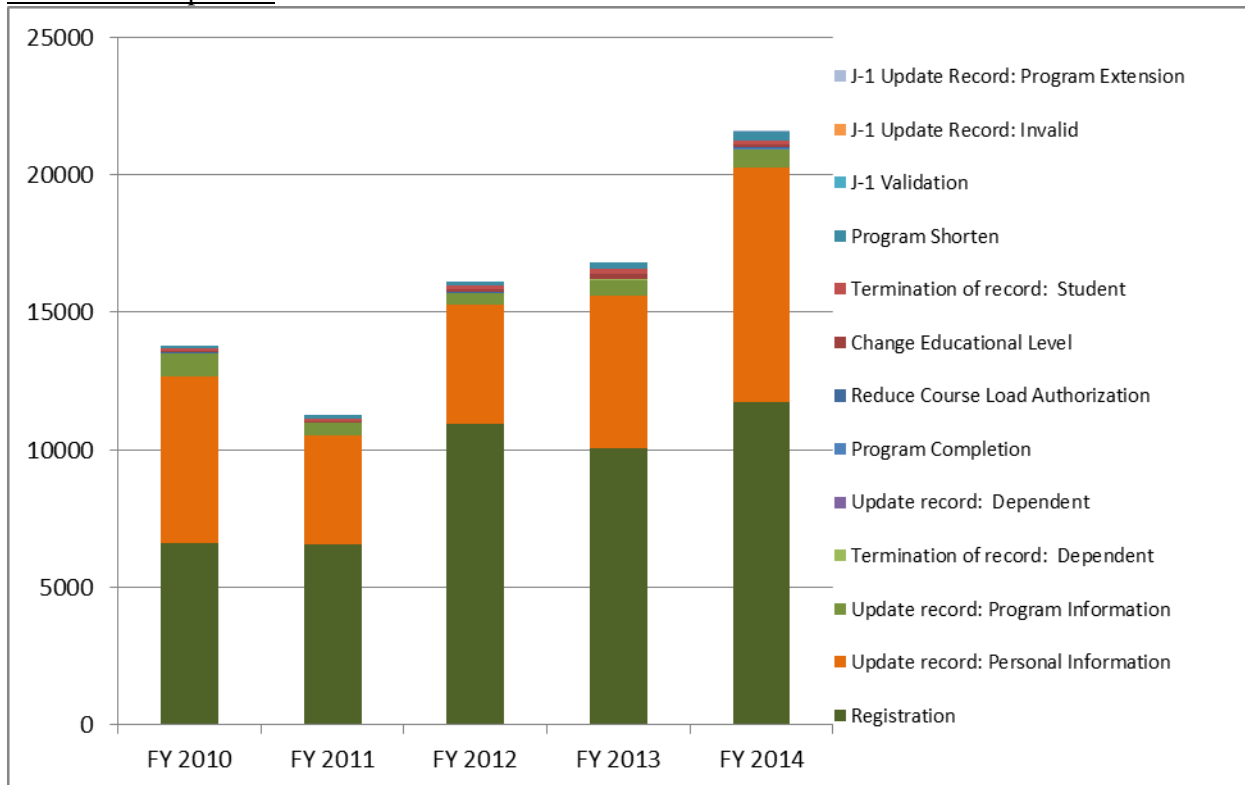


## ISS SERVICE: SEVIS REPORTING ACTIVITIES

Description: The ISSO fulfilled Department of Homeland Security reporting requirements set by the Student and Exchange Visitor Information Program (SEVP/SEVIS). These included reporting arrival, registration, program completion, changes in dependent status, violation of status/termination, personal and program updates, etc. SEVIS reporting responsibilities excluded from this graph include responses to law enforcement inquiries per SEVIS requirements, immigration reporting done external to the UT Dallas fsaATLAS system, and requests to correct incorrect SEVIS data.

SEVIS Reporting Activities FY14			
Registration	11730	Termination of record: Student	132
Update record: Program Information	659	Termination of record: Dependent	6
Update record: Personal Information	8529	Update record: Dependent	2
Program Completion	44	J-1 Validation	0
Change in Educational Level	104	J-1 Update Record: Invalid	6
Shorten program	319	J-1 Update Record: Program Extension	1
Reduce Course Load Authorization	25		

### Five Year Comparison

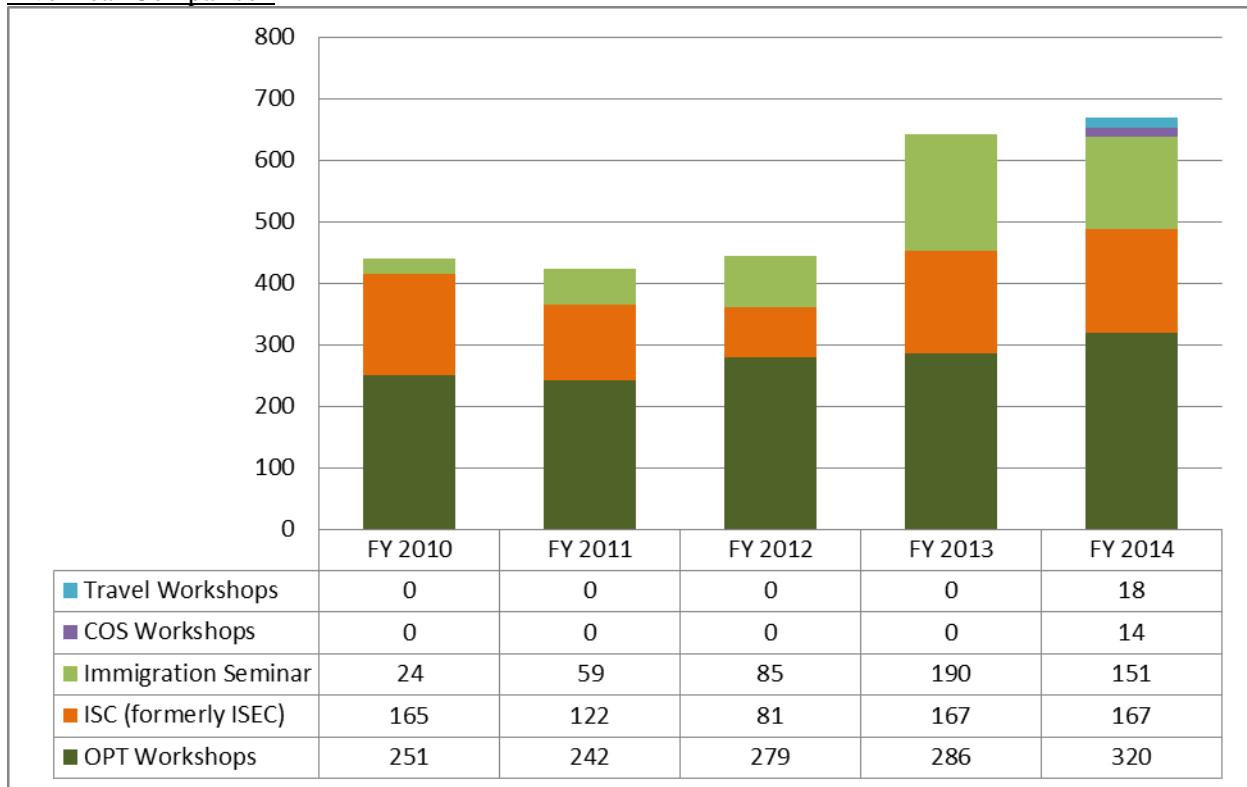


**ISS PROGRAM: INTERNATIONAL STUDENT EMPLOYMENT SEMINARS**

Description: OPT workshops were held weekly throughout the semester. Immigration attorney seminars were provided each long semester, and included information on the OPT application process, the steps to apply for cap-gap work authorization, H-1B, and U.S. Permanent Residency.

International Student Employment Seminars	FY14	FY14
Event	Number of Sessions	Number of Participants
Immigration Attorney Seminars	2	151
Immigration sessions, International Student Conference	8	167
Optional Practical Training (OPT) Workshops	45	320
Change of Status (COS) Workshops	5	14
Travel Workshops	2	18

Five Year Comparison

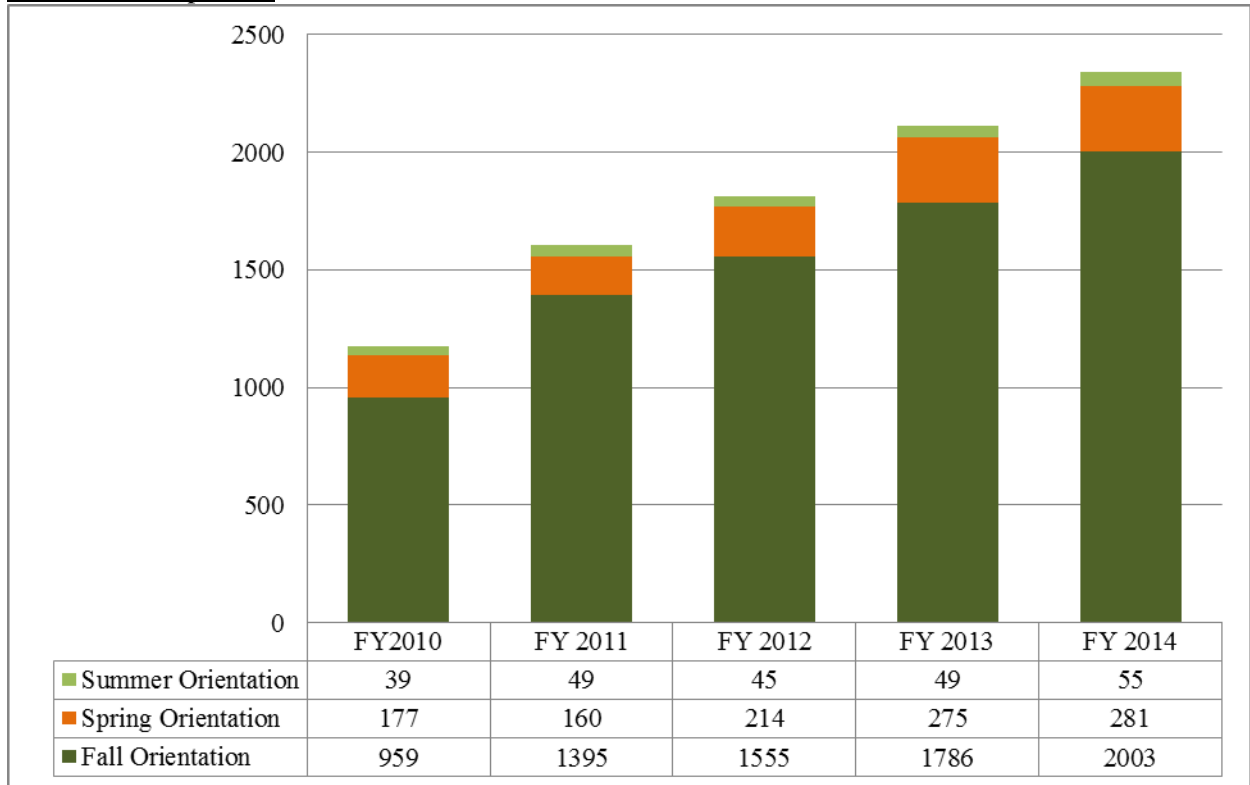


**ICP PROGRAM: INTERNATIONAL STUDENT ORIENTATION**

Description: International Student Orientation is mandatory for F-1 and J-1 students prior to their first semester of enrollment. Orientation sessions included information related to immigration requirements, health insurance requirements, enrollment information, academic integrity, culture shock, etc.

International Student Orientation	FY14	FY14
	Sessions (Orientations)	Participants
Summer	2	55
Spring	3	281
Fall	8 standard sessions 2 transfer and 5 freshmen sessions	2003

Five Year Comparison

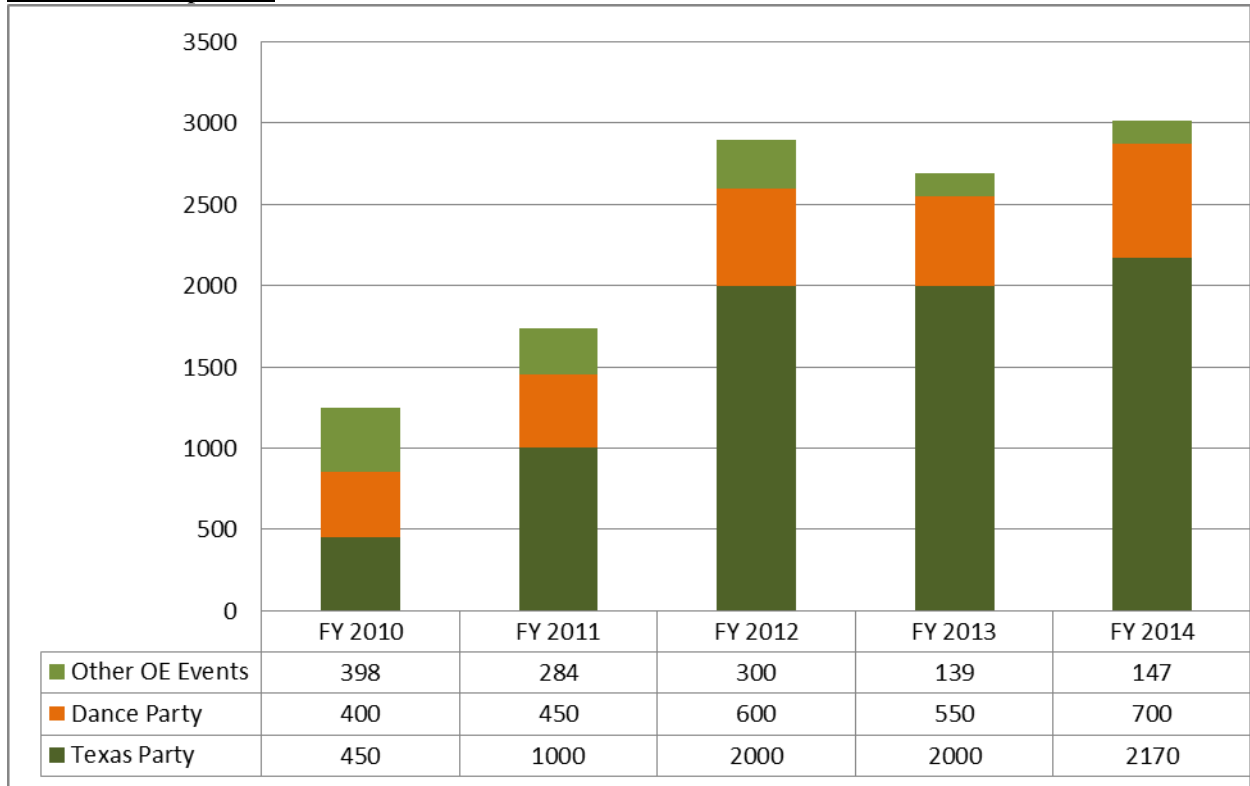


**ICP PROGRAM: ORIENTATION EXTRAS**

Description: Orientation Extras included services and social events that provided international students with optional complimentary programs. The Texas Party and Kick-Off Dance Party are social events that are offered annually, and the “Other OE Events” are activities selected each year to meet the unique needs of the incoming student class. "Other OE Events" included Social Security Administration visits, 883 Guided Bus Tours, and Guided Campus Tours. In FY 2014, Intercultural Programs continued to offer many Orientation Extra sessions in a conference-style setting.

Orientation Extras	FY14
Other OE Events (excluding International Student Conference)	147
Kick-Off Dance Party (Fall & Spring)	700
Texas Party & Lone Star Fiesta	2170

Five Year Comparison

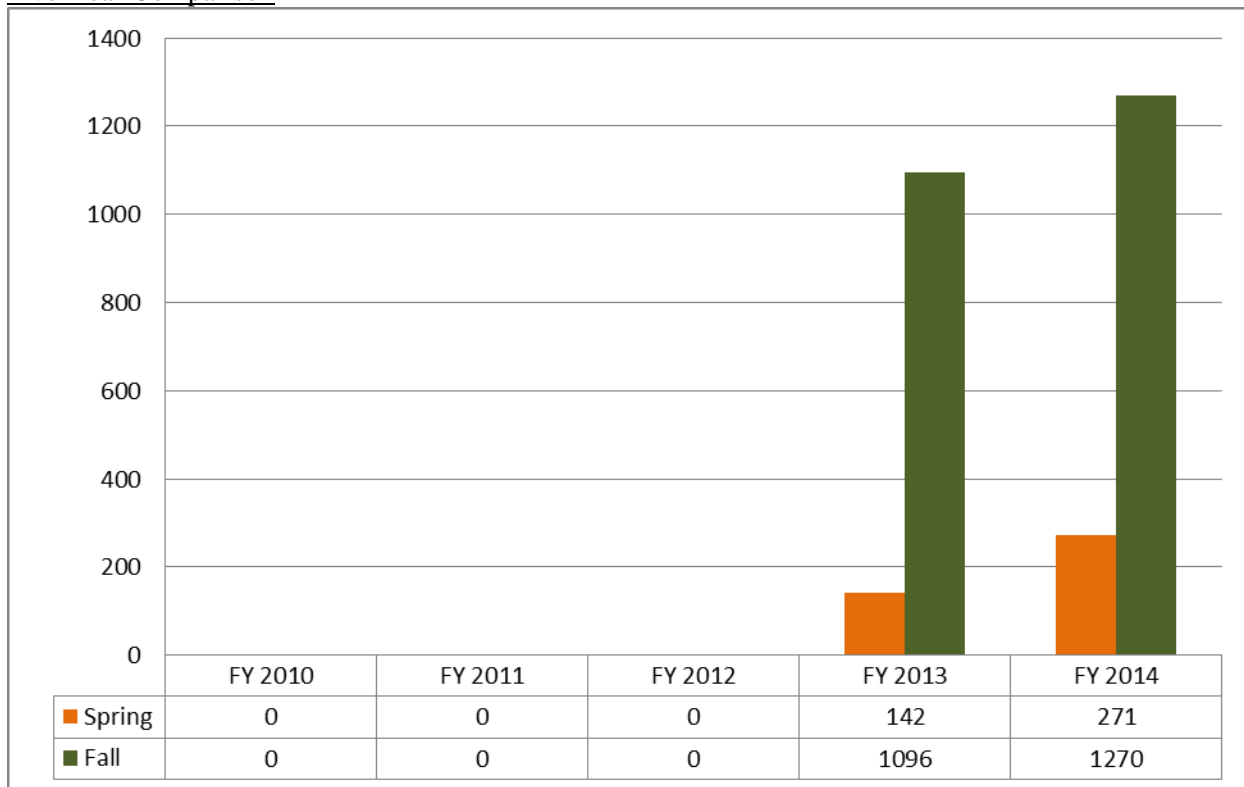


**ICP PROGRAM: INTERNATIONAL STUDENT CONFERENCE**

Description: The International Student Conference consolidated previous “Orientation Extras” into a one-day conference held prior to the first day of class each long semester. The most popular topics included: Driving in the United States, Navigating Dallas Without a Car, Writing an Effective Paper, Getting Involved, Preparing for an On-Campus Job Search, and Understanding American Health Insurance.

International Student Conference	FY14	FY14
	Spring	Fall
Sessions offered	13	18
Student attendance	271 (duplicated)	1270 (duplicated)

Five Year Comparison

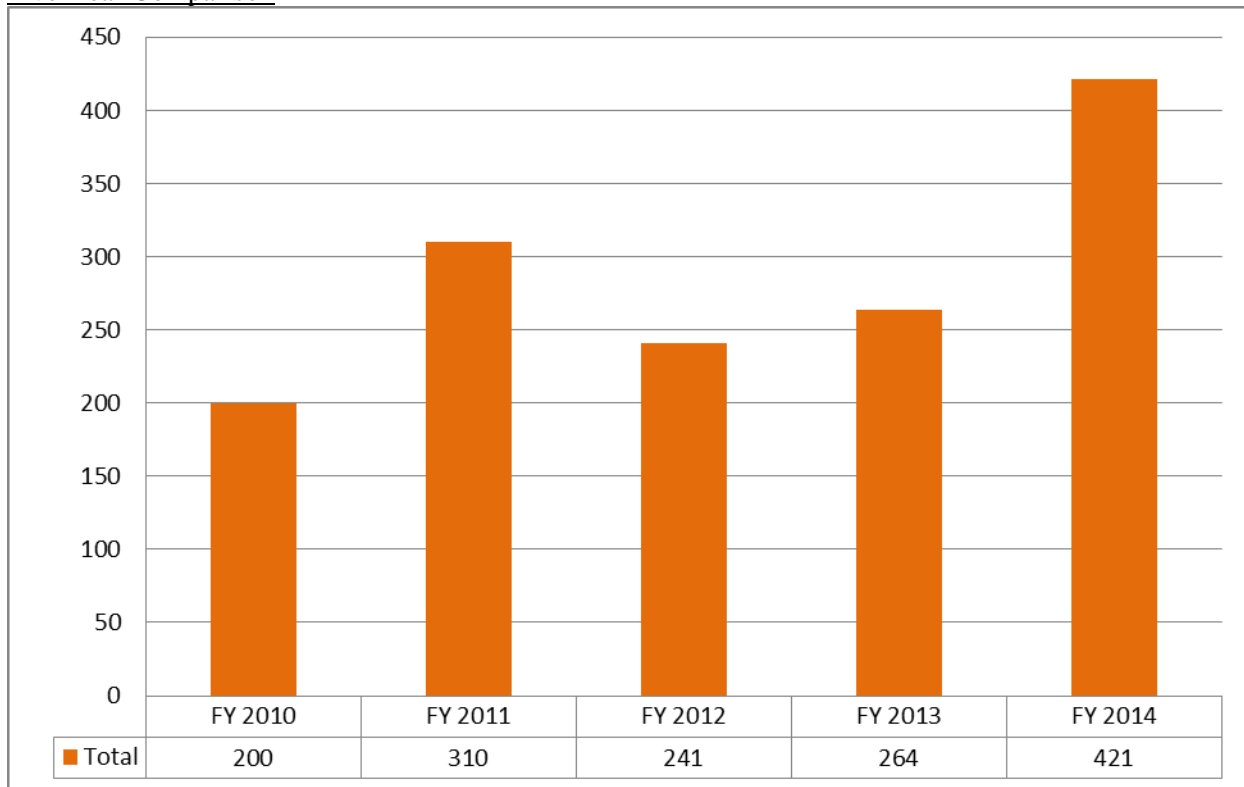


**ICP PROGRAM: AIRPORT TRANSPORTATION INITIATIVE**

Description: The UT Dallas Airport Transportation Initiative coordinated student organizations, community partners, and International Center resources to provide escorted transportation from the DFW Airport to the UT Dallas campus for incoming international students. Intercultural Programs coordinated weekly stakeholder meetings, scheduled pick-up dates, and rented buses/vans for established pick-up times.

Airport Transportation Initiative	FY14
Number of Buses/Vans	21
Participants	421

Five Year Comparison

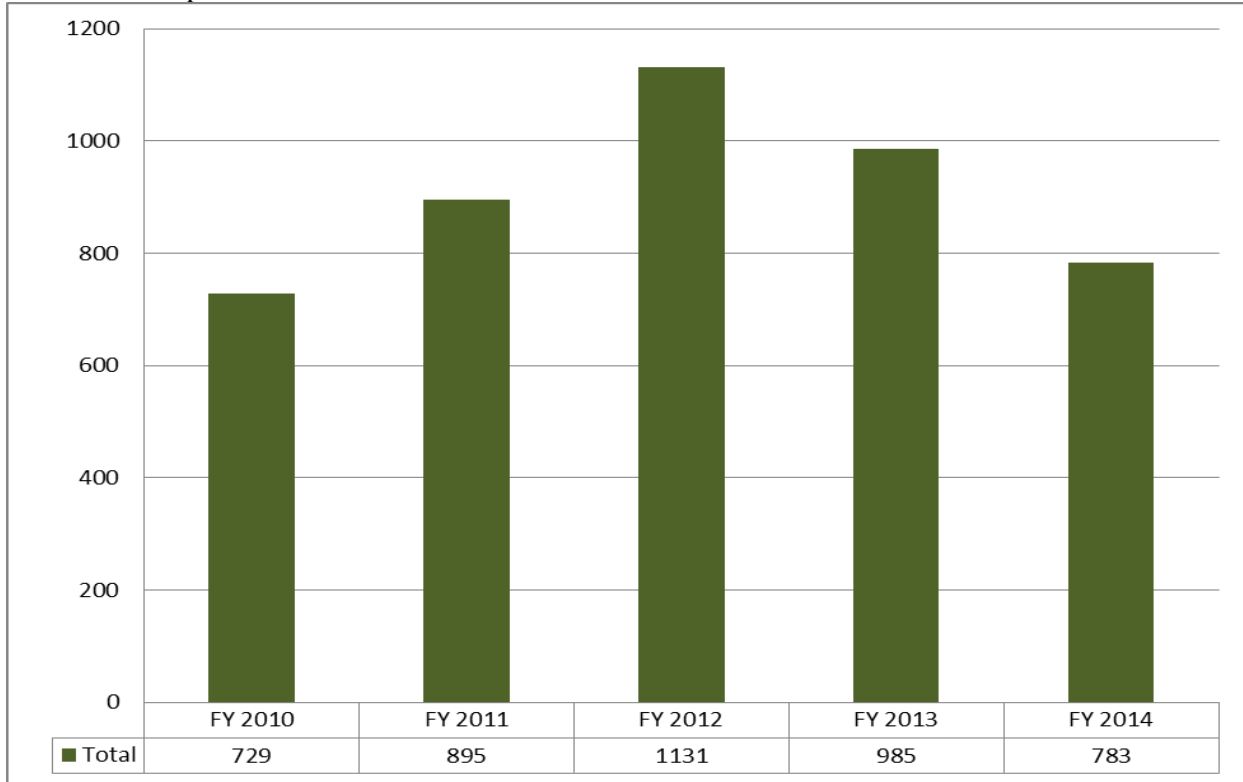


**ICP PROGRAM: ENGLISH CONVERSATION HOUR**

Description: English Conversation Hour (ECH) assisted students in their conversational English and provided American cultural information. Led by the International Peer Advocates, this program offered student-to-student conversation. The drop in FY14 ECH participants can be attributed to the expansion of American Cultural Workshops and the expansion of complimentary community partner conversation programs.

English Conversation Hour	FY14
Sessions (Classes Taught)	69
Participants	783
Unduplicated participants	450

Five Year Comparison

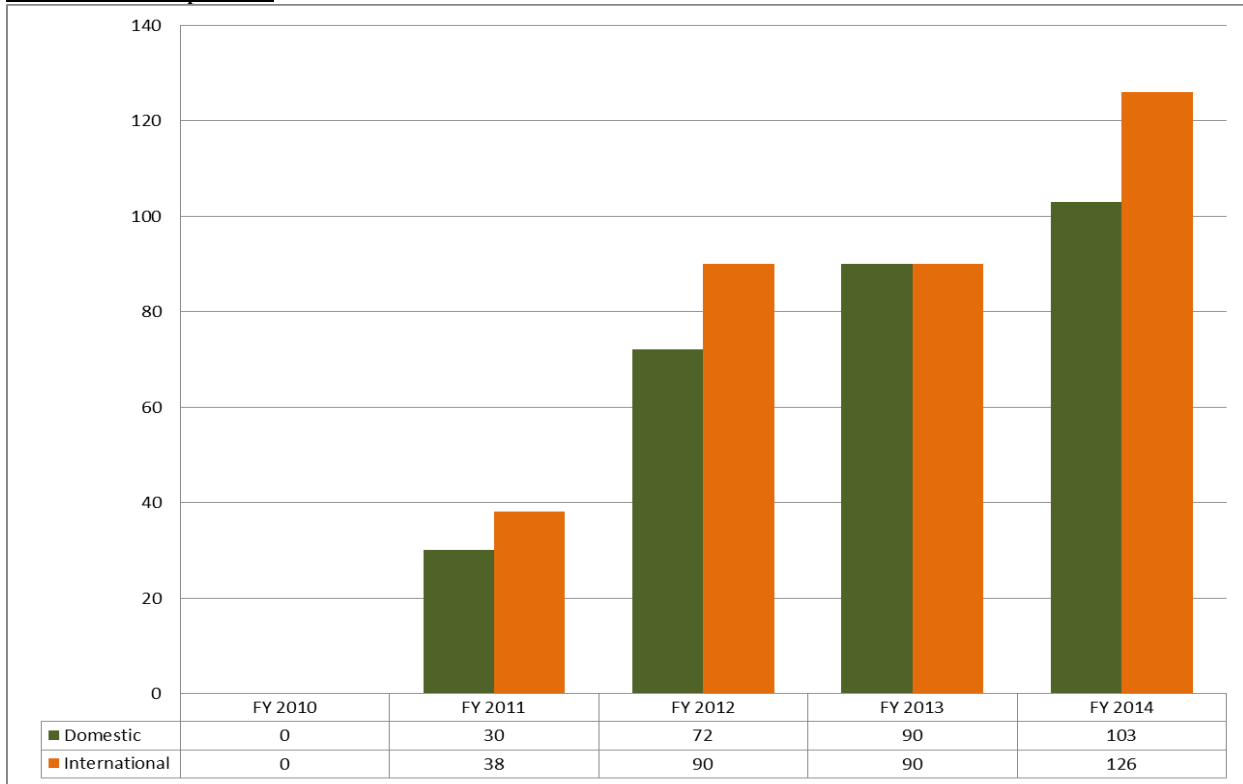


**ICP PROGRAM: iFRIEND PROGRAM**

Description: The iFriend Program provided a cultural exchange partnership between American students and new international students. American students were recruited in partnership with the Office of Student Volunteerism. American student recruitment has grown significantly since Fall 2013, partly due to targeted marketing using ads in the student newspaper and language classes.

iFriend Program	FY14	FY14
	Fall	Spring
Domestic	74	29
International	97	29

Five Year Comparison



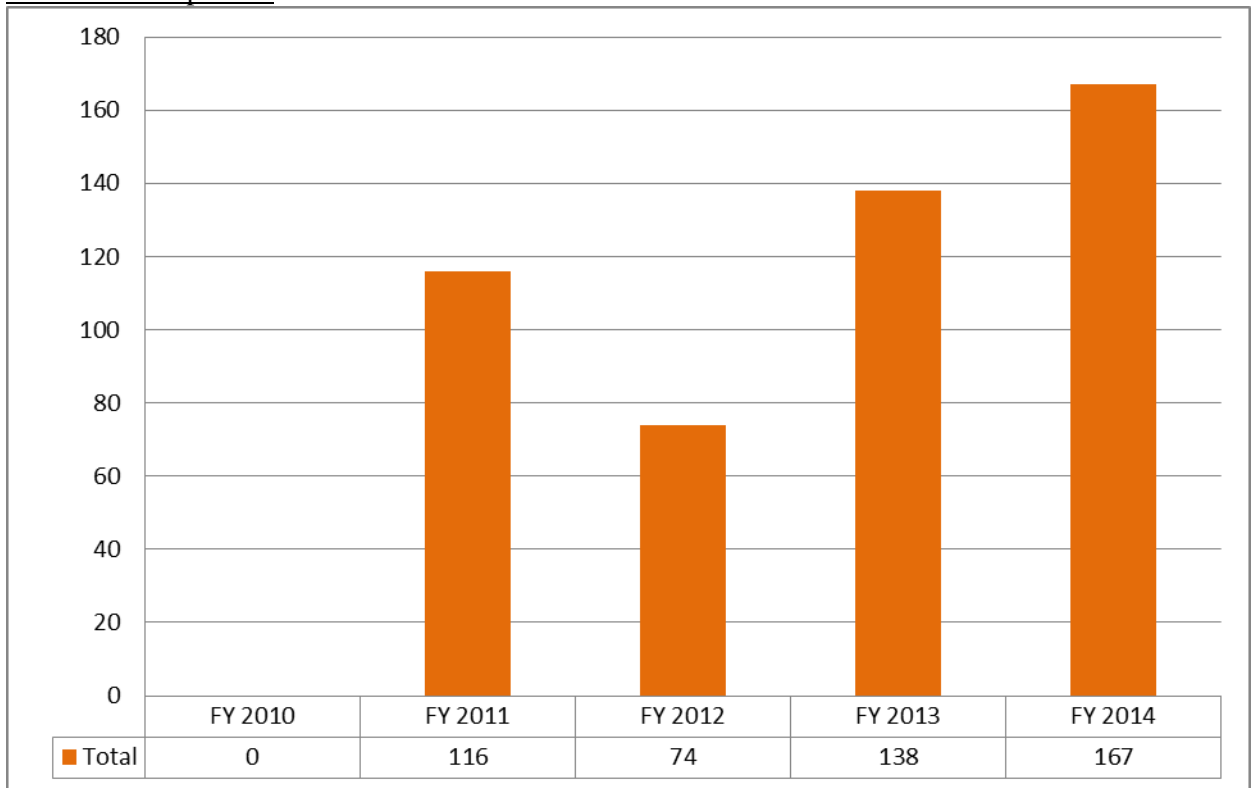


**ICP PROGRAM: REGIONAL SOCIALS**

Description: Regional Socials focused on students from under-represented areas, with the goal of supporting student retention. New students from countries with less than 50 students connected with each other and with other American students interested in their country. Regional Socials have resulted in higher participation levels at Passport to the World and closer connections with cultural student organizations, who partner with ICP for the events. ICP held seven regional socials in FY 2014, with the following regions: Europe, Middle East, Vietnam, Korea, Africa, Latin America, and "Other 99 Countries".

Regional Socials	FY14
Regions	7
Participants	167

Five Year Comparison

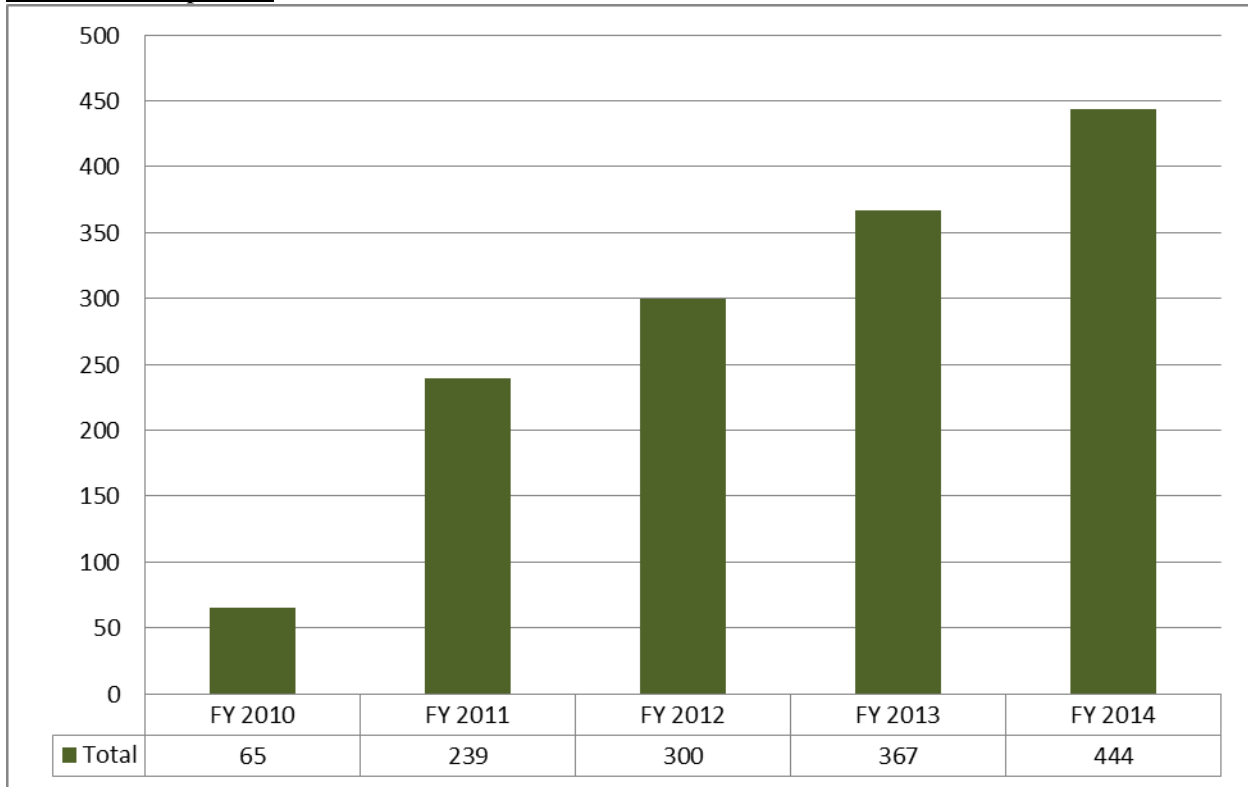


**ICP PROGRAM: CULTURAL TRIPS**

Description: ICP provided international students the opportunity to explore Dallas and the surrounding area during cultural trips. In Fall 2013, the ICP Cultural Trip was to the State Fair of Texas. In Spring 2014, ICP took its third overnight trip to Glen Rose, Texas. In addition, ICP scheduled local trips during “low-activity” periods of the year, including the Dallas Zoo, Bowling, and Six Flags.

Cultural Trips	FY14
Number of Sessions	5
Participants	444

Five Year Comparison



**ICP PROGRAM: AMERICAN CULTURE WORKSHOPS**

Description: American Culture Workshops introduced international students to different aspects of American culture. Many sessions were co-sponsored with other student affairs departments to help students learn about the services and resources offered by the University. The most popular sessions included: Volunteering in the US, Experience Dallas for Under \$10, Understanding American Foods, Living Affordably, Football & the Superbowl, and Traveling in the USA. *This is the first year this program is being tracked.*

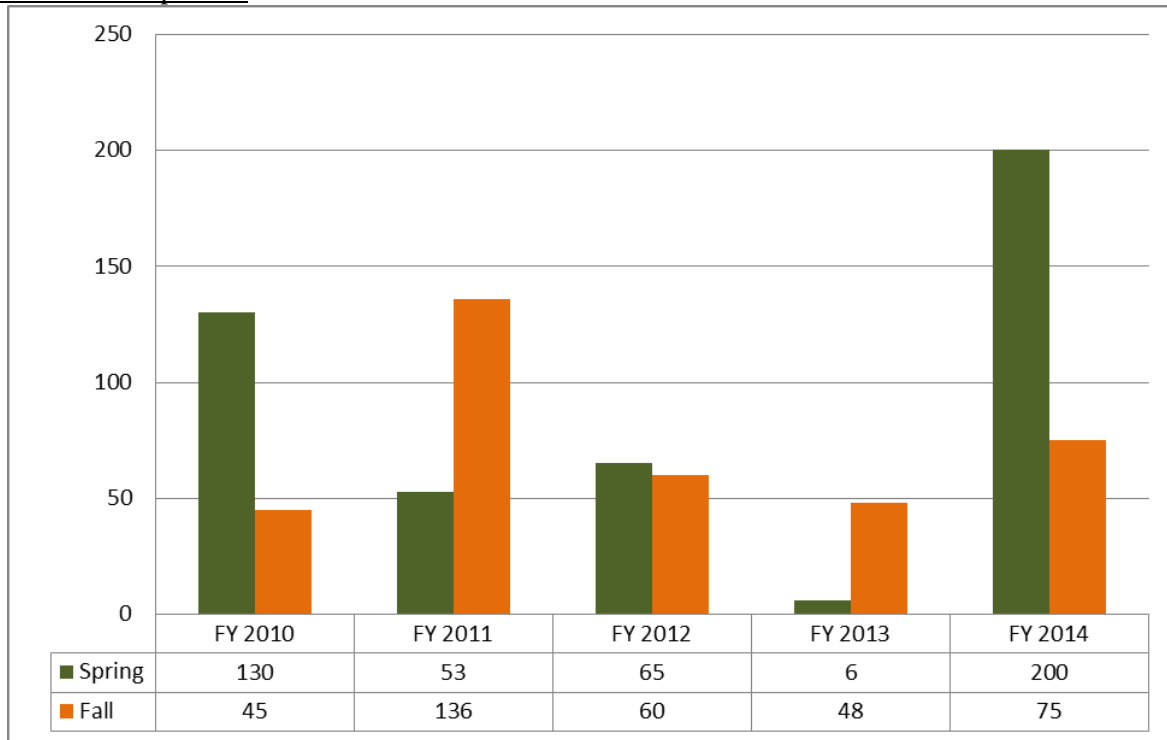
American Culture Workshops	FY14
Number of Sessions	10
Participants	241

**ICP PROGRAM: INTERNATIONAL STUDENT - GRADUATION PARTY**

Description: The International Student Graduation Party recognized students for completion of their studies and their contribution to UT Dallas. In response to low attendance in previous years, the International Student Graduation Party transitioned from a formal reception to an informal get-together. Graduates were encouraged to bring their friends, and were recognized with a special gift.

Graduation Party	FY14
Fall	75
Spring	200

Five Year Comparison

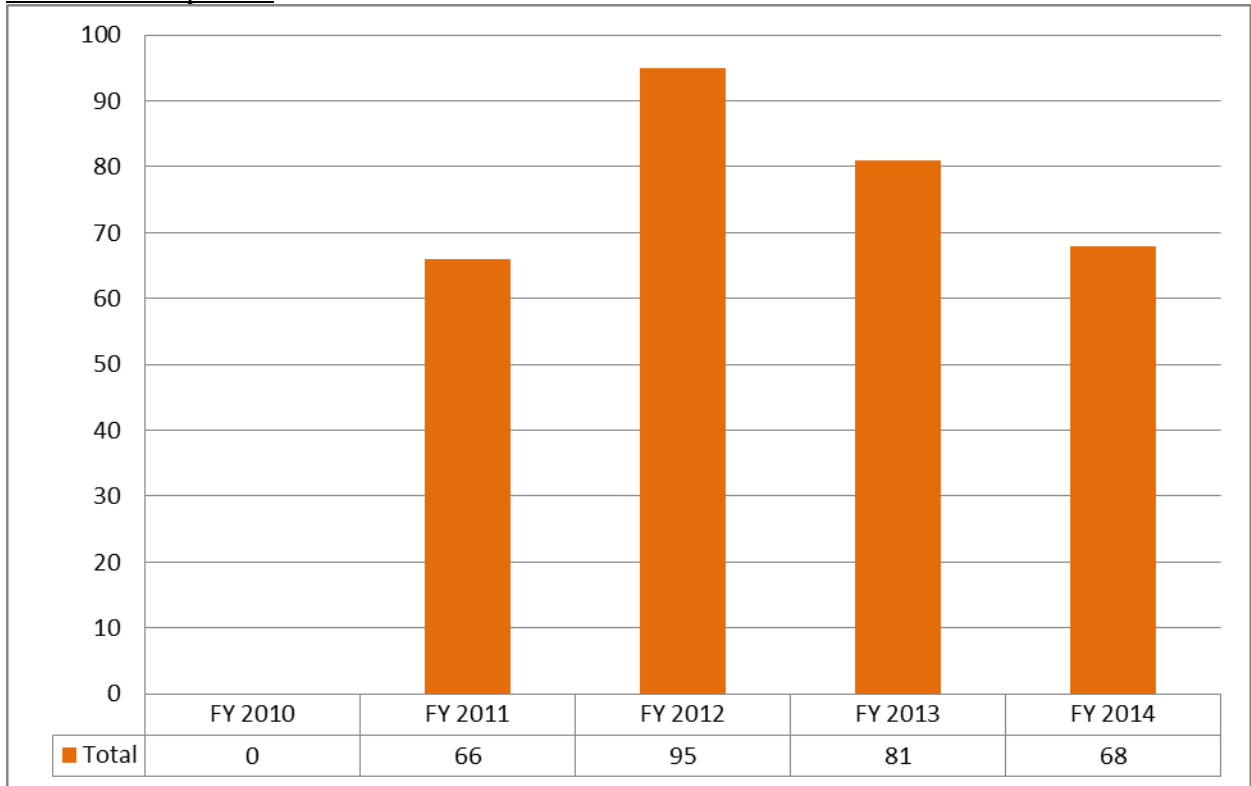


**ICP PROGRAM: INTERNATIONAL SPOUSE AND FAMILY EVENTS**

Description: The International Spouse and Family Program provided opportunities for spouses and family of international students to interact and form a support community. In FY2014, ICP continued to provide established spouse and family programs like pumpkin carving and gingerbread house decorating. Lower numbers can be attributed to the transition of the main sponsorship of additional spouse and family events and services to community partners. Community partners led English classes, weekly meet-ups, spouse and family orientation, and distributed the monthly newsletter.

Spouse and Family Programming	FY14
Number of Events	2
Participants	68

Five Year Comparison

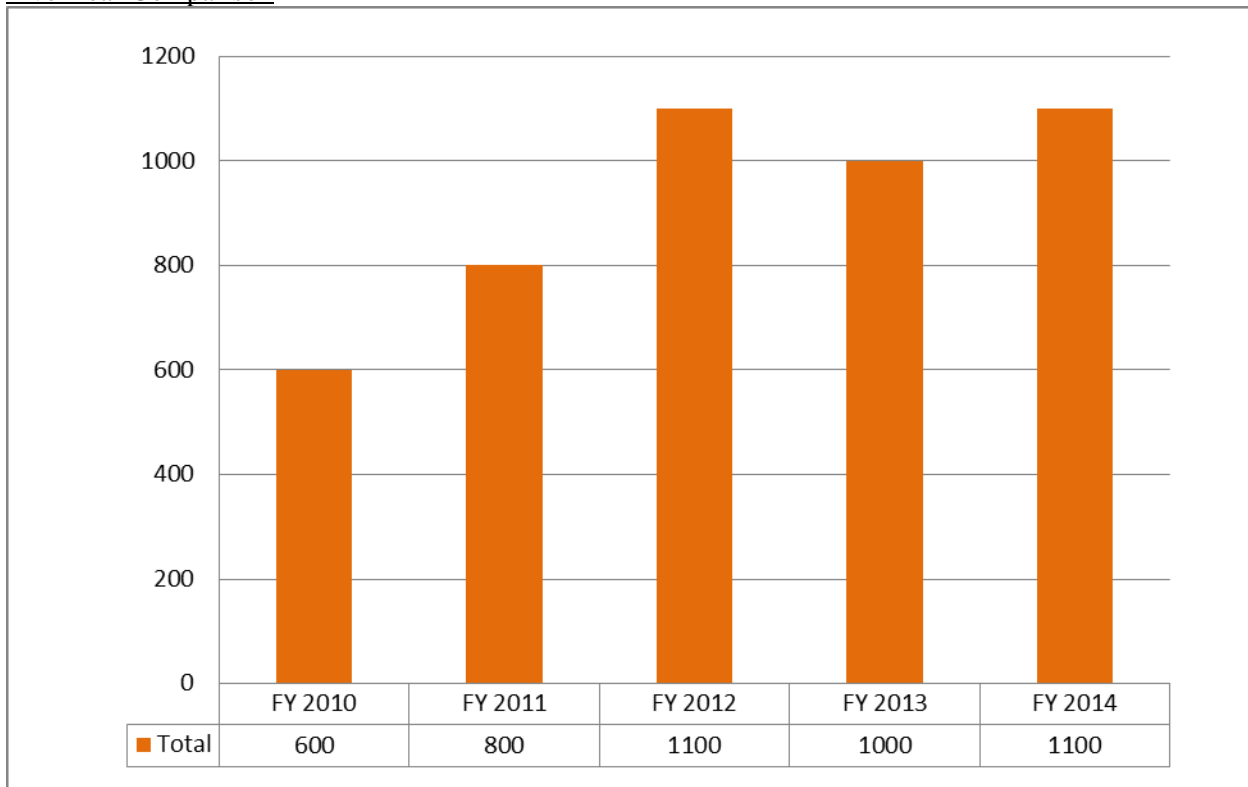


**ICP PROGRAM: INTERNATIONAL WEEK - PASSPORT TO THE WORLD**

Description: Passport to the World is an ICP signature cultural program included in International Week, a UT Dallas tradition. Passport to the World encourages international students to represent their countries in a bazaar-like setting, inviting the campus community to participate in international music, dancing, food, written materials, etc. In FY2014, Passport to the World was held in the UT Dallas Visitor Center Atrium, to allow for higher student and campus participation. This resulted in an estimated attendance, as not all participants joining the event were counted.

Passport to the World	FY14
Groups presenting	21
Participants attending	1100 estimate

Five Year Comparison

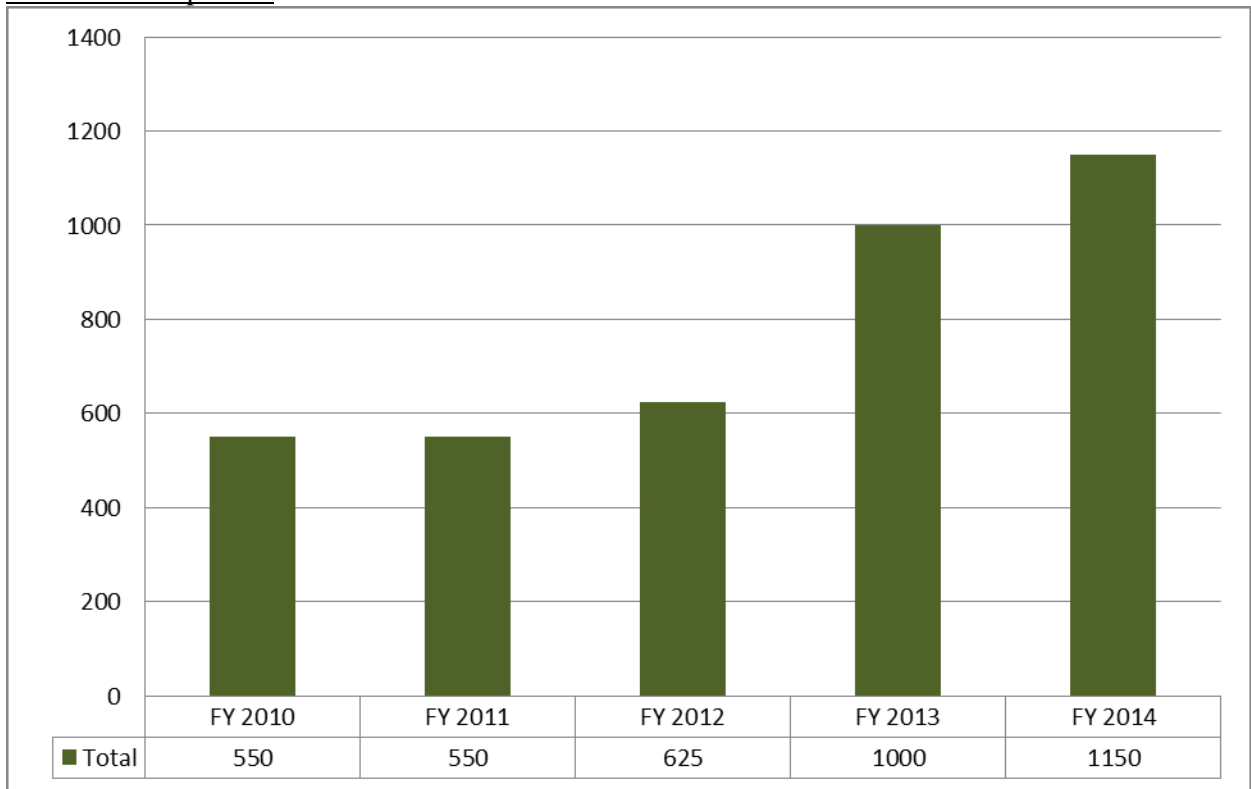


**ICP PROGRAM: INTERNATIONAL WEEK - STUDENT TALENT SHOW**

Description: The International Week Student Talent Show is a forum for students to showcase their talents and entertain an audience of fellow students, along with campus and community guests. Participation rates are inexact, and reflect the seating capacity of the venue, which was full. The Talent Show reflects international student desire to offer cultural programs for the UTD community.

Student Talent Show	FY14
Groups Performing	11
Participants Attending	1150 estimate

Five Year Comparison

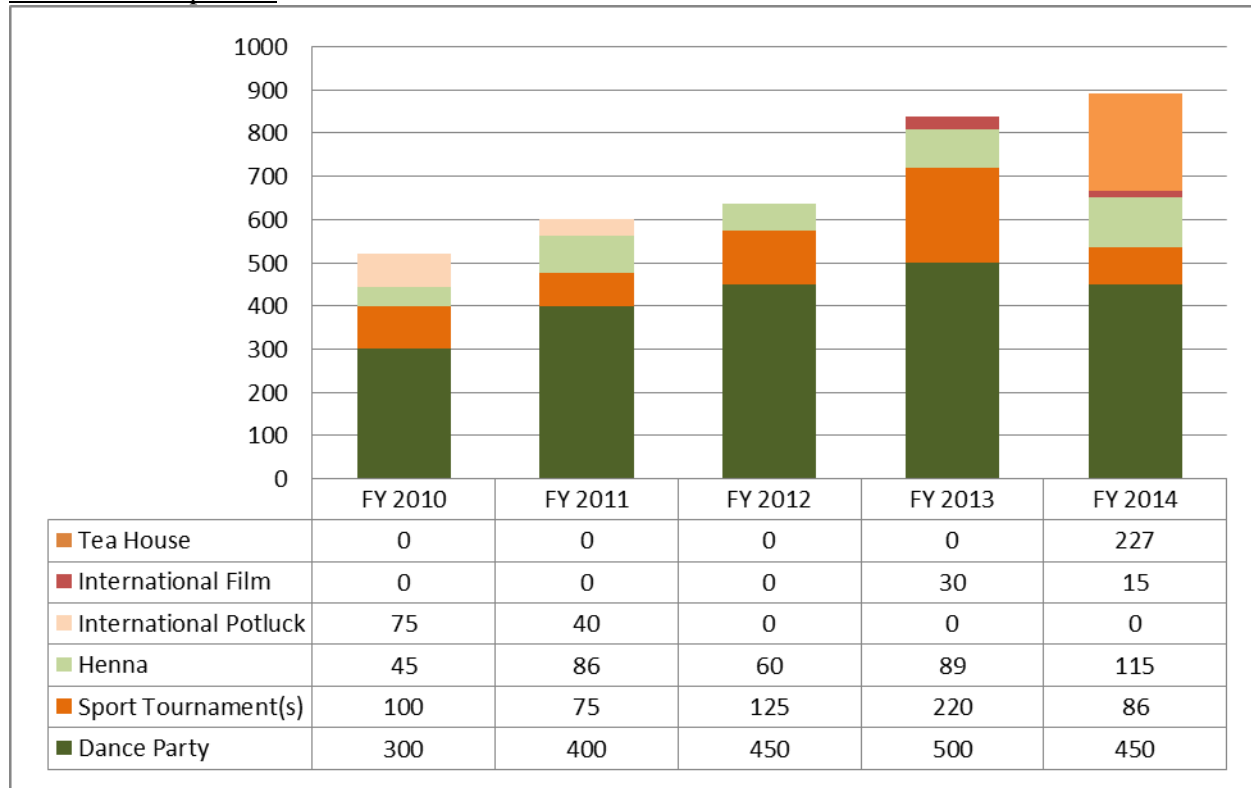


**ICP PROGRAM: INTERNATIONAL WEEK EXTRAS**

Description: In addition to the International Week Student Talent Show and Passport to the World, annual International Week events were selected in response to requests from the current student class. FY2014 International Week Extras included international sport tournaments (Table Tennis and Badminton), World Beats Dance Party, International Tea House, an international film, and Henna.

International Week Extras	FY14
Table Tennis and Badminton Tournaments	86
Henna	115
International Film	20
Dance Party	450
Tea House	227

Five Year Comparison



# PROFESSIONAL STAFF ACTIVITY REPORT

9/1/2013 – 8/31/2014

## UNIVERSITY COMMITTEE SERVICE

Staff Member's Name	Group / Committee	Position
Elisabeth Walker	The LEAP (LGBTQ Education, Advocacy & Programming) Initiative	Member
Jennifer Smith	Welcome Week Committee	Participant
Jennifer Smith	Texas Party Committee	Chair
Jennifer Smith	VIVA Volunteer	Participant
Andrea Diaz	Hispanic Success Committee	Participant
Rodolfo Hernandez Guerrero	UT Dallas Scholarship Committees: Fulbright, Brazil Scientific Mobility Program, Pan American Round Table, Good Neighbor, International Education Fund, Pilot Program for Enrolling Mexican Students, Mexican Council on Science and Technology (CONACYT), Organization of American States.	Various positions
Rodolfo Hernandez Guerrero	UT Dallas Advisory Council on International Education	Secretary
Cristen Casey	UT Dallas Advisory Council on International Education	Member
Cristen Casey	UT Dallas Scholarship Committees: International Education Fund, International Scholarship.	Member
Imperio Shanks	International Oversight Committee	Secretary

## PROFESSIONAL CONTRIBUTIONS

Staff Member's Name	Professional Organization	Level (local, regional, state, national, international)	Position Held, if applicable
Rodolfo Hernandez Guerrero	Red de Talentos	Dallas Chapter	Advisory Council Member
Rodolfo Hernandez Guerrero	Association of International Administrators (AIEA)	National	Executive Committee Secretary
Rodolfo Hernandez Guerrero	Texas International Education Consortium (TIEC)	State	UT Dallas Representative



Cristen Casey	Texas International Education Consortium (TIEC)	State	UT Dallas Representative
Cristen Casey	DFW LINC (Leading International Networking Committee)	Local	Founding Member
Karen Stepherson	Gilman Scholarship	National	Scholarship Selection Panel

## PRESENTATIONS

Staff Member's Name	Conference / Meeting Name	Title of Presentation
Rodolfo Hernandez Guerrero (co-presenter)	College Board Regional Forum, Dallas, Texas	Effective Strategies for Attracting Best-Fit International Students to Your Campus.
Rodolfo Hernandez Guerrero (co-presenter)	AIEA 2014 Conference, Washington D.C.	Association of International Education Administrators (AIEA) Newcomer Orientation.
Jacob Harris, Lauren Kobee, Ines Kirk, Elisabeth Walker	NAFSA Region III Conference	Growing Pains
Christina Zhang, Imperio Shanks	NAFSA State Meeting	Chinese Culture and its Impact on the Field
Andrea Diaz, Jennifer Smith, Mario Villegas, Jacob Harris, Lauren Kobee, Josephine Vitta, Elisabeth Walker, Maria Ochoa, Christina Zhang, Imperio Shanks,	DFW LINC (Leading International Networking Committee)	Facilitated 10 roundtable discussions at two separate meetings. Titles of discussions included: <ul style="list-style-type: none"> <li>• Tax Information for International Students</li> <li>• J Services &amp; Programming</li> <li>• Integrating International Students to US Culture</li> <li>• STEM Extension Hot topics</li> <li>• Forms &amp; Student Requests</li> <li>• Complex OPT Issues</li> <li>• Exit Programming</li> <li>• TX DPS Driver's License Issues</li> <li>• Curricular Practical Training (CPT) Procedures</li> <li>• Serving Chinese Students</li> </ul>
Elisabeth Walker	Meeting of Texas Instruments Recruiters	F-1 Student Employment Options

Josephine Vitta, Jacob Harris, Elisabeth Walker, Mario Villegas, Lauren Kobee, Sarah Ku, Lisabeth Lassiter, Andrea Diaz, Jennifer Smith, Imperio Shanks, Cristen Casey, Eve Su, Christina Zhang	International Center Staff Training	<ul style="list-style-type: none"> <li>• From Parents to Partners: The Evolving Relationship between Universities and Students</li> <li>• International Film</li> <li>• Safe Zone Training</li> <li>• Rules and Opportunities for F-2s</li> <li>• The Color Test. Tying personality type to communication style</li> <li>• Campus Collaborations</li> <li>• Connecting with Your International Audience</li> <li>• Why I use OneNote</li> <li>• J-1 Program Responsibilities</li> <li>• Communication Style Assessment</li> <li>• When Hamburger Meets Wonton</li> <li>• Finding the Hidden Dragon</li> </ul>
Andrea Diaz, Jennifer Smith	Student Success Center Staff Training, Student Affairs Staff Training	Connecting with Your International Audience
Elisabeth Walker	Counseling Center	Common International Student Issues
Josephine Vitta	TA/RA Orientation	FAQs for Incoming International TA/RAs
Josephine Vitta	Enrollment Services Staff Training	International Student Trends, Admission Process & Hot Topics

## COURSES TAUGHT

Staff Member's Name	Course Taught	Semester Taught	Credit Hours	# of Students
Rodolfo Hernandez Guerrero	Politics and Culture of Contemporary Mexico - PSCI 4331 -001	Fall 2013	3	21
Rodolfo Hernandez Guerrero	Latin America Culture and Politics, UNIV 2V99 – HN5, Fall 2013	Fall 2013	1	11
Rodolfo Hernandez Guerrero	Independent Study in Govt & Politics - PSCI 4V97 - 034	Fall 2013	3	1