

International Education Office's Responsibilities and functions

International Enrollment Data

2005 - 30+ students (half of them on the ICSP scholarships)
2006 - 108
2007 - 245
2008 - 328
2009 - 322
2010 - 328
2011 - 277
2012 - 286
2013 - 324
2014 - 350
2015 - 297
2016 - 269
2017 - 292

Recruitment

Currently, Neng Yang travels about 4 times per year ranging from 2-3 week trips. He primarily travels to China in order to maintain the relationships with our partner institutions. This includes, meeting with 2+2 and 3+1 joint program students and their parents, explaining the admission requirements and immigration regulations to prospective students, as well as meeting with faculty members and the administration. In this past, Neng traveled to Japan to visit Japanese partner institutions and study abroad agencies on 4 separate occasions, one trip to South Korea, Taiwan, and Vietnam to visit institutions and agencies with little to no return/interest from their programs. In addition, Neng has visited the embassies of Saudi Arabia, UAE, Iraq, Libya in Washington DC, as well as meeting with potential partner institutions at NAFSA conferences.

Procedure for signing an agreement



On WOU campus: Neng Yang visits individual departments, meeting with the division chair or the dean of the college for the 2+2 or 3+1 proposal. Then, the department has an internal discussion to decide if they are interested or not. If they are interested, they come up with a degree plan listing which courses can be completed at the Chinese institutions in China and transferred to WOU directly without needing course substitutions, and which classes have to be

taken at WOU by WOU faculty. Then the department/college will email the degree plan to Neng Yang. The following departments were interested in and developed a joint program. All of these agreements are currently active with students in the pipeline to attend WOU:

Business Division: 2+2 & 3+1 in Business – (degree plan designed by Dr. Hamid Bahari-Kashani)

Computer Science: 2+2 & 3+1 in Computer Science and Information Systems – (degree plan designed by Dr. David Olson)

Art Department: 2+2 & 3+1 in Art and VCD – (degree plan designed by Jodie Garrison)

Dance Department: 2+2 & 3+1 – (degree plan designed by Darryl Thomas)

Music Department: 2+2 & 3+1 – (degree plan designed by Dr. Tom Bergeron)

Criminal Justice Department: 3+1 – (degree plan designed by Dr. Terri Gingrich)

English Department: 3+1 – (degree plan designed by Dr. David Hargreaves)

Education: 3+1 in ECE – (degree plan designed by Dean Mark Girod)

Then the degree plan will be forwarded to the Chinese institutions for review. Once both institutions agree on the degree plan, a draft 2+2 or 3+1 MOU/agreement will be provided by WOU to the Chinese institution for signature.

The draft of MOU and agreement are existing templates designed by WOU's business office and were approved by the Oregon State Justice Department. The WOU Business Director is the DOJ's representative on campus and has to review the MOU and/or agreement and sign first. The MOU and the agreement will be forwarded to Provost or President for signature. We are only allowed to make minor changes to wording and/or signatory as needed. We cannot change the actual template design or make major changes without having to re-submit to the DOJ for approval.

Once the MOU/Agreement are signed by both institutions, the individual department will be informed that the agreement has been signed. The OIED will then start working with the partner school to process applications when they have students ready after completing the required courses in China. We try our best to inform the department on numbers of students to anticipate each term. However, due to several factors we may not know this data until a month before the term begins.

Currently, WOU has five official joint degree programs with Chinese universities:

3+1 in Dance with Xuchang University

3+1 in Criminal Justice with Yantai University

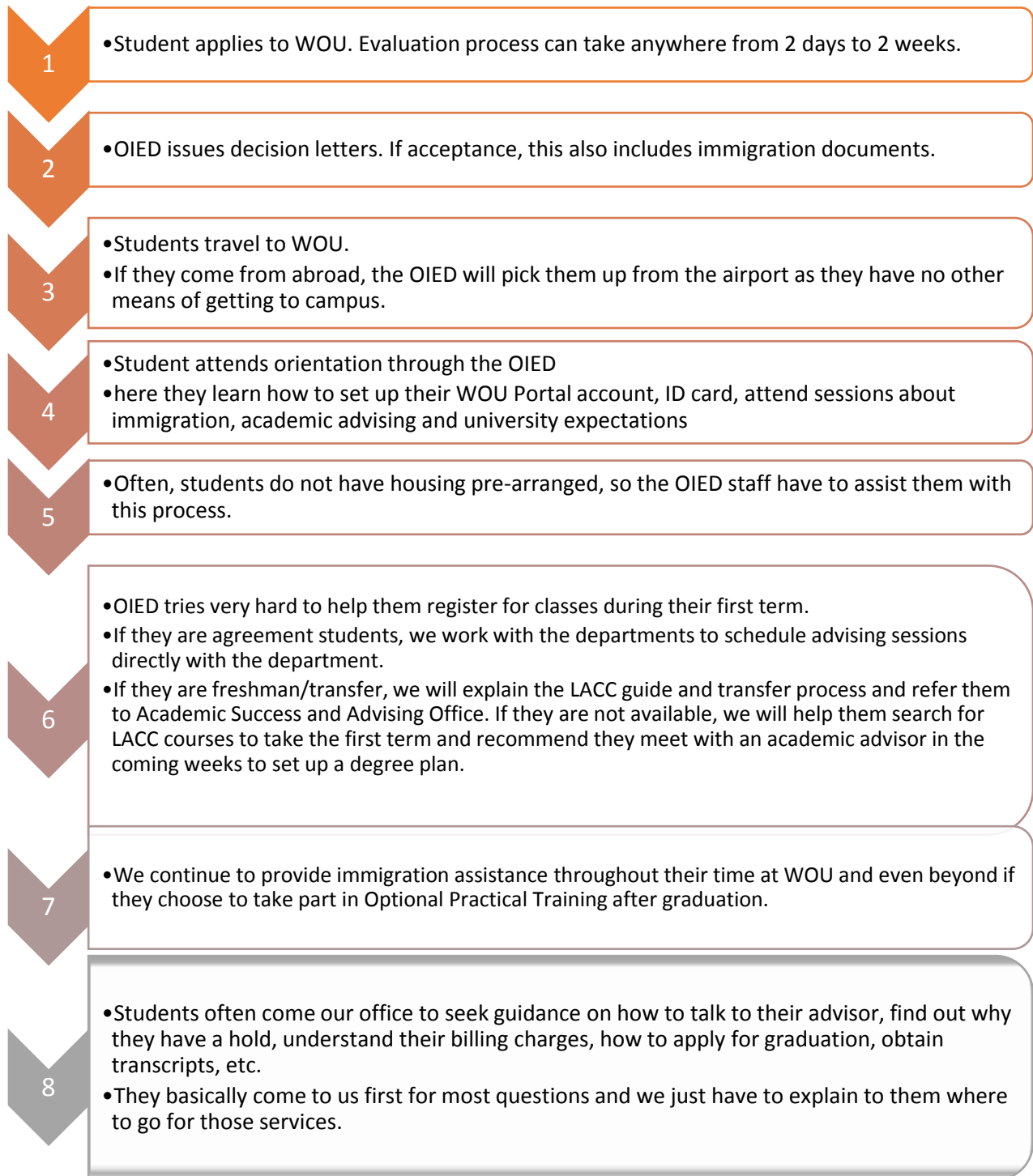
3+1 in music, 2+2 in painting and VCD with Guangxi Art University

3+1 in management, 2+2 in information systems with Guangxi Medical University

3+1 in EC with Shanghai Normal University Tianhua College

WOU also has institutional 3+1 and 2+2 agreements with a number of universities in China, Japan, and Taiwan (List of institutions can be seen on IEDP's webpage)

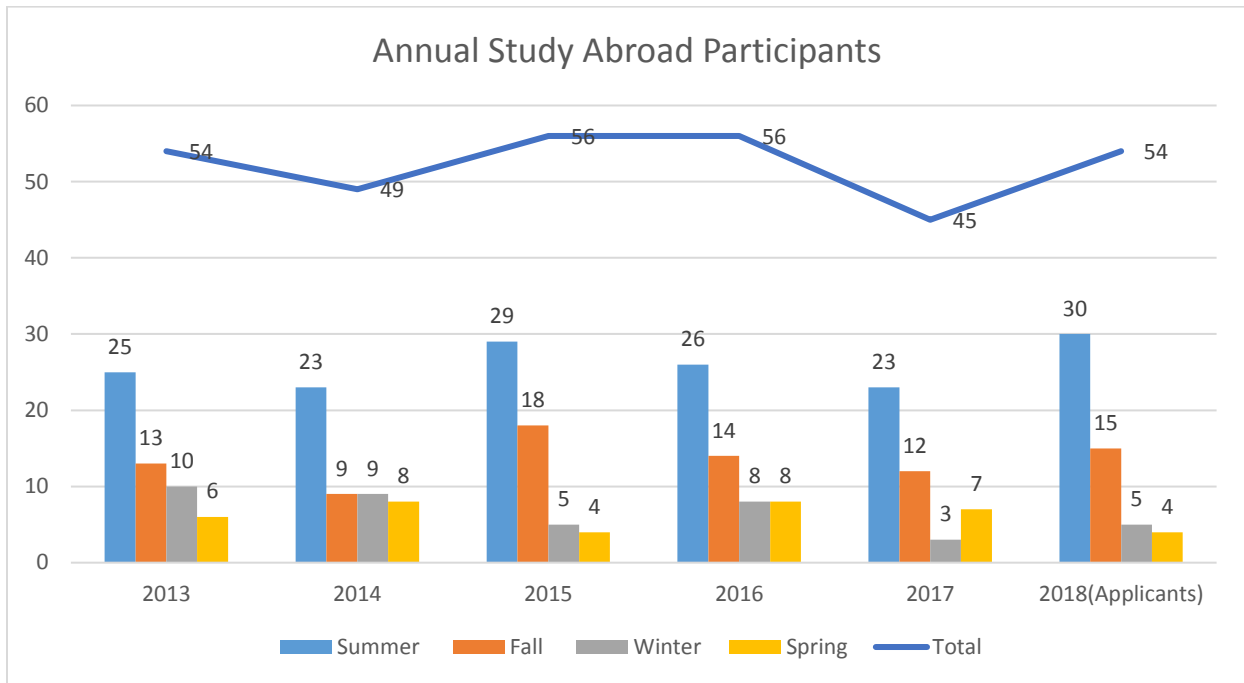
Process for incoming international student



Instructions for conducting transfer articulations

1. Student submits official transcripts from home institution in English to OIED at the time of application. In the admission letter, the student is asked to submit official course descriptions from the school. The course descriptions must be in English and be stamped with the school seal in an envelope.
2. Once the student arrives to WOU, OIED (Ambre Plahn) completes the Articulation of Transfer Credits form. Please note we do not transfer English as a Second Language class or classes less than a 100 level designation.
 - a. If the student is not under an established 2+2 or 3+1 transfer agreement, then the OIED will transfer their courses as electives (1XX, 2XX, XFER, etc.) if we do not have any previous transfer data already established in our system.
 - b. If the student is under an established 2+2/3+1 transfer agreement, the articulation is created following the established program plan designed by the department. Any course on the transcript that is not included on the program plan, is transferred as a general elective as stated above.
 - c. Once we have entered the courses, grades, and credits we give a copy of the articulation to the student along with a copy of the transcript and course descriptions (if provided). A file is also sent to the Registrar Office which includes a copy of the articulation, transcripts, application, and any English test scores. Their office will enter the transfer work directly into Banner/Degree Tracks.
3. The student is then supposed to go to the academic advisor and together they will look at the course descriptions and compare. If the academic advisor feels the student needs to meet with a different department, they should recommend who the student needs to see. If the department feels that a class is equivalent to one here at WOU, they complete course substitution form for the Registrar's office, just as they would with US transfer students. The Registrar's Office will let Ambre Plahn know if a course substitution has been entered and if it is a permanent change. If it is a permanent change, Ambre will update the template used for that school, so from that point on, if a student arrives from the same school the course will automatically be transferred without a new course sub. Form.
4. If a student does not submit official course descriptions we tell them that their courses can only be transferred as electives and nothing more.
 - a. Unless the student is from a university we already have an articulation template on file for and has taken the same courses.

WOU Study Abroad Report 2018



Trends in Study Abroad

Cost for study abroad has increased in the past few years, while majority of student studying abroad rely on financial aid. While general scholarships and grants are available, most are not applicable on Summer term or are only for courses taken on campus.

Sample Program fees for studying abroad in Spain – Fees do not include airfare and personal expenses

Semester - \$11,590 - \$12,790 Vs Summer - \$4,690 - \$5,690

In addition, study abroad applicants are more concerned about graduating than just taking cultural classes. Thus, in the past two years, WOU Study Abroad and Exchanges has been active in promoting affordable education abroad to the WOU community and improving processes in maximizing academic credits that students can apply to their major, minor, and LACC.

Direct partnerships with universities and study board programs allow our university to bypass third party providers and lowers program fees for students. Programs with National University of Rosario, Siena School of Liberal Arts and Deaf Studies, University of Roehampton, and Edgehill University. Two of these universities are reciprocal, and only a limited number of

students can be sent under the direct exchanges agreements. However, once that number is met, students can be sent directly to their study abroad programs.

The office of Study Abroad is evaluating current programs. We are discontinuing programs that offer only one academic course per session, while keeping programs that offer more courses within the host university.

In addition, perception of stricter border security, immigration reform debate, and terrorism in traditional study abroad countries has been concerns among student applicants. Some students last year retracted their applications due to risks in reentering the US. We advise students of any risk they might encounter when entering either their home or host country, whether they are US residents or not.

Program Changes

IE3 (formerly OUS Exchanges Program) will become purely a third party provider after discontinuing the tuition waivers program we offered their exchanges student. Spring 2018 will be the last year we will host exchanges student from IE3. IE3 was given three years to find ways to keep the program sustainable and for WOU to fulfill obligations to students already nominated and admitted the program. Only WOU direct exchange program will continue with a limited tuition waivers budget to support only 5 full year exchange students.

ISSA Staff Responsibilities:

Assistant VP for Office of International Education & Development (OIED): Neng Yang

Oversees the entire Office of International Education & Development. Responsibilities are as follows:

1. Programming
2. Recruiting
3. Development
4. Represent OIED to campus community, institutions in US and abroad
5. Oversee all operations of Study Abroad and International Students & Scholars Services
6. Organize aculty overseas lectures and teachings

Assistant Director: Ambre Plahn

Oversees all daily operations for the OIED including: Admissions, Advising, Programming, and Student workers. While the Assistant Vice President of OIED is away from campus, Ambre will be in charge of making sure everything is running smoothly in the office. Responsibilities are as follows:

7. Supervisor to the International Student/Scholar Advisors
8. Supervisor to the Office Coordinator
9. Supervisor to student workers: provide training and scheduling
10. Admissions for all incoming international students both F-1
11. Insurance for International Students
12. Liaison between SACM and WOU Business Office
13. Maintain Office Budget documents including all purchasing for the OIED
14. Assist the Assistant Vice President of OIED as needed
15. When the Assistant Vice President of OIED is out of Office, Represent the OIED on his behalf
16. Provide Training to New Staff/Student Workers
17. Develop New Procedures and Systems When Needed
18. PDSO for the OIED: Create Initial I-20/DS-2019 and other SEVIS procedures as needed
19. Advise on Personal/Immigration/Academic Issues as needed
20. Liaison between the ISS and IESC
21. Planning New Student Orientation: scheduling, airport transportation, etc.
22. Other duties as assigned

International Student Advisor: Jackie Bouvia

1. Oversee all F-1 student Advising on Personal/Immigration/Academic Issues
2. Maintain SEVIS records for F-1 students including:
 - a. Transfer I-20 (both in and out)
 - b. Create Initial I-20 for newly admitted students
 - c. Reprint I-20 requests
 - d. Update I-20s (outdated, new financial information, etc.)
 - e. Create Dependent I-20s

- f. Process RCL authorizations and approval: update SEVIS, Banner, and excel document
 - g. Terminate SEVIS records (with Ambre's review & approval)
 - h. Complete/Extend I-20s
 - i. Process applications and counsel students on OPT/CPT
 - j. Update student records currently on OPT
3. Process Travel/visa letters and signatures
 4. Send out reminders to students regarding: Extensions, Travel, OPT, Not returning, etc.
 5. Fulfill F-1 Student Letter Requests
 6. Write Letters to the Social Security Office for F-1 student work permission
 7. Assist students that need to apply for reinstatement
 8. Fulfill Concurrent enrollment requests
 9. Provide workshops for F-1 students regarding various aspects of immigration
 10. Assist with F-1 student admissions
 11. Assist with New Student Orientation planning and presentations for immigration
 12. Other duties as assigned

Assistant Director: Ermie Buncal

1. Supervisor of the Study Abroad Office
 - a. Oversee SAB Presentations & SOAR events
 - b. Handle all WOU faculty relations regarding SAB
 - c. Oversee SAB Provider Agreements
 - d. Develop SAB programs/partners
 - e. Liaison for Risk Management/Insurance
 - f. Oversee the Tuition/Fees for incoming exchange students
 - g. Oversee course registration for incoming exchange students
 - h. Conduct Study Abroad course articulations/equivalencies
 - i. Oversee marketing for SAB
 - j. Oversee the International Ambassador Program
 - k. Oversee the Captstone
 - l. Oversee Course equivalencies/articulations
 - m. OIED liaison with IESC for SAB
2. Issue all DS-2019 immigration forms and maintain J-1 SEVIS system
3. Oversee the Visiting Scholar Program:
 - a. Processing application materials
 - b. Work with departments for approvals
 - c. Assist with airport pickups and housing
 - d. Advising
 - e. Exit procedures
4. Organize Visiting Scholar Workshops
5. Assist the Assistant Vice President of OIED to develop Partner Agreements
6. Oversee H1B application for WOU faculty and staff
7. Plan and Execute all International Activities
8. Planning New Student Orientation: scheduling, airport transportation, etc.

9. Plan Special Projects
10. Help with Housing for new international students
11. Assist as International Club Advisor
12. Assist with local and international recruitment as needed
13. Assist with international applications as needed

J-1 Exchange Student/Scholar & Study Abroad Advisor: Akaanchya Pradhan

1. Advising J-1 students & scholars on Personal/Immigration/Academic Issues
2. Act as the Advisor to the International Student Club
3. Process forms/letters for J-1 students & scholars
4. Assist with the Visiting Scholar Program:
5. Assist with Visiting Scholar Workshops
6. SAB Responsibilities include but not limited to:
 - a. Assist/Maintain Terra Dotta system
 - b. Process outgoing SAB applications
 - c. Process incoming exchange applications
 - d. Assist with SOAR events
 - e. Advising prospective SAB outbound students
 - f. Assist with Orientation: Pre-Departure & Re-Entry
 - g. Be familiar with all other SAB operations
 - h. Advise prospective SAB students as assigned
 - i. Assist with Capstone
 - j. Input data into Risk Management/Insurance programs
 - k. Create data reports each term
 - l. Assist with the Ambassador program
 - m. Assist with course equivalencies / articulations
7. Assist with New Student Orientation Planning and Presentations for immigration
8. Other duties as assigned

OIED Office Coordinator: Ikaika Alapai

1. Manages OIED office:
 - a. Answer phones, receive visitors, arrange advising appointments with the OIED staff for students/scholars and provide information needed for their program.
 - b. Monitors separate departmental email accounts and responds/forwards where appropriate
 - c. Plan and schedule departmental events, meetings, and conferences
 - d. Assist with the office budget including purchase orders, supplies, VJ's
 - e. Provides support for maintenance of databases
 - f. Update OIED website
 - g. Coordinate new international student orientation in collaboration with the Assistant Directors
 - h. Plan/coordinate airport transportation, housing needs, etc. for incoming students
 - i. Prepare reports and documents related to daily operations of the department

Oregon International Enrollment and Support Statistics

December 2017

Chemeketa Community College

International Students: 200

Staff: 4

(No admissions, credits transfer evaluation and articulation, no study abroad)

Lane Community College

International Students: 400

Staff: 13

(No credits transfer evaluation and articulation, no study abroad)

Linfield College

International Students: 67, International Scholars: 6

Staff: 4 Full Time, 2 Part Time

(No admissions, credits transfer evaluation and articulation)

Pacific University

International Students: 18 undergrad degree, 20 exchange, 5-7 scholars, 130 Graduate

Staff: 4

(No admissions, credits transfer evaluation and articulation)

Southern Oregon University

International Students: 150

Staff: 5

(No credits transfer evaluation and articulation)

Willamette University

International Students: 214

Staff: 5

(No admissions, credits transfer evaluation and articulation, no study abroad)

Western Oregon University

International Students: 292

Staff: 6

(2 staff are responsible for study abroad, 1 staff is responsible for admissions, credits transfer evaluation and articulation, only 1 staff is covering the student immigration advising)

Data on how our IELTS requirement compares to that of OSU/UO

WOU requires undergraduate students to have a 5.0 IELTS score as part of their admission requirements. Below is a chart showing the scores obtained by our currently enrolled undergraduate students (required to have a IELTS score) and how that compares to the scores required by OSU/UO.

Term Code	Code	Min IELTS Score	Max IELTS Score	Median IELTS Score	Avg IELTS Score	Count
201702	Enrolled	5	7	5	5.3	173

IELTS Score	Count
5	102
5.5	43
6	23
6.5	3
7	2

	OSU	UO	WOU
Internet TOEFL	80	88	61
P TOEFL		575	500
IELTS	6.5	7.0	5.0

Data pulled from Cognos by Max Chartier

The chart below reflects the international students that graduated in Spring 2017. This chart shows their IELTS score for admission and how that compares to OSU/UO entrance requirements.

Term Code	Code	Min IELTS Score	Max IELTS Score	Median IELTS Score	Avg IELTS Score	Count
201702	Enrolled	5	7	5	5.3	173
IELTS Score	Count					
5	102					
5.5	43					
6	23					
6.5	3					
7	2					
	OSU	UO	WOU			
Internet TOEFL	80	88	61			
Paper TOEFL		575	500			
IELTS	6.5	7.0	5.0			

Data pulled from Cognos by Max Chartier

Additional information regarding IEDP

Staff of IEDP have been invited to give presentations and consultations at following universities:

Eastern Oregon University

Southern Oregon University

Oregon Institute of Technology

Lin Berto Community College

Seven public universities in University of Maine System

Montana State University Billings

IEDP received two delegations from MSUB and U of Maine to learn on how to build recruitment strategies

IEDP also received numerous phone calls and emails from numerous US institutions for consulting