

Center for International Education (CIE)

Insider

(Spring 2010)

Travel and Foreign Currency Advances for Study Abroad

Obtaining a travel advance or foreign currency for your travel abroad can take up to a month, so make your request early.

It takes roughly a week to process a requisition for a travel advance and may take even longer when there are several in the pipeline at one time. To order foreign currency from the bank can take two weeks once a requisition is processed. The best time to plan your travel advance for Summer I is first week of May. The best time to plan your travel advance for Summer II is first week of June. Please let me know how I can be of help to you. Godspeed in your travels!

Point of Contact: Lynae Jordan at Lynae.Jordan@Baylor.edu or 710-1573.

Attention all Graduate Program Directors

CIE needs all award letters for international graduate students ASAP!!!!

Alexine Burke requires a copy of the award letter to new international graduate students, so that their immigration documents can be accurately and promptly processed. As you know, timing is crucial for these students who must have their I-20 before they can apply for their F-1 visas, which can take up to a month (or more). We understand the letters are available in NOLIJ, but sending her the letters directly saves a lot of time and ensures accuracy in processing the I-20. Please be specific regarding assistantship funding because we must enter dollar amounts on the I-20.

Point of Contact: Alexine Burke at Alexine_burke@baylor.edu or 710-4826.

Curricular Practical Training (CPT) What is that?

Curricular Practical Training (CPT) allows international students to participate in an internship as required for their degree or as deemed an integral part of their studies. Students must receive an offer letter to complete the application process. The application process requires students to register for class credit and to get their academic advisor or program director to approve the internship. The student is required to bring all required documentation to a Designated School Official (DSO) in the International Student and Scholar Services office for review and authorization. Going through this process keeps the international student “in status” with the United States Citizenship and Immigration Services (USCIS). For more information, please visit our website at <http://www.baylor.edu/cie/index.php?id=6652> .

Point of Contact: Alexia English at Lexi_English@baylor.edu or 710-6783.

Non-Refundable Deposits

Starting in Fall 2010, all students need to be made aware that a \$50 non-refundable deposit is required to reserve their spot on all study abroad trips. This deposit will go toward their program cost, but will not be refunded should they drop-out of the program.

Point of Contact: Lynae Jordan at Lynae_Jordan@Baylor.edu or 710-1573.

Can International Students Work On and Off Campus?

International students are permitted to work only on-campus!

Students must be fully enrolled and in good standing with the University and the United States Citizenship and Immigration Services (USCIS). International students do not qualify for federal aid and therefore can only be paid through University funds. During the fall and spring semesters, students may work up to 20 hours per week. During the summer, if enrolled in summer classes, students may only work up to 20 hours per week. If not enrolled, students may work up to 40 hours per week. Students interested in working on-campus must request authorization from the International Student and Scholar Services office **each semester** he/she intends to work by completing a form in the office or online. The online On-Campus Employment form can be found at <http://www.baylor.edu/cie/index.php?id=5950> .

Point of Contact: Alexia English at Lexi_English@baylor.edu or 710-6783.

Baylor's New International Student Relations Coordinator

I am the new International Student Relations Coordinator in the Center for International Education. I wanted to introduce myself to you and tell you that my office is located in Poage Library, 2nd floor, Room 202, if you any need any assistance before the end of the semester. I come to the Center for International Education after eleven years of academic advising, international travel with student groups and a great admiration for international students who wish to receive their degree from Baylor University. It is a privilege and honor to serve these students.

My efforts to "Welcoming our World" will be working with Baylor international students coordinating the PAWS and Mentoring Families program, day trips, school visits program, new student orientations and other special events that will allow our international students to network with other students at Baylor for Fall 2010. I welcome you to come by the office and introduce yourself anytime! If you have a question about an international student please feel free to contact me.

In closing, I wish you all the best as you face the end of the semester assignments. I also thank you for all you do to serve Baylor's international student community.

Sincerely from CIE,

Melanie Smith

Inviting International Guests to Baylor

CIE must be aware of all official campus visits by international guests.

Remember to work with the CIE to facilitate all official campus visits by international guests. Depending on the nature of the visitor's activities, length of stay, and financial issues, directing an international guest to obtain a visitor's visa is not always appropriate. Most do not have sufficient knowledge of the complex range of regulations that govern the various visas. Baylor remains steadfast in our commitment to adhere to immigration regulations. We want to avoid the perception by the Department of State and the Internal Revenue Service (IRS) that Baylor is attempting to circumvent federal requirements. As you can guess, failure to comply with federal regulations exposes Baylor and the visitor to possible severe immigration consequences, while causing embarrassment and inconvenience to the University and everyone involved. Additionally, the numbers reported to the various government and education agencies are inaccurate, presenting a skewed profile of our academic activities.

Points of Contact: Alexine Burke at Alexine_burke@baylor.edu or 710-1461 and Treva Hall at Treva_hall@baylor.edu or 710-4858.

Cell Phone Requirement

All faculty and students travelling abroad are required to carry a cell phone with them at all times.

The purpose of this policy is for emergency notification purposes by CIE and the Crisis Management Response Team in the event of an emergency at home or abroad. Faculty/staff are responsible for ensuring that CIE has current cell phone numbers and contact information for the faculty/staff person while they are travelling. Students will need to log in at <http://Bearsabroad.baylor.edu> (as they would log into e-mail) and update their cell phone contact number that will be used while abroad. The deadline for students to input their cell phone contact information into Bearsabroad is 48 hours after arriving at their destination. In the event that a student has not complied with the new policy, CIE will contact the faculty program director on the trip to request the contact information for the student.

***Please note: If you have not been using Bearsabroad for your program's student application process this year, the program will not be accessible to students in Bearsabroad. If this is the case, please e-mail Rachel.Cross@baylor.edu with the name of your trip, departure date, a list of participant's names and cell phone numbers they will use while abroad. This includes all faculty, staff and volunteers traveling with you.

Point of Contact: Rachel Cross at Rachel.cross@baylor.edu or 710-2618.

Traveling Abroad with Baylor Students?

A Group Travel Form must be submitted to CIE NLT 45 days prior to the pre-departure meeting for any faculty member who is taking a Baylor student to a conference or competition outside the United States.

Once approved, this travel form will give the Office of General Counsel (OGC) the go-ahead to send Baylor's required release forms to you, so that everyone going on your trip will be able to fill out this documentation at your meeting. All documentation (including release forms) must be turned in to CIE 10 days prior to departure. In addition, CIE will help you obtain required travel insurance for everyone on your trip. Stay in touch with CIE will help the administrative processing of your trip very smooth.

Point of Contact: Rachel Cross at Rachel.cross@baylor.edu or 710-2618.

Support for Study Abroad Directors!!

Assistance with advertising, recruiting, printing, and other administrative tasks is available to all study abroad directors.

It is clear program directors need more administrative help for their group summer study abroad programs. CIE would like to bring some administrative relief for these programs and so we have hired Alyssa Peera, a student worker for this purpose. With the help of Wendy Moore and Alyssa, we hope to help you in the following areas:

- Alerting program directors via email of matters (such as advertising opportunities, recruiting fairs, deadlines...etc.)
- Creating recruiting materials (such as brochures, posters...etc.) at the request of the program director
- Printing, ordering, and delivering the above materials to the program director
- Website management (by uploading content provided by the program director)
- Other administrative duties (such as organizing packets...etc.)

Point of Contact: Wendy Moore and Alyssa Peera at Wendy.moore@baylor.edu or director_help@baylor.edu or 710-1258.

New Incoming Graduate Students

CIE needs at least 3 months lead time to sufficiently process new international graduate students to Baylor.

Whenever possible, please allow CIE sufficient lead time to process the immigration documents for new graduate students so they will have enough time to apply for their student visas, get their security clearance, have their passports stamped with the F-1 visa, and make travel arrangements to be on-campus in time to attend New International Student Orientation and their department meetings/orientations. The time required for visa processing and security clearance varies (two months minimum for most countries). CIE realizes that sometimes students are admitted very late, and we are glad to work with any department on short notice in these instances.

Point of Contact: Alexine Burke at Alexine_burke@baylor.edu or 710-1461.

Welcome Families Needed for International Students

“Welcoming Our World” will begin in Fall 2010 again with the Welcome Family Program. Families are needed to provide “Bear Hugs” to an incoming class of over 150 new international students. We need you!!

Do you enjoy interacting with international students and learning about their culture? Do you want to teach international students about your own culture? The Welcome Family Program is a great opportunity for your family to learn about other cultures and form lasting relationships with international students.

Welcome Family Program involves:

- Families from the Waco community who would like to extend friendship to Baylor international students should apply to be a host family, and each international student who wishes to participate fills out an application requesting a family.
- Each student applicant is matched with a host family, and as soon as the family receives an assignment, they contact the international student to set up a time to get together.
- The commitment of the host family is to invite the student into their home for meals during the semester, to give the student other off-campus experiences (i.e. trips, sporting events, shopping, community service, etc), to enjoy learning about the student's culture, and to help the student better understand life in the United States.

Please visit <http://www.baylor.edu/cie/index.php?id=4654> for the application and more information.

Point of Contact: Melanie Smith at internationalstudentrelations@baylor.edu or 710-4825.

Insurance Requirement for Exchange Visitors

***Reminder to departments hosting J-1 exchange visitors (faculty/research):* The Department of State and Baylor University requires all J-1's (and their dependents) to be enrolled in health insurance during their entire stay.**

Failure to comply with this requirement exposes Baylor and the J-1 visitor to immigration consequences, including mandatory termination of the J-1's SEVIS record, mandatory and immediate departure from the US, and a re-entry bar of several years. In certain instances Baylor can provide coverage through Blue Cross Blue Shield (BCBS); otherwise, the hosting department or the J-1 visitor must pay for health insurance.

Point of Contact: Treva Hall at Treva_hall@baylor.edu or 710-1461

Thinking About Creating a Study Abroad Trip?

For faculty considering putting together a study abroad trip, we now have a website with all of the information you need, along with forms and deadlines that must be filled out per Baylor policy.

You can find this page in the “Advisors & Program Directors” section at http://www.baylor.edu/study_abroad. Contact us with any questions related to taking students abroad on mission trips, semesters abroad, and group trips. Thanks to all of the program directors that work so diligently to provide the many international opportunities for our students! These programs fulfill the Baylor 2012 Imperative XI (Emphasize Global Education).

Point of Contact: Rachel Cross at Rachel_cross@baylor.edu or 710-2618.

Sic'em Bears!!!