Summary of Changes to Policies & Processes, May 2017 to December 2018

Immigration Services

Please see attachments for detailed information regarding:

1. **Full Course of Study policy** – updated to (1) reflect a change in the university rule pertaining to the “full time” definition for graduate students, (2) to add the “concurrent enrollment” exception, and (3) discuss withdrawal from courses.

2. **Extension policy** – we are now sharing this internal more broadly so faculty and academic advisors understand the information we are seeking, particularly when students are seeking multiple extensions of their immigration documents.

3. **Volunteering & Unpaid Internships for F-1 and J-1 Students** – This information was distributed to students in Summer 2018. This policy was inadvertently not disseminated to deans at that time; we apologize.

4. **Hosting a J-1 Exchange Visitor** – this packet, along with our website, has been revised to reflect several changes to the process, including the addition of a Visiting Scholar Agreement. The revised Request for Form DS-2019 is available at [www.uakron.edu/international/scholars](http://www.uakron.edu/international/scholars).

5. **Community and Industry Graduate Research Assistantship Program (CIGA)** – a CIGA will be considered on-campus employment for an F-1 student if the student meets the eligibility criteria indicated in this policy.

In addition, the following processes have been developed to increase compliance with regulations pertaining to issuance of Forms I-20 (Certificates of Eligibility needed to apply for student visas):

6. **Provisional Admission** – a graduate applicant in Provisional Admission status who only needs to provide final transcripts and proof of degree conferral will be issued a Master’s or Doctorate I-20. A graduate applicant in Provisional Admission status who still needs to meet eligibility criteria such as minimum GPA, GMAT score, or prerequisite courses will be issued a Non-degree Master’s I-20 until the admission status is upgraded.

7. **Multidisciplinary Studies** – undergraduate applicants who do not meet all requirements for direct admission to their intended major will be issued I-20s indicating “Multidisciplinary Studies” as their major until they receive full admission to their intended major. These students will still be classified in PeopleSoft under their intended major so they can receive appropriate academic advising.

The International Center also communicates changes to federal immigration policies that may affect international students on our [Current Students website](http://www.uakron.edu/international/current) and through e-newsletters.
International Student & Scholar Services

- International undergraduate students now communicate with academic advisors prior to their arrival to register for classes before they leave their home country.
- All new students on an F visa must be screened for tuberculosis.
- Students now provide address updates via MyAkron for both immigration and university-related purposes.

International Undergraduate Admissions

- The International Center will process all admission applications for the English Language Institute.
- The International Undergraduate Admissions website has been updated to reflect changes to the application process for various categories of applicants.
- Applicants may now submit Duolingo test scores as proof of English language proficiency.

Education Abroad

- Faculty-led and student-led programs abroad must receive approval from the International Center before they are promoted to students. For more information, visit https://uakron.edu/education-abroad/faculty
- Students may request a study abroad advising appointment by clicking on “Advising Request” on the study abroad website: www.uakron.edu/study-abroad
- Students now submit applications online to participate in study abroad programs. This method also allows students to apply online for the International College Ambassador Scholarship.

Global Partnerships

- The International Center website has been updated to reflect the process for initiating and establishing a partnership with non-U.S. institutions: https://www.uakron.edu/international/global/. As a first step, faculty members interested in establishing a partnership must obtain support for the initiative from their Chair/Director and Dean.
- Partnership agreement templates have been revised.

Travel Advisories

- Faculty or staff planning international travel for UA-affiliated purposes must inform the International Center of their plans where the destination has a Level 2 or 3 Travel Advisory or relevant Alert issued by the U.S. Department of State. Travel to Level 4 Travel Advisory destinations is not permitted for UA-affiliated purposes.