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## 5.603 Recruiting of International Students

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|---|-------------------------------------|---|--------------------------------------|
| Type of Policy<br><input checked="" type="checkbox"/> <b>University</b><br><input type="checkbox"/> <i>Campus</i><br><input type="checkbox"/> <i>Department/Unit</i><br><input type="checkbox"/> <b>Interim</b> |                                     | <h2>Recruiting of International Students</h2> |                                      |
| <h3>Academic Policies</h3>  |                                     | <b>Policy 5.603</b>                           |                                      |
|   |                                     | Effective date: February 27, 2010             |                                      |
| <b>Policy History:</b>  | <b>Approved by:</b>                 | <b>Resolution #</b>                           | <b>Date</b>                          |
| Approved  | Board of Governors                  | 2.27.10:15                                    | February 27, 2010                    |
| Revised (Non-substantive)   | Office of University Counsel        | N/A   | May 19, 2017                         |
| <b>Responsible Office</b>   | <b>Responsible Administrator:</b>   | <b>Contact information</b>                    | <b>Applies to:</b>                   |
| Office of Vice Chancellor of Academic Affairs   | Vice Chancellor of Academic Affairs | 937-769-1890                                  | All Students and Admissions Officers |

## I. Introduction

### A. Campus and AU Strategy and Practice

1. Each campus of Antioch University defines its own strategy and practice of direct recruitment of international students. These practices and strategies must be consistent with the US immigration laws and best practices as articulated by NAFSA and other professional organizations in the field of international students recruitment and advising. Campuses of Antioch University may recruit and admit students applying directly from abroad or while during their stay in the US. If desired and feasible, campuses of Antioch University may organize recruitment individually or jointly through US Universities Fairs abroad, or through direct recruitment in foreign countries.
2. If with an objective of recruiting a substantial numbers of international students (30% or more of program's enrollment), a campus develops a new program or introduces a substantive change in existing program, UAC and ULC will evaluate campus capacities in the area of academic, human, and physical resources needed to provide adequate support to international students.

3. If an existing program's enrollment of international students would exceed 30% of the total program's enrollment, the campus capacities to provide adequate academic and student services support for international students will be reviewed by UAC and ULC.

## **II. Recruitment through Exchange Programs and International Agreements**

A. Campuses of Antioch University may enter "articulation and placement agreements" with foreign universities or schools. The purpose of these agreements is admission of international students with an advanced level of academic standing for completion of a degree in the programs of Antioch University, or placement and admission of the students with a BA (or equivalent degrees) to the graduate degree program offered by campuses or programs of Antioch University. As with all international agreements, these agreements will be subject to approval of the Chancellor of Antioch University, and if necessary, by the Board of Governors of Antioch University. The Chancellor may request an academic review of the agreement by UAC.

1. "Dual degree" and "joint degree" programs are considered either new programs or substantive changes in already existing degree programs. Per Antioch University academic policy, review and approval of the UAC and ULC are required. In their reviews, the UAC and ULC should consider capacity of campus/program academic, human, and physical resources needed to provide an adequate support to international students. Administrative agreements with foreign universities on implementation of "dual degree programs" and "joint degree programs" are subject to approval of the Chancellor of Antioch University and, when required, by the Board of Governors. Proposals for a "dual degree" and/or "joint degree" must secure an approval of an appropriate accreditation agency.

(In "dual degree programs" students complete the required work at both a campus of Antioch University and a partner university abroad. After completion of the program, both universities grant the matriculating students separate degrees. In "joint degree programs", students complete the required work at both a campus of Antioch University and a partner university abroad. After completion of the program, both institutions grant a single joint degree).

B. All agreements with International Recruiting Agencies (both located abroad and those operating from the offices in the United States) are subject to approval by the Chancellor. Exceptions to this approval may include agreements with agencies certified by (associate members of) American International Recruiting Council (AIRC). Before entering agreements with these agencies, the CAO or the Provost will notify the Chancellor. (Starting in 2010-11 academic year, Antioch University will be a member in AIRC.)

## **III. Antioch University Policy on Exceptions from the University Campuses / Programs General Admission Policies in Cases of Admission of International Students.**

A. Academic credentials (transcripts, diplomas, certificates) of the prospective students will be subject to special review by the relevant Office of Registrar. In non-routine cases, Antioch University will provide assistance in evaluating of the credentials of the applicants.

B. Conditions for admission of students entering through bilateral exchange programs or through “articulation and placement agreements” with institutions abroad will be determined in the agreements. All bilateral exchange agreements and/or articulation and placement agreements will be subject to approval of the Chancellor.

C. Each campus will set the minimum score of TOEFL required for undergraduate and graduate admission. This minimum score cannot be lower than the minimum score set by Antioch University. Antioch University sets the minimum TOEFL score for undergraduate students (or equivalent alternative testing systems) at the level of 525 on the “paper-based” test, 204 on the “computer-based” test, and 75 on the “internet-based” test. The minimum scores set by Antioch University for graduate students are 550, 214, and 79 respectively. In cases of exchange and articulation agreement, criteria other than TOEFL could be used. These criteria should be specified in the agreement.

D. Campuses admitting international students as holders of F-1 visas must be certified by the US Department for Homeland Security for the F-1 visa program. In compliance with US immigration law, a campus Designated School Officer should administer the F-1 program. Students’ eligibility for receiving of the required visa certificate (I-20) should be determined by the Designated School Officer. For students entering the program as “visiting exchange students”, on request from the campus or program, Antioch University will issue DS 2019 visa certificates. The Antioch University Designated Officer (“ADO”) for the Exchange visitors program will determine students’ eligibility.

#### **IV. Addendum: “Good practices” in admission and standards for services provided for international students.**

A. As required by immigration law and procedures, before admission (issuing the visa certificate) students must demonstrate availability of financial resources. Typically, these resources should cover first year (or term in case of non-matriculating students) of attendance. Cost of attendance includes tuition, fees, cost of living and maintenance, and health insurance. (Based on the recommendations of the US Department of State and published by the Council of International Educational Exchange (CIEE), the cost of living and maintenance is determined for separate geographic areas of the United States. “Cost of living” thus calculated may differ from (and may be lower than) the cost of attendance calculated for the purpose of financial aid).

B. At the date of entry into the program, students should pay an agreed part of the annual tuition and fees (typically 50%) and must demonstrate transfer and availability of financial resources for the remaining part of the first year cost of attendance and health insurance. The amount of scholarship granted to the students will not cover the initial payment of tuition and fees and should not cover the cost of living and maintenance and health insurance. The Designated School Officer (DSO) will not certify student’s attendance with the Department of Homeland Security (DHS) if the required payment of

tuition and fees was not completed and if the resources for the remaining cost of attendance are not available to the student in the US.

C. In cases of bilateral exchange and articulation agreements, participating students may receive tuition and fee waivers. If the exchange agreements do not stipulate other ways to pay for the cost of living and maintenance and health insurance, the students must demonstrate her/his ability to cover these expenses from their own funds. The DSO is responsible for verification of these financial means before certifying a student's attendance to DHS.

D. Each campus receiving international students will appoint a staff member as an advisor to international students. Responsibilities of the advisor will include: support in the area of cross-cultural and living conditions; and advising in the areas of immigration status, employment eligibility, and re-entry and extension of stay; etc. The campus DSO (for the F-1 students) and ADO (for the J-1 students) may serve as advisors. In addition, campuses may designate a faculty member as academic advisor to international students.

E. Each campus receiving international students should provide ESL courses, tutors, or should secure access to ESL instruction and assistance.

F. During the first year of student attendance, campuses receiving international students should offer housing services or should secure housing outside the campus and provide housing assistance and advising.