

## Timing Considerations

Office of International Education

Submitter: Linda Gentile (2013)

1. What is the process or action?

New programs that seek to admit international students in the US must be approved to host internationals and the Office of International Education (OIE) must develop forms/processes with the academic unit in order to issue the appropriate visa documents to admitted international students. If the new program is in a new geographic location, OIE must obtain authorization to host students in that location from the Department of Homeland Security, Student & Exchange Visitor Program (SEVP) before any visa documents can be issued and/or international students enrolled.
2. What office/staff member oversees this process?

OIE oversees this process. If an update to CMU's SEVIS authorization is required or if CMU needs to obtain authorization for a new SEVIS "campus" where CMU can host international students, Linda Gentile, OIE Director, would oversee the process.
3. When does this process usually occur within the New Academic Program Process (NAPP)?

The process of obtaining SEVP approval would occur after the program has been approved internally and accreditation or Middle States authorization (if any is required) has been obtained.
4. What needs to happen before the Office of International Education (OIE) can act?

Ideally the department will have consulted with OIE staff early in the process so OIE can begin gathering information and/or working with department to prepare forms/documents that will be necessary after students have been admitted. For OIE to act, though, the program must be approved, state authorization must be obtained and CMU's Middle States accreditation must be updated. Once those items have been accomplished, the OIE Director/PDSO (Principal Designated School Official) submits the update to the SEVIS system and provides supplemental information (proof of state licensure, proof of accreditation, program catalog, etc.) to SEVP.
5. What process occurs after the Office of International Education (OIE) takes action?

After SEVP has approved the change/new location, OIE notifies the department, the Registrar's office and CMU's Accreditation Liaison Officer (ALO) representing CMU with the Middle States Commission on Higher Education. OIE then works with the department to provide the necessary forms for the student/department to request a visa document.

6. How long might this process take? What timing issues should the CMU department consider?  
The timing issues/length of process for enrolling international students in a new location in the US is dependent on several factors: how long it takes to obtain state authorization, how quickly our Middle States Accreditation can be updated and how long it takes SEVP to process the request. Departments should expect this process to take at least 6 months.
  
7. What are the consequences if program materials are late for the department's process or action?  
The new program will not be able to enroll international students and/or the students will not be able to secure visas in time to start the program.
  
8. Are there any other issues that the CMU academic department should be aware of in regards to the timeline for new academic program approval process?  
In addition to the timeline and steps that must be taken in order for CMU to be able to issue visa documents and enroll international students in new programs, departments should be aware that the way they structure their programs may impact international students' beyond their ability to enroll (for example, how the program is structured may impact students' ability to work in the US).