



SPECIAL INTERNATIONAL GROUPS

What should I do to have a program authorized by OISS?

To set up a consultation with OISS, you should fill out the short *Application for New Special Program*. This application contains important information about your program, including cost, source of funding, participant information, and activity details. We may ask for prospective courses to be taken, course descriptions, grading policies, extra activities, etc. It is important to remember that while involved, the application is a way for us to make sure that we authorize your students or scholars for the correct program category. If your application needs clarification, we will contact you. We do not deny applications; we make recommendations based on your goals. Remember that once your application is approved, you can continue to bring individuals to participate in the same program in subsequent years or terms without filling out a new application.

Remember that the application/revision process is involved. It is part of the foundation of your program, and should not be taken lightly. The government tends not to allow visas for programs that appear to be ad hoc in nature, and it is our experience that such programs often fail to yield sustainable participation.

The Approval Process

1. Application submitted by sponsor/developer
2. Review by OISS
3. Recommendations are made for visa type based on the information provided. Additional information is requested and revisions are requested by OISS.
Note: This step may also include contacting the registrar and/or other academic units upon whom the program's details may impact. This step may also include OISS having to update our I-17 which can take multiple months for approval (the document that registers Tulane programs for which F-1 visas are supported.)
4. Sponsor/developer revises program details to suit the recommendations made by OISS. This process continues until a satisfactory program is drafted with a clear plan for certificate eligibility.
5. Program is approved for eligibility.
6. Sponsor then coordinates with OISS for submission of required participant documentation, payment of \$150 per student/ scholar processing fee, creation of immigration documents and welcome packets, and coordination regarding new student orientation.

What happens if I do not consult with OISS?

A consultation is required before OISS issues immigration eligibility forms (I-20 or DS-2019) to any student or scholar in a special program. This is because the eligibility form that we sign declares that we are aware of the scope of the program from content to cost, and recommend the individual to engage in such a program as specified by the certificate.

If OISS issues an eligibility document (DS 2019 or I-20) does this mean the student has a visa?

No. The I-20 or DS-2019 is simply a document stating that our Designated School Officials have approved the program and declare that the nature of the program fits the category description. This document makes the student or scholar eligible to *apply* for a visa abroad. The ultimate decision to issue a visa lies with the consulate abroad. The student will need to go through an interview, show funding, show the eligibility documents, and anything else the visa consulate needs to prove that the student or scholar's intent is warranted.

If the student or scholar gets a visa, does that mean he or she will be admitted into the country?

Most of the time, students and scholars with appropriate documentation will be admitted into the country, but it is important to note that the decision to admit an individual ultimately lies with the border officer who evaluates the non-immigrant upon arrival into the US. The individual is issued an *I-94* electronic record, which states how long the individual is permitted to stay in the US based on the information given at the border.

What Type of Certificates Do We Issue?

F-1 Student:

- **Eligibility document:** I-20
- **Activity:** Must be an admitted Undergraduate or Graduate student or admitted for English Language Training or a non-degree program. English Language ability must be evaluated and student must meet all academic requirements for admission into the educational level.
- **Funding:** We must receive proof of funding from personal funds, family funds, or other sponsorship. Generally government sponsorships are not allowed (see OISS for exceptions).
- **Restrictions:** Must study full-time at all times, except during annual breaks. There are no restrictions on duration of stay, as long as the I-20 is valid and student is maintaining status.

J-1 Visiting Scholar (Research Scholar or Professor)

- **Eligibility document:** DS-2019
- **Activity:** An individual primarily conducting research, observing, or consulting in connection with a research project at the University. The research scholar may also teach or lecture.
- **Funding:** We must receive proof of funding from personal funds, family funds, or other sponsorship.
- **Restrictions:** May not study at any time. Can be extended up to 5 years. May be subject to the 2 year home residency requirement.

J-1 Visiting Scholar (Short-term Scholar)

- **Eligibility document:** DS-2019
- **Activity:** A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at the University.
- **Funding:** We must receive proof of funding from personal funds, family funds, or other sponsorship.
- **Restrictions:** May not study at any time. Short term scholars may not be “extended” for more than 6 months. May be subject to the 2 year home residency requirement.

J-1 Student

- **Eligibility document:** DS-2019
- **Activity:** The sponsor must ensure that students are academically eligible for admission, that they are in fact admitted, and that they will be pursuing a full course of study. A full course of study is defined as a *prescribed course of study in an academic* program with a specific educational objective. Non-degree students are permitted in this category and their full course may include intensive English language training, classroom instruction, and research projects amounting to at least full-time. The prescribed course of study must be approved by OISS, so it should be detailed and included with the application.
- **Funding:** An individual is eligible to participate in the J-1 college and university student category only if he or she meets at least one of the following five criteria. With the application, you should provide proof of funding:
 - (1) The student or his or her program is financed directly or indirectly by:
 - (i) The United States Government;
 - (ii) The government of the student's home country; or
 - (iii) An international organization of which the United States is a member by treaty or statute;
 - (2) The program is carried out pursuant to an agreement between the United States Government and a foreign government;
 - (3) The program is carried out pursuant to written agreement between:
 - (i) American and foreign academic institutions;
 - (ii) An American academic institution and a foreign government; or
 - (iii) A state or local government in the United States and a foreign government;
*This would mean an official University exchange program. Exchanges of these types must be authorized by Global Studies as official exchange programs; you should contact them for that process. Once the exchange is in place, we would need to verify the details of the exchange.
 - (4) The student is supported substantially by funding from any source other than personal or family funds; or
 - (5) The student is participating in a student internship program
- **Restrictions:** Non-degree students may only study for up to 24 months, and cannot matriculate in the country.

**OFFICE FOR INTERNATIONAL
STUDENTS & SCHOLARS**

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Application for Special International Groups to Tulane University

The purpose of this form is to help OISS understand the goals for your special group, in order to ensure that the participants are granted the eligibility document that most closely matches the activities outlined in your program. This will give them the best opportunity to obtain a visa. It is important that you complete the application as thoroughly as possible, as the more information we have about your program and your goals, the better able we are to help you develop a sustainable, successful program.

About Your Program

Your Name: _____

Your contact e-mail: _____

Your department: _____

Program Name: _____

Anticipated program dates: _____

Will the program be recurring? Yes No

Does the program have an admission process? Yes No

- If so, please attach admission requirements, or refer to existing University policy.

What is the total program cost to the participant? \$_____ per _____

- Please attach an itemized list of costs including tuition, living expenses, books and miscellaneous expenses such as fees or funds for excursions.

About Your Participants

Target age range: _____

Education level in home country: High School Undergraduate Graduate

Target number of participants, per cycle: _____

Will the participant receive a certificate, diploma or degree from Tulane University?

Yes No

What will be the primary source of funding? _____

- If your department will be funding or sponsoring the individual, please attach a letter of financial support detailing the amount of funding and distribution.

- Please attach a summary of your program objectives, curriculum or prescribed course of study. The summary should include the activities in which participants will engage while in the US. Please be specific. For example, instead of *“Participant will go on trips.”* It would be more helpful to say *“Participant will partake in 2 weekend excursions to NYC and Washington DC on the weekends of April 27-28 and May 4-5, respectively. All expenses will be paid by the incurred program fees.”*

Authorization

I have authorized the development of this program and agree that the documents and evidence provided in the application are consistent with the goals and objectives of the program.

Program Developer/Sponsor

_____/_____/_____

Date

Department Chair

_____/_____/_____

Date