

Adviser Resource Guide: New Undergraduate International Students

University of Minnesota

Fall 2016

Dear University of Minnesota Advisers and Colleagues,

As a global research university, our students are challenged daily to demonstrate the knowledge, skills, and perspectives necessary to understand the world and work effectively to improve it. Student development can take place internationally, in the local community, and in and outside of the classroom. University of Minnesota international students are at the core of this learning.

The goal of this guide is to provide information and resources to advisers that will help you in assisting international students during the first semester.

By creating a smooth transition, international students are more likely to succeed academically and be engaged in their university experience.

INTERNATIONAL STUDENTS ARE APPROXIMATELY 8% OF THE UNDERGRADUATE STUDENT BODY.

INTERNATIONAL STUDENTS ARE DEFINED AS STUDENTS WHO ARE HERE ON NON-IMMIGRANT VISAS AND THEIR PRIMARY PURPOSE FOR BEING IN THE U.S. IS TO STUDY FULL-TIME.

International Student College Liaisons

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Anny Lin, Carlson School of Management

Aya Maruyama, College of Biological Sciences

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International Student Pre-Arrival Information

After admission, all new international students can access pre-arrival information from two main sources.

Pre-Arrival Guide for New International Students

After confirming their enrollment to the University, students are mailed a [Pre-Arrival Guide](#) along with their immigration documents. The guide contains general information relevant to all new international students regardless of college. A link to the guide is also available in the [New Student section](#) of the ISSS website.

International Student Preparation Course

The International Student Preparation Course (previously called the Global Gopher Online Orientation) is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are urged to complete the International Student Preparation Course one week before their New Student Orientation.

There are five required sections:

1. Introduction videos from President Eric Kaler and ISSS Assistant Dean Barbara Kappler
2. Upon Arrival at the University
3. Immigration Regulations
4. Academic Integrity
5. Health Insurance and Campus Safety

There are also several optional sections in the orientation, such as 'Housing' and 'Diversity at UMN.' Students are asked to complete the required portions of the course one week before Immigration Check-In.

We invite you to view the International Student Preparation Course by visiting <http://iss.s.umn.edu/new/online.html> to get the Moodle link and enrollment key.

International Student Arrival Information

International Student Arrival Date

All new undergraduate students beginning Fall 2016, both freshman and transfer, are required to arrive by Sunday, August 21. New international students are only allowed to enter the U.S. within 30 days of their program start date. This means that the majority of students will not be entering the U.S. until August. However, students who are currently in the U.S. and studied at another U.S. institution may arrive on campus throughout the summer.

Immigration Check-in

All new international students are required to attend Immigration Check-in with ISSS prior to removal of the AI 'Determine Visa Status' registration hold. The purpose of Immigration Check-in is to review new international students' immigration-related documents. This is a requirement mandated by the Department of Homeland Security (DHS), and ISSS has been given this responsibility on behalf of the University of Minnesota.

At Immigration Check-in, ISSS staff will:

1. Review documents for accuracy and verify arrival in SEVIS.
2. Temporarily remove the AI (Determine Visa Status) prior to academic adviser meeting. (The hold will still be visible on the student record, but will not block registration)
3. Introduce students to ISSS services.
4. Highlight important immigration regulations and university policies.

When does Immigration Check-in occur?

Immigration Check-in for undergraduate students is embedded in their New Student Orientation.

First-Year Students

Students attending Freshman Orientation will have their Immigration Check-in from 8:20a.m.-10:15a.m.

Transfer Students

The Immigration Check-in for students attending Transfer Orientation is split into two parts: Part I is from 7:30a.m.-8:30a.m. and Part II is from 3:00p.m.-4:00p.m.

The AI hold will be temporarily removed after Part I to allow course registration, but **transfer students must attend both Part I & II for the AI hold to be permanently removed.** Please help ensure that transfer students complete their registration in time to be able to attend Part II of their Immigration Check-in.

When can a new international student register for classes?

Most undergraduate students will be able to register for classes after completing Immigration Check-in at their New Student Orientation. Situations that may delay a student's ability to register include:

- Not bringing the necessary immigration documents¹ to Immigration Check-in
- Not resolving other registration holds²

All international students should complete the mandatory portions of the International Student Preparation Course prior to attending Immigration Check-In. If a student arrives at Immigration Check-In without completing this requirement, they will be allowed to register for their first semester, but their AI hold will not be permanently removed until they after complete the mandatory portions of the course.

As previously stated, a student's AI hold will only be temporarily removed from their record once they complete Immigration Check. This hold, however, will remain on their record and prevent them from registering for their second term of classes until they:

1. Complete the mandatory portions of the International Student Preparation Course
2. Attend Immigration Check-In (including Part II for transfer students)
3. Attend the New International Student Seminar (NISS) later in the semester (description on the next page)

Please direct your questions to the Immigration Check-in Coordinator, Alynda Her, at herxx216@umn.edu or 626-8414.

To streamline communication from incoming international students, ISSS has created a new email account: issnew@umn.edu. Please direct students to this email account with any questions they have as they prepare for their first semester at the University.

¹ A list is available in the ISSS New Student Section: iss.umn.edu/new

² ISSS has communicated via website and mass emails prior to arrival about the need for students to be aware of their registration holds. Students will receive additional information about the AZ hold as part of their Immigration Check-in information session. For freshmen, Immigration Check-in takes place on Day 1 of the Orientation; therefore, any first-year students who were unaware of an AZ hold on their account until that time will have until Day 2 when they register for classes to visit MELP. Transfer students have a tighter schedule; these students will need to find a time to visit MELP between Immigration Check-in and their registration time. In some cases, it may be possible to resolve the hold over the phone, but this will be at the discretion of MELP.

A MELP staff member will attend select high-volume Freshman and Transfer Orientations in August and the first week of September to help students resolve AZ holds.

Additional New Student Activities

Global Gopher Events (August 22-September 2)

Global Gopher Events are engagement activities for international students to support their cultural transition to the University of Minnesota Campus. The activities will allow students to connect with each other and provide cultural context regarding the University's educational system. The goals of the program are to increase knowledge of academic and social support resources tailored specifically for undergraduate students. For example, students can learn how to work in groups in an American classroom or learn about the city by going to the Mall of America with other students.

The Global Gopher Events schedule and registration will be [posted online](#) by July 15. Please direct questions to Nasreen Mohamed: moha0015@umn.edu, ext. 6-8494.

New International Student Seminar (NISS) (Mid-October)

The [New International Student Seminar \(NISS\)](#) is a mandatory half-day program for Freshmen and Transfer Students held in mid-October. The purpose of the program is to help students assess their academic progress and learn about useful campus resources.

ISSS sends an email to all new freshman and transfer students telling them they must register for and attend NISS. Students must attend the entire session; their AI hold will not be removed if they leave early. Students who have class during all of the NISS sessions can contact ISSS to make an alternate arrangement.

Course Registration Guidelines: First Semester International Students

Provided below are general guidelines for course registration for first-semester international students who are non-native English speakers. Evaluation of appropriate course placement relies primarily on individual assessment yet the following chart can serve as a guideline. These guidelines can be used to create balance in the amount of work and the language load first semester as an international student adjusts to studying full time in English.

RECOMMENDED COURSES:
<p>English as a Second Language (ESL) Courses For a list of courses visit: http://cce.umn.edu/aep, or search the class schedule under ESL.</p>
<p>ESL 3001: Integrated Skills for Academic English (2 cr) (10/27 to 12/16) MW 4:40-6:35 Second seven-week session language and academic success course. Students may want to add this course if they find that they need some more assistance with English at mid-semester.</p>
<p>ESL 3402: Research Writing (4 cr) This course will help prepare students for WRIT 1301. International students who have a TOEFL iBT writing sub-score below 21 are required to take this course before taking WRIT 1301. It is also open to other students who want to work on their research writing or students you feel would benefit from a full year of writing support.</p>
<p>PA 1961W OR OLPD 1301W: Personal Leadership in the University (3 cr) Introductory course in the leadership minor series. Reserved seats are available for international students in each section.</p>
<p>UC 1005: Global Perspectives on Higher Education (2 cr) Students examine and process the values, contexts, and goals of the American higher educational system as it compares to their previous experiences. Questions? Contact Mike Anderson at ande1819@umn.edu</p>
<p>Writing 1301 (Non-Native English Speaker Section) (4 cr) Sections of freshman writing taught by instructors trained in supporting the needs of second language writers. For questions about registration, please contact Sheryl Holt at holtx001@umn.edu or 624-4524.</p>
COURSES THAT MAY BE LESS LANGUAGE INTENSIVE:
Economics
Hard Sciences
Physical Education
Math
Public Health - 1000-level courses based on lifestyle or campus culture topics (i.e., PUBH 1005 Sleeps, Eats, and Exercises or PUBH 1003 Alcohol and College Life)
COURSES THAT MIGHT BE MORE LANGUAGE INTENSIVE (STUDENTS MAY WANT TO LIMIT IN FIRST SEMESTER)
Art History, Cultural Studies, Philosophy, Pop Culture
Communication courses (except PSTL 1461)
Literature (i.e., Comparative Literature)
Religion Studies courses
Social Sciences (i.e., Anthropology, History-related, Political Science, Psychology)
Writing Intensive courses

Registration for Online Courses

Undergraduate international students, whether in their first semester or not, must register for at least 12 credits each semester (Fall and Spring) to maintain their visa status, and at least 9 of those credits need to be in courses that have regular in-person meetings. Any credits over the 9 in-person credits can be online courses.

English as a Second Language Credit Courses (Fall 2016)

Credit Courses Fall 2016

GRAMMAR COURSES

ESL 3101: Advanced English Grammar (4 credits) Sec 001, M-F 12:20-1:10

This course prepares student who are not yet ready for ESL 3102. Course topics include adverb, adjective, and noun clauses; verb tense, aspect, and modality; and grammar beyond the sentence level.

ESL 3102: Grammar for Academic Purposes (4 credits) Sec 001, M-Th 8:00-8:50; Sec A91, *Online*

This is the grammar course most incoming international students are ready to take. Course content focuses on improving accuracy and range in English grammar. Topics that are especially relevant to academic writing, such as conciseness and smooth connections between sentences, are emphasized.

LISTENING AND SPEAKING COURSES

ESL 3501: Advanced Listening and Speaking (5 credits) Sec 001/002, TTh 2:30-4:25 and F 3:35-4:25

Course activities focus on speaking and understanding naturally spoken English in academic activities such as lecture comprehension, note-taking, participation in class discussions, and oral presentations.

ESL 3502: Academic Listening and Speaking (5 credits) Sec 001/002, TTh 8:00-9:55 and F 8:00-8:50

Course content includes understanding lectures, producing academic presentations and participating in discussions on subjects of general academic interest, as well as developing strategies for giving and defending opinions.

ESL 3551: English Pronunciation (4 credits) Sec 001, MW 4:40-6:35

Course content and activities center around improving the production and perception of the sounds of the English language: individual sounds, rhythm, intonation, word and sentence stress, and linking phenomena in fast speech.

ESL 3602: Speaking for Academic Purposes (4 credits) Sec 001, TTh 4:40-6:35

Course activities focus on academic interactions such as lectures, presentations, seminar-style discussions, informal exchanges. Students will learn to present themselves professionally/socially in collegiate settings.

WRITING COURSES

ESL 3201: Advanced Reading and Composition (5 credits) Sec 001/002, MWF 9:05-11:00

Course activities include reading articles on a variety of different topics, improving your ability to understand and discuss articles, and writing/revising papers related to what has been read.

ESL 3202: Academic Reading and Composition (5 credits) Sec 001/002, MW 12:20-2:15 and F 12:20-1:10; Sec 003/004, TTh 8:00-9:55 and F 8:00-8:50; Sec 005/006, MW 4:40-6:35 and F 4:40-5:30

Course activities include reading material on a variety of topics from many sources, identifying main ideas and details, analyzing and critiquing support, and responding with your own ideas in writing and discussion.

ESL 3302: Academic Writing (4 credits) *Some seats reserved for graduate students*, Sec 002, TTh 8:00-9:55

Course content emphasizes the writing process - developing ideas, drafting, revising, and editing. Students practice different genres of academic writing, work on refining their ability to incorporate source material into writing, critiquing writing, and matching writing to audience and purpose.

ESL 3402: Research Writing for the University (4 credits) Sec 001, MW 8:00-9:55; Sec 002, MW 4:40-6:35; Sec 003, TTh 4:40-6:35

Students develop the methods of citation, conventions of style and organization, and critical thinking skills necessary for writing college-level research papers. Students select topics derived from a contemporary academic theme provided by the instructor and, applying a process approach, produce a research paper.

(continued on the next page)

OTHER COURSES**ESL 3001: Integrated Skills For Academic English** (2 credits) Sec 001, (2nd 7-week session) MW 4:40-6:35

Course content focuses on polishing English skills to succeed in university-level classes, specifically in relation to small group discussions, interactions with instructors/peers, editing academic writing, working with grammar in course papers, vocabulary building.

ESL 3006: English for Business Interactions (2 credits) Sec 001, M 4:40-6:35, F 2:30-3:20

Course content designed for high-intermediate to advanced non-native speakers of English who are currently business majors or in closely related major. Writing for business communication, self-editing skills, communication styles, presentations, telephone communication. *Some seats reserved for CSOM.*

ESL 3007: English for Physics (1 credit) *Students must also be enrolled in PHYS 1301W (or other introductory physics course) Sec 001, (1st 7-week session) F 1:25-3:20

Students will gain more support and practice with the conventions of writing scientific lab reports, applying the concepts of academic integrity, interacting and participating in lab discussions, interpreting authentic texts, and understanding the cultural norms for seeking additional academic/social support.

English Language Requirements

Supporting Non-native English Speaking International Students at UMN

Students who have NOT met the minimum English requirement = AZ Hold

What is an AZ hold and how does a student clear that hold?

The AZ service indicator is placed on a student's record by the Admissions Office if the student is admitted before submitting evidence of having met the minimum English proficiency requirement of the University (550 pbt, 79 iBT, 6.5 IELTS, 80 MELAB, 80 MN Battery).

Upon arrival, students have three options – submit official test scores that meet the requirement, take the MN Battery Test offered through the Minnesota English Language Program and achieve the minimum score required, or register for and pass the appropriate ESL credit courses.

Can students with an AZ hold register for WRIT 1301?

No. Students must complete any required ESL courses before they register for WRIT 1301.

What if students do not comply with the AZ hold requirement?

If a student drops their required ESL classes, both the student and their college advisor will receive email notification that the student is in non-compliance. In this case, the student will be required to submit official TOEFL scores before the AZ hold will be lifted and thus will not be able to register for future terms.

What is the AZ hold removal process?

1. Students come to the Minnesota English Language Program (MELP) office for initial AZ advising
 - a. ESL Requirement Policy is explained to students
 - b. Students register for the MN Battery, if desired (and AZ hold is temporarily removed)
 - c. If the student chooses not to take MN Battery, the student is given a permission number(s) for required ESL course(s) (and AZ hold is temporarily removed)
2. Student meets with college advisor and discusses required ESL class(es)
 - a. Students and advisors decide on how to work the required ESL class into their schedule
 - b. Advisors or students contact MELP for any additional permission number(s): 612-624-1503
 - c. The AZ hold can be pushed out to allow for full-year registration for incoming freshman. Advisors can contact the MELP office if this is needed.
3. Students register for classes.
4. MELP contacts students and advisors if there are students who haven't registered for their ESL classes. Students must take required ESL classes during their first term on campus.
5. The AZ hold is permanently removed after students pass all required ESL classes or meet MN Battery test score minimum.

Is there additional ESL support for new students?

Undergraduate international students can meet with an ESL consultant to get individualized language support on a variety of language issues. Students can sign up for consultations at the Student English Language Support (SELS)

website: www.cce.umn.edu/eslhelp

Students Who HAVE Met the Minimum English Requirement

What if I have an international student advisee with no AZ hold who I think could benefit from more English support?

It is important to keep in mind that a test score is an indication of proficiency, but some students with high test scores might still benefit from language support, especially during their first year on campus. While these students are not required to take ESL classes, some will benefit from support in certain aspects of language. Course listings are found on the Minnesota English Language Program [website](#). Please call MELP (612-624-1503) if you have questions about a student's English proficiency score or ask the student what his or her scores are. Below are some guidelines for interpreting TOEFL and IELTS scores.

If the student has a score of:	Recommendation
79 to 83 TOEFL or 6.5 IELTS	1 ESL course strongly recommended.
84 to 86 TOEFL or 7.0 IELTS	1 ESL course recommended, especially if a sub score is considerably lower than the other scores.
87 or above TOEFL or 7.5 or above IELTS	ESL courses recommended on a case by case basis for students wishing to really polish a specific English language skill (e.g., pronunciation, presentation skills, or writing).

What can TOEFL iBT or IELTS sub scores tell me about a student's abilities?

Undergraduate students with a writing sub score lower than 21 on TOEFL or 6.5 on IELTS are required to take an ESL writing class to support them in their transition into the university. Students with sub scores lower than 20 in other areas may benefit from a supportive language class while they transition into the university. Most students will know their sub scores. Some guidelines on appropriate elective courses for students with lower sub scores:

	Writing	Reading	Speaking	Listening
If sub score is...	18-20 TOEFL or 6.0 IELTS	15-20 TOEFL or 6.0 IELTS	16-20 TOEFL or 6.0 IELTS	16-20 TOEFL or 6.0 IELTS
An appropriate class would be:	ESL 3102, ESL 3202, ESL 3402	ESL 3202	ESL 3502, ESL 3551, ESL 3602	ESL 3502
	Writing	Reading	Speaking	Listening
If a sub score is...	< 18 TOEFL or < 6.0 IELTS	<15 TOEFL or < 6.0 IELTS	< 16 TOEFL or < 6.0 IELTS	< 16 TOEFL or < 6.0 IELTS
An appropriate class would be:	ESL 3101, ESL 3201	ESL 3201	ESL 3501, ESL 3551	ESL 3501

What if the student took MN Battery?

Students will typically receive recommended elective ESL courses even if they meet the minimum required score on the MN Battery when they get their test results. If you would like to know about a student's sub scores on the test, contact the Minnesota English Language Program at 612-624-1503.

I have a student, who appeared to have strong language skills, but now it is several weeks into the term and the student is struggling. Is it too late to get support?

No. ESL 3001 (2 credits) is offered during the last 7 weeks of the term. This course is designed to support students in developing a variety of skills for success at the University.

Students Experiencing Personal Difficulties or Mental Health Issues

If you work with an international student who is experiencing personal difficulties or mental health issues, or who demonstrates unusual behavior, the following campus resources can offer assistance. Because of the stigma that some students attach to “counseling,” it may help the student be more comfortable if you tell him or her that these offices have staff who help students deal with a variety of difficulties. Or you can directly contact a counselor from one of these offices to consult with you about the student. The counselor can help you determine if a referral or other resources are needed.

The following campus offices offer counseling to international students:

- [Student Counseling Services](#) (612-624-3323)
- [Boynton Mental Health Clinic](#) (612-624-1444)
- [International Student and Scholar Services](#) (612-626-7100)

For more information about mental health resources, go to <http://www.mentalhealth.umn.edu>.

International Students in Crisis

If you are concerned about an international student’s wellbeing or disruptive behavior, please contact International Student and Scholar Services (ISSS). ISSS has an experienced crisis team whose members work with international students who are in crisis or exhibit behavior that is disruptive and/or possibly indicative of more serious problems. Possible behavioral indicators of more serious problems include international students who (a) do not consistently attend class, (b) are missing from normal activities, (c) exhibit disruptive behavior, or (d) appear to not be functioning well. ISSS staff can usually find a way to contact an international student and check on his or her welfare.

The earlier ISSS receives reports about an international student’s wellbeing or disruptive behavior, the more effective interventions can be. If further assistance is needed to stabilize the student, ISSS staff can accompany the student to a medical provider or the hospital. ISSS staff work closely with UCCS, Boynton Mental Health Clinic, and Fairview University Medical Center. In addition, ISSS is represented on the University Behavioral Consultation Team and the University Community Response Team. Referrals from the academic advising community and collaboration with advisers are instrumental in assisting international students.

If you are concerned about an international student, please contact one of these ISSS advisers:

Eric Kroetsch	kroe0063@umn.edu	612-624-7302
Mingzhi Li	lix0887@umn.edu	612-626-7100
Barbara Pilling	pilli003@umn.edu	612-624-9519
Duane Rohovit	rohov002@umn.edu	612-626-4797
Gabriele Schmiegel (Especially government sponsored international students)	schm0535@umn.edu	612-626-7428
Alisa Eland	eland@umn.edu	612-626-7100 or 612-626-7445
Drew Smith	smit2039@umn.edu	612-625-7965

International Student Articles and Resources

University of Minnesota

[ISSS Tips for Native English Speakers: Speaking with Non-Native English Speakers](#)

[Data and Research Regarding International Undergraduate Students at the University of Minnesota](#)

NACADA Clearinghouse: International Student Resources

[International Student Related Resource Links](#) (additional articles besides those listed below)

[East Meets West- Bridging the Advising Divide](#)

[Advising First Year International Students](#)

NAFSA: Association for International Educators

[Bridging the Gap: Recruitment and Retention to Improve International Student Experiences](#)

[Retaining International Students](#)

Journal of International Students

 (additional articles besides those listed below are at jistudents.org)

Volume Six includes:

[Delaying Academic Tasks? Predictors of Academic Procrastination among Asian International Students in American Universities.](#)

[Unfulfilled Expectations: Influence of Chinese International Students' Roommate Relationships on Sense of Belonging](#)

Other Journal Based

[Using Formal and Informal Curricula to Improve Interactions Between Home and International Students](#)

[Bridging the Gap in Expectations Between International Students and Academic Staff](#)

Other Resources

[The Transition In: Setting International Students Up for Academic Success](#)

[The American Educational Administrator: Examining Some Assumptions](#)

[Recognizing and Addressing Cultural Variations in the Classroom](#)

University of Minnesota International Student Specific Resources

[Academic Resources for UMN International Students](#)

Helping advisers and student navigate resources for adjusting to U.S. culture, making American friends, English language skills, writing a paper, citing sources, giving presentations, participating in class, test taking, working in groups, choosing a major, managing stress, time management and working as a Teaching Assistant

[Writing Resources for Non-native Speakers of English Through the Center for Writing](#)

[Understanding the University of Minnesota Library System: A Guide for International Students](#)

Created by UMN library staff and available to students in English, [Chinese](#) and [Korean](#) languages

[ISSS International Student Support Programs](#)

International Buddy Program, Cross-Cultural Discussion Groups, Small World Coffee Hour, and Leadership Programs

[CLA Tandem Plus: Language Conversation Partners](#)

Contact Information

International Student and Scholar Services

<http://www.iss.umn.edu>

iss@umn.edu

612-626-7100

Alynda Her

For questions about Immigration Check-In or the International Student Preparation Course

herx216@umn.edu

612-626-8414

Theresa GanglGhassemlouei

For general advising and immigration-based questions

t-gang@umn.edu

612-624-5225

Minnesota English Language Program

20 Nicholson Hall

<http://www.cce.umn.edu/esl>

612-624-1503

Soa Yang

Student Services Specialist

For permission numbers, questions about classes

esl@umn.edu

612-624-1503 or 612-626-8426 (direct)

Valerie Franz

Student Services and Program Coordinator

For questions about AZ holds and permission numbers

fran0733@umn.edu

612-625-2162

Deanne Silvera

For questions about short-term exchange students

Silve025@umn.edu

612-624-9512

Gabi Schmiegel

For questions about student who are sponsored financially by a government, company, or agency

Schm0535@umn.edu

612-626-7428

Duane Rohovit

For questions about GLBT international student support

Rohov002@umn.edu

612-626-4797

Sara Schroth

MELP International Student Adviser

Works with students in Intensive English Program

schro861@umn.edu

612-625-7888

Mike Anderson

Director, English Language Programs

ande1819@umn.edu

612-624-1183

For More Information

The ISSS Website (www.iss.umn.edu) has a wide variety of information for students, scholars, and departments about visa regulations and ISSS's service and programs. A page with information for academic advisers is at www.iss.umn.edu/Departments/aadviser.

ISSS emails a Weekly Update that contains announcements about important deadlines, visa requirements, events for international students, ISSS services, and more. All international students are automatically signed up for this email. If you would like to subscribe or read past issues, go to www.iss.umn.edu/weeklyupdate.

ISSS offers training to help UMN colleges, departments, and staff work effectively with international students and colleagues including an advisor training offered in the Fall and Spring semesters, intercultural workshops, visa information sessions, and more. ISSS offers these sessions regularly for the University community, and they can be customized and/or offered for a department upon request. For more information, see iss.umn.edu/training.

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