



**Policy Title:** International Student Office Services Policy and Procedure

**Policy Number:** ISO.103

**Policy Owner:** Director of International Student Office

**Responsible Office:** International Student Office

**Revision Date:** 11/16/2017

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**1. Purpose and Scope**

To deliver support services and programs to students and their families attending North American University or Gulf Language School on a nonimmigrant (F-1/J-1) student visa.

**2. Policy**

To enrich international students' university and language school experience, the International Student Office (ISO) provides these students assistance with and support on their immigration status, visas, employment (on and off campus), health insurance, academic requirements and other related areas of international student life.

**3. Procedures**

New international students are required to participate in an orientation program provided by the ISO, and to report to the ISO upon first arriving at the university or language school in order to complete the immigration check-in process and comply with SEVIS reporting.

Continuing international students are required to report to the ISO to receive clearance for employment, academic major changes, transfers, reduced course loads, and other matters regarding maintenance of status.

**4. Who Should Read This Policy**

- Students
- Vice President of Administrative Affairs
- Registrar's Office
- Provost, Department Chairs and Academic Advisors
- ISO

**5. Related Documents and References**

- none