MEMORANDUM

TO: Institutional Effectiveness Council
FROM: John Curry Key, Director
DATE: January 25, 2013
RE: Executive Summary of Planning and Assessment Documents and Priorities for International Programs

Accomplishments 2011-2012
- Implemented and administered UWA’s first mandatory SEVIS compliance program for F-1 Visa holders
- Received approval for 5 H1-B non-immigrant employees from USCIS
- Increased overall International Student enrollment
  o 2010 - 17 students
  o 2011 - 76 students
  o 2012 – 120 students
  - Added approximately $1 million in new revenue in 2012
  - $3.5 million in additional revenue over 2010 level

Items Needing Action (Listed in Order of Priority)

1. **Contractually obligated – total $100,500 * * * one-time**
   - UWA agreements with partner Universities require a 10% tuition scholarship; this amount is needed to fulfill our obligations for FY 13-14, above the funding received in FY 12-13.
   - Cost: $100,500

2. **Hire Assistant Director who will serve as the Designated School Official - recurring**
   - International Programs continues to expand our role on campus; as such, additional staff is needed to issue and service I-20’s, coordinate SEVIS compliance, prepare and file non-immigrant H1-B employee petitions, assist with the collection of supporting evidence for employee LPR petitions, assist in the response to recruiting inquiries and assist in the processing of admission applications.
   - A salary of $40,000 plus $14,000 in benefits. Supplies are estimated at $2000.
   - Cost: $56,000
3. **Hire part-time retired employee** * *** recurring

   Cost:  $22,000

4. **Legally required Non-Immigrant Employee visas** * *** one-time

   - Support the University departments in filing for non-immigrant work visas and legal permanent resident status when the department chooses to hire a non-immigrant foreign national and in continuing employment needs.

   Cost:  $80,000.00
   - $35,000.00 filing fees
   - $45,000.00 attorney fees