OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

INTERNATIONAL & EXCHANGE PROGRAMS
Org Code: MAINEX

Assistant Vice Chancellor, #89500 1.00
Librarian Type Faculty: #86268 1.00
Admin & Fiscal Supp Spec, PBA, #79265 1.00

FACULTY AND SCHOLAR IMMIGRATION SERVICES
Org Code: MAFSIS

Program Manager, PBC, #81015 1.00
Educational Specialist, PBB, #77796 1.00
Immigration Specialist, PBB, #79329 1.00
Admin & Fiscal Supp Spec, PBA, #79458 1.00

INTERNATIONAL STUDENT SERVICES
Org Code: MASSIN

Specialist Type Faculty: #84594 1.00
Secretary II, SR14, #00763 1.00
Office Assistant IV, SR10, #12763 1.00
Specialist Type Faculty:
#70148, #83747, #88147 3.00

NATIONAL STUDENT EXCHANGE
Org Code: MASTEX

Specialist Type Faculty: #82771 1.00

STUDY ABROAD CENTER
Org Code: MASTAB

Specialist Type Faculty: #88327 1.00
Specialist Type Faculty: #70147, #85057, #88126 3.00

MANOA INTERNATIONAL EXCHANGE
Org Code: MAMIEX

Specialist Type Faculty: #88774 1.00
Educational Specialist, PBB, #81158 1.00
FUNCTIONAL STATEMENT

INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai‘i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai‘i (UH) systemwide immigration and support services for international employees.
  - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
  - Provides pre-arrival information, orientation programs, and informational briefings.
  - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
  - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
  - Provides pre-arrival information, orientation programs and informational briefings.
  - Interprets regulations affecting non-immigrant student status in the U.S.
  - Provides support services designed to assist students with transition, adjustment and culture sharing.
  - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
  - Monitors compliance with federal and UH health insurance policies.
  - Develops and recommends policies and procedures for non-immigrant student employment and international student status.
  - Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
  - Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.

- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

**STUDY ABROAD CENTER – Org Code: MASTAB**

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mānoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Mānoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and – most critically – the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk, and liability as well as provides pre-departure cross-cultural training for students as part of the Center’s standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

**NATIONAL STUDENT EXCHANGE – Org Code: MASTEX**

- Serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.
- Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
- Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
- Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.
- Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
- Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

**MĀNOA INTERNATIONAL EXCHANGE – Org Code: MAMIEX**

- Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
- Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
- Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
- Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
- Provides support services to UH students abroad.
- Provides support services to international students from exchange partner institutions and non-partner institutions.