

# **ISEP-Affiliate Coordinator Orientation Guide**

## **Sending Outbound ISEP-Direct Students**

- I. Introductions:** Welcome to your new role as an ISEP coordinator! This session will cover all the tasks for sending out ISEP-Direct students. To get started, please introduce yourself, your job role, and how you came to work with ISEP.
  
- II. What ISEP Offers**
  - a. ISEP-Direct—A study abroad option for affiliate and member students to study abroad at an ISEP member university. An incoming student is **not** received in return at the home/sending institution. Students pay a \$60 application fee, a \$500 deposit, and the program cost directly to ISEP.
  
- III. Recruiting**
  - a. Comprehensive catalogs are mailed out in January, followed by a detailed cost sheet later in the month. Distribute materials where they'll be most used. Additional subject-specific brochures are in coordinator's section of website.
  - b. Gain support from faculty, returned students, or visiting students.
  - c. ISEP Ambassadors, Facebook, and Photo-Essays are great recruiting tools.
  
- IV. Advising**
  - a. ISEP's mission is immersion. Students need to be mature, independent and have realistic expectations. Encourage students to do their own research on ISEP website. Students must meet internal qualifications before applying to ISEP.
  - b. Tools on the ISEP Website: Go to [www.isep.org/direct](http://www.isep.org/direct).
    - ISEP-Direct Overview: Click on the blue text in first paragraph labeled 'ISEP-Direct' for a general overview of ISEP-Direct application costs and procedures. Blue text in second paragraph labeled 'ISEP-Direct sites' brings you to a page of international ISEP-Direct sites and program fees. Click on the name of any university for more information. Notice the link for the university's website where the student can research course offerings. Check Language notes and Academic notes. Many have Photo Essays.
    - Sites Open for Applications: Click back to [www.isep.org/direct](http://www.isep.org/direct) and click "Sites Open for Applications" within blue box on right. Refer to this site for late applicants after the deadline. After priority deadlines have passed, check here for more detailed deadlines and instructions. It is updated regularly before and during the placement season.
  
- V. How to Apply**
  - a. See "How to Apply" on ISEP website for a detailed list of application contents. All applications are on left-hand red sidebar and are PDFs that contain form fields for typing information. Coordinators should review applications to ensure completeness. Note payment option on checklist and sign nomination.
  - b. Application Fee: \$60 ISEP-Direct. Payable to ISEP by check, money order, wire transfer, or credit card.
  - c. Priority Deadlines
    - Fall or Full-year placements: US students February 1; All International students Feb. 15
    - Spring placements: September 1 for all US and International students
    - After the priority deadline, applications are accepted as space is available and time remains for visas. See Sites Open for Applications page.
  - d. Submission of applications: Coordinator signs and mails application to ISEP. If the application is incomplete, it's better to wait to send the complete application late, rather than send the incomplete application earlier. Include a memo when ISEP should expect to receive the incomplete pieces. Applications are generally not reviewed before the priority deadline.

## VI. Placement Process

- a. Home coordinator mails applications to ISEP. ISEP begins to enter host placements based on requests and availability 2-3 weeks after the priority deadline. To see where your ISEP-Direct student has been placed, please see your status report online.
- b. ISEP mails applications to host. Host has 3 weeks to review apps and return Host Institution Placement Confirmations (HIPC). Over 90% of placements are confirmed.
- c. After receiving HIPC confirmation, ISEP emails home coordinator to download the PPAF acceptance packet from the ISEP website. The acceptance process usually begins 6-8 weeks after the application is sent to ISEP.
- d. See Status Report online throughout the process.

## VII. PPAF Acceptance Process

Once the student is placed by ISEP and confirmed by the host institution, an email will be sent to you indicating you may download the PPAF for the student. The student does NOT receive notification from ISEP. You will need to log on to the coordinator's section of the website, go to the far left column of "Quick Links", and click "PPAF Packets".

- a. **Step 1: Print the PPAF.** The [Participant](#) Placement Acceptance Form is the firm contract for the student's acceptance. It outlines the placement, special conditions, and further steps to complete the acceptance. Includes a medical self-assessment form and instructions for enrolling in ISEP insurance online at \$54 per month. For US students, PPAF includes ISEP Certification Letter needed for visa.
- b. **Step 2: Print IIS – Institutional Information Sheet.** Part of PPAF contract, it contains specific details about the host program and benefits. IIS is only available in the password-protected coordinator section. Coordinators should highlight important IIS sections with students, particularly housing, meals, transcripts. Students should thoroughly read the IIS and carry it abroad.
- c. **Step 3: Participant Handbook** –found online in "Placed Students" section, relevant for all participants. Emphasize "Before You Go", "Health and Safety", and "Your Return".
- d. **Step 4: Country Handbook** – found online in "Placed Students" section, specific to each country, includes visa details, daily life, and a bibliography.
- e. **Step 5: Sign and accept.** Students have 3 weeks to decide, sign their PPAF and submit the non-refundable \$500 ISEP-Direct deposit. Coordinator will sign and submit the PPAF and deposit to ISEP.
- f. For International-to-US ISEP students: ISEP will begin to mail the DS-2019 visa documents to home coordinators in May for fall students and October for spring students. See Part 3 of Quick Guide, or ISEP website for details on the visa process, extensions, travel, employment authorization, and academic training.

## VIII. Financial Information for ISEP-Direct

- a. PPAF lists program balance due. Students mark financial aid release date. Coordinator collects non-refundable \$500 ISEP-Direct deposit and submits to ISEP with PPAF.
- b. Fee breakdowns are published on Coordinator's section of website. ISEP authorizes home coordinators to complete financial aid forms on behalf of ISEP network.
- c. Invoices for remaining balances are sent approximately one month before program only to home coordinator, never to individual students. Includes institutional invoice for all ISEP-Direct students and individual invoices to forward to student.
- d. ISEP-Direct program balance is due before the program begins, or immediately after the financial aid release date. Payment may be made by the student or university, but the home coordinator is ultimately responsible for collecting payment and mailing checks.

- e. For other questions about ISEP-Direct fee payment, please see the "[ISEP-Direct Payment FAQ](#)" in the coordinator's section, under Financial Information

## **IX. During the Program**

- a. Home coordinator conducts pre-departure orientation. Host provides onsite orientation.
- b. Emergencies should be reported to ISEP. An after-hours emergency number is on the website.
- c. Clear communication from the student directly to the on-site host coordinator, who can contact ISEP Central or the home coordinator if problems arise. Encourage students to use resources at host site before alarming parents or home coordinator.

## **X. After the Program**

- a. Transcript Forms– in PPAF. For extras, see Coordinator's section, under "Placement Information", click "Guidelines and Forms", scroll down to "Transcript Related Documents"
  - Host Institution Enrollment Form – list of courses actually completed at the end of the term, copy for host, then carry a copy home upon return. Best resource for avoiding transcript discrepancies. Can also be used for financial aid purposes.
  - Transcripts are sent from the host to ISEP Central only; ISEP will forward to home Coordinator. ISEP may hold if there are unpaid charges on student's account. Do not accept transcripts from students. See IIS for transcript release date.
  - Transcript Evaluation Guidelines – give copy to registrar and academic advisors
  - Problems with Transcript – contact ISEP Transcript Manager at ISEP Central
- b. ISEP student evaluations online – reminders are emailed after the program ends
- c. Photo Essay Contest – Students can submit up to 10 photos, creative writing, or videos on their ISEP experience; twice annual cash prizes.

## **XI. For Your Reference: Tools in Coordinator's Section of website**

- a. Emergency Response – contact numbers and emergency response guidelines
- b. Status Reports – updated list of outgoing students' status at each stage of placement process. See Code Chart for explanation of codes.
- c. Guidelines and Forms – includes forms for Academic Training and Work Authorization
- d. Glossary of ISEP Terms – explains frequently used codes and documents
- e. ISEP Central – includes "Whom Do I Call" guide and biographies for ISEP staff
- f. Coordinators Contact List: ISEP is a network and can contact coordinators directly. Coordinators should use this list to contact coordinators at the host campus in case of student emergencies.