

APPLICABILITY:

This memorandum applies to all international education and research programs sponsored by USUHS; and to all international students/scholars attending, sponsored by or hired by USUHS or the Henry M. Jackson Foundation (HJF). It does not apply to permanent U.S. residents (green card holders).

POLICY:

- A. Oversight for all USUHS international programs will be provided by the Associate Dean for Clinical Affairs (ADA). Applications and proposals concerning foreign nationals who wish to attend USUHS should be referred to the ADA for administrative review and approval. No international student or scholar will be accepted for any program or activity within the University (to include degree programs, clinical clerkships, research affiliations, etc.) without approval from the ADA or the Dean, School of Medicine (SOM) or the Dean, Graduate School of Nursing (GSN).
- B. A specific Department will normally sponsor each international student or scholar. Exceptions, while rare, must be approved by the ADA. The latter will also coordinate departmental assignments/sponsorship for scholars or students attending USUHS at the request of another or higher headquarters, e.g., Office of the Surgeon General or Office of the Assistant Secretary of Defense for Health Affairs (OASD-HA).
- C. No approval needs to be obtained from the ADA for international courtesy visits to the University that do not involve USUHS sponsorship, study programs, or formal international research collaboration. USUHS guidelines require that such visits be coordinated with the Office of University Affairs (OUA).
- D. The following considerations must be kept in mind concerning the role of the United States Embassy in the international student/scholar's home country: All international visitors are required to obtain a visa from the U. S. Embassy in their home country. USUHS may, as appropriate, issue letters of acceptance or other forms (e.g. IAP-66 for exchange visitors), which will permit the international visitor to obtain the appropriate visa from the U.S. Embassy. It is normally the responsibility of the U.S. Embassy to (a) test a prospective student for English competency (unless the country is exempt by the department of the state); and (b) to issue the appropriate visa and, in the case of military personnel, Invitational Travel Orders (ITOs). The ITO is the document required to provide recognition of the military status or affiliation of the student/scholar. The ITO is also the controlling document for authorized training, terms, conditions, and privileges, as well as the basic document for accounting purposes.
- E. Arrangements for individuals attending the University under any of Do D's Security Assistance Programs (e.g., FMS, IMET) must be coordinated with the Army Security Assistance Training Field Activity (SAFTA A) through our Financial and Manpower Management Division (FMG). FMG will coordinate all appropriate matters with SAFTA A and Departments need only ensure that FMG has been notified (POC: Mr. Alan Dieringer, 301-295-3370). SAFTA's responsibilities include: Providing ITO information to the U.S. Embassy; collecting the tuition and providing the obligating

authority to FMG at USUHS; being the liaison between USUHS and the foreign embassy; and handling any serious problems. FMG responsibilities include: Being the liaison between USUHS and SAFT A; posting the course; providing cost to SAFT A; notifying the SAFT A Desk Officer of the acceptance of any international military student.

- F. It is the responsibility of the sponsoring USUHS Department to obtain approval from ADA for each international student/scholar; coordinate with appropriate USUHS offices as outlined on the attached form; respond to each ISS in writing, and provide a letter of acceptance or justification if rejection occurs. After the student/scholar has been accepted, the sponsoring Department should assign a sponsor and send a "welcome aboard" package. Such a package can be obtained from the Office of University Affairs for civilians and from the University Brigade for members of the military. Arrangements should also be made for a member of the University to meet each civilian student/scholar at the airport. For military students/scholars the Department should ensure that the Brigade has made arrangements for either a member of the University or the foreign embassy to meet the incoming military student/scholar. For all students/scholars, the Civilian Human Resources Directorate or the University Brigade, as appropriate must be notified prior to the individual's departure from the University.
- G. The University Brigade must be notified of all anticipated military ISS; and all military ISS must check in with the Brigade upon arrival at USUHS. The responsibilities of the Brigade for each military medical student/scholar include: Maintaining a military student file; making room reservations at the Navy BOQ or BEQ as needed/appropriate; arranging for pickup at the airport; providing a "welcome aboard packet" to the sponsoring department; conducting an orientation brief, providing military check-in and check-out forms; determining support requirements in helping students/scholars settle; and assisting them in obtaining an ID card from Personnel Support Division at the Naval Hospital and a library card from the Learning Resource Center. International military students will be responsible for providing guidance and leadership to the students; counseling during the progression through their USUHS courses; advising them on University policies and procedures; and acting as the primary point of contact in emergency situations.
- H. Requests for applications by exchange visitors must be coordinated with the Civilian Human Resources Directorate (CHRD). CHRD responsibilities include: Being the liaison between USUHS and USIA; approving/disapproving applications for exchange visitors (EV); issuing form IAP-66 (required for J-I visas); providing civilian "check-in" and "check-out" forms to EVs upon arrival at USUHS; acting as a POC for EVs during their stay at USUHS concerning U.S. governmental administrative requirements; and notifying USIA upon the EVs departure.
- I. All international students must register with the Office of the Assistant Dean for Admissions and Academic Records (ADAAR). At the end of the student's course of study, the ADAAR will send an evaluation of student performance to the appropriate country POC for transfer to the student's record.

3. EFFECTIVE DATE: This SOP is effective upon publication.