Background

EducationUSA is the U.S. Department of State’s global network of more than 430 educational advising centers located in nearly 180 countries and territories. EducationUSA centers staffed by more than 550 advisers actively promote U.S. higher education around the world by offering accurate, comprehensive, and current information to prospective international students about accredited educational institutions in the United States. Millions of students learn about U.S. study opportunities through EducationUSA centers each year. Visit educationusa.state.gov for more information.

The EducationUSA network’s success depends on advisers’ access to current information and skills-based training. Campus visits provide advisers first-hand knowledge of U.S. colleges and universities and can help them speak to their students about life on a campus in a concrete way using real examples. Visits also help U.S. institutions raise their profile internationally and can provide them with opportunities to highlight specific programs and services for international students.

Call for Campus Hosting Applications - Virtual or In-Person

Applications to host advisers ON CAMPUS should be submitted via this form.

Applications to host advisers VIRTUALLY should be submitted via this form.

There is an option to upload a budget, sample agenda, or other materials through the forms. See deadlines listed below. Applicants must be accredited U.S. post-secondary educational institutions (non-profit or for-profit), U.S. higher education associations, university systems, consortia, or qualified entities that meet provisions in IRS Section 26 USC 501(c)(3).

In 2023, there will be opportunities to host EducationUSA advisers on campus for approximately two to three days either before or after U.S. higher education conferences that advisers will attend (a list of 2023 conferences is included below). An in-person campus hosting application should include, as possible, engagement with international students, a mock admissions panel to review international student applications, and a visit(s) to a nearby school(s), including
institutions of a different type, e.g., community college, minority-serving, liberal arts, etc. An application to host advisers virtually should include speakers and activities that provide advisers a broad understanding of the institution and its offerings. Please be descriptive in your proposed schedule by including speaker titles, cultural activities, and/or learning objectives. A sample schedule is provided below. For in-person visits, campuses must host at least two advisers but may indicate capacity to host larger groups.

**Costs**

Institutions hosting advisers in person cover costs for advisers’ lodging, meals (including on arrival and/or departure dates, depending on arrival/departure times), domestic airfare or ground transportation, and local transportation, including travel to and from campus for arrival and departure. If advisers arrive or depart from a different airport than the conference location, campuses are expected to cover the ticket cost difference, if any. The U.S. Department of State will cover the advisers’ international airfare. Our partner organization, the International Institute of Education (IIE), will invoice your institution for domestic travel costs for advisers categorized as non-Locally Employed Staff (non-LES). You will need to purchase and reserve domestic travel for advisers who are Locally Employed Staff (LES). The U.S. Department of State will identify each adviser’s category before travel arrangements are made. In the case of medical emergencies (including COVID-related), campus hosts are expected to cover upfront costs and to work with the U.S. Department of State on subsequent reimbursement.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Date</th>
<th>Location</th>
<th>Application Due Date</th>
<th># Advisers Attending Conference (Estimated)</th>
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<tbody>
<tr>
<td>Community Colleges for International Development (CCID)</td>
<td>February 10-13, 2023</td>
<td>Washington, DC</td>
<td>October 28, 2022</td>
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<tr>
<td>American Association of Collegiate Registrars and Admissions Officers (AACRAO)</td>
<td>March 26-29, 2023</td>
<td>Aurora, CO</td>
<td>October 28, 2022</td>
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<tr>
<td>Event</td>
<td>Date/Location</td>
<td>October 28, 2022</td>
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<tr>
<td>National Association of Graduate Admissions Professionals (NAGAP)</td>
<td>April 12-15, 2023, New York City, NY</td>
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<tr>
<td>NAFSA Annual Conference</td>
<td>May 30 - June 2, 2023, Washington, DC</td>
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<tr>
<td>International Association for College Admission Counseling (IACAC)</td>
<td>July 11-14, 2023, Springfield, IL</td>
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<tr>
<td>National Association for College Admission Counseling (NACAC)</td>
<td>September 21-23, 2023, Baltimore, MD</td>
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**Sample In-Person Campus Visit Schedule**

Arrival Day - Pick up advisers at the airport and provide meal depending on arrival times.

**Day 1:**
- Group orientation/review schedule
- Campus tour
- Campus safety
- Visit/discussion with International Student Services Office
- Meet with students from home country
- Welcome reception/dinner

**Day 2:**
- Session on admissions and scholarships (discretionary, sports, etc.)
- Registrar briefing on grading, assessment, and transcript issues
• Examples of how the admissions process (e.g., handling foreign transcripts, detecting fraud, etc.) differs at different institutions
• Graduate college briefing and research update
  o Policies on handling graduate emails and inquiries
  o Sessions on graduate and undergraduate case studies
  o How foreign transcripts and degree certificates are evaluated
  o How to ensure a fair assessment
  o How students should present their documents
• Cultural/outdoor activity/other points of interest

Day 3:
• Admissions staff tips on:
  o What students should ask prospective universities
  o How to prepare a successful application
  o How to arrange a campus visit
  o How to review web pages when deciding where to apply
  o Discussion on paid and unpaid internships
  o Teaching assistantships: how to qualify
  o Distance learning presentation: how it works, what makes it effective
  o Session on Teaching English to Speakers of Other Languages (TESOL)/English language programs, conditional admittance