### GENERAL OFFICE INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Procedures</td>
<td>5-6</td>
</tr>
<tr>
<td>Visitors to CIE</td>
<td>7</td>
</tr>
<tr>
<td>On-Campus / USPS Mail and Delivery Services</td>
<td>8-9</td>
</tr>
<tr>
<td>Checking Mail</td>
<td>8</td>
</tr>
<tr>
<td>Outgoing Mail</td>
<td>8</td>
</tr>
<tr>
<td>Delivery Services (FedEx / DHL)</td>
<td>8</td>
</tr>
<tr>
<td>Using Delivery Services / Payment of Services</td>
<td>8</td>
</tr>
<tr>
<td>How to Prepare a FedEx Delivery Airbill</td>
<td>9</td>
</tr>
<tr>
<td>Ordering FedEx Supplies</td>
<td>9</td>
</tr>
<tr>
<td>Office Machines</td>
<td>10</td>
</tr>
<tr>
<td>CIE Calendar</td>
<td>11-12</td>
</tr>
<tr>
<td>Filing System</td>
<td>13-14</td>
</tr>
<tr>
<td>International Students’ Files</td>
<td>13</td>
</tr>
<tr>
<td>Accordion File for Items to Be Picked Up</td>
<td>13</td>
</tr>
<tr>
<td>File for General Items and Active Projects</td>
<td>13</td>
</tr>
<tr>
<td>Student Workers’ Files</td>
<td>13</td>
</tr>
<tr>
<td>Inbox / Outbox</td>
<td>13</td>
</tr>
<tr>
<td>Budget Files</td>
<td>14</td>
</tr>
<tr>
<td>General Office Files</td>
<td>14</td>
</tr>
<tr>
<td>Assistant Director’s Files</td>
<td>14</td>
</tr>
<tr>
<td>Student Worker Checklist</td>
<td>15</td>
</tr>
</tbody>
</table>

### GENERAL OFFICE TASKS

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizing International Student Files</td>
<td>16</td>
</tr>
<tr>
<td>At the Time of Admission</td>
<td>16</td>
</tr>
<tr>
<td>At Orientation</td>
<td>16</td>
</tr>
<tr>
<td>After Enrollment</td>
<td>16</td>
</tr>
<tr>
<td>Overview of Health Insurance</td>
<td>17</td>
</tr>
<tr>
<td>International Health Insurance Waiver</td>
<td>17</td>
</tr>
<tr>
<td>Health Insurance Fee Codes</td>
<td>18</td>
</tr>
<tr>
<td>Adding or Correcting Insurance Fees</td>
<td>19</td>
</tr>
<tr>
<td>Removing Insurance Fees</td>
<td>19</td>
</tr>
<tr>
<td>Verifying Student Lists for Insurance Billing</td>
<td>19-20</td>
</tr>
<tr>
<td>Balancing the Insurance Account (880630-4070)</td>
<td>20</td>
</tr>
<tr>
<td>LIEP Students</td>
<td>20</td>
</tr>
<tr>
<td>Submitting Payment to the Insurance Company</td>
<td>20</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Insurance Cards</td>
<td>21</td>
</tr>
<tr>
<td>Claim Forms and Student Health</td>
<td>21</td>
</tr>
<tr>
<td>Health Insurance Timeline</td>
<td>21-22</td>
</tr>
<tr>
<td>Preparing Packets for Students</td>
<td>23</td>
</tr>
<tr>
<td>Admit Packets</td>
<td>23</td>
</tr>
<tr>
<td>Orientation Packets</td>
<td>23</td>
</tr>
<tr>
<td>Physical Plant Requests</td>
<td>24</td>
</tr>
<tr>
<td>Financial Maintenance</td>
<td>24</td>
</tr>
<tr>
<td>FRS</td>
<td>24</td>
</tr>
<tr>
<td>Check Requests: Completing a Check Request</td>
<td>25</td>
</tr>
<tr>
<td>Check Requests: Filing Check Requests</td>
<td>26-27</td>
</tr>
<tr>
<td>POs</td>
<td>27-28</td>
</tr>
<tr>
<td>Departmental and Interdepartmental Transfers</td>
<td>28</td>
</tr>
<tr>
<td>Deposits</td>
<td>28-29</td>
</tr>
<tr>
<td>QuickBooks: Entering Check Requests and POs</td>
<td>29</td>
</tr>
<tr>
<td>QuickBooks: Entering Funds that Have Been Transferred Internally</td>
<td>29</td>
</tr>
<tr>
<td>QuickBooks: Entering Funds that Have Been Transferred to or from Other Departments</td>
<td>29</td>
</tr>
<tr>
<td>QuickBooks: Entering Deposits</td>
<td>29</td>
</tr>
<tr>
<td>Payroll</td>
<td>30</td>
</tr>
<tr>
<td>PNFs (Personnel Notification Forms)</td>
<td>30</td>
</tr>
<tr>
<td>Non-Exempt Employees</td>
<td>30</td>
</tr>
<tr>
<td>Exempt Employees</td>
<td>31</td>
</tr>
<tr>
<td>Work-Study Students</td>
<td>32</td>
</tr>
<tr>
<td>Office Depot Orders</td>
<td>33</td>
</tr>
<tr>
<td>Listservs</td>
<td>33</td>
</tr>
<tr>
<td>Social Security and Employment</td>
<td>34</td>
</tr>
<tr>
<td>Compiling a Social Security Packet for an F-1 or J-1 Seeking Employment</td>
<td>34</td>
</tr>
<tr>
<td>Writing a Social Security Letter</td>
<td>34</td>
</tr>
<tr>
<td>Sample Social Security Letter</td>
<td>35</td>
</tr>
<tr>
<td>Social Security Number Handout</td>
<td>36-37</td>
</tr>
<tr>
<td>I-9 (Employee Eligibility Verification) Form</td>
<td>38</td>
</tr>
<tr>
<td>Driver’s License Assistance</td>
<td>39</td>
</tr>
<tr>
<td>Sample Letter to the SSA for a Student Trying to Obtain a License</td>
<td>40-41</td>
</tr>
<tr>
<td>Sample Letter to the OMV for a Student without a SSN</td>
<td>42</td>
</tr>
<tr>
<td>Sample Letter to the OMV for a Student with a SSN</td>
<td>43-44</td>
</tr>
<tr>
<td>Health Insurance Procedure</td>
<td>45</td>
</tr>
<tr>
<td>International Student Health Insurance Claim Forms and Checklist</td>
<td>45</td>
</tr>
<tr>
<td>Waiver Accepted Response</td>
<td>45</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Waiver Denial Response</td>
<td>45</td>
</tr>
<tr>
<td>Med Evac Needed Response</td>
<td>46</td>
</tr>
<tr>
<td>Med Evac Accepted Response</td>
<td>46</td>
</tr>
<tr>
<td>Health Insurance Fee Codes</td>
<td>46</td>
</tr>
<tr>
<td>Adding or Correcting Insurance Fees</td>
<td>46-47</td>
</tr>
<tr>
<td>Removing the Insurance Fee</td>
<td>47</td>
</tr>
<tr>
<td>Verifying Student Lists for Insurance Billing</td>
<td>47</td>
</tr>
<tr>
<td>Balancing the Insurance Account (624549-4070)</td>
<td>47-48</td>
</tr>
<tr>
<td>Loyola Intensive English Program (LIEP) Students</td>
<td>48</td>
</tr>
<tr>
<td>Submitting Payment to the Insurance Company</td>
<td>48</td>
</tr>
<tr>
<td>Insurance Cards</td>
<td>48</td>
</tr>
<tr>
<td>Claim Forms and Student Health</td>
<td>48</td>
</tr>
<tr>
<td>Health Insurance Timeline</td>
<td>49</td>
</tr>
<tr>
<td>Registering Students for Education Abroad</td>
<td>50</td>
</tr>
<tr>
<td>Goals</td>
<td>50</td>
</tr>
<tr>
<td>SIS Screens</td>
<td>50</td>
</tr>
<tr>
<td>Registration Dates &amp; Responsibilities</td>
<td>50</td>
</tr>
<tr>
<td>Registering a Student for a non-Loyola Program (incl. ISEP-Direct)</td>
<td>50-51</td>
</tr>
<tr>
<td>Registering Students for Loyola Study Abroad</td>
<td>51-53</td>
</tr>
<tr>
<td>Coding for Courses with Study Abroad Component</td>
<td>53</td>
</tr>
<tr>
<td>Coding for Non-Credit Programs</td>
<td>53-54</td>
</tr>
<tr>
<td>Instructions for ISEP Exchange</td>
<td>54</td>
</tr>
<tr>
<td>Incoming Students</td>
<td>54</td>
</tr>
<tr>
<td>Outgoing Students</td>
<td>54</td>
</tr>
<tr>
<td>Quick Admits</td>
<td>55</td>
</tr>
<tr>
<td>Instructions for Admitting J-1 Exchange Students</td>
<td>55</td>
</tr>
<tr>
<td>Instructions for Quick Admit Student Record Creation in SIS for J-1 Students</td>
<td>55-57</td>
</tr>
<tr>
<td>F-1 LIEP Admit Process (Instructions only for CIE LIEP admits, not Admissions Files or Pilot)</td>
<td>57</td>
</tr>
<tr>
<td>Quick Admit F-1 LIEP</td>
<td>57-59</td>
</tr>
<tr>
<td>AUSJAL LIEP J-1 Quick Admit</td>
<td>59</td>
</tr>
<tr>
<td>Instructions for Quick Admitting AUSJAL LIEP J-1 Students</td>
<td>59-60</td>
</tr>
<tr>
<td>Instructions for Data Entry into FSA Atlas for J-1 Students</td>
<td>61-62</td>
</tr>
<tr>
<td>FSA Atlas Instructions</td>
<td>63</td>
</tr>
<tr>
<td>Mailing Instructions</td>
<td>63</td>
</tr>
<tr>
<td>Locker Inventory</td>
<td>64</td>
</tr>
<tr>
<td>La Nasa Scholarship Procedures</td>
<td>65</td>
</tr>
<tr>
<td>Contacts</td>
<td>65</td>
</tr>
<tr>
<td>Vendors &amp; Loyola People</td>
<td>66</td>
</tr>
</tbody>
</table>
GENERAL OFFICE INFORMATION

TELEPHONE PROCEDURES

Office Telephone Numbers
Our general office number and the fax number can be given out to the public:

   General office number: 504-864-7550
   Office fax number: 504-864-7548

Do not give out direct numbers. Calls to these numbers should be routed through the general number:

   Debbie Danna: 504-864-7549
   Chrissy Vanella: 504-864-7546
   Alisa Townes Jackson: 504-864-7540
   Jessica Haley: 504 864-7543
   Karen Greenstone: 504-864-7547
   Elizabeth Mangiotti
   CIE Emergency Number

Cell phone numbers of CIE staff, including student workers, are posted on the bulletin board in the Reception Office for staff use only. Do not give out these numbers to the general public unless there is an emergency situation. Be sure to update this list as needed.

Making Calls
Dialing procedures vary depending upon where you are calling.

   -To call an on campus number: Dial the last four digits.
   -To call an off campus number: Dial 8 to get an outside line, then dial the phone number.
   -To make a domestic long distance call: Dial 8 +1 +area code +phone number.
   -To make an international call: Dial 8 +011 +country code +phone number.

Answering the Telephone
Answer the telephone with the greeting, "Center for International Education, may I help you?" If you cannot assist the caller or the caller would like to speak to a specific staff member, transfer the call following the directions below. If the person is unavailable, take a message with the caller’s full name and phone number, and put the message in the person’s in-box or file. You may also ask the caller if he or she would like to be transferred directly to voicemail.
Appointments

Almost all appointments are made through the StudioAbroad system for Debbie, Alisa and Peer Advisors. Chrissy has many walk ins; always ask if she has time before telling the student to sign in. Also, everyone in this office keeps his or her own calendars. This desk does not make appointments for others.

Transferring a Call

To transfer a call from your extension to another number:

1. Press the Transfer button on your phone
2. At the prompt, dial the number (or use the Directory to find the party), and then do one of the following:
   a. Complete a blind transfer by pressing the Transf soft key.
   b. Send the call to the recipient’s voice mailbox by pressing the More soft key and then pressing To MB.

Quick guide phone resource:


Voicemail

When a message has been left in a phone line’s voicemail, the red message button on the phone connected to the line will be lit. To check voicemail, hit the voicemail button and enter the password, 8647550, hit “1” to hear new messages, “4” to transfer the call and “6” to listen again, “7” will delete the message.
VISITORS TO CIE

When student visitors come to CIE, be sure that they first sign the “CIE Sign-In Book”, located on the front desk. If they are here for Peer Advising, direct them to the Study Abroad Room. If the student wants to see the Director, Assistant Director, or Study Abroad Advisor, first check to see if the person is available.

If possible, when an international student comes to CIE, check the Accordion File to see if we have any documents for him or her. (A number of documents have been in the file for a long time). If the student is requesting any sort of letter or document from CIE, also check to see that we have up-to-date copies of the student's I-20 or DS-2019, passport, and visa. If any documents are close to their expiration date, let a CIE staffer know.
ON-CAMPUS / USPS MAIL AND DELIVERY SERVICES

Checking Mail
CIE’s mailbox number is 205. Mail should be checked at least once in the afternoon. The key is on a red key chain and is stored on the bulletin board on the Reception Office Desk. Upon returning to the office, sort mail according to addressee and / or subject area:

- Study Abroad mail: Put in Alisa’s box.
- Study Abroad brochures: Put in Alisa’s box.
- Materials about / for international students: Put in Chrissy’s Box

Outgoing Mail
Check the Outbox on the desk in the Reception Office desk for items that need to be sent out. Look for any outgoing items that need to be hand-delivered to a campus department. Take the remaining mail to the Danna Center Post Office. Separate campus mail from U.S. mail, and drop in the appropriate slots. Outgoing mail is picked up by the U.S. Postal Service at 2:30 PM, Monday through Friday.

NOTE: I’ve arranged with Joe Porter, Manager of the Post Office here on campus, to send regular international mail through him with a simple signature in the book. Bring over the mail, regardless of it being one piece or twenty, and he’ll weigh it, total it and put it in the book. You sign for it. He transfers the amount to each department at the end of the month. For reconciling purposes, I believe he does it on the 23rd of each month.

Delivery Services
CIE usually uses FedEx because it is less expensive than DHL. However, in rare cases, we may need to send an item to a country that is only serviced by DHL. We have preprinted labels with our DHL account information located on the supply shelves.

CIE normally sends immigration documents overseas by FedEx, unless the item is going to Canada, Western Europe, or Japan. We often send items to students in the College of Business or the Loyola Institute for Ministry. Before using our account number, check with Debbie to see which department will be paying for the shipping costs. In order to conserve our budget, packets with immigration documents for new F-1 admits are taken over to admissions and are then sent by admissions.

During breaks, students occasionally lose their I-20s or forgot to take them home. Under these circumstances, we will ship students their I-20s, but the students must reimburse CIE for the costs upon returning to Loyola. When the FedEx bill arrives, notify the student of the amount. Keep a note to follow up with the student to be sure the bill is paid.

CIE currently uses FedEx to send any items that need to be tracked. However, due to fuel surcharges, this is becoming more and more expensive. If an item is not time-sensitive, but needs to be tracked, it is worth considering whether or not sending the item by Certified Mail or Registered Mail is a more feasible option. **This does not apply to items shipped outside the U.S.** Following are details on these options:

- **Certified Mail:** Certified mail provides proof of mailing at the time of mailing. The date and time of delivery or attempted delivery is also recorded. A delivery record is maintained by the USPS.
- **Registered Mail:** Registered Mail provides maximum security by providing the sender with a mailing receipt. Each person who handles the item within the United States must make a record, which is maintained by the USPS. (Once the item leaves the U.S., the USPS no longer keeps a
It should be noted that this record-keeping can add an additional 3 to 7 extra days to normal delivery time.

How to Prepare a FedEx Delivery Airbill
Domestic and international airbills, as well as clear, protective air bill holders, are in the supply closet in the Reception Office – also in a box under the printer marked FED EX SUPPLIES. For the most part, use the online system for creating airbills; it’s the easiest way to go. Log in – the current login is smdempse with a password of Ginger718. Click on Create shipment, choose your country and input the info. You’ll need a phone number for the online bill and you can get that form the student application in Studio Abroad under Questionnaires and then Application. I usually copy and paste the address so there are no errors during input.

Ordering FedEx Supplies
Order supplies of airbills, envelopes, boxes, or airbill holders when running low by calling FedEx business services at 800-247-4747 and giving our account number. These items are free. Note: Current airbills have our phone number listed incorrectly, so be sure to correct this when ordering.
OFFICE MACHINES

Copier
Monitor the copier to make sure it is fully stocked. Copies of immigration documents should be made in the office. Limited copies of non-immigration documents can also be made in the office. If you need to make a large number of copies of non-immigration documents, use a university copy machine located downstairs on the first floor. These machines require a copy card, which are kept in the Reception Office front desk drawer.

Printers / Scanner /Fax machine
CIE has two black and white laser printers and one color laser printer that also scans and copies. Monitor printers to make sure they are fully stocked. CIE uses recycled paper as the default paper in an effort to be environmentally conscientious. When loading the CIE printer in the lounge with recycled paper, make sure that the clean sides of the sheets all face down. To print on letterhead, place the paper in the printer with the letter head face down, with the heading towards the front of the printer. Be sure there is always paper in the tray.

TONE RS AS FOLLOWS:
HP P2035 – toner CE505A/C - Karen Greenstones printer
Canon 4370 – toner 104/C - Debbie Danna’s printer
Canon 4770 – toner 128/C - Study Abroad
HP4050N – toner C4127X/C - LIEP and Main room
Color printer???????

Office Equipment and toners
Mike Danna – Multitech – 985.641.5291 but Mike is best reached via email at m.danna@momhelp.net At the time of this revision, all of our office machines are through Mike Danna with the exception of the big color copier in the SA office.

Mike will bring out a toner the same day but needs a Req number. All toners and equipment are purchased through Mike Danna via Purchase Order.

Shredder
CIE normally reuses non-confidential documents in the printers in order to reduce waste. However, immigration documents or documents containing sensitive information such as social security numbers should be shredded. Loyola has a contract with the company “Shred-it”. A company representative normally comes once every month or so to pick up our documents for shredding. At that time, you will be asked to sign a confirmation receipt.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>New International Student Orientation</td>
</tr>
<tr>
<td>(The week before classes begin. Schedule may vary.)</td>
<td>Monday and Tuesday (F-1 New Admits)</td>
</tr>
<tr>
<td></td>
<td>Thursday and Friday (J-1 Exchange Visitors)</td>
</tr>
<tr>
<td></td>
<td>Friday (Graduate Students)</td>
</tr>
<tr>
<td>September</td>
<td>CIE Welcome Reception</td>
</tr>
<tr>
<td>(1st Thursday of classes)</td>
<td>(International students, returned study abroad students, and key staff and faculty are invited to this reception.)</td>
</tr>
<tr>
<td>October</td>
<td>Country Fair</td>
</tr>
<tr>
<td>(3rd or 4th Friday in October)</td>
<td>(The Fair, sponsored by CIE and ISA and mainly funded by SGA, highlights Loyola’s diverse culture. It consists of tables sponsored by students, each featuring the food, information, and artifacts of a particular country. A live band provides music and entertainment.)</td>
</tr>
<tr>
<td>November</td>
<td>International Education Week</td>
</tr>
<tr>
<td>(Varies yearly)</td>
<td>(During International Education Week, a series of events designed to educate the public about intercultural issues are sponsored by CIE and other groups.)</td>
</tr>
<tr>
<td>January</td>
<td>New International Student Orientation</td>
</tr>
<tr>
<td>(Friday before classes start)</td>
<td>Friday AM (F-1 New Admits and J-1 Exchange Visitors)</td>
</tr>
<tr>
<td></td>
<td>Friday PM (Graduate Students)</td>
</tr>
<tr>
<td>Late January — Early February</td>
<td>Education Abroad Fair</td>
</tr>
<tr>
<td>(Varies yearly)</td>
<td>(Varies yearly)</td>
</tr>
<tr>
<td>February—March - April</td>
<td>International Student Scholarship Banquet</td>
</tr>
<tr>
<td>(Timing depends on breaks, other campus activities, and the speaker)</td>
<td>(International Week features a series of events sponsored by CIE and other groups on and off campus to promote cultural diversity.)</td>
</tr>
<tr>
<td>March</td>
<td>International Week</td>
</tr>
<tr>
<td>(Varies yearly)</td>
<td>(International Week features a series of events sponsored by CIE and other groups on and off campus to promote cultural diversity.)</td>
</tr>
<tr>
<td>April</td>
<td>ISA E-Board Selections</td>
</tr>
<tr>
<td>(Should be done at least 3 months before the start of classes)</td>
<td>Students submit applications to be on the E-Board and are selected by a panel.</td>
</tr>
<tr>
<td>Weeks before school ends</td>
<td>All Payments for Summer Study Abroad In April (Should be done at least 3 weeks before school ends)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Interviews of Potential CIE Student Assistants (CIE normally hires two Study Abroad Peer Advisors and one International Student Programming Assistant.)</td>
</tr>
</tbody>
</table>

The CIE Programming Calendar generally follows this sequence, but events and timing are subject to change.
FILING SYSTEM

International Students’ Files
Files are stored according to the students’ admit status.

- Current Students: Top three drawers of vertical file cabinet in Assistant Director’s office
- New Admits: In credenza drawers in reception
- OPT Students: Fourth drawer of vertical file cabinet in Assistant Director’s office
- Former Students: In 2 bottom drawers of credenza in reception area.

File labels are color-coded according to their study status:

- Blue: F-1 Academic Student
- Red: J-1 Exchange Visitor
- Yellow: ISEP Student
- Purple: LIEP Student (Loyola Intensive English Program)*
- Green: Pilot Student (Student taking LIEP and academic courses)*

Accordion File for Items to Be Picked Up
Documents that are ready for students to pick up (such as signed I-20s or checks) are filed alphabetically in the accordion file on the table in the Reception Office. Before returning items to students, check for notes on the envelope, as we sometimes need additional materials from the student. A few times a year, have a work study student go through the accordion file and email each student about mail being in the file that needs to be picked up.

Student Workers’ Files
All student workers have a file in the LIEP Office on the shelf. Workers can store information, notes and other non-confidential information. Paychecks, time sheets, and instructions on doing specific tasks will be placed in these folders by your supervisors, so check your file each shift. Each student worker also has a personnel file in the Coordinator’s office. This file contains the office copy of the worker’s PNF, completed time sheets, and other official CIE documentation. General materials pertaining to student workers, such as blank time sheets and work-study procedures, are filed in the Reception Office desk.

General Office Files
General office files are kept in the Reception Office credenza desk drawer on the top left.

Student Files
Kept in the credenza in the Reception office – top right is ALL incoming students, i.e. F-1, J-1 and LIEP. Once they are here, they are moved into Chrissy’s office in the large file cabinet. When the students leave after their time with us, the file is then moved to the bottom drawers of the credenza.

The information below will change as we switch to a paperless office
They are kept there for 4 years and then moved to the large storage unit in the Freret Parking garage. They can be integrated into the alpha boxes or I suppose you can begin a new set of boxes with a new discard date. Discard date should be roughly 10 years out. Put a shipping label on each box with the contents and the discard date. At the time of this writing, there are several boxes over there.
Budget Files
Budget files are in the Reception Office desk drawer; usually there are three years kept in the drawer for easy reference plus the current year.

Center for International Education Accounts

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Current Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIE – IAFSA/International Student Insurance</td>
<td>214530</td>
</tr>
<tr>
<td>ISA</td>
<td>889411</td>
</tr>
<tr>
<td>Study Abroad Fee</td>
<td>622540</td>
</tr>
<tr>
<td>Education Abroad Fair</td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>6-24546</td>
</tr>
<tr>
<td>ISEP/Keele Room and Board</td>
<td>6-24548</td>
</tr>
<tr>
<td>LIEP</td>
<td>211235</td>
</tr>
<tr>
<td>Deposits</td>
<td>111635</td>
</tr>
<tr>
<td>LIEP Activities Fee</td>
<td>6-22543</td>
</tr>
<tr>
<td>ISEP Admission</td>
<td>6-24547</td>
</tr>
<tr>
<td>(for ISEP application fees)</td>
<td></td>
</tr>
<tr>
<td>Study Abroad Insurance</td>
<td>6-24550</td>
</tr>
<tr>
<td>Study Abroad Tuition</td>
<td>6-24563</td>
</tr>
</tbody>
</table>

Study Abroad Program Accounts

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avila Program</td>
<td>6-24553</td>
</tr>
<tr>
<td>Bahamas</td>
<td>6-24552</td>
</tr>
<tr>
<td>Belgium</td>
<td>6-24551</td>
</tr>
<tr>
<td>Beijing Center</td>
<td>6-24543</td>
</tr>
<tr>
<td>Business – BA Extension-Mexico</td>
<td>6-24554</td>
</tr>
<tr>
<td>Ecuador</td>
<td>624544</td>
</tr>
<tr>
<td>India</td>
<td>6-24556</td>
</tr>
<tr>
<td>Ireland</td>
<td>6-24557</td>
</tr>
<tr>
<td>Italy</td>
<td>6-21367</td>
</tr>
<tr>
<td>Midem Conference --</td>
<td>6-24559</td>
</tr>
<tr>
<td>Deposits</td>
<td></td>
</tr>
<tr>
<td>Dispensements</td>
<td></td>
</tr>
<tr>
<td>Paris</td>
<td>6-24561</td>
</tr>
</tbody>
</table>

General Office Files

General office files are kept in the upper left credenza files.

Assistant Director’s Files

Files that are actively used or referred to, such as “ISA Activities” and “Driver’s License Regulations” are stored in the Coordinator’s Office. Archived folders, such as “Fall 2014 Country Fair”, which may be useful as reference materials, are stored in the Assistant Director’s office.
STUDENT WORKER CHECKLIST

- Check the phones for voicemail messages.
- Check in with supervisor for tasks
- Check the Outbox for items that need to be delivered, mailed, or dropped off.
- Check the CIE mailbox, if it has not already been done that day.
- Check the file trays for items that need to be entered into Quicken, copied, hole-punched and / or filed.
- Check the fax machine for incoming faxes.
- Check the paper storage bins (located in the Reception Office and the Study Abroad Office) and restock with letterhead, white stationary, and plain white paper as needed.
- Check the fax, printers, and copiers to see if they need to be restocked with paper.
- Answer the phones and transfer calls or take messages as appropriate.
- Greet visitors and ensure that they sign the “CIE Sign-In Log”, located on the table near the entrance of CIE. Help them if you can, or direct them to the Director, Coordinator, or Peer Advisor.
- When you use office supplies, take note of the quantity remaining. If supplies are low, let a CIE staff member know and order more.
- Periodically check the CIE bulletin boards (by Mercy 308, on the door of Mercy 301, and in the Danna Center) to see if they need to be updated.
- Periodically check the CIE website for outdated information and correct if you can, or let Debbie know about updates that are necessary.
- At the end of each week, fill out your CIE time sheet and give it to your supervisor to sign.
- At the end of each pay period, fill out your official time sheet and submit it to your supervisor before the deadline.
- At the end of each work session, straighten your area and throw away any trash.
GENERAL OFFICE TASKS

ORGANIZING INTERNATIONAL STUDENT FILES

NOTE: This office is on the way to becoming entirely paperless. For Exchange and LIEP students ONLY, (F-1 students still have folders with documents in them) we still create the folder with the appropriate label color for the file drawer. Rather than gather and store the paper documents, we upload them to the students file in Studio Abroad. First, the online documents are uploaded to a file on this desktop called STUDENT DOCUMENTS and then uploaded to the individual students application under DOCUMENTS. Final step (and quite necessary) go into MATERIALS and mark the document as received). Keep the doc's in the STUDENT DOCUMENTS file for a while.

Be sure to check the box that says Immigration Documents Sent as soon as the documents are sent.

For documents that are received and kept in the student file: The students’ files should be organized with the two-hole punch clips. Be sure to properly center the clip in the folder or else the rest of the documents will not fit correctly. Check that you also properly center the documents when punching them and that you don’t “punch out” any information. Place the documents in the following manner, from back to front:

- Admissions Documents
- Following Documents at Orientation
  - Copy of I-20 - Check that it was stamped at the Port of Entry and has been signed by CIE staff. Do not copy it until it has been signed by CIE.
  - Copy of Visa(s) - If a student has more than one valid visa, copy all of them. (You do not need to copy expired visas.)
  - Copy of Passport
    - Copy the identification page.
    - Check the expiration date. (In some countries, the passport renewal / revalidation page is on a different page than the identification page.)
    - Copy the renewal / revalidation page, if necessary.
    - Also copy any name change pages, if applicable.
- Include Document Checklist (hot pink)
  - Check off documents that are included in the file.
  - Note those that are missing or have problems.
  - List the expiration dates where applicable.
- After Enrollment
  - Other documents, assembled by date
  - Confidential information, such as grades, or other information deemed sensitive by CIE, should be kept in a manila envelope with a general description of the contents written on the front of the envelope.

Immunization to Student Health

- Keep copies of forms in student files
- Check off in StudioAbroad in the students application under materials
- Send copies to Student Health. On the original kept in this office, label: “Copy sent to SH on … via Interoffice”. Student Health is notorious for losing the copies.

Res life

This office is not currently involved in Res Life Contracts but as I quick admit the students, I update Res Life. Best way to do this is to send a spreadsheet of ALL Incoming Exchange students as you approach the semester and as the students are quick admitted, update and re-send the spreadsheet.

Revised 5/18/2014
STUDENT HEALTH INSURANCE PROCEDURES
(from Assistant Director Manual – responsibilities are shared between AD and OM)

Overview
All F-1 and J-1 students are required to have health insurance coverage either through the policy obtained by Loyola or from another insurance company. To ensure compliance with the health insurance requirement, the international student health insurance fee is put on each student’s Loyola bill every fall (or first semester of enrollment) throughout their time at Loyola.

In order to have the insurance charge removed from their bill, students must submit a completed International Health Insurance Waiver Petition Form, or a letter from their insurance company, by the stated deadline, AND their policy must satisfy CIE’s stated benefit requirements. If both of these conditions are not met, the insurance charge will remain on the student’s bill. **CIE is the only office that can remove the international student health insurance charge.**

All new students receive the Lewermark Policy brochure and the International Health Insurance Waiver Petition Form in their CIE Admit Packets. Returning students receive email reminders throughout the year, especially before the end of the spring semester.

If a student’s health insurance policy satisfies all of the benefit requirements EXCEPT medical evacuation and / or repatriation, he or she must purchase supplemental insurance in order to get the Loyola charge removed from the student bill. SOS and Harbour Group both offer evacuation or repatriation plans for around $70 per year. Lewermark also offers evacuation/repatriation coverage for $15 per month that can be billed to a student’s SIS account.

Students must submit proof of adequate insurance every year whether or not their coverage was accepted in a previous year.

**International Health Insurance Waiver**
In order to have the insurance charge removed from their bill, students must submit a completed International Health Insurance Waiver Petition Form.

- **WAIVER ACCEPTED RESPONSE:** If a student submits a waiver and their policy is accepted, email the following (be sure the update dates, etc.):
  “We have received the International Health Insurance Waiver Petition from your insurance company and have verified that your current policy meets the specified requirements for acceptance by our office. We have therefore removed the international student health insurance charge from your student bill for the 2008-09 academic year. If you have already paid this fee, you can contact the Student Finance office at 865-3337 to request a refund. Please remember that this insurance waiver is only valid for the 2008-09 academic year. You will be required to submit a completed International Health Insurance Waiver Petition form at the beginning of the 2009-10 school year. Please call 864-7550 or email cie@loyno.edu if you have any questions.”

- **WAIVER DENIAL RESPONSE:** If a student submits insurance and their policy is not accepted, email the following (be sure to update dates, etc.):
  “We have received the International Health Insurance Waiver Petition Form from your insurance company and have determined that your current policy does not meet the specified requirements for acceptance by our office. You are therefore required to purchase the health insurance policy obtained by Loyola University. The insurance company selected...”
for the 2008-09 academic year is Lewermark Insurance. The insurance charge of $1188 will remain on your student bill and you will be included on the enrollment list. Your insurance card was given to you at international student orientation. Please be sure that the card is in your wallet so that you have it in case you need it. Please call 864-7550 or email cie@loyno.edu if you have any questions."

- **MED EVAC NEEDED RESPONSE**: If a student’s health insurance policy satisfies all of the benefit requirements EXCEPT medical evacuation and/or repatriation, he or she must purchase supplemental insurance in order to get the Loyola charge removed from the student bill. Email student the following:

  "We have received the International Health Insurance Waiver Petition Form from your insurance company and have determined that your current policy does not meet all of the specified requirements for acceptance by our office. Since your policy does not cover repatriation and/or medical evacuation you must purchase a supplemental policy for these items. CIE will remove the insurance charge provided that you purchase a supplemental insurance policy that covers these benefits. Two companies from which you can choose are International SOS at [www.internationalsos.com/visitorusa](http://www.internationalsos.com/visitorusa) or The Harbour Group, LLC at [www.hginsurance.com](http://www.hginsurance.com). These plans are $70 for 12 months of coverage. In order to have the insurance charge removed, you must submit a paid enrollment form to our office by the waiver deadline. Alternatively, you can enroll in an evacuation/repatriation plan offered by Lewermark that is $15 per month. If you want the Lewermark plan, email us and we will charge it to your student account. Please call 864-7550 or email cie@loyno.edu if you have any questions."

- **MED EVAC ACCEPTED RESPONSE**: If a student purchases the med evac insurance and their waiver is accepted, email the student the following (be sure to update dates, etc.):

  "I have received your proof of enrollment in a medical evacuation/repatriation insurance plan. With the purchase of this supplemental insurance, you have met the specified requirements for acceptance by Loyola University. I have therefore removed the international student health insurance charge from your student bill. Please remember that this insurance waiver is only valid for the 2004-05 academic year. You will be required to submit a completed International Health Insurance Waiver Petition form at the beginning of the 2005-06 school year. Please call 864-7550 or email me if you have any questions."

**Health Insurance Fee Codes**
The following health insurance fee codes are on SIS Screen 431.

- **H1**: Int’l Health Insurance – Year (12 months)
- **H2**: Int’l Health Insurance – Fall (5 months)
- **H3**: Int’l Health Insurance – Spring & Summer (for degree-seeking students who start in January)
- **H4**: Int’l Health Insurance – Summer (for bridge students who start in the summer)
- **H5**: Int’l Health Insurance – 4 weeks (for LIEP students here for half of the summer term)
- **H6**: Int’l Health Insurance – 8 weeks (for LIEP students here for half of the semester)
- **H7**: Int’l Health Insurance – Fall & Spring (for exchange students who are here for the academic year – they should not be charged for 12 months because we do not need to ensure year round coverage and they cannot remain in the country beyond their grace period anyway)
- **H8**: Int’l Health Insurance – 12 months of evacuation/repatriation coverage (for students whose insurance policies meet all of the requirements except for the evacuation/repatriation – they can choose to purchase evac/rep coverage through Lewermark)
- **H9**: Int’l Health Ins-Evacuation/Repatriation – 6 months of evacuation/repatriation coverage (for students whose insurance policies meet all of the requirements except for the evacuation/repatriation – they can choose to purchase evac/rep coverage through Lewermark)
- **PI**: Student has Personal Insurance (Enter only if Waiver Petition has been accepted or for ISEP or sponsored students, such as SACM)

**Adding or Correcting Insurance Fees**

To add or correct an insurance fee on a student’s bill, follow the procedures below:
- Find student in SIS.
- Go to Screen 431 and enter the appropriate term. Terms are listed as two-digit years followed by a letter indicating the semester:
  - F=Fall
  - S=Spring
  - M=Summer

- Verify the insurance code under the “Optional Fee Codes”. If the health insurance fee has not been entered, enter the code in the first available numbered line. If you need to correct the code, type the correct code in the field. Don’t forget to press enter to set the code.
- Go to screen 407 to do a tuition calculation so that the student’s bill will automatically reflect the change.
- Go to screen 408 to view student’s bill. The change should be apparent.

**Removing the Insurance Fee**
- Find the student in SIS.
- Go to Screen 431 and enter the appropriate term. Terms are listed as two-digit years followed by a letter indicating the semester:
  - F=Fall
  - S=Spring
  - M=Summer
  - K=Katrina
- Change the insurance code to PI. Again, do this only if student’s waiver petition has been accepted, or if the student is part of an exchange program whose insurance we automatically accept (ISEP or SACM).
- Don’t forget to press enter to set the code.
- Go to screen 407 to do a tuition calculation so that the student’s bill will automatically reflect the change.
- Go to screen 408 to view student’s bill. The change should be apparent.

**Verifying Student Lists for Insurance Billing**

CIE maintains the international student insurance budget and must balance it at the end of the year. Request a list of international students from Judy Vogel (current and new students, F & J).

Check the list for accuracy:
- Compare the list to a Web Focus report for that semester
- Check for any changes that need to be made
  o J-1 exchange students often are not included in the first list (note: ISEP students should not be billed since they have ISEP insurance).
  o International students who are studying abroad should still be charged in order to ensure that they have continuous coverage and that there are no lapses in coverage after they return from study abroad.
- F-1s graduating in the Fall term should be coded H2.
- J-1s who are staying at Loyola for the entire academic year should be coded H1.
- Any students who turn in waiver forms should be coded as PI.

Make changes on the list and make the changes in SIS.

After verifying the list, there may be additional students who are admitted late. If these students are not finished with the early registration or the deposit process, they may not be included on the report. To ensure that these students are correctly charged on their first bill, take note of any students to whom you issue I-20s late in the application cycle. Once these students enroll, be sure to add the insurance charge to their bills right away.

**Balancing the Insurance Account (6-24549 4070)**

CIE maintains the international student insurance budget and must balance it at the end of the year. As of 5/15/2014, the account is off by $5,522. CIE submits a Check Request for the total number of students covered by the Loyola Insurance. This must balance with the total number of students Loyola has charged the International Student Health Insurance fee.

In order to ensure that every student who needs to be is coded, do as follows:

1. Ensure that every F-1 and J-1 student (degree-seeking, exchange & LIEP) are coded with their visa type on screen 7IN.
2. Judy Vogel will automatically code students during the summer. Any students who register late or who are admitted late during the fall must be manually coded. All spring and summer students must be manually coded.
3. Ask Student Finance (the current contact person is Judy Vogel) for a list of students who have been charged for insurance. Note that this list will also include students who have been charged for study abroad. These students can be removed upon receiving the list.
4. Compare the list from Student Finance with the international student web focus report.
5. Conduct this comparison in early July (before bills are sent out in mid July), August (before the August bills are sent out), and finally after the waiver deadline has passed to ensure that the final list sent to Lewermark is accurate.
6. Be sure to double-check and cross-check that all students who should be are included.

**Loyola Intensive English Program (LIEP) Students**

LIEP terms range from 4 weeks to 15 weeks. Each term, LIEP students must be coded and charged for insurance if they are in F-1 or J-1 status. LIEP students are only charged for the intended amount of time that they will study. Pay special attention to breaks between terms. If students intend to return after the break, they need to have insurance coverage during the break.

**Submitting Payment to the Insurance Company**

Once the waiver deadline has passed and the insurance list and coding is accurate, CIE emails Lewermark a final list of insured students. Lewermark then emails back an invoice. CIE will then request a check payable to Lewermark and send it to them.

There is a “grace period” because coverage dates do not coincide with Orientation and registration. Since we don't know for sure if students will come to Loyola until they actually enroll, they are covered during that period even if we have not submitted their names or made payments on their behalf.

However, until Lewermark receives the list of students, the students’ insurance cards will not be accepted by the doctor. If a student needs to use the insurance before you send the list, contact Lewermark immediately and have the student added to Loyola’s list.
Insurance Cards
Each new student is given an insurance card at orientation with the understanding that if they use it they will not have the option to be waived from the insurance. Continuing students keep their insurance cards from the first year.

Claim Forms and Student Health
We encourage students to use the Student Health Center on campus when possible. If Student Health refers a student to a doctor off-campus, they ask students to provide their insurance card so that they can be sure to refer the student to a doctor that is covered by their insurance.

CIE helps students who have the Loyola insurance file insurance claim forms, but this is only necessary in unusual circumstances because the hospitals and doctors bill Lewermark directly. Students no longer need to file for reimbursement for medicine. They are given up to a 50% discount at the time of purchase.

Health Insurance Timeline
A timeline for procedures relating to international health insurance follows. This timeline is a guideline. Be prepared to be flexible!

<table>
<thead>
<tr>
<th>HEALTH INSURANCE TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A timeline for procedures relating to international health insurance follows. This timeline is a guideline. Be prepared to be flexible!</td>
</tr>
</tbody>
</table>

| July | Insurance reminders should be sent to current students’ and their parents. |
| Late June/Early July | Attend the Fall billing meeting sponsored by the Student Finance office. |
| Early July | Student Finance will code all active F-1 and J-1 students (including new admits) in SIS with the international health insurance code. This charge is typically for one academic year for F-1 students and for one semester for J-1 students. Request that Student Finance send a list for verification. |
| Early July | CIE verifies insurance charges and makes necessary corrections. |
| July 15 | Fall bills are prepared and mailed from Student Finance. |
| Mid July | Ensure we have adequate insurance supplies for orientation (insurance cards, plan brochures, list of benefits and exclusions). If not, order more from Lewermark. |
| Mid-August | Email returning students a reminder about the insurance requirement. |
| August Orientation | Reiterate insurance requirement to new students & hand out insurance cards telling them to write their name and CWID and put the cards in their wallets. Wait for them to do this before moving on with orientation. |
| 1st Week of Class | Email all students about insurance waiver deadline. |
| Ongoing | Review Waiver Petition Forms that have been submitted. If a student’s policy meets the requirements, remove the charge in SIS and notify the student that the charge has been removed. For policies that don’t meet our requirements, notify the students that their coverage was inadequate and why. |
| Friday of the second week of classes (the drop deadline for | This is the Health Insurance Waiver Petition Form deadline. No forms will be accepted after this date. The insurance fee must remain on the student's bill. |
| classes) |
|------------------|--------------------------------------------------|
| **After Waiver Deadline** | Verify insurance coding for all students, email the list to Lewermark. Upon receiving the invoice, submit a check request to Financial Affairs. Mail the check to Lewermark. |
| **Early December** | CIE must manually enter insurance codes on all new Spring admits (F-1 and J-1 students) using SIS Screen 431. Ensure we have adequate supplies for orientation (insurance cards, plan brochures, list of benefits and exclusions). If not, order more from Lewermark. |
| **January Orientation** | Reiterate insurance requirement to new students & hand out insurance cards telling them to write their name and CWID and put the cards in their wallets. Wait for them to do this before moving on with orientation. |
| **1<sup>st</sup> Week of Class** | Email a reminder to all Spring admits about the insurance waiver deadline. |
| **Friday of the second week of classes (the drop deadline for classes)** | This is the Health Insurance Waiver Petition Form deadline. No forms will be accepted after this date. The insurance fee must remain on the student's bill. |
| **After Waiver Deadline** | Verify insurance coding for all students, email the list to Lewermark. Upon receiving the invoice, submit a check request to Financial Affairs. Mail the check to Lewermark. |
| **Early May** | Email a reminder to all students about the insurance waiver deadline. |
| **Mid-May** | Email a reminder to all Summer Admits about the need to be ensured during the summer and the insurance waiver deadline. |

**Note:** this timeline does not include the process for LIEP students. See procedures above regarding LIEP students.
PREPARING PACKETS FOR STUDENTS

Admit Packets
Once an international student is admitted to Loyola University, his or her information is sent to CIE so that we can generate their immigration documents—either an I-20 for students on F-1 visas or a DS-2019 for students on J-1 visas. With the immigration document, we also send a personal cover letter of welcome, written by either the Director or the Assistant Director and other general materials. In order to streamline the admit process, the general materials are compiled ahead of time so that once the individual immigration document and cover letter of welcome are done, the student’s admit packet can be sent immediately. Items included may change from semester to semester, so be sure to check with the Director or ADISSS before compiling a packet.

The following items go in all admit packets:

- Information for New Students brochure
- International Health Insurance Waiver Petition form
- Student Health Insurance Plan brochure
- Health Insurance FAQs

Orientation Packets
Orientation is very hectic, so it is important to have materials for the packets ready ahead of time. The following items are currently included in a packet, but may change from semester to semester, so check with the Director of Coordinator before compiling packets:

The following items go in all packets:

An Orientation Schedule for F-1 or J-1 students (The schedules differ.)
CIE Student Handbook
Student Health Insurance Plan brochure
“International Health Insurance Waiver Petition” Form
“New Orleans Street Map and Visitors Guide”
Blank index card (Students will write their questions on the cards.)
Chrissy’s business card
ISA Welcome Reception Invitation
Campus map
Copy of the Exam Schedule
Copy of the Academic Calendar
PHYSICAL PLANT ORDERS

The Physical Plant department is responsible for the maintenance of all buildings and grounds on Loyola’s campus. They also assist with other tasks, such as moving, building the Country Fair stage, etc. To make a request, fill out their online form:

FINANCIAL MAINTENANCE

FRS
FRS, Loyola’s financial record system, tracks all debits and credits to all of CIE’s accounts. Following are instructions for logging onto the system:

- Click the “QWS3270 Plus” icon to open the program.
- Press “Pause/Break” or “Ctrl+C” to clear the screen. Or m2840 + enter (2x)
- Once cleared, type “CSSN” and hit enter.
- Once the CICS screen appears, enter your username and password, and hit enter.
- When “SIGNON IS COMPLETE” appears, type “ZCTL” and hit enter.

After signing in, you will be on screen F00, the menu screen where the various screens are listed. By default you will be in the current fiscal year which runs from August to July. The fiscal year is the last two digits of the calendar year that concludes the fiscal year.

You can always go back to Screen F00 to look up other screen numbers. Simply type “F00” in the “Screen:” field and press enter. To navigate between fields in FRS, tab or use the mouse to place the cursor at the beginning of a field. You must always press enter after typing in a field or else the system will not respond or save the information.

Screen 023 is the most comprehensive screen as it shows “Year to Date Transactions by Date”. Following is an explanation of the fields on this screen:

-Sub: This is the transaction’s object code.
-Ref 1: If the transaction was a requisition or a Purchase Order, the assigned number will be in this field.
-Date: This is the date of the transaction.
-Description: This usually lists the recipient of funds.
-Amount: This is the amount of the transaction.
-I: If this field is blank, it indicates funds that have been paid. If this field has a “D” it means the funds are encumbered and cannot be spent, but they are still in our account. If this field has a “C” it means that funds have been credited to our account or have been unencumbered.
-Batch: This indicates who processed the transaction. Transactions you make will have your login initials within the 6 characters. Transactions approved by purchasing will have “PUR” within the 6 characters.
-Offset Acct: If the transaction involves the transfer of funds to or from a Loyola department, the other department’s account number will appear in this field.

At least once a month, FRS should be checked to ensure that university’s accounting matches our own. FRS can also be used whenever you need to track POs or Check Requests.
To view previous fiscal years, go to Screen 881 and enter the two digit fiscal year you wish to review in the field “Fiscal Year”.

If you need help with a field, place the cursor in the field and press the F2 key. To except help, press the F4 key. Not all fields have explanations, but many do.

Check Requests: Completing a Check Request

The Check Request form is on Loyola’s website. If it is not already bookmarked on your computer, you can find it by typing in “Check Request” in the “Search” box at the top right hand corner of Loyola’s homepage. Click on the result titled “FAQs - Financial Affairs - Loyola University New Orleans.” Click on the link on the left hand side titled “Forms”. “Check Request” is the fifth item in the list of links. The link to the “Forms” page is: http://www.loyno.edu/financialaffairs/forms.html. The first item in the list on the “Forms” page is “Check Request-PDF.” Open the PDF. The PDF Check Request form needs to be completed anytime you need a check to pay for goods or services. Use the procedures below:

Fill out the form.

Values can be typed in on the page, but they cannot be saved onto the computer. The information you need for the form follows:

Date: The date is self-generating.

Department: Center for International Education

Box Number: 205

Submitting Individual: Type your name.

Phone Extension: 7550

Account Number: Varies

- The account number is formatted in xxxxxx xxxx form. The first six digits are the account number. The general CIE account number is 214530. See “CIE Accounts” for more details.

- The last four digits are the object code, which describes the type of expense. A list of object codes can be found on the “Forms” page, under “List of Departmental Object Codes – Alphabetical & Numeric – PDF”. A print copy is filed in the Reception Office desk under “Purchasing Object Codes”.

- The object code should be listed after the account number in the “Account Number” space.

Payee: Type the recipient’s name.

- If the check is to pay a bill to a company, simply type the company’s name in the space.

- If the check is to reimburse an individual for payments made on behalf of CIE or ISA, then the person must also sign his or name after the typed name.

Amount: Type the amount for which the check should be written.

Revised 5/18/2014
Social Security Number: Leave this blank, unless the recipient is being paid wages.
- For example, a musician receiving payment for a performance at the Country Fair would have to provide a SSN or a TIN.

"Must Check One" Box: Check one.
- CIE generally picks up all checks, except those that are made out to companies with multiple Loyola accounts, such as FedEx. If in doubt, ask Financial Affairs.

Address: Type the address of the recipient.
- If the check will be mailed out by either Financial Affairs or CIE, or if the recipient is receiving wages, the address should be included.
- If not, this space can be left blank.

Explanation of Expenses: Write an explanation of the expense.
- When paying bills, be sure to include invoice numbers and dates, if applicable.
Print the form.

Tape the receipt(s) onto a piece of paper and paperclip it to the Check Request form.
- If a check recipient has more than one receipt for the same event or activity, the multiple receipts can be submitted together on the same Check Request.
Put the form and receipts in a folder for Debbie’s signature.
- Debbie will sign the “Departmental Approval” space, unless the check is to her.
After Debbie returns the signed form, photocopy it and the receipts.
- Staple the form and receipt copies together and place in the “To Be Filed – Other” box.

Take the originals to Financial Affairs, Box 11, located on the first floor of Marquette Hall, unless the check is for Debbie.
- If the check is for Debbie, it must be submitted to Adrienne Blanco, Box 7, located in Marquette 319, for Departmental Approval.

Pick up the check when it is ready.
- Check Requests normally take 3 to 5 business days to process. When a check is ready to be picked up, the Bursar’s Office is supposed to call us to let us know.
- If a check seems to be taking too long to be processed, check its status on FRS. If it has not been issued, call Financial Affairs.
- If it has been issued, call the Bursar’s Office to see if it is there.
- Note: When picking up checks at the Bursar’s Office, keep in mind that they are only open 8:30 AM to 4:00 PM.

Check Request University Credit Card: Due every 22nd of Month
Fill out a University Credit Card Expense Statement with all expenses on invoice listed
Must have receipts for all charges taped to paper
Make Payee “Whitney National Bank” …
Fill out a single Check request but in description list each charge with appropriate account number.
Have all forms signed by Debbie
Send to Adrienne Box 7

Check Requests: Filing Check Requests
It is very important to systematically track Check Requests so that CIE’s budgets can be reconciled and expenditures can be viewed for future budget planning. Follow the procedures below when filing:
Check the “To Be Filed – Other” box for completed Check Requests.
  -Enter the data on the Check Requests into QuickBooks following the instructions in the QuickBooks section.

Put completed Check Requests in the appropriate file in the budget drawer in the Reception Office desk.
  -CIE has eight accounts. The majority of our transactions are done under the general CIE account, 214530. This account has separate file folders for different object codes.
  -Files should be sorted numerically by account.
  -The files of accounts with object codes should also be sorted by object code.
  -Files are also sorted by fiscal year, which runs from July to July.
  -Files for the prior year are also filed in budget drawer for quick reference. They are behind the current year’s files. Make sure you put a completed transaction in the correct year’s folder.
  -Files for earlier years are in budget boxes in the Reception Office, labeled by year.

Check for Check Requests that have been submitted and processed with the wrong Object Code.
  -For example, a Membership Dues Check Request, which should be processed under the object code, 3079, may inadvertently be processed as 3097, Travel Lectures.
  -If you find this type of error, photocopy the Check Request. File one copy under the object code that the charge was processed, making a notation on the document of what the correct object code should be.
  -File one copy under the correct object code, making a notation on the documents of what object code the charge was processed under.
  -Prevention is the easiest way to handle this error. Double check any Check Requests that you prepare or deliver for errors.

Enter the Check Request into QuickBooks following the instructions in the QuickBooks section. Check with Debbie on this.

**Purchase Orders**

Most purchases are paid by check. However, payments to vendors with whom Loyola has contracts often require a Purchase Order or PO. POs are created by making a requisition within FRS (the Loyola Financial Record System). Following is a brief overview of the steps involved:

- A requisition, or request for funds, is made. The request generates a requisition number.
- The requisition number and the amount of the requisition will show up in FRS with a “D” by it. The account will be temporarily encumbered, or debited by this amount.
- Upon approval by Debbie and Purchasing, the requisition is converted into a PO. The PO will be assigned a number that is different than the requisition number.
- After the requisition becomes a PO, the requisition number will show a credit for the amount requested, indicated by a “C”.
- The PO number will then show a debit, indicated by a “D”. This indicates that the funds are encumbered and cannot be used for other uses.
- When the company is paid by Loyola University, the amount that is paid will show up by the PO number.

Most POs are made to cover a specific purchase or expense with a fixed cost. For example, if you make a PO to pay for an order of tables for the Country Fair from Chap’s Party Rental, the final amount paid will be the amount on the invoice from Chap’s. The invoice amount may vary slightly
from the amount on the original requisition, for example if taxes or delivery were a little higher or less than anticipated. However, the amount paid will generally match the amount requested.

POs to Office Depot are the major exception to this rule. Rather than create a new PO every time we need to buy a box of staples, we instead create a PO that can be drawn against multiple times. Therefore, multiple payments to Office Depot will show up on one PO. When making a PO for Office Depot, your quantity will be for “1.0” and your unit price will be for the total amount of the PO. Under “Description” be sure to include the following information: “Open Order for Office Supplies for CIE” and “Fax # 800-342-1062” and “Cust. # 20964783” plus your name, extension, email address and “CIE”. Because tax is calculated on items when we actually purchase them, the Tax Code field is left blank on Office Depot orders.

Simple, clear, and thorough instructions for executing Purchase Orders are included in the manual Financial Records System Purchasing Users Manual. In addition, JoEva Flettrich in the Purchasing Department offers new workers a brief introductory lesson on using the system. She is also available if you ever have problems with your Purchase Orders. As noted in the Users Manual, it is advisable to print screen R02 so that you will have a record of your requisition number in case the system goes down. A file, “R02 / R06” is in the budget file section in the Reception Office desk.

Once you have completed the procedures in the manual for creating a requisition, you need to print screen R06. This screen gives all of the information relevant to the requisition. Give this printed copy to Debbie. She will review and sign it to indicate that she has approved the requisition of the funds in FRS. Once you receive the R06 back from Debbie with her signature, you can start checking FRS to see if the funds have been converted from a requisition into a PO. If you have the requisition number readily available, use screen F21 – Open Purchase Orders, to search for the PO. Otherwise, you can find the PO by looking through screen 023 – Year to Date Transactions by account. Enter POs into Quicken following the instructions in the Quicken section.

**Departmental and Interdepartmental Transfers**

Payments to other departments at Loyola University are done by departmental transfer. Directions and the online form are at: [http://www.loyno.edu/financialaffairs/departmentaltransfers.html](http://www.loyno.edu/financialaffairs/departmentaltransfers.html).

Near the bottom of the form is a section that states, “Please provide any additional e-mail addresses to which you would like a copy of this request to be sent.” Enter the email address of the person handling the account to which you are transferring funds.

Below that is a section that says, “If this transfer request requires additional approval for processing please provide the e-mail address of that individual. A copy of this request will be forwarded to that address for approval.” Enter Debbie’s email address so that she can approve the transfer.

Once Debbie approves the transfer and it has been processed, you will receive an email confirmation. Print a copy of this and file it under “Departmental Transfers” in the budget file section in the Reception Office desk. Enter the transfer into Quicken following the instructions in the Quicken section.

Occasionally, CIE needs to transfer funds from one account to another. For example, if there is a shortfall in the Health Insurance account, this shortfall will need to be covered by funds from the general operating account. The procedures are exactly the same as those outlined above.
**Deposits**

Periodically, CIE will need to make deposits, for example, when a student repays us for a FedEx fee or when dues are collected for ISA membership, or for Summer Programs. A "Departmental Deposit Receipt" and instructions for making deposits are on the Bursar’s website at: http://www.loyno.edu/bursar/downloadforms.html.

Fill out the online form and print it.

Make a copy of it before taking it and the funds to the Bursar’s Office.

The Bursar’s Office will issue another receipt at the time of deposit.

Attach this receipt to the copy of the form and file the documents in the appropriate folder based upon the account number and object code.

*We should only start doing this if there is time. This has not been done for a number of years.*

Enter the deposit into QuickBooks following the instructions in the Quickbooks section.

**QuickBooks: Entering Check Requests and POs**

Click on “Enter Bills” Tab  
Enter in Name of who bill is for  
Enter in correct date of Check request  
Choose correct account number  from bottom left  
Use memo line to describe

**QuickBooks: Entering Transfers or Credits**

Click on “Enter Bills” Tab  
Click on Credit button  
Enter in Name of who is transferring $  
Enter in correct date  
Choose correct account number for money to go into  from bottom left  
Use memo line to describe

**QuickBooks: DEPOSITS**

Click on “Banking” Tab  
Click ‘Make Deposits”  
Deposit to Loyola Funds’  
Received From choose Budget year “2009-2010”  
Choose correct account for it to go into under “From Account”
PAYROLL

Work-study and bi-weekly employees are paid on different schedules. Payroll calendars are posted on the HR website at http://www.loyno.edu/human.resources/payroll/. Printed copies of both the work-study and bi-weekly payroll calendars are on the bulletin board in the Reception Office.

Completed time sheets (Non-Exempt, Exempt, and Work-Study) should be put in a campus mail envelope addressed to Payroll and delivered to the HR Payroll (Mercy 301) by 10:00 AM on the due date. If time sheets for workers earning hourly wages are not submitted on time, they will NOT get paid that pay period. When submitting time sheets for Non-Exempt Employees, the supervisor must also complete and attach a Department Time Sheet Control Record, which shows the total hours of all non-exempt employees for that pay period. Paychecks, time sheets, and control records are delivered through campus mail on pay day. They are usually in campus mailboxes by 10:00 AM. Once received by CIE, time sheets and paychecks for all student workers will be placed in each student’s file in the Reception Office.

PNFs (Personnel Notification Forms)
A PNF needs to be completed and submitted to HR anytime an employee (except for a work-study student) begins or terminates employment at CIE. An employee cannot be paid until his or her PNF is processed. The employee also has to complete W-4, L-4, and I-9 forms in HR. PNFs for work-study students are completed by HR. Work-study students cannot begin working at CIE until we receive copies of their paperwork from HR.

Following are further instructions for specific types of employees:

Non-Exempt Employees
Non-Exempt Employees earn hourly wages and are paid on a bi-weekly basis from the CIE budget. CIE student assistants (International Student Assistant and Peer Advisors) are Non-Exempt Employees. Non-Exempt employees should keep track of their daily hours on a CIE time sheet, which is submitted to their supervisor to be signed at the end of each week. Blank CIE time sheets are in the desk drawer in the Reception Office.

At the end of the two-week pay period, employees should fill out the front and back of a pre-printed Non-Exempt Employee Time Sheet. If an employee does not have a pre-printed form, a blank form can be used. Blank forms are in the desk drawer in the Reception Office. Non-Exempt Employee Time Sheets should be signed by Debbie or the Coordinator. The original Non-Exempt Employee Time Sheets should then be submitted to Payroll and copies should be put in each employee’s personnel file, along with the CIE time sheets.

Exempt Employees
Exempt employees earn salaries and are paid on a bi-weekly basis. Vacation and sick days, as well as regular hours, are recorded on the HR site. The CIE Director and Coordinator are Exempt Employees.
**Work-Study Students**

Work-Study Students earn hourly wages and are paid on a monthly basis from funds that are part of their student aid packages. Work-Study Students should keep track of their daily hours on a CIE time sheet, which is submitted to their supervisor to be signed at the end of each week.

At the end of the 4-week pay period, workers should fill out the front and back of a preprinted Work Study Employee Time Sheet. If a student does not have a pre-printed form, a blank form can be used. Blank forms are in the desk drawer in the Reception Office. Work Study Employee Time Sheets should be signed by Debbie or the Coordinator. The original Work-Study Employee Time Sheets should then be submitted to Payroll and copies should be put in each employee’s personnel file, along with the CIE time sheets. It is important to make sure that work-study students do not run out of hours too soon or have an excess of hours at the end of the semester.
OFFICE DEPOT ORDERS

Loyola University has a special account with Office Depot which entitles us to lower prices. To get the lower rates, you must order items via the Business Solutions Division at http://bsd.officedepot.com. Do not use the regular Office Depot website. Log in using the following information:

- Login Name: interedu7550
- Password: Get a new one.

You can look for items online using the “Search for” function. However, it is often easier to find the items you need by looking in the Office Depot catalogue and noting the product number. Place items in the cart and proceed to checkout as you would on any other online shopping site.

Because Loyola has a business contract with Office Depot, we pay by PO, not by credit card or check. Upon checking out, you will be asked to enter a PO number. You can only use one PO per order.

If you unsure how much you have left on a PO, you can look under “My Profile”, a link on the left side of the home page. Select the option “Select PO Number”. Enter the PO number in the “Search for a PO Number” box. “Dollar Limit” (the amount of the original PO) and “Dollar Used” will be listed. The difference is how much remains on the PO. It is important to note that the amount remaining on the PO according to Office Depot may differ from the amount remaining on the PO according to FRS because it often takes weeks or months for funds that are encumbered in a PO to be converted into an actual payment. If the PO amount is too low to use, email JoEva Flettrich in Purchasing and she will close the PO and add the funds back to our account.

Debbie is listed as the default contact person under “Order Options”. When ordering items, enter your own name under “Contact”. By default, email confirmations are sent to cie@loyno.edu. For your own reference, you may wish to enter your email address under “Email Options”.

When the item(s) arrive, you will receive a call from Central Receiving, located in Monroe Hall on the first floor. There is a sign by the elevators that directs you to Central Receiving. Normally, we pick up our own items, but if we have a very heavy or bulky shipment, we can sometimes get Central Receiving to deliver. If not, we have a dolly, which is stored in the Reception Office on the shelf.

You can track orders online under “Order Tracking”. If an order status is listed as “Delivered” but we haven’t received a call from Central Receiving, call them to check on the order.
LISTSERVS

CIE utilizes three listservs:

- **isinfo**: This listserv is for international students who are here in F-1 or J-1 status. CIE subscribes all known email addresses for F-1 and J-1 students to this listserv.
- **intlstu**: This is the International Student Association listserv. ISA and CIE subscribe all ISA members, all F-1 and J-1 students, plus other international students, such as U.S. citizens raised abroad and non-immigrants here on other visa types. Country Fair participants and inBUS members who are not official ISA members may also be registered to this listserv.
- **isaebrd**: This is the listserv that ISA E-Board members use to communicate with each other.

Depending upon their duties and responsibilities, it is advisable to subscribe CIE’s student workers to relevant listservs.

Following is a list of commonly used commands for the Loyola listserver, Majordomo. The subject header in messages to Majordomo should be left blank. The body of the message should include commands only, so if you have an automatic signature block, be sure to remove it. Detailed instructions on using Majordomo are included in the subscription response email.

- **To subscribe yourself:**
  
  Send an email to majordomo@loyno.edu.
  Include the text “Subscribe __________ (type the name of the listserv you are subscribing to)” in the body of the email.
  A confirmation email is sent to the address from which the subscription command was sent.

- **To subscribe other email addresses:**
  
  Send an email to majordomo@loyno.edu.
  Include the text “Subscribe __________ (type the name of the listserv to which you are subscribing) __________ (type the email address of the person you are subscribing)” in the body of email. Multiple email addresses can be subscribed within the same message to majordomo. However, each subscription command must be on a new line. After typing the text above, hit return, and type the text again with the next email address.
  
  A confirmation email is sent to the address from which the subscription command was sent. Note: At the beginning of the academic year when many addresses will be subscribed all at once, it may be easier to create a mail merge distribution list, and then cut and paste the list into the email message to Majordomo rather than typing “Subscribe” hundreds of times.

- **To unsubscribe yourself or others:**
  
  Follow the instructions above, but substitute “Unsubscribe” for “Subscribe” in the text.

- **To find out who is subscribed to a listserv:**
  
  Send an email to majordomo@loyno.edu.
  Include the text “Who __________ (type the name of the listserv you are inquiring about)” in the body of the email.
  You will receive an email back from majordomo listing the email addresses of all subscribers.
SOCIAL SECURITY AND EMPLOYMENT

International students who wish to work and who do not already have a social security card will need to visit CIE in order to get a social security packet from us.

International students who will be employed on campus for the first time have to fill out application materials from HR, including an I-9, or Employee Eligibility Verification form. CIE completes I-9s for international students.

Compiling a Social Security Packet for an F-1 or J-1 Seeking Employment

In order to obtain a social security card, an international student needs to have a letter from CIE, in addition to many other documents. (Please read the “Social Security Number” handout and the “Information about On-Campus Employment for F-1 Students” handout for more information.) When a student comes in to request a letter, follow the procedures below:

When students comes in to request a letter, they must first see the Assistant Director to discuss whether or not they are actually authorized to work (therefore to apply for a SS card). If the student is qualified and will be working on campus for the first time, give them an I-9 to complete. (See the I-9 section for further instructions.) I-9’s are pre-populated with Chrissy’s information.

If the student is carrying their immigration documents (I-20 or DS-2019, I-94 retrieval form, passport, visa), check their file, and if necessary, make copies so that we have the most up-to-date versions on file. Changes to look for are a new passport, a new expiration date on a passport, a new I-94, etc. Print a Social Security packet for the student. The documents are stored in the folder “Social Security Information” in My Documents on the computer in the Reception Office.

Include the following:
Social Security Flyer for Students
“Social Security Number” handout
“SSA Info to Hiring Departments” (only for those seeking on-campus employment)
“Information about On-Campus Employment for F-1 Students” handout (only for F-1s working on-campus)

Check with the CIE staffer to see when the student can return for the letter.

Give the packet to the student and based upon the CIE staffer’s instructions, tell the student when to return to pick up the letter. Instruct the student to bring their I-20 or DS-2019, they can printout the I-94 retrieval form here, passport, and employer letter (very important they have the letter from the employer) with them when they return to CIE.

Write a Social Security letter for the student and give it to Chrissy to sign.
Make a copy of the signed CIE letter and file it in the student’s file.
Put the original letter in a manila envelope with the student’s name written on it, and file the envelope in the accordion file by last name.

When the student returns for the letter, have a CIE staffer check his or her documents.

Make a copy of the student’s employer letter and if necessary, make copies of immigration documents.

Writing a Social Security Letter

Following is a sample letter, which can be found in the Social Security Information folder in My Documents on the computer at the front desk. When writing the letter, only a few things need to be changed. These items are highlighted below:
SAMPLE SOCIAL SECURITY LETTER

7 September 2006

RE: Jose Ramos Gonzalez
SEVIS # N0011111111
SCHOOL ID # 10189351

To Whom It May Concern:

The above named student is in F-1 / J-1 student status at Loyola University New Orleans and is currently enrolled as a full-time student. The student has been authorized employment under the following conditions:

F-1 On Campus Employment – 8CFR 214.2 (f)(9)(i) OR
J-1 On Campus Employment – 22CFR 514.23 (f)(g)(i)
01/08/2007 to 05/31/2007 Part-time

The student may work up to 20 hours per week while school is in session. If you need any further information, please feel free to contact me.

Sincerely,

Chrissy Vanella
Designated School Official

The majority of the letter stays the same except for the highlighted items.

Date
The date should obviously be changed to whatever the date is when you write the letter.
Student’s Name
After "RE: ", write the student’s official passport name. You can find this on their I-20 (for F-1 students) or on their DS-2019 (for J-1 exchange visitor students).
SEVIS Number
The next line should have the student’s SEVIS number. The SEVIS number can be found at the top right-hand side of the first page of the student’s I-20 or DS-2019. It always begins with the letter “N” and is followed by ten numbers.
Visa Status
Those here on I-20s are F-1s and those here on DS-2019s are J-1s. Type either F-1 or J-1 in the first sentence. In the conditions section, type the rule that applies, depending upon whether the student is in F-1 or J-1 status.
Semester
List the current semester start and end dates.
The Body and Closing
Change the signature block, depending upon which CIE staffer will be signing the letter.

Note: The school ID # does not change. The number listed above is Loyola’s school ID number.
SOCIAL SECURITY NUMBER HANDOUT

Effective October 13, 2004, Social Security Administration (SSA) regulations require that all F-1 student and J-1 exchange visitor applicants for a social security card show proof of employment or an explicit job offer in order to be eligible for a social security number. International students who do not have employment or an employment offer cannot obtain a Social Security Number.

What is a Social Security Number?
It is a 9-digit number assigned by the SSA and is intended primarily to track a worker’s wages, but it is often used by companies and other government agencies to identify many things like an individual’s credit history, driving record, etc. It is entirely different from the Campus Wide ID assigned to you by Loyola.

Do I need a Social Security Number?
If you have a job you must apply for a Social Security Number. As a full time F-1 student or J-1 exchange visitor you are eligible to work on campus a maximum of 20 hours per week while school is in session. If you are eligible for Curricular Practical Training (CPT) or Optional Practical Training (OPT) you must also apply for a social security number. Please ask the CIE staff for more details about CPT or OPT.

How can I apply?
You must submit originals of the following documents to the local SSA office:

- Passport
- I-20 or DS-2019
- I-94 Retrieval form
- Letter from CIE (Request this letter at least two days before you intend to go to the SSA office.)
- Letter from your employer (on letterhead) that contains the following:
  - Clear identification of the student to be hired
  - Name of hiring department
  - Anticipated or actual employment start date
  - Job description of student’s position
    - (F-1 or J-1 international students can be employed on-campus in student assistant positions only. They cannot work as work-study students.)
  - Number of hours the student is expected to work
    - (Remember that F-1 students are only allowed to work a maximum of 20 hours per week when school is in session.)
  - Name and contact information of the student’s immediate supervisor
  - Immediate supervisor’s signature and the date the document is signed

Where do I apply?
The nearest SSA office is located at 1515 Poydras Street, Suite 1510, New Orleans, LA 70112. If you need information on other offices, call 1-800-772-1213 or visit https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp.

Do I have to pay to get a Social Security card cost?
There is no charge to apply for a Social Security card.
How long will it take to get my Social Security Number?
It will take between 10 days and 6 weeks to receive your Social Security Number. Your card will be mailed to the address you specify on your Social Security application. (You will complete this SS application when you go to the SSA office.)

Do I have to wait to get my card before I can start working?
No. You may start working right away, but you should apply for your Social Security card shortly after you are hired. If you are working on campus, you will have to complete employment forms in the Human Resources Office (located in Mercy Hall, Room 102). As soon as you receive your SSN and card, you will need to give this information to Human Resources. If you are on CPT or OPT, discuss your situation with your employer’s HR department.

What if I lose my card?
There are instances when you will be required to show your Social Security card, but it is usually the number that is most important. If you lose your card, but don’t remember your SS number, you will have to complete the application process all over again. If you lose your card, but you remember your number, you can apply for a replacement card.
I-9 (EMPLOYEE ELIGIBILITY VERIFICATION) FORM

HR will send F-1 international students who have obtained on-campus employment to CIE to have their I-9s completed. This form proves the student is eligible to work and is required before employment can begin. Chrissy will complete the I-9 but the directions are below for reference. Preprinted forms that already contain a lot of the necessary information are in Chrissy's office. The forms have Chrissy's name preprinted on them.

When a student comes to CIE to have an I-9 signed, follow the procedures below:

Check to see that Chrissy can meet with the student.

Give the international student the appropriate preprinted I-9 form and have him or her fill in the top portion of the form. Answer questions about filling out the form, if necessary.
- Under “An alien authorized to work until _____”, a student should put “D/S” (duration of status)
- Under “Admission Number”, a student should write the number on his or her I-94.

Complete the middle portion of the form.

- List A
  Document Title: “Passport”
  Issuing Authority: country
  Document Number: Passport number
  Expiration date should be written on the form.

  Document Title: “I-94”
  Issuing Authority: DHS
  Document Number: I-94 #
  Expiration date should be written on the form.

  Document Title: “I-20”
  Issuing Authority: DHS
  Document Number: SEVIS #
  Expiration date (I-20 end date) should be written on the form.

Make a copy of the I-9 for the student’s file.

Make copies of the documents listed in A and give them to the student to take to HR along with the I-9.

Check to see that we have the latest copies of the student’s documents in his or her file.
  - If we don’t, make the necessary copies before the student leaves.
DRIVER’S LICENSE ASSISTANCE

Please familiarize yourself with the entire “Driver’s License” section of CIE’s website and instruct any international student who wishes to obtain a LA driver’s license to do the same. CIE helps international students obtain a LA driver’s license by providing them with the necessary letters and explaining the application process to them.

In brief, in order to apply for a license, the student will need to take the following items to the OMV:

- Passport
- I-20 (for F-1 students) or DS-2019 (for J-1 exchange visitors)
- I-94 (all applicants) and EAD (for those on OPT) 
  NOTE: Upon application for a Louisiana license or identification card, non-immigrants must have AT LEAST 180 DAYS left on their I-94s or EADs. Applicants with less than 180 days remaining will be denied a Louisiana license or identification card.
- Loyola ID
- Receipt from Loyola for the current semester showing a ZERO BALANCE.
  NOTE: This can be obtained from Student Finance in Marquette Hall, Room 112. Their number is 504-865-3337.
- Social Security Card or Letter from the Social Security Administration
  NOTE: A students without a SSN will first need to go the SSA to obtain a letter specifying that he or she has is ineligible to receive a Social Security Number. CIE writes a letter to the SSA to help the student get this letter.
- Home Country Driver’s License (for those who have one)

Letter to OMV from CIE

When a student comes to CIE to request a driver’s license letter, find out whether or not he or she has a SSN. If the student does not, in addition to a driver’s license letter, CIE will also need to provide the student with a letter to the SSA requesting that the student be issued a denial letter from the SSA.

After determining which letters the student will need, have the student talk to a CIE staffer. The staff member will tell the student when he or she can return for the letter(s).

Get the student’s local address and other contact information. If the student is carrying their immigration documents (I-20 or DS-2019, I-94, passport, visa), check their file, and if necessary, make copies so that we have most up-to-date versions on file. Changes to look for are a new passport, a new expiration date on a passport, a new I-94, etc.

Have the CIE staff member verify the local address provided by the student. If the address provided by the student is correct, write the necessary letters.
When the letters are completed, give them to the CIE staffer to sign. Once the letters are signed, make copies and file the copies in the student’s file. Put the original letter in a manila envelope with the student’s name written on it and file the envelope in the accordion file by last name.

Following are three sample letters; change them accordingly.

**SAMPLE LETTER TO THE SSA FOR A STUDENT TRYING TO OBTAIN A LICENSE**

September 1, 2014

RE: Susanna Hoy  
SEVIS#: N0002375080  
SCHOOL ID#: 10196379

To Whom It May Concern:

The above named student is in F-1 student status at Loyola University New Orleans and is currently enrolled as a full-time student.

Ms. Hoy would like to obtain a LA driver’s license. The Louisiana Office of Motor Vehicles requires those applying for a LA driver’s license to provide their Social Security Number. If the applicant does not have a SSN, then an official letter from the Social Security Administration specifying that no number has been assigned or that the applicant is ineligible for issuance of a Social Security Number must be submitted.

Please help Ms. Hoy by providing her with the necessary documentation. Should you have any questions about her student status, please feel free to contact me.

Sincerely,

Chrissy Vanella  
Assistant Director for International Student and Scholar Services

The majority of the letter stays the same except for the highlighted items.

1. **Date**  
The date should obviously be changed to whatever the date is when you write the letter.

2. **Student’s Name**  
After “RE: “, write the student's official passport name. You can find this on their I-20 (for F-1 students) or on their DS-2019 (for J-1 exchange visitor students). Change other references to the student and pronouns as appropriate.

3. **SEVIS Number**  
The next line should have the student’s SEVIS number. The SEVIS number can be found at the top right-hand side of the first page of the student’s I-20 or DS-2019. It always begins with the letter “N” and is followed by ten numbers.
4. Visa Status
Those here on I-20s are F-1s and those here on DS-2019s are J-1s. Type either F-1 or J-1 in the first sentence.

5. The Body and Closing
Change the signature block, depending upon which CIE staffer will be signing the letter.

Note: The school ID # does not change. The number listed above is Loyola’s school ID number.
SAMPLE LETTER TO THE OMV FOR A STUDENT WITH A SSN

September 1, 2014

To Whom It May Concern:

This letter is to certify that Ana Maria Samayoa Ruano is enrolled as a full-time student at Loyola University New Orleans. Ms. Samayoa began her academic program in August 2006 and is expected to complete her course of study in May 2010. Her local address is 633 Biever Hall, 200 LaSalle Ct., New Orleans, LA 70118-6195.

Please feel free to contact me if you need any additional information.

Sincerely,

Chrissy Vanella
Assistant Director for International Student and Scholar Services

The majority of the letter stays the same except for the highlighted items

Date
The date should obviously be changed to whatever the date is when you write the letter.

Student’s Name
Write the student’s official passport name in the first sentence. You can find this on their I-20 (for F-1 students) or on their DS-2019 (for J-1 exchange visitor students). Change other references to the student and pronouns as appropriate.

Program Start and End Dates
The student’s program start and end dates can be found under question # 5 on the I-20 (for F-1 students) or under question # 3 on the DS-2019 (for J-1 exchange visitor students).

4. Local Address
Use the local address provided by the student, once it has been verified by CIE staffer.

5. The Body and Closing
Change the signature block, depending upon which CIE staffer will be signing the letter.
SAMPLE LETTER TO THE OMV FOR A STUDENT WITHOUT A SSN

September 1, 2014

Re: Susana Beatriz Rovira Salazar
Immigration Status: F-1 (Academic Student)
County of Citizenship: El Salvador

To Whom It May Concern:

The above named individual is enrolled as a full-time student at Loyola University New Orleans. She began her academic program in August 2005 and is expected to complete her course of study in May 2009. Her local address is:

100 La Salle Court
Buddig Hall #902
Loyola University
New Orleans, LA  70118

Under Louisiana law RS 32:409.1, an alien individual who is ineligible to obtain a social security number may apply for a driver’s license without a social security number, provided the alien demonstrates lawful presence in the United States in a status in which the alien individual may be ineligible to obtain a social security number.

You may verify Ms. Rovira’s lawful presence in the United States by examining her passport, student visa, I-20, I-94, and Loyola student ID. Her ineligibility to obtain a social security number is evidenced by her letter from the Social Security Administration.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Chrissy Vanella
Assistant Director for International Student & Scholar Services

The majority of the letter stays the same except for the highlighted items

1. Date
   The date should obviously be changed to whatever the date is when you write the letter.
2. Student’s Name
   After “Re:”, write the student’s official passport name. You can find this on their I-20 (for F-1 students) or on their DS-2019 (for J-1 exchange visitor students). Change other references to the student and pronouns as appropriate.
3. Visa Status
   Those here on I-20s are F-1s and those here on DS-2019s are J-1s. Type either F-1 or J-1 in the first sentence.
4. Country of Citizenship
Look on the I-20 or DS-2019 to determine the student’s country of citizenship. Note that this sometimes differs from the country of birth.

5. Program Start and End Dates
The student’s program start and end dates can be found under question # 5 on the I-20 (for F-1 students) or under question # 3 on the DS-2019 (for J-1 exchange visitor students).

6. Local Address
Use the local address provided by the student, once it has been verified by CIE staffer.

7. The Body and Closing
Change the signature block, depending upon which CIE staffer will be signing the letter.
INTERNATIONAL STUDENT HEALTH INSURANCE PROCEDURES

Overview
All F-1 and J-1 students are required to have health insurance coverage either through the policy obtained by Loyola or from another insurance company. To ensure compliance with the health insurance requirement, the international student health insurance fee is put on each student’s Loyola bill every fall (or first semester of enrollment) throughout their time at Loyola.

In order to have the insurance charge removed from their bill, students must submit a completed International Health Insurance Waiver Petition Form, or a letter from their insurance company, by the stated deadline, AND their policy must satisfy CIE’s stated benefit requirements. If both of these conditions are not met, the insurance charge will remain on the student’s bill. **CIE is the only office that can remove the international student health insurance charge.**

All new students receive the Lewermark Policy brochure and the International Health Insurance Waiver Petition Form in their CIE Admit Packets. Returning students receive email reminders throughout the year, especially before the end of the spring semester.

If a student’s health insurance policy satisfies all of the benefit requirements EXCEPT medical evacuation and / or repatriation, he or she must purchase supplemental insurance in order to get the Loyola charge removed from the student bill. SOS and Harbour Group both offer evacuation or repatriation plans for around $70 per year. Lewermark also offers evacuation/repatriation coverage for $15 per month that can be billed to a student’s SIS account.

Students must submit proof of adequate insurance every year whether or not their coverage was accepted in a previous year.

International Health Insurance Waiver
In order to have the insurance charge removed from their bill, students must submit a completed International Health Insurance Waiver Petition Form.

- **WAIVER ACCEPTED RESPONSE:** If a student submits a waiver and their policy is accepted, email the following (be sure the update dates, etc.):
  “We have received the International Health Insurance Waiver Petition from your insurance company and have verified that your current policy meets the specified requirements for acceptance by our office. We have therefore removed the international student health insurance charge from your student bill for the 2014-15 academic year. If you have already paid this fee, you can contact the Student Finance office at 865-3337 to request a refund. Please remember that this insurance waiver is only valid for the 2008-09 academic year. You will be required to submit a completed International Health Insurance Waiver Petition form at the beginning of the 2009-10 school year. Please call 864-7550 or email cie@loyno.edu if you have any questions.”

- **WAIVER DENIAL RESPONSE:** If a student submits insurance and their policy is not accepted, email the following (be sure to update dates, etc.):
  “We have received the International Health Insurance Waiver Petition Form from your insurance company and have determined that your current policy does not meet the specified requirements for acceptance by our office. You are therefore required to purchase the health insurance policy obtained by Loyola University. The insurance company selected for the 2014-015 academic year is Lewermark Insurance. The insurance charge of $1188 will remain on your student bill and you will be included on the enrollment list. Your insurance card was given to you at international student orientation. Please be sure that the card is in your wallet so that you have it in case you need it. Please call 864-7550 or email cie@loyno.edu if you have any questions.”
MED EVAC NEEDED RESPONSE: If a student’s health insurance policy satisfies all of the benefit requirements EXCEPT medical evacuation and / or repatriation, he or she must purchase supplemental insurance in order to get the Loyola charge removed from the student bill. Email student the following:

“We have received the International Health Insurance Waiver Petition Form from your insurance company and have determined that your current policy does not meet all of the specified requirements for acceptance by our office. Since your policy does not cover repatriation and/or medical evacuation you must purchase a supplemental policy for these items. CIE will remove the insurance charge provided that you purchase a supplemental insurance policy that covers these benefits. Two companies from which you can choose are International SOS at www.internationalsos.com/visitorusa or The Harbour Group, LLC at www.hginsurance.com. These plans are $70 for 12 months of coverage. **In order to have the insurance charge removed, you must submit a paid enrollment form to our office by the waiver deadline.** Alternatively, you can enroll in an evacuation/repatriation plan offered by Lewermark that is $15 per month. If you want the Lewermark plan, email us and we will charge it to your student account. Please call 864-7550 or email cie@loyno.edu if you have any questions.”

MED EVAC ACCEPTED RESPONSE: If a student purchases the med evac insurance and their waiver is accepted, email the student the following (be sure to update dates, etc.):

“I have received your proof of enrollment in a medical evacuation/repatriation insurance plan. With the purchase of this supplemental insurance, you have met the specified requirements for acceptance by Loyola University. I have therefore removed the international student health insurance charge from your student bill. Please remember that this insurance waiver is only valid for the 2004-05 academic year. You will be required to submit a completed International Health Insurance Waiver Petition form at the beginning of the 2005-06 school year. Please call 864-7550 or email me if you have any questions.”

Health Insurance Fee Codes
The following health insurance fee codes are on SIS Screen 431.
- **H1:** Int’l Health Insurance – Year (12 months)
- **H2:** Int’l Health Insurance – Fall (5 months)
- **H3:** Int’l Health Insurance – Spring & Summer (for degree-seeking students who start in January)
- **H4:** Int’l Health Insurance – Summer (for bridge students who start in the summer)
- **H5:** Int’l Health Insurance – 4 weeks (for LIEP students here for half of the summer term)
- **H6:** Int’l Health Insurance – 8 weeks (for LIEP students here for half of the semester)
- **H7:** Int’l Health Insurance – Fall & Spring (for exchange students who are here for the academic year – they should not be charged for 12 months because we do not need to ensure year round coverage and they cannot remain in the country beyond their grace period anyway)
- **H8:** Int’l Health Insurance – 12 months of evacuation/repatriation coverage (for students whose insurance policies meet all of the requirements except for the evacuation/repatriation – they can choose to purchase evac/rep coverage through Lewermark)
- **H9:** Int’l Health Ins-Evacuation/Repatriation – 6 months of evacuation/repatriation coverage (for students whose insurance policies meet all of the requirements except for the evacuation/repatriation – they can choose to purchase evac/rep coverage through Lewermark)
- **PI:** Student has Personal Insurance (Enter only if Waiver Petition has been accepted or for ISEP or sponsored students, such as SACM)

Adding or Correcting Insurance Fees
To add or correct an insurance fee on a student’s bill, follow the procedures below:
- Find student in SIS.
- Go to Screen 431 and enter the appropriate term. Terms are listed as two-digit years followed by a letter indicating the semester:
  - F=Fall
  - S=Spring
  - M=Summer
- Verify the insurance code under the “Optional Fee Codes”. If the health insurance fee has not been entered, enter the code in the first available numbered line. If you need to correct the code, type the correct code in the field. Don’t forget to press enter to set the code.
- Go to screen 407 to do a tuition calculation so that the student’s bill will automatically reflect the change.
- Go to screen 408 to view student’s bill. The change should be apparent.

**Removing the Insurance Fee**
- Find the student in SIS.
- Go to Screen 431 and enter the appropriate term. Terms are listed as two-digit years followed by a letter indicating the semester:
  - F=Fall
  - S=Spring
  - M=Summer
  - K=Katrina
- Change the insurance code to PI. Again, do this only if student’s waiver petition has been accepted, or if the student is part of an exchange program whose insurance we automatically accept (ISEP or SACM).
- Don’t forget to press enter to set the code.
- Go to screen 407 to do a tuition calculation so that the student’s bill will automatically reflect the change.
- Go to screen 408 to view student’s bill. The change should be apparent.

**Verifying Student Lists for Insurance Billing**
CIE maintains the international student insurance budget and must balance it at the end of the year. Request a list of international students from Judy Vogel (current and new students, F & J).

Check the list for accuracy:
- Compare the list to a Web Focus report for that semester
- Check for any changes that need to be made
  - J-1 exchange students often are not included in the first list (note: ISEP students should not be billed since they have ISEP insurance).
  - International students who are studying abroad should still be charged in order to ensure that they have continuous coverage and that there are no lapses in coverage after they return from study abroad.
  - F-1s graduating in the Fall term should be coded H2.
  - J-1s who are staying at Loyola for the entire academic year should be coded H.
  - Any students who turn in waiver forms should be coded as PI.

Make changes on the list and make the changes in SIS.

After verifying the list, there may be additional students who are admitted late. If these students are not finished with the early registration or the deposit process, they may not be included on the report. To ensure that these students are correctly charged on their first bill, take note of any students to whom you issue I-20s late in the application cycle. Once these students enroll, be sure to add the insurance charge to their bills right away.

**Balancing the Insurance Account (624549-4070)**
CIE maintains the international student insurance budget and must balance it at the end of the year. As of 5/15/2014, the account is off by $5,522. CIE submits a Check Request for the total number of students covered by the Loyola Insurance. This must balance with the total number of students Loyola has charged the International Student Health Insurance fee.

In order to ensure that every student who needs to be is coded, do as follows:
  1. Ensure that every F-1 and J-1 student (degree-seeking, exchange & LIIP) are coded with their visa type on screen 71N.
2. Judy Vogel will automatically code students during the summer. Any students who register late or who are admitted late during the fall must be manually coded. All spring and summer students must be manually coded.

3. Ask Student Finance (the current contact person is Judy Vogel) for a list of students who have been charged for insurance. Note that this list will also include students who have been charged for study abroad. These students can be removed upon receiving the list.

4. Compare the list from Student Finance with the international student web focus report.

5. Conduct this comparison in early July (before bills are sent out in mid July), August (before the August bills are sent out), and finally after the waiver deadline has passed to ensure that the final list sent to Lewermark is accurate.

6. Be sure to double-check and cross-check that all students who should be are included.

Loyola Intensive English Program (LIEP) Students
LIEP terms range from 4 weeks to 15 weeks. Each term, LIEP students must be coded and charged for insurance if they are in F-1 or J-1 status. LIEP students are only charged for the intended amount of time that they will study. Pay special attention to breaks between terms. If students intend to return after the break, they need to have insurance coverage during the break.

Submitting Payment to the Insurance Company
Once the waiver deadline has passed and the insurance list and coding is accurate, CIE emails Lewermark a final list of insured students. Lewermark then emails back an invoice. CIE will then request a check payable to Lewermark and send it to them.

There is a “grace period” because coverage dates do not coincide with Orientation and registration. Since we don't know for sure if students will come to Loyola until they actually enroll, they are covered during that period even if we have not submitted their names or made payments on their behalf.

However, until Lewermark receives the list of students, the students’ insurance cards will not be accepted by the doctor. If a student needs to use the insurance before you send the list, contact Lewermark immediately and have the student added to Loyola’s list.

Insurance Cards
Each new student is given an insurance card at orientation with the understanding that if they use it they will not have the option to be waived from the insurance. Continuing students keep their insurance cards from the first year.

Claim Forms and Student Health
We encourage students to use the Student Health Center on campus when possible. If Student Health refers a student to a doctor off-campus, they ask students to provide their insurance card so that they can be sure to refer the student to a doctor that is covered by their insurance.

CIE helps students who have the Loyola insurance file insurance claim forms, but this is only necessary in unusual circumstances because the hospitals and doctors bill Lewermark directly. Students no longer need to file for reimbursement for medicine. They are given up to a 50% discount at the time of purchase.

Health Insurance Timeline
A timeline for procedures relating to international health insurance follows. This timeline is a guideline. Be prepared to be flexible!
## HEALTH INSURANCE TIMELINE

A timeline for procedures relating to international health insurance follows. This timeline is a guideline. Be prepared to be flexible!

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Insurance reminders should be sent to current students’ and their parents.</td>
</tr>
<tr>
<td>Late June/Early July</td>
<td>Attend the Fall billing meeting sponsored by the Student Finance office.</td>
</tr>
<tr>
<td>Early July</td>
<td>Student Finance will code all active F-1 and J-1 students (including new admits) in SIS with the international health insurance code. This charge is typically for one academic year for F-1 students and for one semester for J-1 students. Request that Student Finance send a list for verification.</td>
</tr>
<tr>
<td>Early July</td>
<td>CIE verifies insurance charges and makes necessary corrections.</td>
</tr>
<tr>
<td>July 15</td>
<td>Fall bills are prepared and mailed from Student Finance.</td>
</tr>
<tr>
<td>Mid July</td>
<td>Ensure we have adequate insurance supplies for orientation (insurance cards, plan brochures, list of benefits and exclusions). If not, order more from Lewermark.</td>
</tr>
<tr>
<td>Mid-August</td>
<td>Email returning students a reminder about the insurance requirement.</td>
</tr>
<tr>
<td>August Orientation</td>
<td>Reiterate insurance requirement to new students &amp; hand out insurance cards telling them to write their name and CWID and put the cards in their wallets. Wait for them to do this before moving on with orientation.</td>
</tr>
<tr>
<td>1st Week of Class</td>
<td>Email all students about insurance waiver deadline.</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Review Waiver Petition Forms that have been submitted. If a student’s policy meets the requirements, remove the charge in SIS and notify the student that the charge has been removed. For policies that don’t meet our requirements, notify the students that their coverage was inadequate and why.</td>
</tr>
<tr>
<td>Friday of the second week of classes (the drop deadline for classes)</td>
<td>This is the Health Insurance Waiver Petition Form deadline. No forms will be accepted after this date. The insurance fee must remain on the student’s bill.</td>
</tr>
<tr>
<td>After Waiver Deadline</td>
<td>Verify insurance coding for all students, email the list to Lewermark. Upon receiving the invoice, submit a check request to Financial Affairs. Mail the check to Lewermark.</td>
</tr>
<tr>
<td>Early December</td>
<td>CIE must manually enter insurance codes on all new Spring admits (F-1 and J-1 students) using SIS Screen 431. Ensure we have adequate supplies for orientation (insurance cards, plan brochures, list of benefits and exclusions). If not, order more from Lewermark.</td>
</tr>
<tr>
<td>January Orientation</td>
<td>Reiterate insurance requirement to new students &amp; hand out insurance cards telling them to write their name and CWID and put the cards in their wallets. Wait for them to do this before moving on with orientation.</td>
</tr>
<tr>
<td>1st Week of Class</td>
<td>Email a reminder to all Spring admits about the insurance waiver deadline.</td>
</tr>
<tr>
<td>Friday of the second week of classes (the drop deadline for classes)</td>
<td>This is the Health Insurance Waiver Petition Form deadline. No forms will be accepted after this date. The insurance fee must remain on the student’s bill.</td>
</tr>
<tr>
<td>After Waiver Deadline</td>
<td>Verify insurance coding for all students, email the list to Lewermark. Upon receiving the invoice, submit a check request to Financial Affairs. Mail the check to Lewermark.</td>
</tr>
<tr>
<td>Early May</td>
<td>Email a reminder to all students about the insurance waiver deadline.</td>
</tr>
<tr>
<td>Mid-May</td>
<td>Email a reminder to all Summer Admits about the need to be ensured during the summer and the insurance waiver deadline.</td>
</tr>
</tbody>
</table>

**Note:** this timeline does not include the process for LIEP students. See procedures above regarding LIEP students.
**REGISTERING STUDENTS FOR EDUCATION ABROAD**

**Goals**

1. Track program, city and country, and duration of program
2. Ensure that all study abroad programs appear on transcript
3. Ensure that we know who has studied abroad and can easily count them
4. Ensure that students are billed correctly.
5. Ensure that students are coded correctly so that we can be credited for the study abroad fee.

**SIS Screens**

- 129 – to create classes
- REG – to register students
- U19 – to put study abroad coding
- 105 – to view all sections of a course during a semester.
- 431 – for insurance coding

**Registration Dates and Responsibilities**

- **For Spring Semester:** week of **November 1**
- **For Fall Semester, Academic Year and Non-Loyola Summer:** week of **April 1**
- **For Loyola Summer Programs:** **week of April 1 or when accepted to program.**

- **Study Abroad Advisor** will pull files for **Office Manager** on November 1 and April 1. **Study Abroad Advisor** will complete first line of CIE Office Use Only box (Section Title, Code, and Insurance). **Office Manager** will register students and will complete second line of CIE Office Use Only box (Registration Date and STABA code). After registering students, **Office Manager** will generate report and pass it to **Study Abroad Advisor** and **Director**. **Study Abroad Advisor** and **Director** will crosscheck registration.
- **Office Manager** registers students for Loyola summer programs. After registering students, **Office Manager** will generate report and pass it to **Study Abroad Advisor** and **Director**. **Study Abroad Advisor** and/or **Director** will crosscheck registration report.
- Students will only be registered for Semester/Year programs and Non-Loyola Summer programs after completing their Course Pre-Approval Forms. Students that turn in their Course Pre-Approval Forms after the registration dates of November 1 and April 1 will be registered for classes after having turned in their Course Pre-Approval Forms.
- If students are registered for Loyola classes during the fall and spring semester, do not drop them from their classes until they confirm in writing that they are going on study abroad. **Office Manager** should email students and ask if they can be withdrawn from their classes.

1) **Registering a student for a non-Loyola program (including ISEP-Direct).** This would only be for individuals going on non-Loyola study abroad programs such as Syracuse, Boston, AIFS....

   a) **Step 1:** First the course must be created on screen 129. Use the following codes when creating the course.
      i) FUNCTION: A
      ii) COURSE: STABA100###
       (1) A new section of the course, STABA 100 (001, 002...), should be created for each program.
      iii) CREDIT OFFERED:
       (1) MINIMUM: 12.00 for semester or 6.00 for summer
(2) MAXIMUM: 12.00 for semester or 6.00 for summer

iv) Financial Hours: 0

v) SECT CTL: R

vi) SECTION TITLE should be in the following format:
   1) ISEP-Direct/Milan/Italy
   2) Loyola Chicago/Beijing Center/China
   3) Loyola Chicago/Rome/Italy
   4) Syracuse/Rome/Italy
   5) BU/London Internship/UK
   6) IFSA-Butler/Galway/Ireland
   7) ISA/Madrid/Spain
   8) Etc.

b) Step 2: Register a student for the course that was created on screen 104.
   i) R STABA100###

c) Step 3: Code the student on screen U19. Student should be coded on screen U19 as N - Loyola student in non-Loyola study abroad. (Previously students were coded as V - Loyola student visiting another university. This should never be used for study abroad.)
   i) EXC/STA: N

d) Step 4: Confirm that the student has been successfully registered on screen 109.

2) Registering students for Loyola study abroad

a) Loyola Summer courses.
   i) Since students are registered in specific classes, there is nothing on the transcript that shows students have studied abroad. Study Abroad should be in extended subtitle of course when initially set up on screen 129. (CIE should check to ensure that the following subtitles are included on the extended subtitle.)
   1) Loyola study abroad in Ireland
   2) Loyola study abroad in Belgium
   3) Loyola study abroad in Paris
   4) Loyola study abroad in Europe (CBA)
   5) Loyola study abroad in China
   6) Loyola study abroad in India
   7) Loyola study abroad in Italy

   ii) Students should be coded as L - Loyola Student in Loyola Study Abroad or Loyola Exchange Program (Loyola abroad - pays program) on screen U19

b) Exchange Programs
   i) Step 1: First the course must be created on screen 129. Use the following codes when creating the course.
      1) FUNCTION: A
      2) COURSE: STABA100###
         (a) A new section of the course, STABA 100 (001, 002…), should be created for each program.
      3) CREDIT OFFERED:
         (a) MINIMUM: 12.00 for semester
         (b) MAXIMUM: 12.00 for semester
      4) SECT CTL: R
      5) FINANCIAL: students on exchange need to be charged 12.00 financial hours
      6) SECTION TITLE should be in the following format:
         (a) Exchange/Birmingham/UK
(b) Exchange/Sacro Cuore/Milan
(c) Exchange/Grieg/Norway
(d) Exchange/Sogang/Korea
(e) Exchange/East Anglia/UK
(f) Exchange/ESCE/Paris
(g) Exchange/ICADE/Madrid
(h) Exchange/ESADE/Barcelona
(i) Exchange/Keele/United Kingdom
(j) Exchange/Nijmegen/Netherlands,
(k) Exchange/Sophia/Japan
(l) Exchange/Dortmund/Germany
(m) Exchange/Massey/New Zealand (Some students may be study abroad and require a different code and a different course title and number)
(n) Exchange/Maynooth/Ireland (Some students may be study abroad and require a different code and a different course title and number)
(o) Exchange/East London/UK (Some students may be study abroad and require a different code and a different course title and number)
(p) Exchange/Koc/Turkey
(q) Exchange/Quito/Ecuado (Students for this course are not coded with an “O”)

ii) Step 2: Register a student for the course that was created on screen 104.

(1) R STABA100###

iii) Step 3: Code the student on screen U19. Student should be coded on screen U19 as O – Loyola Student in Exchange Program (Loyola out - pay Loyola (Dummy Course created. Ex:BA EXCH PR Course Activity Type=EXC. When transcript is received, dummy course is eliminated and exchange courses set up on Screen 138)

(1) EXC/STA: O

iv) Step 4: Insurance – Students on Loyola exchange or study abroad programs should be coded for insurance on screen 431. Students are billed $38 for each month of participation. The codes are:

(a) A1 – 1 month $38
(b) A2 – 2 months $76
(c) A3 – 3 months $114
(d) A4 – 4 months $152
(e) A5 – 5 months $190
(f) A6 – 6 months $228

v) Step 5: Confirm that the student has been successfully registered on screen 109.

c) ISEP Exchange

i) Step 1: First the course must be created on screen 129. Use the following codes when creating the course.

(1) FUNCTION: A
(2) COURSE: STABA100###

(a) A new section of the course, STABA 100 (001, 002…), should be created for each program.

(3) CREDIT OFFERED:

(a) MINIMUM: 12.00 for semester
(b) MAXIMUM: 12.00 for semester

(4) SECT CTL: R

(5) FINANCIAL: students on exchange need to be charged 12.00 financial hours

(6) SECTION TITLE should be in the following format:
(a) Course section is ISEP-Exchange/ and then institution and country (for example, “ISEP-Exchange/Malaga/Spain”)

ii) Step 2: Register a student for the course that was created on screen 104.
   (1) R STABA100###

iii) Step 3: Code the student on screen U19. Student should be coded on screen U19 as O - Loyola Student in Exchange Program (Loyola out - pay Loyola (Dummy Course created. Ex: BA EXCH PR Course Activity Type=EXC. When transcript is received, dummy course remains and exchange courses set up on Screen 138)
   (1) EXC/STA: O

iv) Step 4: Confirm that the student has been successfully registered on screen 109.

   d) ISEP-Direct
      i) Follow instructions for “non-Loyola”

   e) Loyola Semester Study Abroad Programs
      i) Register students for dummy course with title of program. Course name will be specific name of program.
         (1) Loyola/Abbey Prog/France -
            (a) Students should be coded as "P" on screen U19 - (Code needs to be added to screen U19 EXC/STA)
               (i) EXC/STA: P

      (2) Certain Programs are both exchange and study abroad based on our numbers or agreements. Please see below.
          (a) On screen U19 the following codes are assigned
              (i) EXC/STA: A – Study Abroad/Maynooth/Ireland
              (ii) EXC/STA: D - Study Abroad/Massey/New Zealand
              (iii) EXC/STA: E - Principia/Glasgow/Scotland/UK
              (iv) EXC/STA: J – Study Abroad/Beijing Center/China
              (v) EXC/STA: U – Study Abroad/East London/UK
          (b) Insurance – Students on the Principia program and Maynooth study abroad program (but not Massey study abroad) should be coded for insurance on screen 431. Students are billed $38 for each month of participation. The codes are:
              (i) A1 – 1 month $38
              (ii) A2 – 2 months $76
              (iii) A3 – 3 months $114
              (iv) A4 – 4 months $152
              (v) A5 – 5 months $190
              (vi) A6 – 6 months $228

3) Coding for courses with study abroad component
   a) For courses that include a study abroad component like Tropical Ecology,
      i) on U19 students would be coded EXC/STA: C - LU student enrolled in course with study abroad component.
      ii) On screen 129, extended subtitle should read, "study abroad component in (country).".

4) Coding for Non-credit programs
   a) All courses should be created as STABA102xxx, Study Abroad: Special Projects. These are non-credit, non-graded programs
   b) For University Ministry programs
i) Create course on screen 129. The course should be entitled "Ignacio Volunteers Immersion”. The subtitle should be the location of the program. The course should have 0 credit and a Grade type of "NC”.

ii) On screen U19, student would be coded EXC/STA: M - LU student attended LU non-credit program abroad."

Codes for study abroad on screen U19 (EXC/STA)
A - NUI Maynooth (When noted as Study Abroad student NOT exchange – will be billed tuition)
C - LU student enrolled in course with study abroad component."
D - Massey University (When noted as Study Abroad student NOT exchange – will be billed tuition)
E - Principia Program (When noted as Study Abroad student NOT exchange – will be billed tuition)
I - Exchange Student Attending LU (Non-Loyola students - do not pay (Student registered in regular LU courses)
J - Beijing, China program (Students are billed Loyola tuition and program fee)
L - LU Student in LU Study Abroad or LU Exchange Program (Loyola abroad - pays program)
(M - LU student attended LU non-credit program abroad.
N - LU Student in non-Loyola study abroad.
O - LU Student in Exchange Program (Loyola out- pay Loyola) (Dummy Course created. Ex: BA EXCH)
PR
Course Activity Type=EXC. When transcript is received, dummy course remains and exchange courses set up on Screen 138)
P - Pontlevoy, France program (Students registered in LU courses -billed by and pay Loyola)
Q - Ecuador program (Students are billed Loyola tuition and Program Fee
U – University of East London (When noted as Study Abroad student NOT exchange – will be billed tuition)
S - Non-LU Student in Loyola Study Abroad (Visitor Abroad - pays program) (Student registered in LU courses.)

Instructions for ISEP-Exchange
Incoming students
Coded I on screen U19
Coded X on screen 111 in Board Plan

Outgoing students
Coded O on screen U19
Coded O on screen 111 in Board Plan
Course Activity Type=EXC. When transcript is received, dummy course remains and exchange courses set up on Screen 138)

Instructions for ISEP-Exchange
Incoming students
Coded I on screen U19
Coded X on screen 111 in Board Plan
QUICK ADMITS

Instructions for Admitting J-1 Exchange Students

In order to prepare a student’s DS-2019, the following data elements must be in SIS. Data will then be transferred to FSA Atlas via the nightly Campus Datalink process.

Campus Datalink items (This data should populate FSA Atlas):

- Country of Birth (Screen 7IN)
- Country of Citizenship (Screen 7IN)
- Date of Birth (Screen 7IN)
- Current Immigration Status (Screen 7IN)
- Valid Program Start and End Dates—Make sure that Program dates match student’s application (Screen 7SS)
- Major (Screen 7SP)—Note: The major will be listed as EXUP for Exchange Program. SEVIS will not interpret this as a valid major. Refer to student’s application to determine the actual major and enter it manually in FSA Atlas.
- Educational Level (Screen 7SP)
- Length of study (Screen 7SP)
- # of Months in Term (Screen 7SF)
- English Proficiency (Screen 7ST)
- SEVIS Foreign Address—must be the physical address of where student resides. It cannot be a P.O. Box of any kind. (Screen 003)

Note: Records for J-1 students admitted by CIE must be created in SIS through the Quick Admit process (see instructions below and example printout of screen 11A on following page).

Instructions for Quick Admit student record creation in SIS for J-1 Students:

- Screen 11 A
- Type an asterisk (*) in SID blank and press enter to retrieve SID number
- Write down new SID number on student application
- Input name as it appears on the student’s passport (Last name, First name), ISEP application or “Application for Students from Partner Schools”—when in doubt, contact the student for clarification.
- Ensure that the student’s SEVIS Foreign Address is entered and coded “F” (Foreign) and “P” (Permanent). SEVIS will not accept PO boxes of any kind as the student’s foreign address.
- Input the following items:
  - Sex: M or F
  - DOB – (Note: Many countries in the world use the following date configuration – DD/MM/YYYY. Make sure the date is entered in the U.S. format).
  - College: dependent upon the degree (i.e. Humanities = HN, Business = BU)
  - Degree: EX
  - Major: EXUP
  - Entry Term: o - Example: 14F EX (Year, Semester (S=Spring F=Fall), EX=Exchange Student)
  - Exit Term:
  - Example: 14F EM (Year, Semester, EM=End Matriculation)
  - Residency: N
  - Class: EXC
If any SIS data elements are missing or not entered when doing the Quick Admit, please refer below for further instructions. To find codes for data element items, put the cursor in the field and press F2. To return to the prior screen, press F4.

Instructions for Data Entry in SIS for J-1 Students:
- Screen 7IN—International Student/EV/Dependents
  - Input name as it appears on the student’s passport, ISEP application, or “Application for Students from Partner Schools”—when in doubt, contact the student for clarification.
  - Review the birth date. (Note: Many countries in the world use the following date configuration—DD/MM/YYYY. Make sure the date is entered in the U.S. format: MM/DD/YYYY.)
  - Review Birth Country and Country of Citizenship to make sure the appropriate country codes are marked.
  - Current Immigration Stat = J1

Screen 7SS—SEVIS Student Status
- Ensure that Program Start and End Dates correspond to the student’s application. (If not, call admitting department.) The Program Start Date for a J-1 is usually 1 day before the J-1 international orientation begins. The Program End Dates is based on the date of graduation.

Screen 7SP—SEVIS Student Program
- Ensure that student’s educational level and length of study are entered correctly
  - Educational Level—“11” Other
  - Length of study—“04” for one semester and “09” for academic year
- Ensure that major corresponds to what is on the student’s application. For any discrepancy, contact the admitting office.
  - NOTE: Major will read EXUP for Exchange Program. SEVIS will not interpret this as a valid major. Refer to student’s application to determine actual major and enter it manually in FSA Atlas.

Screen 7SF—SEVIS Student Funding
- Ensure that # of months in term is entered correctly—
  - “04” for Exchange Students staying 1 semester
  - “09” for Exchange Students staying 1 year
  - All students should have a default value of “Y” (covered under school plan) for Insurance—this will be updated by CIE as students turn in evidence of personal insurance coverage.

Screen 7ST—SEVIS Student Tracking
- English Proficiency
  - English Proficiency Required—“Y” (This school required English proficiency.)
  - Met—“Y” (Student has the required English proficiency.)

Screen 003 All Addresses
- Ensure that the student’s SEVIS Foreign Address is entered and coded “F” (SEVIS will not accept PO boxes of any kind as the student’s foreign address.)

Screen U19
- Enter "I" in the EXC/STA field for incoming exchange students (this ensures that they are not charged tuition on their bills)

Screen 010

1. Enter personal email address and code as “P” for Personal.
2. Email Louis Saltzmann (lsaltzma@loyno.edu in the Information Technology department to have an email address created for each student. In the email, be sure to include each student’s SID number, last name, middle name, first name, and date of birth.

F-1 LIEP ADMIT PROCESS (instructions only for CIE LIEP admits – not Admissions files or Pilot)

Procedural Timetable:
I-20 should be ready to mail within a week after the student completes his/her application.

IMPORTANT NOTES:
Due to the inherent time delay in the batch-update process, a minimum of 3 days is needed to prepare a student’s I-20. If there are any problems with data entry or incomplete information collected by the admitting department, this timetable will be delayed.

Summary of Process
- CIE will collect application materials from the student.
- CIE will do a quick admit and enter data into SIS 7 screens within 24 hours of the student completing their application.
- After an overnight batch of the student’s information from SIS to FSA Atlas, CIE will do a final review of the student’s application materials and input any data elements that are not Campus Datalink Active into FSA Atlas within 1 to 2 days and prepare the student’s I-20 to be batched to SEVIS.
- Following an overnight batch to SEVIS, CIE will mail the new I-20 and other CIE orientation documents to the student.

CIE must collect the following information on each new student before an I-20 can be issued:
- The online LIEP application
- The application fee of $150
- 250 word essay (send to Karen Greenstone for review upon receipt)
- Evidence of intermediate or higher English (certification from teacher, exam or other method)
- An original signed and stamped affidavit of support or bank statement AND letter clearly identifying:
  - The student’s sponsor
  - The student
  - Loyola University New Orleans
  - Account funds equal to or above Loyola’s stated fees for tuition, room and board

SIS INSTRUCTIONS
Quick Admit F-1 LIEP:
(For an example of how to enter the information, look at Screen 11A for example student: 10244139)
Type asterisk (*) in SID blank and press enter to retrieve SID number
Write down new SID number on application
Input name as it appears on the passport/application (Last name, First name)
Ensure that the SEVIS Foreign Address is entered and coded “F” (Foreign) and “P” (Permanent). SEVIS will not accept PO boxes of any kind as the foreign address.
Input the following items:
Sex: M or F
DOB – (Note: Many countries in the world use the following date configuration – DD/MM/YYYY. Make sure the date is entered in the U.S. format).
College: HN (HN = Humanities & Natural Sciences)
Degree: ND (ND = Non-Degree)
Major: IEN = Intensive English
Entry Term:
  - Example: 14F EN (S=Spring, F=Fall, M = Summer, EN=Intensive English)
Exit Term (varies depending on how long they will stay, but can be extended:
  - Example: 14F EM (EM=End Matriculation)
Residency: N = Non-Resident, R = Resident
Class: IEN – Intensive English

Data Entry in SIS 7 Screens:

To find codes for data element items, put the cursor in the field and press F2. To return to the prior screen, press F4.

Screen 7IN—International Student/EV/Dependents
  Input the name as it appears on student’s passport or application.
  Enter birth date. (Note: Many countries in the world use the following date configuration—
  DD/MM/YYYY. Make sure the date is entered in the U.S. format: MM/DD/YYYY.)
  Enter Birth Country and Country of Citizenship to make sure the appropriate country codes are marked.

Screen 7SS—SEVIS Student Status
  Enter the Program Start and End Dates. The start date is based on the student’s application. The end date should be 17 months from the start date even if the student is only applying for a shorter program and the end date should be the end date of the term that is closest to the 17 month mark. For example, if a student applied for the 8 week term starting in August 2014 the start and end dates would be: i.e. 08/25/2014 – 01/31/16.

Screen 7SP—SEVIS Student Program
  Enter “7” for Language Training.
  Enter “17” for length of study (regardless of the student’s intended term length).

Screen 7SF—SEVIS Student Funding
Enter # of months in term — this should correspond to the affidavit
  “01” 4 week admits
  “02” for 8 week admits
  “04” for semester admits
Enter a default value of “Y” (covered under school plan) for Insurance—this will be updated by CIE as students turn in evidence of personal insurance coverage.
Screen 7ST—SEVIS Student Tracking
- English Proficiency
  - English Proficiency Req.—“N” (English proficiency is not required.)
  - Met—“E” (Student will receive 20 hours per week of English instruction.)

Screen 003—All Addresses
- Enter student’s SEVIS Foreign Address is entered and coded “F” and “P” (SEVIS will not accept PO boxes of any kind as the student’s foreign address.)

Screen 010—Email Addresses
  - Enter student’s email address(s) and code as “p” for personal.

Screen U19—Coding
1. Code as follows:
  - W – 15 weeks
  - Y – 8 weeks
  - Z – 4 weeks

Screen 431 – Insurance – Only if F-1 – does not apply to non F-1 students
- 15 weeks is H2
- 8 weeks is H6
- 4 weeks is H5

AUSJAL LIEP J-1 Quick Admit
Instructions for Quick Admitting AUSJAL LIEP - J-1 Students

Once students have turned in the following documents a DS-2019 should be issued as soon as possible:

“Questionnaire: Application for Students from Partner Schools”
Signed and stamped affidavit of support or bank statement
Copy of identity page in passport

In order to prepare a student’s DS-2019, records for J-1 students must be created in SIS through the Quick Admit process and data must be entered in SIS.

Instructions for Quick Admit student record creation in SIS for J-1 Students:
Screen 11 A
- Type asterisk (*) in SID blank and press enter to retrieve SID number & write down
- Input name as it appears on the student’s passport (Last name, First name) or application
- Input the following items:
  - Sex: M or F
  - DOB – (Note: Many countries in the world use the following date configuration – DD/MM/YYYY. Make sure the date is entered in the U.S. format).
  - College: (Code students as HN)
  - Degree: ND
  - Major: IEN
  - Entry Term:
    - Example: 14S EN (Year, Semester (S=Spring F=Fall), EN=Exchange Student)
  - Exit Term:
- Example: 14S EM (Year, Semester, EM=End Matriculation)
  o Residency: N (note: this field is not required for the quick admit, but the student will be coded incorrectly if it is not entered)
  o Class: IEN = Intensive English

Data will then be transferred to FSA Atlas via the nightly Campus Datalink process. Some data elements do not transfer into FSA Atlas and must be re-entered in FSA Atlas.

Instructions for Data Entry in SIS for AUSJAL J-1 Students:

**Screen 7IN—International Student/EV/Dependents**
- Input ALL names as they appear on the student’s passport
- Enter the birth date. (Note: Many countries in the world use the following date configuration—DD/MM/YYYY. Make sure the date is entered in the U.S. format: MM/DD/YYYY.)
- Enter Birth Country and Country of Citizenship
- Current Immigration Stat = J1

**Screen 7SS—SEVIS Student Status**
- Enter Program Start and End Dates. The Program Start Date for a J-1 is 1 day before the J-1 international orientation begins. The Program End Date is the date of graduation or the day after the last day of exams.

**Screen 7SP—SEVIS Student Program**
- Educational Level—“07” = Language Training
  - Length of study—
    - “01” 4 week admits
    - “02” for 8 week admits
    - “04” for semester admits
  Enter a default value of “Y” (covered under school plan) for Insurance—this will be updated by CIE as students turn in evidence of personal insurance coverage.

**Screen 7SF—SEVIS Student Funding**
- Enter the # of months in term:
  - “01” 4 weeks admits
  - “04” for Exchange Students staying 1 semester
- Enter a default value of “Y” (covered under school plan) for Insurance—this will be updated by CIE as students turn in evidence of personal insurance coverage.

**Screen 7ST—SEVIS Student Tracking**
- English Proficiency
  - English Proficiency Required—“N” (English proficiency is not required.)
  - Met—“E” (Student will receive 20 hours per week of English instruction).

**Screen 003 All Addresses**
- Enter the student’s SEVIS Foreign Address and code as “F” and “P” (SEVIS will not accept PO boxes of any kind as the student’s foreign address.)

**Screen 010**
- Enter personal email address and code as “P”.
Screen U19
- Code as follows:
  - W – 15 weeks
  - Y – 8 weeks
  - Z – 4 weeks

Screen 431 – this does not apply to Non – J1 or F-1 students
- 15 weeks = H2
- 8 weeks = H6
- 4 weeks – H5

Instructions for Data Entry into FSA Atlas for J-1 Students:
Students on exchange through ISEP do not need a DS-2019 from Loyola as ISEP will issue an immigration document instead. However, other exchange students will need a DS-2019, which can be created in FSA Atlas. Once a new student record has been accepted through Campus Datalink you can locate the student using Record Navigator.

Select Profile Tab—“Edit Info”
Select Bio Tab
- In Bio—unclick “Datalink Active” and save. This will allow you to change data items that are linked through SIS.
- In Bio—Enter city and country of legal permanent residence

Select Address Tab
- Select Edit Info under Local/Current Address.
- Enter 6363 St. Charles Ave., New Orleans, LA 70118—J-1 students must have a local address for a DS-2019 to be issued.
- Ensure that permanent address has transferred from SIS

Select Profile Tab
- Change student’s Profile status from Active/Enrolled to SEVIS Pending.
- Verify Program start and end date
- Enter the student’s major in the “major field” (look at the questionnaire and transcripts)
- Enter “none” for secondary major and minor
- Enter the Home Country Position Code from the drop-down menu (should be either 214 or 215 – check with Coordinator if not sure)
- Select “Student (Non-Degree)” for “J Visitor Category”
- Select Subject/Field Code from the drop down menu (same as major, but options may differ)
- Type the student’s major in Subject/Field Code Remarks.
- Enter Site Activity—Add New and select Loyola University New Orleans.
- Enter Funding information.
- Program Sponsor Funds—enter tuition amount for the length of the student’s program, whether it’s for one semester or an academic year—this is Loyola’s “contribution”, since students pay tuition at their home institutions.
- Personal Funds—enter the amount for room, board, and expenses as, estimated by CIE and Loyola, and the source of funds (e.g. funds from family, family friend, etc.) This amount should also be listed on the affidavit of support.
- Select “Save”.

Go back to Bio tab and make the student’s record Campus Datalink Active again.
Select SEVIS Manager Tab. If all required information has been entered, FSA Atlas will generate a Create Student event (with a green indicator) in SEVIS Manager.
fsaATLAS INSTRUCTIONS

In FSA Atlas, once a new student record has been accepted through the Campus Datalink, you can locate the student using Record Navigator.

Bio Tab
  o Unclick “Datalink Active” button and save. This will allow you to change data items that are linked with SIS.

Address Tab
  o Verify that the permanent address is correct.

Profile Tab
  o Change student’s profile status from Active/Enrolled to SEVIS-Pending. (This will generate a SEVIS Create Student Event in order to create an I-20.)
  o The major should come over from SIS as “Intensive English”. Enter “none” for secondary major and minor. This is a requirement on the I-20.
  o The education level should come over automatically from SIS as “Language training.”
  o Review all program information to make sure that the data transferred properly from SIS and the student’s application is accurate.
  o Enter Expenses information
    o Current tuition & living expenses are in the drop-down menu of “Select expenses to apply.” Make sure to select the expense amount that corresponds to the student’s affidavit.
    o Enter Funding information (Note: when entering funds, the total should equal the amount of required expenses. So, if the total is higher, one of the funding sources should be reduced. Normally, the funds from family will be the category to reduce.)
    o Personal Funds (This field must have a value entered.)—If student has personal funds that he or she is using and you have documentation (i.e. bank letter or affidavit of support), then enter the amount he or she is contributing; if student has no personal funds enter “0”.
    o School Funds—Any Loyola scholarships awarded will come over automatically from SIS. (If the student is admitted through another department, contact them for scholarship award if it is not indicated on Admit Checklist.)
    o Other Funds—Enter the amount and the source of funds from the affidavit of support (e.g. funds from family, family friend, religious order, etc.)
  o Select “Save”.
  o SEVIS Tab
    o If all required information has been entered, a Create Student event (with a green indicator) will appear.
    o If the indicator is red, select the “create student” event to see what is missing or incorrect.

Bio Tab
  o Click “Datalink Active” button and save. This will allow datalink items to come over from SIS.

MAILING INSTRUCTIONS

Once the I-20 is ready, CIE staff will an admission letter and assemble a welcome packet. Admit packet should be sent via express mail unless going to specific countries including Japan, Korea or most of Europe or if the timeframe necessitates express mail (i.e. the semester start date is less than 2 months away).
LOCKER INVENTORY

Banquet Items
535
537
536
540
Mardi Gras
539
Budget
534 = Beginning in 2003; ending in 2010
ISA T-Shirts
538
Photos
532
Banners
520 & 522 = Country Fair Posters & Banners
5224 = ISA & Scholarship Banquet Promotional Posters
Software
512 =
Mac Mini Print & Media (2)
HP LaserJet 404 CD (2)
HP LaserJet 4050 & 4050n Getting Started Guide
Adobe Photoshop 5.0 Education
Adobe Photoshop CS3 Extended Mac
Adobe Photoshop CS3 Extended (Compatible with Mac OS X Leopard V 10.5)
Adobe Acrobat 7.0 Professional
Adobe InDesign cs Education
File Maker Pro 8
Mac OS X
Keynote
Office Mac Student/Teacher (Mac OS X)
Office Mac (Academic) Mac OS X
Office Mac 2008
Sharp FO-4450 Operation Manual
QuickBooks Mac 2007
Canon Operator’s manual
Airport Extreme Card
Quicken 2006
Eyematic
Copy Machine Instructions
Cables/cords/extentions
There are extra locks on the left handed drawer at this desk, combinations are taped to the back of the locks.
La Nasa Scholarship Procedures

1. HUNS notifies Scholarships and Financial Aid and CIE of recipients and amounts.
2. CIE indicates the award amounts and balances due from each student in Studio Abroad.
3. CIE creates a spreadsheet with trip name, account number, student name and ID, amount paid, amount due and overages if applicable.
4. CIE sends spreadsheet and communicates both with Student Finance and departments.
5. The departments will register the students for summer courses and are responsible for letting Student Finance know registration is complete.
6. Student Finance will cut the checks for the students that have overages (students will use the overage for airfare or expenses directly related to the trip). **Note: Student Finance will send the checks to the students at the local address in SIS.**
7. La Nasa Scholarships will not be applied to Study Abroad Fee. The award is specifically for program cost and if there is an overage, it will be refunded to the student for program related expenses such as airfare.

**Contacts:**

In CIE, the contact is Amelia Vitt  
In Scholarships and Financial Aid, the contacts are Carrie Glass, ceglass@loyno.edu, and Carolina Thompson, thompson@loyno.edu  
In Student Finance, the contacts are Judy Vogel, vogel@loyno.edu and Cathy Roy, ccroy@loyno.edu

For Belgium, the contact is Paul Buehler, pbuehler@loyno.edu  
For Paris and Ireland, the contact is Robert Bell, rcbell@loyno.edu or Mary McCay, mccay@loyno.edu  
For India, the contact is Marcus Kondkar, kondkar@loyno.edu
VENDORS and Loyola people:

Vendors we use currently -

Office Furniture
Tom Pareti – AD WYNNE office: 504.585.0818 cell: 504.261.6236

Office Equipment and toners
Mike Danna – Multitech – 985.641.5291 but Mike is best reached via email at m.danna@mohelp.net

Pizza
Romans Pizza – Isaac Moore, owner – 866.1166 or his cell at 504.377.5902. I also will email him at romanpizza2000@yahoo.com or text him on the cell.

LOYOLA People – my go to’s

JoEva – Purchasing 2591
Rachel – Central Receiving – she brings copy paper – 2926
Cynthia Morales – Admission – 2457
Joe – Twoomey – 2507
John the Carpenter for his cart – 7490 and ask for the carpenter shop
Susan – Bursar - 2388