

## NAFSA SUBCOMMITTEE CHARGE

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To: Ravi Shankar, VP PDE

From: Amanda Kelso, Chair of the Education Abroad Knowledge Community

Date: November 1, 2016

Re: Request to renew a subcommittee: Visa Education subcommittee, exp. 12/2018

Sponsoring KC/ Committee	Education Abroad Knowledge Community
Proposed subcommittee Why is it needed? Is the work ongoing?	Education abroad offices across the nation continue to encounter increasingly demanding and often changing requirements for U.S. students applying for foreign visas. This subcommittee will provide resources for education abroad professionals on the foreign visa application process for their students.
Relates to which KC/sponsoring committee outcome/objective?	<p>Outcomes (<i>from the Standing Rules</i>):</p> <ul style="list-style-type: none"> <li>- Develop, maintain, and refresh a publicized set of model practices.</li> <li>- Demonstrate an up-to-date understanding of member needs related to this knowledge community based on systematic assessment.</li> </ul> <p><i>2014-2017 Strategic Plan Objectives assigned to sponsoring committee:</i></p> <ul style="list-style-type: none"> <li>- 3.1 Encourage further development of practices that increase the diversity and number of U.S. students studying abroad and of international students enrolling in higher education institutions in the United States.</li> <li>- 5.2 Continue to create and provide knowledge for members and non-members throughout their career development and across all international education knowledge domains, emphasizing management and strategy areas.</li> </ul>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<p>The Visa Education subcommittee will develop an annual work list to complete specific tasks related to the above outcomes which may include:</p> <ul style="list-style-type: none"> <li>- Professional resources to support education abroad professionals, such as sample forms, templates, toolkits, etc.</li> <li>- outlines for regional and annual conference sessions and workshops related to visa education</li> <li>- timely responses (within 2 business days) to EA Visa Help submissions on visas for the World-at-Large group, as needed, in partnership with the Consular Affairs Liaison subcommittee of the EA-RP</li> </ul>

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Subcommittee composition: Who selects chair?  Number of members?  Skills needed?	<p>The chair (or co-chairs) is appointed by the EA KC chair for a two-year term, renewable once for a maximum term of four years. The chair provides quarterly reports on achieved outcomes to the Advocacy &amp; Regulatory Content Coordinator and the EA KC Chair.</p> <p>Subcommittee members will be appointed by the chair (or co-chairs) in collaboration with the EAKC chair. Members' terms are for two years, renewable once, for a maximum term of four years.</p> <p>Optimum size for the subcommittee is a maximum of 7 members. The EA KC Advocacy &amp; Regulatory Content Coordinator (and Liaison to the Financing Education Abroad Subcommittee) holds an <i>ex officio</i> position on the subcommittee.</p> <p>Skills needed: Subcommittee members need excellent customer service skills, a solid understanding of student visa rules and procedures, and how those rules impact the management of EA programs. In addition, subcommittee members need to stay abreast of current issues that will have an impact in the field.</p>
Time commitment for Members	<p>Approximately 5-8 hours per month.</p> <p>The Visa Education subcommittee will hold calls at least quarterly, and may also be invited to join conference calls with the World-at-Large group of , the EARP Consular Affairs Liaison subcommittee</p>
National Resources Needed	Conference calls, meeting space at Annual Conference; NAFSA staff support for maintaining Web pages, review, format, and publicize network resources.
Next review date	December 2018
Approved by Board (Date of meeting)	