

To: Ethan Glemaker, Associated Students President  
Date: 11 March 2013  
Re: Funding Request for International Student and Scholar Services

The Center for International Studies is requesting funding from: Associated Students, the Enrollment Fee fund committee, and Residence Life, in order to expand the services that it can offer to international students at Western.

This request, and the expanded focus it will give to our international student population, is part of a larger initiative to improve Western's international commitment via the curriculum, co-curricular activities, international partnerships, faculty and student exchanges, and the international presence on campus. All of these proposals are being coordinated from the Center for International Studies and involve multiple offices, faculty, and staff on campus.

The Center currently consists of an Executive Director, who oversees the International Studies minor and coordinates international initiatives on campus, and the International Programs and Exchanges office. Except for directors' salaries and benefits, all services offered by CIS (including International Programs and Exchanges) are funded directly or indirectly through student fees. Only one staff member in the office currently works directly with international students who are studying at Western. Our intention is to create an **Office for International Student and Scholar Services** with two full-time staff positions: the first, a Director for Immigration Services, is already on staff. The second, an International Student Advisor, is a new position for which we are currently conducting a search to identify the most qualified candidate.

The annual funding that we are requesting will cover part of the International Student Advisor's salary and benefits in addition to all of the services that ISSS will offer to international students: orientation sessions, general advising, International Student Club sponsorship, special events and co-curricular activities, in addition to immigration services. Furthermore, the ISSS staff will work directly with Residence Life, Associated Students, the Tutoring Center, the Writing Center, and other relevant services to coordinate, review, and assess the services and opportunities that international students might benefit from as a cohort and as part of the larger student population.

The attached budget outlines ISSS's anticipated needs for AY2013-14 and going forward. We are hoping that each of the three units named above (Associated Students, Residence Life, and the Enrollment Fee fund committee) will agree to fund one-third of the overall budgeted need.

Thank you for your attention to this request,



Vicki Hamblin, Executive Director, CIS