THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	International Center	**Number:**	402.1
		Revised:	2/28/73
SUBJECT:	International Center Services	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Acting Vice-President for Student Affairs		

I. Policy

In carrying out its assigned responsibilities the International Center offers a number of services. Some of these are described below.

A. Immigration

1. The counselors interpret for anyone inquiring the requirements for obtaining and keeping the various immigrant and non-immigrant visas, provide forms for the client to use with the Immigration and Naturalization Service, and refer to attorneys all cases requiring advocacy. The International Center does not have an attorney on its staff.

2. The Center is charged with the obligation of submitting reports to the Immigration and Naturalization Service according to the agreement signed by The University of Michigan with the U.S. Government when the latter permits F-1 students to attend. Reports are made only in areas required by the Immigration and Naturalization Service. These reports are that the student:

   a) Did not register personally at this school within 60 days of the date expected.

   b) Is carrying less than a full course of study or is attending classes to a lesser extent than normally required.

   c) Terminated attendance at this school before completion of the semester.

   d) Terminated attendance at this school upon completion of the semester.

3. The Director of the International Center is the sole official representative for The University of Michigan in the operation of the general U. of M. exchange visitor program P-I-142 on agreement with the U. S. Department of State. In this regard, the Program is operated in accordance with regulations published by the U.S. Department of State and the Department of Justice.

4. The Director of the International Center is also the sole official representative for The University of Michigan Medical Center in the operation of its exchange visitor program, P-II-3702, on agreement with the U. S. Department of State.

B. Public Appearances of Students

1. The International Center recognizes that foreign students come to the University mainly to study and usually towards a degree. Such students are generally not professional entertainers. Those who are should be paid professional prices. Those who are not but who know how to sing or dance do so as individuals. The International Center will not ask them to perform for community groups unless these students request the Center to do so.

2. It is recognized that foreign students often want to discuss their country and its culture. Any group wishing to encourage students to participate in such a discussion will be given the names of the various international student clubs and associations so that they may communicate directly with the club presidents in finding suitable speakers for various topics. When such contact has been made, the requesting group is encouraged to provide transportation and appropriate meals; an honorarium would most certainly be welcome.

C. Work/Study/Travel Abroad

1. The International Center operates a resource office for all individuals who are interested in overseas employment, study or research abroad, and foreign travel.

2. The Work/Study/Travel/Tours Office does not sponsor any trips or educational tours. The office is primarily an information center where University associated people may obtain information regarding their own travel plans. Pre-departure orientation seminars and on-campus international travel events will be organized periodically by this office.

D. Room Scheduling

The lounge and the recreation room have been added to the Union list of available meeting rooms for all organizations and individuals interested in a place to meet somewhere in the Union building. Therefore any group or organization requesting the use of our rooms should be told that the rooms will be available without charge on a first come-first serve basis. Those groups or organizations requesting the use of the kitchen will be required to place a $25 cash deposit for the purpose of assuring cleanliness of the kitchen when they leave. If the kitchen is left in the condition in which it was found the $25 will be refunded.

E. Notary Public

1. Notary services will be provided free of charge for foreign students and staff.

F. Office Machines

1. The duplicating services of the International Center are available according to definitions and rates shown below:

PRINT SHOP RATES

Mimeo:

White reg. paper	$1.60 ream	.35/hundred
Colored reg. paper	3.25 ream	.75/hundred
White legal paper	2.10 ream	.45/hundred
Green stencils	.25 each	$4.25/hundred

Azograph:

Paper	$2.30 ream	.50/hundred
Masters	.10 each	$8.25/box

SERVICE CHARGES

Labor charges	$2.50 per hour for all print shop work.
Cutting gestefax stencils	$1.00 each plus labor.

2. Scheduling and billing instructions:

a) All billing is in cash unless the group has an open account with the University of Michigan, in which case transfer vouchers will be transmitted.

b) Under no circumstances are outside persons allowed to operate equipment.

c) All machine work will be scheduled through the Main Office at the Center (call 4-9310). All work for student clubs and outside organizations will be scheduled for Tuesday, Thursday and Saturdays.

d) All work scheduled to be done at the Center can be expected to take 3 days. We will attempt to do all work as quickly as possible.

e) Any questions regarding procedures or billing should be referred to Lucile Gingras. Telephone 764-9312.