




## MEMORANDUM

TO: International Students and their Academic Colleges, Schools, and Departments

FROM: David Clubb 

RE: International Student Services and Immigration Casework Assignment Model (Fall 2020)

DATE: ~~July 6, 2020~~ *Updated August 19, 2020*

**Effective August 24, 2020**, Cranwell International Center will assign international student services and immigration casework based on a portfolio model. Each International Student Advisor will provide a full range of immigration and support services for both undergraduate and graduate international students within an assigned portfolio of colleges/schools/departments, while also serving as the primary liaison to faculty, staff, and administrators in the assigned colleges/schools/departments.

IMMIGRATION CASEWORK PORTFOLIO ASSIGNMENTS	
International Student Advisor	Assigned Colleges/Schools/Departments
<a href="#">Vivian Yamoah</a>   Associate Director for International Student Services	<ul style="list-style-type: none"> <li>• <a href="#">College of Engineering</a> <ul style="list-style-type: none"> <li>○ <a href="#">Biological Systems Engineering</a></li> </ul> </li> <li>• Interdisciplinary (<i>Undergraduate</i>)</li> </ul>
<a href="#">Tina Lapel</a>   Assistant Director and Senior International Student Advisor	<ul style="list-style-type: none"> <li>• <a href="#">College of Architecture and Urban Studies</a></li> <li>• <a href="#">Virginia-Maryland College of Veterinary Medicine</a></li> <li>• Interdisciplinary (<i>Graduate</i>)</li> </ul>
<a href="#">Jessica Littreal</a>   Senior International Student Advisor and Communications Coordinator	<ul style="list-style-type: none"> <li>• <a href="#">College of Liberal Arts and Human Sciences</a></li> <li>• <a href="#">College of Natural Resources and Environment</a></li> <li>• <a href="#">Pamplin College of Business</a></li> </ul>
<a href="#">Karen Wills</a>   Senior International Student Advisor	<ul style="list-style-type: none"> <li>• <a href="#">College of Engineering</a> <ul style="list-style-type: none"> <li>○ <a href="#">Aerospace and Ocean Engineering</a></li> <li>○ <a href="#">Computer Science</a></li> <li>○ <a href="#">Mechanical Engineering</a></li> </ul> </li> </ul>
<a href="#">Mark Dennis</a>   International Student Advisor	<ul style="list-style-type: none"> <li>• <a href="#">College of Engineering</a> <ul style="list-style-type: none"> <li>○ <a href="#">Biomedical Engineering and Mechanics</a></li> <li>○ <a href="#">Chemical Engineering</a></li> <li>○ <a href="#">Electrical and Computer Engineering</a></li> <li>○ <a href="#">Myers-Lawson School of Construction</a></li> </ul> </li> </ul>
<a href="#">Stephanie Montana</a>   International Student Advisor	<ul style="list-style-type: none"> <li>• <a href="#">College of Engineering</a> <ul style="list-style-type: none"> <li>○ <a href="#">Civil and Environmental Engineering</a></li> <li>○ <a href="#">Engineering Education</a> <ul style="list-style-type: none"> <li>▪ <i>Includes <a href="#">General Engineering</a></i></li> </ul> </li> <li>○ <a href="#">Industrial and Systems Engineering</a></li> <li>○ <a href="#">Mining and Minerals Engineering</a></li> </ul> </li> </ul>



<p><b>Vacant</b>   International Student Advisor</p>	<ul style="list-style-type: none"> <li>• <a href="#">College of Agriculture and Life Sciences</a>*</li> <li>• <a href="#">College of Engineering</a> <ul style="list-style-type: none"> <li>◦ <a href="#">Materials Science and Engineering</a>**</li> </ul> </li> <li>• <a href="#">College of Science</a>***</li> </ul> <p>* Temporarily assigned to <a href="#">Vivian Yamoah</a>          ** Temporarily assigned to <a href="#">Mark Dennis</a>          *** Temporarily assigned to <a href="#">Jessica Littreal</a> (undergraduate) and <a href="#">Tina Lapel</a> (graduate)</p>
<p style="text-align: center;"><i>You can also find this information on the Cranwell International Center website at <a href="https://international.vt.edu/immigration_services.html">https://international.vt.edu/immigration_services.html</a>. While every effort will be made to ensure portfolio assignments remain consistent for an extended period of time, they are subject to change based on international student enrollment in the various colleges/schools/departments and/or based on staffing within Cranwell International Center.</i></p>	

International Student Advisors will:

- Be the primary provider of immigration and support services for all international students in the colleges/schools/departments within their assigned portfolio;
- Be the primary liaison to faculty, staff, and administrators in the colleges/schools/departments within their assigned portfolio;
- Be required to get to know international students (their stories, successes, challenges, etc.) in the colleges/schools/departments within their assigned portfolio;
- Be required to build and maintain professional relationships with faculty, staff, and administrative contacts in the colleges/schools/departments within their assigned portfolio;
- Be required to develop a deep knowledge of all academic programs and administrative processes in the colleges/schools/departments within their assigned portfolio;
- Be required to remain up-to-date regarding all academic programs and administrative processes in the colleges/schools/departments within their assigned portfolio; and
- Be responsible for regularly communicating with the Cranwell International Center team regarding the colleges/schools/departments within their assigned portfolio.

Being assigned a portfolio does not mean the International Student Advisor will at all times only provide immigration and support services to international students in those colleges/schools/departments, nor does it mean they will at all times only work with faculty, staff, and other administrators in those colleges/schools/departments. There will certainly be times when an International Student Advisor will assist students, faculty, staff, and other administrators in the colleges/schools/departments within another advisor’s assigned portfolio (e.g., when the assigned advisor is unavailable and a student needs to see someone immediately, when the assigned advisor is on vacation, etc.). In addition, certain types of immigration casework that are more complex may require higher-level processing, review, and/or quality control from a senior team member outside of the assigned portfolio.

This update is related to the consolidation, within Cranwell International Center, of immigration and support services for both undergraduate and graduate international students, including the transition of Mark Dennis, Karen Wills, and Christina Lapel from the Graduate School to Cranwell International Center, which was effective July 1, 2020. I am confident that these and other forthcoming changes will enable Cranwell International Center to serve international students, their colleges/schools/departments, and the entire university more effectively and efficiently in terms of both the *transactional* nature of our work and the *relational* nature of our work as we engage more deeply with international students and our academic and administrative partners.

Cranwell International Center is better positioned than ever to expand the scale, scope, depth, and breadth of our institutional impact. We look forward to serving you with excellence and partnering with you to contribute to the advancement of the university as a global land-grant institution.