

Communicating with International Students and Scholars at MSU An OISS Guide

Quick facts:

- There are more than 6200 international students and scholars at Michigan State University.*
- The international student population represents 140 different countries.
- MSU hosted 823 visiting scholars between August 2018 and July 2019.
- OISS works with more than 30 international-related Registered Student Organizations (or RSOs).

Departments can request reports, targeting specific student populations, from the Office of the Registrar.

1. Visit <https://reg.msu.edu/Forms/DataRequest/DataRequest.aspx>
2. Complete the form and submit the request. Note that requests can take up to two weeks to fill.

*Timing: Enrollment figures are available after the fifth week of the term for fall and spring, and at the end of the term for summer semester.

Per the Office of the Registrar, a process can be set up to automatically run data requests every semester for the particular variables your office is interested in.

For example:

Every fall semester the Center for Latin American and Caribbean Studies hosts a Welcome BBQ for new and returning students. CLACS can create a recurring data request through the RO for emails of students from a specific list of countries, so they can send event invitations to students via email.

Following this process ensures that students' data is protected and that ISP departments and centers are properly complying with FERPA.

Learn more about FERPA: <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>

If you're interested in contacting visiting scholars or other non-student populations, please fill out the OISS Communications Request form found here: <https://forms.gle/XE4nRjXJvZq8QNBPA> .

Communicating with International Students and Scholars at MSU An OISS Guide

OISS Communication Channels:

- 1. OISS Weekly newsletter**

The OISS Weekly is an email newsletter that goes out every Thursday afternoon to all international students, graduate and undergraduate. This email includes immigration information, OISS updates, and ways for international students to get involved on campus and in the community.
- 2. OISS Social Media**

OISS is active on Facebook, Instagram and the Chinese language platform, WeChat.
- 3. OISS Calendar**

OISS hosts an event calendar on our website of upcoming events relevant to international students and scholars.
- 4. Paper Flyers**

OISS may hang paper flyers advertising relevant events and resources inside OISS advisor offices or on OISS bulletin boards. There is also an option to display electronic versions of flyers on the OISS lobby television screen.
[Contact ISP Marketing and Communications for more information on posting flyers throughout the International Center.]
- 5. Advisor Monthly newsletter**

This monthly email newsletter is sent to a list of advisors on campus who work directly with international students and scholars. It contains important immigration information, OISS updates, and programs advisors can promote to international students and scholars.
- 6. Special Message -- OISS Update: Welcome to Campus**

Because new student lists will not be available until after the fifth week of the term for fall and spring semesters, OISS will send an "OISS Update: Welcome to Campus" email newsletter during the week of International New Student Orientation, including introductions to ISP departments and any upcoming events that ISP departments wish to advertise. The first issue of this special message will be sent in January 2020.

If you would like OISS to promote an upcoming event or share a specific resource for international students and scholars, fill out the OISS Communications Request Form found here:

<https://forms.gle/XE4nRjXJvZq8QNBPA>