

INTERNATIONAL PROGRAMS

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Program Overview

The Office of International Programs (<https://my.kettering.edu/international-programs>) (OIP) is the pivotal focal point for international students, professors, and other visitors who come to Kettering University from around the world. The office builds strategic international partnerships with foreign academic institutions, governments, and industries to develop programs beneficial to all parties involved.

The OIP at Kettering University works closely with the Provost, President, and all officers of the University in drawing the University's strategic vision and creating mission objectives for the institution's international education. Together, we strive to execute the University's mission by integrating international and contemporary components in all academic programs and work with all academic units/departments to enhance global studies across the curriculum.

Kettering University welcomes the following international visitors:

- Full-time, degree-seeking, undergraduate and graduate students
- Short-term exchange students
- Visiting professors, scholars, and other university representatives
- Corporate employer representatives

The OIP is required by federal law to maintain certain records of international students, professors and scholars. All are required to check in at the Office of International Programs with the stamped immigration documents and passports within the first week on campus.

International Student and Scholar Services

The OIP provides a variety of services and programs to promote the success and well-being of all international visitors at Kettering University. Located in the Academic Building (3-340 AB), our staff is available to assist all international students, international faculty and international staff. The following is a list of some of the many services the OIP provides.

Administrative Services

- Ensure that the University maintains compliance with all applicable laws and regulations formulated by the U.S. Department of Homeland Security (DHS) and other government agencies relating to international students, international faculty, international staff, and other international visitors.
- Function as liaisons to local, state, and federal government agencies and academic institutions.
- Support and engage in efforts at the local, national, and international level promoting the value of international educational and cultural exchange.
- Oversee international activities at Kettering University, and serve as advisors to international student organizations.

Immigration Services

- Provide competent and professional services to international students, international faculty, international staff, and other international visitors concerning U.S. immigration laws regulating their stay in the United States.
- Assist all visitors in meeting obligations and requirements of federal regulations relating to their status and period of authorized stay in the United States.
- Determine eligibility and issue appropriate visa documents for entry to or change of visa classification within the United States.
- Assist academic and administrative departments regarding employment-based immigration processes for international faculty, researchers and staff members.

Exchange and Visa Services

- Develop and oversee student exchange and study-abroad programs.
- Maintain federal regulations for international visitors, export controls, and SEVIS systems for visas.
- Offer advisement on visa status maintenance for all international visitors (F-1 student visa holders, J-1- exchange students and scholars, H-1B faculty, Permanent Residency for faculty, International Guest Speakers) and all types of non-immigrant visa holders.
- Assist F-1 and J-1 students with the application processes and endorsements for various non-immigrant benefits, such as practical training programs, employment, travel, and status.
- Organize orientation programs for international students and scholars to provide international newcomers with information on immigration regulations, social opportunities, and academic issues.
- Provide assistance with insurance, bank accounts, housing, applying for a driver's license, obtaining social security cards, taxation, and other settlement concerns.

International Students and Visitors

F-1 Students and Visitors

The F-1 visa is used for students pursuing a degree at an academic or language institution within the United States. International students in F-1 status are generally enrolled in a full course of study. This visa is intended only for the purpose of study.

J-1 Students and Visitors

The J-1 visa is used for students as well as exchange visitors. At Kettering University, this visa is used for visiting faculty, research scholars, short-term scholars, and students.

Important Documents for International Students and Visitors

Passport

The Passport is a document issued by your home country government. It is your responsibility to keep your passport valid at all times. Although passport renewal procedures vary, all passports should be renewed 6 months prior to the expiration date.

I-94 Arrival Departure

U.S. Immigration officials created this record when you entered the United States. It is an electronic record that can be retrieved online. The I-94 record shows when and where you entered the U.S., your type of visa status and how long you are eligible to stay in the United States. Students in F-1 or J-1 status are usually allowed to remain in the U.S. for

the duration of status (D/S). The actual ending date of your D/S is the completion date listed on the I-20 or DS-2019 form.

Visa

Visas to enter the United States are issued by an American Consulate abroad (usually in your home country) and are stamped in your passport. It is not possible to obtain a visa stamp inside the United States. A visa allows the holder to apply for entry into the United States at the Port of Entry. In issuing a Form I-94 card at the Port of Entry, USCIS gives permission to enter the United States and grants status. The following information is listed on the visa: date issued; date the visa expires; type of visa; where it was issued; and how often the visa can be used (multiple or single).

Visitors and students must:

- Notify the OIP in advance if they terminate their study, employment, or affiliation with Kettering University earlier than the date indicated on their form I-20 or form DS-2019.
- Consult with the OIP before traveling to make sure their documents are signed.
- Obtain approval from the OIP before accepting work at other institutions or off campus.
- Apply with the OIP in a timely manner, if an extension becomes necessary.

Form I-20 or Form DS-2019

This certificate is an immigration document that indicates a particular immigration status. Form I-20 is used for F-1 students and F-2 dependents, while form DS-2019 is used for J-1 exchange visitors and J-2 dependents. Even after students have left the United States, they should retain these documents as they serve as an official record of immigration history. They can also be useful for tax purposes. Please **do not discard** old certificates.

SEVIS and Immigration Regulations

SEVIS (Student & Exchange Visitor Information System) is an internet based system in which DHS (Department of Homeland Security) maintains information on non-immigrant visitors holding visas.

Services Provided for International Visitors on Campus:

The OIP provides services and programs that promote the success and well-being of international students and visitors at Kettering University.

Our staff is available to assist all international students, scholars, and faculty.

Visa Issuance and Maintenance

- Assist international students in complying with federal, state and local regulations pertaining to immigration and taxation.
- Maintain immigration records on all F-1 and J-1 visitors currently enrolled at Kettering University.
- Verify change of status and lawful presences.

Orientation

- Check-in and visa registration.
- Evaluation of English proficiency.
- Provide international newcomers with information on:
 - immigration regulations.
 - academic issues (scheduling, help with transfer credit evaluation).
 - intercultural adjustment assistance.

- Offer guidance for international students as they negotiate the various offices of the University system.

International students must engage in a full course of study during academic terms. If you will not be enrolled full-time, you must receive **prior approval** from the OIP. The OIP is required to report under-enrollment to DHS through SEVIS within 30 days of the end of the registration period. Please come to the OIP for more information. If you have any questions regarding visa regulations or immigration laws, please contact the OIP.

Arrangement of Cultural Activities

Excursions are intended to promote intercultural understanding and present a broader experience of American culture.

Required Medical Insurance Coverage

All exchange visitors (J-1 or F-1 principles and their dependents) are required to have medical insurance and medical evacuation and repatriation insurance for the entire duration of stay in the United States. The insurance must meet the following minimum coverage requirements (F-1 students are automatically enrolled in Kettering University's health plan):

- Medical benefits of at least \$100,000 per accident or illness.
- Repatriation of remains in the amount of \$25,000.
- Expenses associated with medical evacuation of the student, scholar, or dependent to his or her home country in the amount of \$50,000.
- A deductible not to exceed \$500 per accident or illness.

Study-Abroad Programs

The study-abroad programs at Kettering University prepare students for global leadership. Globalization and increased cooperation will require those entering the 21st-Century job market to be able to function internationally. Studying abroad will provide students with knowledge and experience that gives them a competitive edge to excel in the world market. Employers recognize that applicants who have international experience are more likely to possess the qualities in demand by our global economy.

Kettering University currently offers several study-abroad programs. All programs are offered in English and listed below by major. New study-abroad programs are continually developed, so please check with the OIP to obtain an update of new opportunities in your academic areas.

Business

- **Germany** at the Reutlingen University (fall term)

Chemical Engineering/Biochemistry

- **Germany** at the Reutlingen University (fall term)

Computer Science

- **Germany** at the Hochschule Furtwangen (fall term)
- **Germany** at the Hochschule Ulm (spring term)

Electrical and Computer Engineering

- **Germany - CE** at the Hochschule Ulm (spring term)
- **Germany - EE** at the Reutlingen University (fall term)
- **Germany - EE** at the Hochschule Ulm (spring term)

Industrial & Manufacturing Engineering

- **Germany** at the Reutlingen University (fall term)

- **Germany** at the Hochschule Esslingen (spring term)

Mechanical Engineering

- **Germany** at the Hochschule Esslingen (spring and fall)
- **Germany** at the Hochschule Konstanz (spring term)
- **Germany** at the Hochschule Ulm (fall term)
- **Germany** at the Reutlingen University (fall term)

Course Work

The course work taken through a Kettering University Study-Abroad Program is fully applicable toward credits in the student's degree program for up to 20 credit hours. The study-abroad curriculum also requires participants to register for a 4 credit Advanced Social Science elective as one of the five classes taken abroad, whenever an approved class is offered by the partner institution.

Course Credit for Laboratory Courses Taken at German Partner Universities:

Students enrolled in our German partner universities receive a grade of P or F for *laboratory* courses. In the German system, a P grade is equivalent to a C grade or higher. Kettering University students enrolled in laboratory courses at our partner German universities who receive a P grade will be granted credit for the course upon receipt of an official record.

Courses Offered at Foreign Universities and (Kettering University Equivalent Course):

Please note that this list is subject to change based on the availability of resources at the foreign universities; current information on courses offered at the foreign universities can be obtained through the OIP.

Esslingen, Germany ME Spring and Fall Terms

Computer Simulation in Automotive Engineering (MECH-330)
Basic Elements of Feedback (MECH-430)
Fluid Mechanics (MECH-322)
Finite Element Analysis (MECH-498 or MECH-516)
Alternative Powertrain (MECH-498)
Germany within Europe (SSCI-398)

Konstanz, Germany ME Spring Term

Design of Mechanical Components I (MECH-312)
Fluid Mechanics (MECH-322)
Heat Transfer (MECH-420)
Germany within Europe (SSCI-398)

Reutlingen, Germany ME Fall Term

Special Topics in Mechanical Engineering (MECH-498 or ME Free Elective)
International Business (BUSN-401 or ME Free Elective)
Applied Finite Element Analysis (MECH-516 or ME Free Elective)
Heat Transfer (MECH-420)
Germany within Europe (SSCI-398)

EE, CE, IE, BUSN, FALL TERM

Advanced Communication Technology (EE-340)
Semiconductor Fabrication Technology (EE-427)
Internet Workings I (CE-480)
Industrial Ecology (IME-598)
Lean Management (IME-498)

International Business (BUSN-401)
Lean Manufacturing (BUSN-362)
European Business Law (BUSN-402)
Germany within Europe (SSCI-398)

Ulm, Germany ME Fall Term

Process Automation (MECH-430)
Fluid Mechanics (MECH-322)
CAD/CAM (MECH-498)
Fuel Cell Principles (MECH-526/MECH-498)
Applied Thermal Fluids (MECH-422)
Germany within Europe (SSCI-398)

EE, CS, and CE Spring Term

Advanced Project Work (EE-498)
Analog Integrated Circuits (EE-420)
Control Technology (EE-432)
Computer Networks (CE-480)
Computer Architecture (CE-422)
Machine Vision (CS Elective)
Operating Systems (CS-451)
Germany within Europe (SSCI-398)

Academic Requirements

Students applying for a study-abroad term must be in good academic standing, maintain a GPA of 2.5 or higher, have passing grades in all courses taken in the past two academic terms, must meet specific degree program requirements for study abroad and have degree department approval.

Financial Considerations

To encourage undergraduate students to participate in the study-abroad programs, Kettering University has agreed to provide these terms as relatively "cost neutral" when compared to the expenses for tuition, room, board and transportation during a typical term on campus. Some variation should be expected.

All students who opt for an academic term abroad will register for a study-abroad term at Kettering University and pay the regular Kettering University tuition.

Study-Abroad Stipends

Kettering University provides up to \$1,500 per student as a stipend for study-abroad programs at each degree level. Participants may use the stipend funding on multiple programs (short-term and term length), but may not exceed the \$1,500 total during each degree program at Kettering. Students must receive class credit during the study-abroad experience to be awarded the stipend. The amount of the stipend will be determined by the number of credits received from program participation.

Students are able to borrow against this stipend up to three months in advance for a small fee. This loan is intended to provide students with funds necessary for purchasing round-trip airline tickets, passports, and any other expense that needs to be covered prior to departure. Several universities abroad require either partial or total housing payment prior to arrival. This payment will be made by wire transfer and will reduce the amount available.

Application

Application materials are posted online via the Blackboard system based on program location. Students are encouraged to make an appointment with an International Student Coordinator by calling (810) 762-9869 or e-

mailing international@kettering.edu to find out more about completing academic advising for study-abroad and gaining access to the full application. It is favorable to apply for a program one year in advance of the term a student wishes to study abroad.

Orientation

Students enrolled in a study-abroad term are required to attend orientation. The orientation will provide practical, logistical, and cultural information to prepare for studying and living overseas.

Oswald International Faculty Fellowships

The Oswald Fellowships at Kettering University sponsor international travel, teaching, and research opportunities for faculty members and are made possible by a gift from Kettering alumnus and trustee Bob Oswald '64 and his wife Marcy.

The purpose of the Oswald International Scholars Program is to increase mutual understanding as well as educational and cultural exchange involving Kettering faculty members and scholars from international institutions. Applicants are encouraged to reach out to any international institution, however, preference will be given to applications indicating collaboration with existing Kettering partners as listed: **China** at Chongqing Jiaotong University, Xi'an Polytechnic University, Dalian University of Technology, Tongji University and Yangzhou University; **Germany** at Reutlingen, Esslingen, Konstanz, Ulm, and Furtwangen; **South Korea** at Ajou University; and **Sweden** at Linköping University.

Through the Oswald International Scholars Program, Kettering University will assist with the costs for Kettering faculty members to work abroad during their off terms with the expectation that the international partner/host would provide support for their faculty members to spend time working on the Kettering University campus.

Oswald International Student Fellows Program

The Oswald International Student Fellows Program provides financial grants for travel and living expenses for Kettering students involved in the international exchange program. Grants are awarded twice each academic year on a competitive basis. In general, consideration is given to the financial needs of students, the student's plan for the expenditure of the grant and the country to be visited. The selected students will receive travel grants of \$1,000 to \$2,000 in addition to the Kettering travel stipend provided for study-abroad students.

To be eligible to become an Oswald International Student Fellow a candidate must:

- Be in good standing at Kettering University and have been approved for study abroad by the academic department.
- Plan to participate in a study-abroad program during the upcoming fall or spring academic terms (students studying abroad in summer or winter term must check with the OIP about eligibility).
- Demonstrate a financial need.
- Complete an application including an essay by the specified deadlines. Application information will become available to students after the application deadline for a specific term.

English as a Second Language Program

The English as a Second Language Program (ESLP) was established in 2016 and offers intensive, academic English language instruction to non-

native speakers of English prior to their admittance into degree-seeking programs at Kettering University. Types of ESL students include:

- Conditionally admitted international undergraduate and graduate students who do not meet Kettering's English admission requirements
- International professionals (ex. participants in IEP)
- International students who plan to enroll at other universities

Course Offerings

The following courses are offered each term depending on need.

ESL-091 Technical English for IEP (0 credits)

ESL-097 English as a Second Language I (0 credits)

ESL-098 English as a Second Language II (0 credits)

ESL-099 English as a Second Language III (0 credits)

ESL Student Advising

The ESLP will provide students with acceptance letters into Kettering's ESLP, I-20s, orientation, academic and visa counseling services.

For more information on our programs and services please contact the OIP by calling (810) 762-9869 or e-mailing international@kettering.edu.