

Open Doors Report on International Educational Exchange
Annual Census of International Students

Fall 2008

General Instructions

- Include only *non-immigrant international students on temporary visas* at the *postsecondary level*.
- All information should be based on the FALL 2008 term only.
- Please count OPT students in the OPT column only.

The information provided is used to calculate the detailed statistics reported in the *Open Doors Report on International Educational Exchange*, a complimentary copy of which is sent to the survey contact at each participating institution. The validity and quality of the data in the *Open Doors* report depends on the amount of detailed data provided by institutions on this form. We encourage you to provide detailed data on all characteristics. If you are unable to do so, any information is useful, whether in the form of partial data, data only for certain sections, or simply reporting that there were no international students at your institution. For information about *Open Doors* and the types of data reported, see <http://opendoors.iienetwork.org>.

Please e-mail the completed form as a Microsoft Word attachment to iieresearch@iie.org. You will receive an automatic confirmation indicating receipt of your survey if you type "CENSUS_2008" in the subject line of your email.

Alternatively, you may mail a hard copy to: **Research & Evaluation**
Institute of International Education
809 United Nations Plaza
New York, NY 10017-3580

Please be sure to keep a copy of the completed survey for your records whether you email us your submission or send it by regular mail.

Please do not send attachments that are not in the same format as the survey form. The forms must all be in the same format for data entry purposes and we must re-enter all surveys that are not received in this format.

Questions should be directed to iieresearch@iie.org.

DATA CONFIDENTIALITY

The Institute of International Education (IIE) provides an essential and valuable service through its efforts to disseminate quality data on international student exchange, primarily by way of its *Open Doors* reports. Truthful and accurate information is critical to the quality of our reports. *Open Doors* relies upon information that, for many of the responding institutions, is sensitive and confidential. As a result, the nature of the information collected requires a commitment of confidentiality, which IIE takes very seriously. Please see page 11 for a detailed explanation of our data policies.

Detailed Instructions

The following instructions apply to **ALL SECTIONS**:

- If you are reporting for a university system, break out your data by campus and fill out a separate form for each campus. This is important, as *Open Doors* tracks trends on the campus level, rather than by system.
- Intensive English and other non-degree students should *not* be counted as undergraduates or graduate students. Please count them in the special “Non-degree” column in all sections of the survey for consistency.
- Students on Optional Practical Training (OPT) should be broken out and counted in the OPT column, not under their former academic level or in the “Non-degree” column.
- Be sure that all of the rows add up horizontally and all of the columns add up vertically.
- Include any students for whom you don’t have detailed data in the “Unknown” row in each section.
- Include any notes on missing data, questions, or trends at your campus that will help us better understand your data in the Comments/Notes section.
- Make a copy of your survey for your records.

Please **DO NOT** include:

- U.S. citizens, immigrants (permanent residents, or I-151 or “Green Card” holders), refugees, undocumented immigrants (illegal aliens), or anyone on a B (tourist) visa.
- Students from Hawaii, or U.S. territories such as Puerto Rico, Guam or the U.S. Virgin Islands.
- High school international students who may be taking coursework at your institution.
- Students who are taking courses at your institution but who are matriculated at and under the visa sponsorship of another U.S. institution.
- International students studying at your institution’s overseas branch campuses.

INSTITUTION CODES

These codes are used as institutional identifiers. Each institution has its own unique code. Your institution’s codes are printed on the request for data letter you received. You can also find your institution codes online at: <http://opendoors.iienetwork.org/?p=census2008>

Please also fill in the name of your institution and the city, state and zip, so we can confirm the institution codes entered are correct. You do not need to complete the full contact information if the information printed on the letter you received is correct. Please complete the Address/Contact Change section only if there has been a change to the information printed on your letter.

Note: Your contact information will not be released to any outside individuals or organizations, except to provide you with a complimentary copy of the publication as a token of our appreciation for your participation in the survey.

SECTION A. BASIC DATA

On the first line, please enter the total number of international students at your institution (including students on OPT) during Fall 2008. For purposes of the survey, an *international student* is defined as anyone studying in the U.S. on a non-immigrant, temporary visa that allows for academic coursework. Students participating in Optional Practical Training (OPT) should also be included (even though they may have already graduated), as they are still under your institution's visa sponsorship and are counted in SEVIS.

Note: OPT reporting is no longer optional and students on OPT should be included in your total international student counts in all sections of the survey. This has been done to make Open Doors data align more closely with reported SEVIS data.

Do not include any U.S. citizens, immigrants (permanent residents, or I-151 or "Green Card" holders), refugees, undocumented immigrants (illegal aliens), or anyone on a "B" (tourist) visa in this or any other section of the survey.

Do not include high school international students who may be taking coursework at your institution in this or any other section of the survey.

On the second line, please enter your total institutional enrollment (both domestic and international students). This should include all divisions of your institution.

On the third line, please enter the code for the highest degree offered by your institution. If your institution has multiple offerings, please select the *single* highest degree offering.

SECTION B. NEW & CONTINUING ENROLLMENTS

Please report both newly-enrolled international students (regardless of academic level) and continuing students. *This is the only section where we ask for separate counts for new and continuing international students.* A "new" international student is a student who is enrolling for the first time at your institution during Fall 2008 (including transfer students), regardless of academic level.

Report your new and continuing international student totals for Fall 2008 broken out by academic level (Undergrad, Graduate, OPT and Non-degree). Please also check the appropriate box indicating whether the numbers given are actual or estimated.

Optional Practical Training (OPT) is now separated out from the former "Other" category and should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate or Non-degree columns in this or any other section of the survey.

The new "Non-degree" column includes intensive English language students and other non-degree students. "Intensive English" is defined as 15 or more contact hours per week. If the student is taking intensive English in addition to or to supplement their regular degree studies, please count the student in the appropriate Undergrad or Graduate column and not under

“Intensive English”. Other types of non-degree students include exchange students, students in certificate programs, continuing education students, non-credit students and all other international students enrolled in coursework at your institution who are not pursuing a degree. **Do not** include high school international students who may be taking coursework at your institution in this or any other section of the survey, since *Open Doors* reports data on students enrolled at the tertiary level only.

Please add up the row and column totals using a calculator. Unfortunately, the auto-sum function does not work for password-protected documents. We are working on an online submission system that does not have this problem for next year.

The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION C. ACADEMIC LEVEL

Break out your international student population by academic level. Count both newly-enrolled and continuing students. The “Undergrad” category includes both students pursuing associate’s degrees *and* students pursuing bachelor’s degrees. The “Graduate” category includes students pursuing master’s, doctoral, and/or professional degrees (e.g., JD, MD, DDS, DVM, etc.). The OPT category includes all students on OPT regardless of academic level. The “Non-degree” category includes students in intensive English programs and other non-degree students. Please count OPT students in the OPT category only. **Do not** include high school international students who may be taking coursework at your institution.

Associate’s category: Include all students pursuing an associate’s degree on this line. **Do not** break out first and second year students on the Freshman and Sophomore lines. Community colleges should count general education students, continuing education students, and other non-degree students in the “Non-Degree” category.

Bachelor’s, Unspecified: If you are unsure of an undergraduate student’s specific academic level (e.g., Freshman, Sophomore, Junior or Senior), but you know that they are an undergraduate pursuing a bachelor’s degree, include them in “Bachelor’s, Unspecified” line.

Master’s: Includes all master’s degrees, such as MA, MS, MFA, LLM, MLS, MPA, Master of Divinity, etc.

Doctoral: Includes all doctorate degrees, such as PhD, EdD, DBA, DFA, DPA, etc.

Professional: Includes all professional degrees, such as JD, MD, DDS, DVM, etc.

Graduate, Unspecified: If you are unsure of a graduate student’s specific degree course, but you know that they are pursuing a graduate-level degree, include them in “Graduate, Unspecified” line.

OPT: Include all students who were on full-time, post-completion Optional Practical Training at any time during the Fall term on the OPT line, regardless of their former academic level. **Do not** include OPT students in the Undergrad, Graduate, or Non-degree categories.

Non-Degree: Includes exchange students, students in certificate programs, continuing education students, non-credit students and all other international students enrolled at your institution who are not pursuing a degree. In this section only, please separate out non-degree students enrolled in intensive English programs and count them in the “Intensive English Language” row.

Intensive English Language: Includes students enrolled for 15 or more contact hours per week in intensive English programs. If they are taking intensive English in addition to or to supplement their degree studies, count them in the appropriate line in the Undergrad or Graduate category and not under Intensive English.

Unknown: Use this line only if you do not know if the student is an undergraduate or a graduate student. If you know that the student is an undergraduate student (pursuing a bachelor’s degree) but have no further information, include them in “Bachelor’s, Unspecified” line. If you know that the student is a graduate student but have no further information, include them in “Graduate, Unspecified” line. If the student is not pursuing a degree, include them in the “Non-degree” line.

Note: The bottom total should add up to the international student total reported in the first line of section A (Basic Data).

SECTION D. ENROLLMENT STATUS

Break out your international student population by enrollment status (i.e., full-time or part-time) and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly enrolled and continuing students. Use your institution’s definition of full-time status. Both newly-enrolled and continuing students are counted.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION E. GENDER

Break out your international student population by gender (i.e., male or female) and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION F. MARITAL STATUS

Break out your international student population by marital status (i.e., single or married) and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students. Include divorced and/or widowed students in the single category.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION G. VISA STATUS

Break out your international student population by their visa type (F, J, M or Other) and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students. Other visa types (only those primary visa holders and/or dependents who may study without changing status) include:

- A - Employees of foreign governments on official business
- E - Treaty trader or treaty investor
- G - Representatives to and employees of international organizations
- H - Registered nurses, temporary workers, agricultural and skilled and unskilled workers
- I - Foreign media representative
- K - Fiancé(e) or spouse of U.S. Citizen
- L - Intracompany transferee
- P - Performing artist or athlete
- Q - International cultural exchange visitor
- R - Religious worker
- V - Spouses and minor children of legal permanent residents

Do not include any U.S. citizens, immigrants (permanent residents, or I-151 or “Green Card” holders), refugees, undocumented immigrants (illegal aliens), or any students from Hawaii or U.S. territories such as Puerto Rico, Guam or the U.S. Virgin Islands. **Do not** include B (tourist) visa students, who are not eligible to take courses without change of status approval and **do not** include students who are taking courses at your institution but whom you know are matriculated at and under the visa sponsorship of another institution. These students should be counted by their home institution only, in order to avoid duplication.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION H. PRIMARY SOURCE OF FUNDS

Break out your international student population by primary source of funds and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students. Count each student only once. While a student may have a number of different sources of funding for their U.S. studies, the *primary source of funds* is the single greatest source of funds for all educational expenses, including associated living expenses, of an international student enrolled in an educational institution in the U.S. If you are unsure which source of funds is the primary source of funds, count the student under the source that represents the *largest* percentage of all income.

50/50 Funding Splits: If a student has two equal sources of funding (an exact 50-50 split), count the student in the “Other” row and include both sources of funding in the “Additional Sources of Funding” section. Please specify each of the sources clearly, and indicate that it is a 50-50 split.

Use the general categories listed below. Categorize the funding sources into the larger categories as best as you can. If you are unsure of where a particular funding source would fit into the general category, count the student in the “Other” row and indicate the source in the “Additional Primary Sources of Funds” section.

- *Personal and Family:* income derived from personal or private sources (including student loans), other than current employment
- *U.S. College/University:* funds obtained from a U.S. college or university (scholarships, grants, tuition waivers, athletics, research and teaching assistantships, etc.)
- *Home Government/University:* funds obtained from the government of the student’s home country or from a university in the home country.
- *U.S. Government:* funds obtained from the United States government
- *U.S. Private Sponsor:* funds obtained from private U.S. sources outside the student’s family

- *Foreign Private Sponsor*: funds obtained from private sources outside the U.S. and not part of the student's family
- *International Organization*: e.g., United Nations, World Bank, etc.
- *Current Employment*: funds obtained from off-campus employment

Important: When filling out the breakdowns, use numbers of students instead of percentages, fractions, x's or check marks. Do not use abbreviations, and explain any funding source that might be particular to your institution or to the student's place of origin. This will help us determine the correct funding category. Please specify whether the source is a U.S. or foreign source. For example, if a student has "Church funding," please specify whether it is a U.S. Church or foreign Church.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION I. FIELD OF STUDY

Break out your international student population by field of study and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students. Use the general categories provided, which are derived from the U.S. Department of Education National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP codes). For more information about CIP codes, see <http://www.nces.ed.gov/pubs2002/cip2000>.

Categorize the students' fields of study according to the department where the major "resides" at your institution. If you are unsure of a category, include it in the "Other Fields of Study" section. Please do not abbreviate, and describe institution-specific majors fully so that we can figure out where the major belongs and fold it into the larger Field of Study category. If you have a link to that field of study on your institution's website, please provide it for reference, so that we can classify the major as accurately as possible.

Double majors: If a student has more than one major, count **all** of the majors separately. For example, if a student is a double major in English and Spanish, count the student once under "English Language & Literature" and once under "Foreign Languages".

Intensive English Programs (IEPs): Include IEP students who are enrolled in an IEP (15 or more contact hours per week) in the IEP field of study category. Include students who are in a degree program but taking IEP courses at the moment to supplement their studies, or as a pre-requisite to their degree studies, in the appropriate field of study.

Optional Practical Training: OPT is now separated out from the “Other” category and should be reported in its own column. **Do not** include OPT students in the regular field of study categories or in the Undergrad or Graduate columns.

Note: The totals should add up both vertically and horizontally. However, due to double majors, the bottom line Undergrad, Graduate, OPT, Non-degree and overall totals may not match the corresponding bottom line totals in the other sections of the survey. This should be the *only* section where the bottom line totals do not match the other sections.

SECTION J: PLACE OF ORIGIN

Break out your international student population by place of origin and academic level (Undergrad, Graduate, OPT and Non-degree). Count both newly-enrolled and continuing students. Do not include students from Hawaii or U.S. territories such as Guam, Puerto Rico, the Northern Mariana Islands or the U.S. Virgin Islands.

Indicate the student’s country or place of origin, not the area or city of origin. If you know that a student is from a certain region or continent, but do not know the specific country or place of origin of that student, indicate the region in the “Additional Places of Origin” section. If you have students from countries or places of origin that are not included on this form, include them in the “Additional Places of Origin” section.

If you are unable to provide their places of origin by academic level, but are able to do so for just the overall places of origin, please fill out just the total column.

Dual Citizens: If a student holds dual citizenship, count the student under the place of origin that appears on their I-20 or DS-2019, or other documentation used to apply for their temporary visa.

Optional Practical Training (OPT) should be reported in its own column. **Do not** count OPT students in the Undergrad, Graduate, or Non-degree columns.

Note: The totals should add up both vertically and horizontally. The bottom line Undergrad, Graduate, OPT, Non-degree and overall totals should match the corresponding bottom line totals in all of the other sections of the survey except Field of Study. The grand total on the bottom right should add up to the international student total reported in the first line of section A (Basic Data).

SECTION K. COMMENTS/NOTES (OPTIONAL)

Use this section to add any comments or notes that may be useful to IIE for data editing, such as explanations regarding changes or developments at your institution which may have affected your numbers. Please also indicate any sections or items that were unclear to you. If you are submitting a revised version of your survey, please indicate which sections were revised.

POLICIES ON THE RELEASE OF CENSUS DATA

Most of the data in *Open Doors* are presented in aggregate form or percentages. The only exceptions are the ranking tables (e.g. Top 25 institutions, etc.). Providing bottom-line numbers for the top schools is in keeping with long-standing *Open Doors* reporting practices, and institutions that participate in the survey year after year appreciate that fact. However, IIE does receive requests for custom reports with detailed, institution-level information, broken down by place of origin or other variables, or for bottom-line institution numbers. For many schools, the release of institution-level data, particularly if broken down by country, is a highly sensitive issue. Therefore, it is important that the information collected be kept confidential. To do otherwise would compromise IIE's ability to obtain accurate information and generate participation in the *Open Doors* surveys. We strongly believe that the unauthorized disclosure of sensitive information would result in a greater harm than benefit to the public interest.

To balance IIE's need to keep data confidential with the needs of scholars, media, and other interested organizations for quality data on international student exchange, IIE creates custom reports. These reports do not contain detailed data, such as the number of international students from a particular place of origin at an institution. The reports contain only the leading institutions, listed in alpha order, without totals; these can be sorted by state or region. It is our experience that these reports suffice for the majority of cases. IIE charges a fee for these reports and requires that all requestors sign a confidentiality agreement binding them to strict guidelines with respect to data usage. For instances where these reports are not sufficient, IIE will consider other requests on a case-by-case basis. Generally, IIE will consider a request for more detailed data (pending a signed confidentiality agreement) where:

- The data will be used for scholarly research, and the findings published in aggregate.
- The data will be used by educational or governmental entities for the express purposes of facilitating international student exchange.
- The data will be used to recruit students for employment in the students' home countries or regions; students' obligations to the sponsors of their U.S. study and/or to their own governments will be respected; and the corporation or agency does not engage in discriminatory practices.

The following are examples of requests for detailed data that are denied under most circumstances:

- The data will be used for marketing or commercial purposes.
- The data will be sold to third parties.
- The data will be used for benchmarking purposes so that the requesting institution can compare itself to competitor institutions.

These lists of circumstances under which requests are approved or denied are not exhaustive, and IIE reserves the right to withhold Census data when the request is not deemed to be for appropriate scholarly research, public information, or recruitment purposes.