opendoors®

INSTITUTE OF INTERNATIONAL EDUCATION

Open Doors Report on International Educational Exchange
Annual Census of International Students
Fall 2014 – Instructions

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 primary survey contact at each participating institution. The quality and validity of the data in the *Open Doors Report* depends on the level of detail provided by institutions. We encourage you to provide detailed data on all characteristics. If you are unable to provide complete details, any information is useful, including estimates, 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 **www.iie.org/opendoors.**

A printable worksheet and instructions are currently available for download at **www.iie.org/surveyforms** if you wish to collect your data prior to entering it in the online system. Your Unit ID and password/PIN to log into Section A-J (Part 1) of the survey can be found in the data request e-mail you received. You will use the same codes to log into Section K (Part 2) once you finish Part 1.

HOW TO LOG INTO THE SURVEY

To log into the survey, go to the Survey Forms page (www.iie.org/surveyforms) and click on the "Access Survey" link. Enter the Unit ID and Password/PIN found in the data request email. Safeguard these codes, as you will need them to enter and exit the system. Please email **iieresearch@iie.org** with questions or to obtain your UNIT ID and PIN.

Once logged in, verify that your institution name is correct. If your institution name or contact information has changed, enter the new data in the "Change of Address or Contact" box. Please include both the former and new contact information. You may also update your institution's contact information by completing this form: Contact Update Form.

NAVIGATING THE ONLINE SURVEY

The survey has three main navigation buttons, located at the top and bottom of each page: "Go back", "Save and exit" and "Continue". The "Go back" button returns to the previous screen. The "Save and exit" button saves your work and exits the system. The "Continue" button proceeds to the next screen.

You may enter and exit the system as many times as you wish prior to submitting your data. After clicking on "Save and exit", you may log in again immediately without re-entering your Unit ID and password/PIN, or you may return to the survey at a later time, logging in again with your Unit ID and password/PIN.

The survey is divided into two parts: Sections A-J and Section K (the question on fields of study for students from the top 25 places of origin).

Note: Due to programming restrictions, you must finish Sections A-J before you can continue to Section K. If you go to Section K before completing Section A-J, you will not be able to log back into Section A-J. You will need to be assigned a temporary log-in to *recomplete* the survey.

GENERAL INSTRUCTIONS

The following instructions apply to **ALL SECTIONS**:
- Include only <u>non-immigrant international students</u> on <u>temporary visas</u> at the <u>postsecondary level</u>.
- All information should be based on the *FALL 2014* term *only*.
- Please count post-completion OPT students in the OPT column.
- 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 be counted in the "Non-degree" column in all sections of the survey for consistency.
- Students on post-completion Optional Practical Training (OPT) should be broken out and counted in the OPT column in all sections of the survey for consistency.
- Include any students for whom you do not have detailed data in the "Do not know" row.
- Include students for whom you do not know the academic level in the "Unknown" column in the relevant sections of the survey.
- 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.

<u>DO NOT</u> **include:**
- U.S. citizens, immigrants (permanent residents, or I-151 or "Green Card" holders), refugees, undocumented immigrants (illegal aliens), students with deferred action status or anyone on a B 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.

SECTION A. BASIC DATA

1. On the first line, enter the total number of international students enrolled in classes at your institution during Fall 2014. For purposes of the survey, an <u>international student</u> is defined as *anyone studying in the U.S. on a non-immigrant, temporary visa that allows for academic coursework.* **Do not** include students on post-completion Optional Practical Training (OPT) in the first line, as these students are counted separately on the second line. If this number is an estimate, click on the check box to enter a check mark.

Do not include any U.S. citizens, immigrants (permanent residents, or I-151 or "Green Card" holders), refugees, undocumented immigrants (illegal aliens), students with deferred action status or anyone on a B visa in this or any other section of the survey. Also **do not** include high school international students who may be taking coursework at your institution in this or any other section of the survey.

2. On the second line, enter the number of students participating in post-completion Optional Practical Training (OPT) who are under your institution's visa sponsorship. If this number is an estimate, click on the checkbox.

3. The system will automatically calculate your *Open Doors* International Student Total based on the information you entered in the two rows above.

SECTION B. ACADEMIC LEVEL

Break out your international student population by academic level according to the following classifications:

Associate's: Count all students pursuing an associate's degree in this row. **Do not** break out first and second year students on the Freshman and Sophomore rows. **Do not** count continuing education students, general education students who are not degree-seeking or other non-degree students at community colleges in this category; they should be counted in the "Non-Degree" category below.

Freshman: First year students pursuing a bachelor's degree (according to credit hours). **Do not** count first year students pursuing an associate's degree in this category. They should be counted under "Associate's".

Sophomore: Second year students pursuing a bachelor's degree (according to credit hours). **Do not** count second year students pursuing an associate's degree in this category. They should be counted under "Associate's".

Junior: Third year students pursuing a bachelor's degree (according to credit hours).

Senior: Fourth year (or longer) students pursuing a bachelor's degree (according to credit hours).

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, count them in "Bachelor's, Unspecified" row.

Master's: Includes all master's degrees, such as MA, MBA, MS, MAT, MFA, LLM, MPA, 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, count them in "Graduate, Unspecified" row.

OPT: Includes all students who were on post-completion Optional Practical Training (OPT) at any time during the Fall 2014 term, regardless of their former academic level. **Do not** count post-completion OPT students in their former academic level.

Non-Degree: Includes exchange students, students in certificate programs, continuing education students, non-credit students and all other international students enrolled at your institution that are not pursuing a degree. Please count non-degree students enrolled in intensive English programs (15 or more contact hours per week) separately 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 Undergraduate or Graduate category, and not under intensive English.

Unknown Academic Level: Use this line only if you do not have any information about the student's academic level. If you know that the student is an undergraduate student pursuing a bachelor's degree, count them as "Bachelor's, Unspecified". If you know that the student is a graduate student, count them as "Graduate, Unspecified". If the student is not pursuing a degree, include them in the "Non-degree" row.

The system will automatically calculate the total for this section.

SECTION C. NEW & CONTINUING INTERNATIONAL ENROLLMENTS

Please break out your international student totals according to new and continuing status. *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 2014 (including transfer students), regardless of academic level.

Break out your new and continuing international student totals by academic level (Undergrad, Graduate, Non-Degree and OPT). **All OPT students should be reported as continuing students.** If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. If you do not know the new or continuing status of some or all of your international students, count them in the "Do Not Know" row.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas). Please be sure to count all students for whom you do not have data in the "Do Not Know" row so that the row and column totals match the overall total from Section A. You will receive an error message when reviewing your responses at the end of the survey if these totals do not match.

SECTION D. ENROLLMENT STATUS

Break out your international student population by enrollment status (full-time or part-time) and academic level (Undergrad, Graduate, Non-Degree and OPT). Count both newly enrolled and continuing students. Use your own institution's definition of full-time status. Count all students on Optional Practical Training (OPT) as full-time students.

If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. If you do not know the enrollment status of some or all of your international students, count them in the "Do Not Know" row.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas). Please be sure to count all students for whom you do not have data in the "Do Not Know" row so that the row and column totals match the overall total from Section A. You will receive an error message when reviewing your responses at the end of the survey if these totals do not match.

SECTION E. VISA STATUS

Break out your international student population by visa type (F, J, M or Other) and academic level (Undergrad, Graduate, Non-degree and OPT). Count both newly-enrolled and continuing students. Count only primary visa holders and dependents who are permitted to study without changing status. All students on post-completion Optional Practical Training should be counted in the F visa category.

If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. If you do not know the visa status of some or all of your international students, count them in the "Do Not Know" row.

"Other Visa" types include (but are not limited to):
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), students with deferred action status or any students from Hawaii or U.S. territories such as Puerto Rico, Guam or the U.S. Virgin Islands in this or any other section of the survey. Also, **do not** include B 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.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas). Please be sure to count all students for whom you do not have data in the "Do Not Know" row so that the row and column totals match the overall total from Section A. You will receive an error message when reviewing your responses at the end of the survey if these totals do not match.

SECTION F. GENDER

Break out your international student population by gender (male or female) and academic level (Undergrad, Graduate, Non-Degree and OPT). Count both newly-enrolled and continuing students. If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. If you do not know the gender of some or all of your international students, count them in the "Do Not Know" row.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas). Please be sure to count all students for whom you do not have data in the "Do Not Know" row so that the row and column totals match the overall total from Section A. You will receive an error message when reviewing your responses at the end of the survey if these totals do not match.

SECTION G. MARITAL STATUS

Break out your international student population by marital status (single or married) and academic level (Undergrad, Graduate, Non-Degree and OPT). Count both newly-enrolled and continuing students. Include divorced and/or widowed students in the single category. If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. If you do not know the marital status of some or all of your international students, count them in the "Do Not Know" row.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas). Please be sure to count all students for whom you do not have data in the "Do Not Know" row so that the row and column totals match the overall total from Section A. You will receive an error message when reviewing your responses at the end of the survey if these totals do not match.

SECTION I. FIELD OF STUDY

Break out your international student population by field of study and academic level (Undergrad, Graduate, Non-Degree and OPT). 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://nces.ed.gov/ipeds/cipcode.** .

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Categorize each student's field 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 which follows the main section listing the existing categories. Please describe institution-specific majors fully so that we can correctly categorize the major into the larger field of study category. If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column.

Double majors: If a student has more than one major, **count each major 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". Due to programming, you will receive an automatic message that the totals do not match, which you can ignore if you are sure the numbers are correct.

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. If they are taking intensive English in addition to or to supplement their degree studies, count them in the appropriate field of study and not under intensive English.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas).

SECTION J: PLACE OF ORIGIN

Break out your international student population by place of origin and academic level (Undergrad, Graduate, Non-Degree and OPT). 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 in this or any other section of the survey. If you cannot break out your international student totals by academic level, enter your totals in the "Unknown Level" column. Leave fields blank if there were zero students from that place of origin.

Indicate the student's country or place of origin (SEVIS country of citizenship), not the area or city of origin. Count students from the West Bank or Gaza Strip under "Palestinian Territories". 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. 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 following the main section where the existing categories are listed. 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.

The system will automatically calculate your row and column totals (you will not be able to input data in these areas).

Hint: *Use the Ctrl-F (or Cmd-F for Macs) to search for specific places of origin.* ***Since this section is quite long, we recommend that you save your work often to avoid losing data due to timing out or technical problems (computer crashes, power outages, etc.).*** *This will require clicking on "Save and exit" and signing back into the system.*

COMMENTS/NOTES: Sections A-J (OPTIONAL)

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. If you are submitting a revised version of your survey, please indicate which sections were revised.

After you have completed this section, you will be asked to review your responses to Sections A-J prior to continuing to Section K. Click on the "Review" button to review your answers. **Be sure to print out the 'Review' page and keep a copy of your responses to this section**. After you have submitted the survey, you will only have access to an Excel version of your submission.

An alert will appear if the row and column totals from Sections A-J do not match the overall total provided in Section A. To return to the survey and correct the error, click on "Cancel" and return to the relevant sections by using the "Go back" button. To continue without correcting the error, click on "OK". A printable summary of your responses will then be displayed. Make sure that your responses are correct and that your print-out is legible before hitting "Submit". After reviewing your responses for accuracy and verifying that your responses printed out correctly, click on the "Submit" button. This will submit your data for Sections A-J and direct you to Section K. **Once you hit "Submit", you will not be able to re-enter Part 1 of the survey.**

SECTION K (Part 2 of the survey): FIELDS OF STUDY FOR THE TOP 25 PLACES OF ORIGIN

This question asks for data on the fields of study for students from the top 25 places of origin (China, India, South Korea, Saudi Arabia, Canada, Taiwan, Japan, Vietnam, Mexico, Brazil, Turkey, Iran, United Kingdom, Germany, France, Nepal, Hong Kong, Nigeria, Indonesia, Thailand, Kuwait, Colombia, Venezuela, Malaysia, and Spain).

Column N ("Total") will auto-sum your responses to Columns A-M. Column O ("Total from Section J") will show the place of origin totals you reported in Section J (the place of origin question from the previous part of the survey). If the totals in Columns N and O do not match, you will receive a pop-up message alerting you of the error. You may either go back and correct your responses or continue without making any changes.

Please complete this question even if you do not have data for all fields and countries. Field of study classifications are listed below.

CIP
Code	Field of Study		Equivalent General Field
1	Agriculture, Agriculture Operations and Related Sciences	I	Physical and Life Sciences
2	Agricultural Sciences	I	Physical and Life Sciences
3	Natural Resources and Conservation	I	Physical and Life Sciences
4	Architecture and Related Services	D	Fine and Applied Arts
5	Area, Ethnic, Cultural and Gender Studies	J	Social Sciences
6	Business and Management	A	Business and Management
7	Business (Administrative Support), Other	A	Business and Management
8	Marketing Operations/Marketing and Distribution	A	Business and Management
9	Communication, Journalism and Related Programs	L	Other
10	Communications Technologies/Technicians and Support Services	L	Other
11	Computer and Information Sciences and Support Services	H	Math and Computer Science
12	Personal and Culinary Services	L	Other Fields of Study
13	Education	B	Education
14	Engineering	C	Engineering
15	Engineering Technologies/Technicians	C	Engineering
16	Foreign Languages, Literatures and Linguistics	F	Humanities
17	Allied Health	E	Health Professions
18	Health Sciences	E	Health Professions
19	Family and Consumer Sciences/Human Sciences	L	Other
20	Vocational Home Economics	L	Other

21	Graphic Arts	D	Fine and Applied Arts
22	Legal Professions and Studies	L	Other
23	English Language and Literature/Letters	F	Humanities
24	Liberal Arts and Sciences and General Studies	L	Other
25	Library Science	L	Other
26	Biological and Biomedical Sciences	I	Physical and Life Sciences
27	Mathematics and Statistics	H	Math and Computer Science
28	Reserve Officer Training Corps (ROTC)	L	Other
29	Military Technologies	C	Engineering
30	Multi/Interdisciplinary Studies	L	Other
31	Parks, Recreation, Leisure and Fitness Studies	L	Other Fields of Study
32	Basic Skills (Except for Intensive English)	L	Other
33	Citizenship Activities	L	Other
34	Health Related Activities	E	Health Professions
35	Interpersonal and Social Skills	L	Other
36	Leisure & Recreational Activities	L	Other
37	Personal Awareness and Self-Improvement	L	Other
38	Philosophy and Religious Studies	F	Humanities
39	Theology and Religious Vocations	F	Humanities
40	Physical Sciences	I	Physical and Life Sciences
41	Science Technologies/Technicians	I	Physical and Life Sciences
42	Psychology	J	Social Sciences
43	Homeland Security, Law Enforcement, Firefighting, and Related Protective Services	L	Other Fields of Study
44	Public Administration and Social Service Professions	J	Social Sciences
45	Social Sciences	J	Social Sciences
46	Construction Trades	C	Engineering
47	Mechanic and Repair Technologies/Technicians	C	Engineering
48	Precision Production	C	Engineering
49	Transportation and Materials Moving	C	Engineering
50	Visual and Performing Arts	D	Fine and Applied Arts
51	Health Professions and Related Clinical Sciences	E	Health Professions
52	Business, Management, Marketing and Related Support Services	A	Business and Management
53	High School/Secondary Diplomas and Certificates	L	Other
54	History	J	Social Sciences
60	Residency Programs	E	Health Professions
90	Undeclared	K	Undeclared
95	Optional Practical Training (count under previous field if known)	M	Unknown
96	Intensive English Language	G	Intensive English Language
97	Unknown	M	Unknown

COMMENTS/NOTES: Section K (OPTIONAL)

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

After completing this section, you will be asked to review your responses to Section K and a printable summary of your responses will be displayed. Make sure that your responses are correct and that your print-out is legible before hitting "Submit". After reviewing your responses for accuracy and verifying that your responses printed out correctly, click on the "Submit" button. This will submit your data for Sections A-J and direct you to Section K. **Once you hit "Submit", you will not be able to re-enter Part 2 of the survey.**

THANK YOU FOR COMPLETING THE OPEN DOORS INTERNATIONAL STUDENT CENSUS!

DATA CONFIDENTIALITY AND POLICIES ON THE RELEASE OF CENSUS DATA

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.

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.