

To: Ahmad Ezzeddine, Vice President for Scholarship and Institutional Strategy
 From: Caroline Donovan White, on behalf of Becca AbuRakia-Einhorn, Chair-Elect of the EA KC
 Date: December 2024
 RE: **Charge to the EAKC Consular Affairs Liaison Subcommittee 2025-2026**



Sponsoring KC/Committee	Education Abroad Knowledge Community (EA KC)
<p>Proposed subcommittee</p> <p>Why is it needed?</p> <p>Is the work ongoing?</p>	<p>In accordance with Rule IX, Section C, this request is to renew the charge for the Consular Affairs Liaison (CAL) Subcommittee for two years, until December 2026.</p> <p>Education Abroad professionals benefit from authoritative and up-to-date information about foreign visa requirements/procedures for U.S. students who study abroad, especially about the variations in these requirements by regional consulate offices. The subcommittee serves as a liaison directly with foreign consular officials to seek case-specific assistance for student visa applications.</p> <p>The CAL Subcommittee of the EAKC develops relationships with visa officers at foreign consulates in the United States to clarify visa and immigration procedures for education abroad colleagues. These requirements are always in flux and therefore the work of CAL is ongoing.</p>
Relates to which KC/sponsoring committee outcome/objective?	<p>In supporting the NAFSA Strategic Plan, this EAKC subcommittee will provide resources to educate EA professionals on visa requirements, advocate for greater clarity in visa requirements and processes, and innovate in the dissemination of information.</p> <p>This Subcommittee Charge is required in alignment with the following NAFSA Standing Rules: STANDING RULE VII: MEMBER-LEADER STRUCTURES/KNOWLEDGE COMMUNITIES Section A: Knowledge Communities (KCs) 1. Outcome accountability</p> <ul style="list-style-type: none"> • Prioritize work and request and allocate resources in accordance with member needs and the Strategic Plan. KC work may include training programs, information management, Web sites, etc., designed and delivered through task forces, subcommittees, and networking among members. <p>And STANDING RULE IX: MEMBER-LEADER STRUCTURES/GENERAL Section C: Subcommittee Approval</p>

<p>Subcommittee outcome accountability</p> <p>What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?</p>	<ul style="list-style-type: none"> ● Identify changes in visa policies and procedures for the assigned country and inform the country coordinator and NAFSA staff. ● Curate content for NAFSA web pages on education abroad visas and ensure information is relevant and current. ● Respond to requests for assistance from education abroad colleagues regarding student visa matters in the EA Visa Help platform. ● Work in partnership with NAFSA staff to resolve policy and procedure issues in a fashion that assists the consulate visa office and the study abroad program advisers. ● Participate actively in the EAKC Network by prompting or responding to discussions on student visas. Act as a resource for colleagues with questions and concerns throughout the year. ● Encourage and facilitate the inclusion of content on education abroad visas for consideration at annual and regional conferences. Develop and present sessions as appropriate when possible and appropriate.
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<p>Subcommittee composition:</p> <p>Who selects chair?</p> <p>Number of members?</p> <p>Skills needed?</p>	<p>The subcommittee will be chaired by a member of the EAKC leadership team.</p> <p>The members of CAL (not to exceed 40 members) will be appointed by the CAL chair, in consultation with the chair of EA-RP, and according to the following criteria:</p> <ul style="list-style-type: none"> • For Country Coordinators, a 2-year appointment, renewable once for a maximum of 4 years. • For Consular Affairs Liaisons, a 2-year appointment, renewable once for a maximum of 4 years. <p>Ideal candidates for CAL will have deep knowledge of study abroad field and required travel documents; ability to establish and nurture liaison relationships; capacity to follow up on assignments and relay information and data.</p>
<p>Time commitment for Members</p>	<p>Subcommittee members should plan to devote 3 to 4 hours per month to this role, on average.</p>
<p>National Resources Needed</p>	<p>Technology to support virtual meetings and EA Visa Help tool NAFSA staff partner support.</p>
<p>Next review date</p>	<p>12/31/2026</p>
<p>Approved by Board (Date of meeting)</p>	<p>12/08/2024</p>