

International Student Advising

Spring 2018

The International Services Office (ISO) is proud to serve as a resource for GW's vibrant international community. ISO Advisors are here to help international students understand F-1 and J-1 requirements and make the most of their experience at GW! This document outlines how F-1 Students and degree-seeking J-1 Exchange Visitors can ask ISO Advisors questions about their immigration status and related topics.

Email the ISO

Email iso@gwu.edu with your questions.

- **Include your name, GWID, and school** in all emails sent to the ISO.
- If you have a question for a specific ISO Advisor, include "**ATTN: [Advisor's Name]**" in the subject line.
- Our team will make every effort to reply to your email within two (2) business days.

Drop-in Advising

If you have a general question, drop in for a *five-minute* advising session in the lobby!

HOW TO "DROP IN"

1. Visit the ISO between **1:30 - 3:30 PM, Monday - Thursday**.
2. **Sign in** at the computer on the left side of the front desk.
3. Select the "**Drop-in Advising**" option as the reason for your visit.
4. Take a seat in the lobby and wait for the ISO Advisor to call your name when it is your turn.

Please note:

- No appointment is necessary; students will be assisted on a first-come, first-served basis.
- Depending on the volume of students, wait times may range from 5 to 30 minutes, and the front desk may close the sign-in for Drop-in Advising early.
- Drop-in Advising sessions are intended to be *quick* (five minutes or less). Students with more complex questions requiring additional time or more individual attention will be referred to a 15-minute appointment with their school's assigned ISO Advisor (see below).

Advising Appointments

Make a 15-minute, one-on-one appointment with your assigned ISO Advisor to discuss more complex issues or ask questions in a private setting.

HOW TO MAKE AN APPOINTMENT

1. Go to <https://internationalservices.gwu.edu/student-advising-appointments>.
2. Select your **school**.
3. Select your preferred method of contact (**in-person, phone, or Skype**).
4. Select an available **time**.
5. Complete all required fields in the form and click "**Submit**".
6. You will receive a **confirmation email** for your advising appointment.
7. Add the appointment to your calendar so you don't forget!

Reminders:

- Please select only **one appointment** time; do not reserve multiple appointments.
- If you no longer need your appointment, please **cancel** it using the link provided in your confirmation email. This will allow another student to reserve that appointment.

DAY OF APPOINTMENT

In-person

1. Please **arrive 5 minutes early**. If you are more than five minutes late, your appointment will be canceled.
2. **Sign in** at the computer on the left side of the front desk.
3. Select **“Advising Appointment”** as the reason for your visit.
4. Take a seat and wait in the lobby.
5. Your ISO Advisor will call your name when it is time for your appointment.

Phone or Skype

1. Have your phone ready or login to Skype.
2. Your ISO Advisor will call you when it is time for your appointment.

WHO IS MY ISO ADVISOR?

ISO Advisors are assigned to F-1 and J-1 students by school. See the table below to determine your ISO Advisor.

ISO Advisor	School(s)	Appointment Times
Anouar Harbili	<ul style="list-style-type: none"> • School of Engineering and Applied Sciences (SEAS) 	Monday - Thursday: 1:00 - 3:00 PM
Ashley Koerner	<ul style="list-style-type: none"> • Milken Institute School of Public Health (SPH) • School of Medicine and Health Sciences (SMHS) • School of Nursing (SON) 	Monday & Wednesday: 10:00 - 11:00 AM Tuesday & Thursday: 3:00 – 4:00 PM
Diana Guan	<ul style="list-style-type: none"> • Law School (LAW) 	Monday & Wednesday: 3:00 - 4:00 PM Tuesday: 10:00 - 11:00 AM
Emily King	<ul style="list-style-type: none"> • School of Business (GWSB) 	Monday - Thursday: 1:00 - 3:00 PM
Jeff Augustine	<ul style="list-style-type: none"> • Graduate School of Education and Human Development (GSEHD), including: <ul style="list-style-type: none"> ○ Corcoran Art Education 	Tuesday: 3:40 - 4:40 PM Thursday: 3:00 - 5:00 PM
Kelly Swain	<ul style="list-style-type: none"> • Elliott School of International Affairs (ESIA) 	Tuesday & Thursday: 11:00 AM - 12:00 PM Wednesday: 3:00 – 4:00 PM
Phillip Thomas	<ul style="list-style-type: none"> • Columbian College of Arts and Sciences (CCAS), including: <ul style="list-style-type: none"> ○ Corcoran School of the Arts & Design ○ School of Media & Public Affairs ○ Trachtenberg School of Public Policy & Public Administration 	Monday - Thursday: 1:00 - 3:00 PM
Rachel Moody	<ul style="list-style-type: none"> • College of Professional Studies (CPS) 	Tuesday & Thursday: 10:00 - 11:00 AM