



# TIPS TO STREAMLINE YOUR INTERNATIONAL EDUCATION OFFICE



## Do More With Less

Advances in technology, transportation, and communication have created a more globally interconnected society. Today's students will graduate to a workforce virtually without borders. The vast majority of colleges and universities recognize this and are putting an increased emphasis on expanding their international footprint by exposing faculty, staff and students to a more culturally diverse environment. This trend, widely referred to as "internationalization," not only helps better prepare students for the global workforce, it can also have a positive financial impact on both the university and the U.S. economy.

## FROM A PRACTICAL STANDPOINT, IT MEANS



**Recruiting** and servicing more international students and scholars



**Internationalizing** the curriculum on the home campus



**Sending** more students and faculty abroad



**Building** an infrastructure that is more conducive to international faculty research.



**Increasing** funding for more global programs



**Creating** more partnerships overseas

## THE CHALLENGE



## THE ANSWER?

**STREAMLINE** workflow to do more with less.



**BUILD A COMPREHENSIVE DATABASE**—Your database should house all the information you need to handle everything from applications to emergency text alerts.



**LEVERAGE THE CLOUD**—Take advantage of cloud-based software that allows you to easily collaborate with colleagues, share data across departments, AND access your information anywhere you have an internet connection.



**GO PAPERLESS**—Collect and store all applications and records electronically. This will significantly reduce the time needed to locate, compare, or cross-reference information.



**MAKE YOUR WEBSITE WORK FOR YOU**—Blend your website with your back-end office systems so that students, faculty and staff can quickly and easily locate information, apply for programs, and more from the comfort of their own home—and all that information is automatically logged in YOUR office system.



**AUTOMATE STUDENT MEETING SCHEDULING**—Use a website to allow students and staff to know when you are available to meet. Students and staff should be able to schedule their meetings through the website and have that meeting populate in your calendar.



**ELIMINATE DUPLICATE ENTRY**—Integrate your international education and risk management systems with university student data records to keep information consistent across the university, allow students, faculty and staff to login with the same username and password they have for email, and increase accuracy while eliminating time keying in material.



**SET UP AUTO REMINDERS**—Remove paperwork obstacles and eliminate the need for extra follow-up phone calls with automatic notifications.



**SIMPLIFY REPORTING**— You have a lot of data to share with a lot of stakeholders. Make sure the software you use to manage your office has robust reporting features that will allow you to run easy queries and create striking visualizations of all the data in your risk and travel databases.



**MITIGATE RISK**—You will never value speed more than during an emergency. Make sure you have a comprehensive and searchable database that will enable you to quickly locate travelers and contact them via SMS text message or email.



### ABOUT TERRA DOTTA

Over 350 educational institutions and businesses, including 145 of the top 300 schools on the 2012 Open Doors list, trust Terra Dotta software to manage their application processes and streamline their operations. Terra Dotta software simplifies your everyday processes from the way you access information to the way you gather data and create reports. Risk management capabilities are an integral aspect of the software, providing the ability to locate and communicate with your applicants and travelers worldwide. Simply put, Terra Dotta software allows you to realize the full potential of your data and use the software your way at your institution. For additional information please visit [www.terradotta.com](http://www.terradotta.com)