INTRODUCTION INTERNATIONAL RECRUITMENT REPRESENTATIVES

Western Illinois University (WIU) is pleased to work with our international recruitment representatives who offer assistance and counseling to prospective students and their families. The university is located in a rural, peaceful and safe area surrounded by wide-open spaces and many outstanding agricultural and recreational areas typical of the State of Illinois.

Western Illinois University values the services our recruitment representatives provide to prospective international students and families. The University respects the time and effort taken by the agents. Recruitment representatives are required to have certification through the American International Education Administrators (AIRC) or the International Consultants for Education and Fairs (ICEF) and to follow best practice guidelines set forth by AIRC. WIU also refers to guidelines for international student recruitment set forth by the National Association for College Admission Counseling (NACAC).

All recruitment representatives receive information and training about the University, admission procedures, course offerings and on-campus student support services. Each agency receives the agent handbook, which provides information about the university and local community. In addition, monthly electronic information is sent to the agents and all information is located on the international studies website.

To learn more about our goals for international recruitment and our recruitment representative review process please contact Ms. Christie Carmack, Assistant Director Marketing and International Relations in the School of Global Education and Outreach at CA-Carmack@wiu.edu.

Overview of Western Illinois University

Western Illinois University is located in the small and peaceful city of Macomb, Illinois, the heart of the Midwest United States. The city is ideally situated near major cities such as Springfield, Quad Cities, Peoria, St. Louis, and is just a few hours away from one of the most exciting cultural centers of the United States – Chicago!

WIU is committed to the academic success of its students and ensures that students have the tools needed to live and learn successfully. WIU encourages diversity, cultural awareness, and engagement in activities that support Western Illinois University’s core values: academic excellence, educational opportunity, personal growth, and social responsibility. WIU offers a variety of undergraduate and graduate programs, including signature academic programs (noted for their size, unique area of concentration, or accessibility). Our programs are outstanding and provide students with a competitive edge to pursue employment after graduation.

WIU’s reputation for a quality education, signature programs, student support, and affordability attracts nearly 8,000 students from across the United States and more than 300 international students and visiting scholars from over 60 countries to the WIU campus each year.
Special Recognitions:

- Accredited by the Higher Learning Commission at the certificate, bachelor’s, master’s, specialist’s, and doctoral degree-granting levels.
- WIU has been continuously accredited since 1913.
- The Princeton Review: Western ranked a “Best Midwestern College”
- U.S. News & World Report: WIU recognized as a top tier "Best Regional University"
- U.S. News 2019 “Best Online Programs: Bachelor’s”
- Forbes: Western listed among the “best of 650 institutions in the U.S.”
- Carnegie Community Engagement Classification

Points of Interest:

- 66 baccalaureate degrees
- 38 master’s degrees
- 2 doctoral degrees
- Accredited programs (AACSB, ATMAE and ABET)
- Scholarships
- Friendly and safe community
- Week-long orientation program
- ESL program
- American and cultural experiences
- Student-to-faculty ratio of 13:1
- Extensive library services and resources
- Free bus service
- Year-round housing

WIU Mission Statement

Western Illinois University empowers students, faculty, and staff to lead dynamic and diverse communities. We provide student-centered undergraduate and graduate programs characterized by innovative teaching, research, and service, grounded in interdisciplinary, regional, and global perspectives. We engage our students in educational opportunities guided by professional and diverse faculty and staff in collaboration with alumni and community partners.

The City of Macomb, Illinois

Established in 1829, the City of Macomb, Illinois, is located in the heart of the Midwest United States. A small and friendly community, Macomb proudly offers a safe environment to live and work. Macomb has prospered due to its geographic location, and its infrastructure has supported expansion and support for its agricultural commerce, transportation services, outstanding educational opportunities, healthcare, cultural opportunities, and diversity.

Macomb has a history of offering first-class educational opportunities for every family and individual. Western Illinois University is the benchmark for higher education learning in the area. Today, WIU is a traditional, residential, four-year campus serving close to 9,000 students.
Western is a nationally acclaimed and accredited institution. Western takes pride in providing quality educational opportunities for all students and strives to encourage diversity and cultural competence.

Macomb and WIU have a growing international population. WIU’s School of Global Education and Outreach plays a vital role in helping international students when they arrive on campus. International students are encouraged to participate in campus activities and in the surrounding community to gain a broader perspective of American life. Students are given many opportunities to develop personally, grow professionally, and develop leadership skills.

Western also offers English language training. WESL (Western’s English as a Second Language) Institute has been in existence for over 40 years and is accredited by the Commission on English Language Program Accreditation (CEA).

Contacts and Websites

Dr. Jeffrey Hancks, Executive Director,
School of Global Education and Outreach
JL-Hancks@wiu.edu
(309) 298-1929

Ms. Christie Carmack
Assistant Director,
Marketing and International Relations
School of Global Education and Outreach
CA-Carmack@wiu.edu
(309) 298-1929

Ms. Sharon Thompson, Office Administrator,
School of School of Global Education and Outreach
SK-Thompson2@wiu.edu
(309) 298-1929

Western Illinois University - Home Page
http://www.wiu.edu/

Academic Calendar
http://www.wiu.edu/provost/calendar/

WIU International Programs & Services
http://www.wiu.edu/global_education/global.php
International Student Application Process

**Questions regarding applications? Email: international-ed@wiu.edu**

Submit an International Application for Admission and the following supporting documents:

- International Application for Admission
  - Apply [online](#) or
  - Download a [paper application](#)
- $30 application fee
- Official academic records
- Official test scores such as TOEFL, IELTS, ITP, PTE Academic, GRE, and GMAT
- Original financial documentation, including a [Affidavit of Support](#)
- Any additional materials required by the academic department (for Graduate applicants only) – Please consult the [Checklist of Departmental Requirements](#).

Applications are processed once all supporting documents are received. Supportive admission documents are not returnable or transferable.

- For undergraduate students, an admission decision will be made once the application, application fee and supporting documents have been received. Students will be informed of the admission decision by email and by postal mail.
- For graduate students, the student file will be forwarded to the appropriate academic department for review after receiving the application, application fee and supporting documents. Departmental processing times may vary. Students will be informed of the department’s decision by email and by postal mail.
- For WESL students, an acceptance letter and I-20 (if applicable) will be sent to the student after receiving the student’s application and financial documentation.
- Upon acceptance, the School of Graduate Studies will mail all accepted students a packet containing an acceptance letter, I-20 (if applicable), and other important information.
- Email international-ed@wiu.edu with any questions.

**International Student Guide:**

**International Student Scholarships**
**WIU GUIDELINES FOR INTERNATIONAL RECRUITMENT AGENTS**

Western Illinois University (WIU) contracts with agents who are certified through the International Consultants for Education and Fairs (ICEF) and the American International Recruitment Council (AIRC). These two organizations have a strict screening process that takes into consideration the specific needs of different types of educators and the agent’s ability to meet these as part of an extensive certification process. In addition, WIU also refers to the National Association for College Admission Counseling (NACAC) guidelines for international student recruitment agencies.

In addition, the following guidelines apply:

- Three references are required from each prospective agent and contacted for verification of agent performance.
- Agents are trained to ensure the correct institutional information is being promoted. Agents receive an Educational Consultants and Recruitment Manual each year. The manual is also located on the website. Agent Training occurs monthly with electronic information. Agents are welcome to visit the WIU campus and to participate in online training sessions. There is an Agent section on the website for easy access to training information.
- Promotional materials are provided to the agents.
- All agency Websites are reviewed for information about the institution to ensure the information is correct and according to the contract.
- If an agency misrepresents itself or the University the relationship will be terminated immediately.
- When possible WIU representatives meet with contracted agents at an ICEF recruitment workshop.
- A list of all contracted agents and contact information is on the WIU Website.
- Each year all agencies undergo an annual review process, e.g., the contract, Website, number of students referred, number of students admitted, etc., to assess if the partnership should continue with the agency.
- Students are surveyed on agent satisfaction, fees being charged, and to determine if the agent is following best practices, etc.
- Agents are surveyed to verify if fees are charged to students, if students are filling out their application materials, the agency does not promise admission to the institution, completeness and authenticity of materials, etc.

Beginning September 2019:
- Virtual PowerPoint Training Available

REV: 8/13/19