Options for processing (high risk) International Student Files

For the National Launch (April 15, 2015) the ISP team is expecting an estimated 20,000 students to be identified as high risk (i.e. unknown/no record, no longer enrolled and academic suspension). This number is likely to increase with each subsequent Launch as the student population is expected to increase.

Recommendation:

AND

Option 1:

a) Request NHQ-OPS-Stats pull the email addresses from GCMS for only students identified under the high risk category.
b) Create a mailbox or point of contact to send and receive emails
   i. Ask students to update their info through MyCIC
   ii. Students must provide documentation of being enrolled at a DLI
   iii. Give students a specific time frame (i.e. 14 or 30 days)
c) Assess the responses (Letter of Acceptance, status information) and update GCMS the clients who no longer fall under the High Risk category

Refer the updated list of High Risk cleints to CMB/Regions**Pros:**

- By sending out an email to international students identified as high-risk, the ISP team would reduce the amount of files to be assessed before the issuance of a procedural fairness letter.
- The work of assessing for compliance would be turned over to the Regional Offices or CMB thus minimizing the workload for the ISP Team.

Cons:

- .
- Direct contact information may not be available and students may have used the services of an immigration representative.
- The assessment conducted at this stage would be duplicated following the issuance of a procedural fairness letter.

- Emails sent as part of a mass mailout may be blocked by service providers or automatically moved into a 'junk' folder.

Option 3:

- Request NHQ-Ops-Stats pull the email addresses from GCMS.
- Create a mailbox or point of contact to send and receive emails.
- PF letters cannot be sent out as mass letters/emails. They would have to be tailored for each specific student.
- The list of high risk students will be sent to Regional Offices and or CMB.

Pros:

- Program integrity would be strengthened by following an established procedure (i.e. PF letter). Students will have been given an opportunity to respond, ie. Procedural Fairness.
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Cons:

- It is estimated that based on the figures from the soft launch, there will be 20,000 students who will fall under the high risk category.
- This option would require that Regional Offices or CMB assess and send out the individual procedural fairness letters.
-

Direct contact information may not be available and students may have used the services of an immigration representative.**Option 4:**

Pros:

- ISP team would be able to limit the amount of PF letters/emails sent out.
- Work for the ISP Team is limited to only carrying out the initial assessment which would include reviewing GCMS information and contacting DLIs.

Cons:

- Regional offices and or CMB will be receive a large volumes of records.

Procedures for Compliance reporting

Compliance report is made available from SIMB to ISP (For GCMS: is it possible to have compliance reports thru dashboard?)

ISP will:

1) Review in GCMS for possible non compliant cases ('Unknown/No record; No longer registered/enrolled)
2) Identify cases that require enrolment update.
3) Request NHQ-OPS-Stats pull the email addresses from GCMS for the students identified.
4) If the student has an email :
   a. Send a Batch email using the batch tool – *creation of the new mail box is required.*
   b. Email will ask the high risk students to update their enrolment status thru <u>my CIC</u> *within 10 business days. – Sample email is being drafted-*(ask GCMS: does the enrolment status update thru my CIC updates GCMS? if yes, where and how? the SP app is closed thus does it create a not to the student file or GCMS updates the DLI# in the SP regardless of the app being closed?)-see snip tool attached -
   c. If student doesn't have a My CIC account they will have to create a new one.
5) Once the batch email is sent, we need to create a batch note for all students ISP contacted. (Refer to procedure "creating a batch note").
6) If the student doesn't have any contact info :
   a. A procedure has to be established and determine at what stage those file will be sent to the local CIC.

My personal view:

7) Once the 10 business days have elapsed :
   a. ISP team will assess the high risk student list (Again) to review if students have updated their information or -*Can GCMS or the dashboard provide an updated list of all the students that modified their DLI # thru My CIC?-*
   b. If student updated their DLI # :
      i. ISP updates GCMS for the students who no longer fall under the High Risk categories. (Ask GCMS: ISP team can be granted access to modify the section in

GCMS – Other reqs/Verification/document/Verification result.) Or is it updated automatically? - see snip tool.
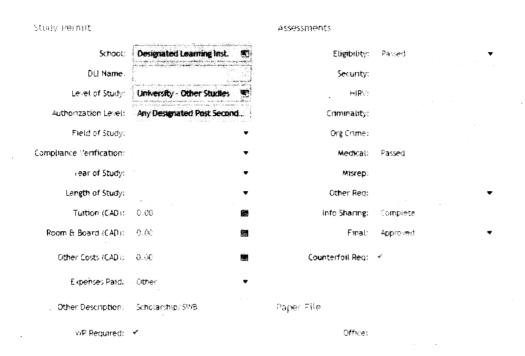
8) ISP send excel list of non compliant students to the respective local CIC (by region)
   a. Does ISP have to change the secondary office to the local CIC when transferring files, in order for the local CIC?
   b. Does ISP need to complete an electronic transfer to the new processing office?

Local CIC:

1) Process as their usual for non compliance cases.
   a.
   b.
   c.
   d.

Snip for Q4.a)

When the student updates their My CIC account will it update the information in the Study permit (highlighted section) automatically, even if the application is closed?

Study Permit

		Assessments	
School:	Designated Learning Inst.	Eligibility:	Passed
DLI Name:		Security:	
Level of Study:	University - Other Studies	HIRV:	
Authorization Level:	Any Designated Post Second...	Criminality:	
Field of Study:		Org Crime:	
Compliance Verification:		Medical:	Passed
Year of Study:		Misrep:	
Length of Study:		Other Req:	
Tuition (CAD):	0.00	Info Sharing:	Complete
Room & Board (CAD):	0.00	Final:	Approved
Other Costs (CAD):	0.00	Counterfoil Req:	✓
Expenses Paid:	Other		
Other Description:	Scholarship/SWB	Paper File	
WP Required:	✓	Office:	

Snip for Q7b)i)

Verification result field initial results are provided by the DLI when they submit their compliance reports thru the DLI portal.

Results we should see for high risk student are :(Unknown/No record; No longer registered/enrolled)

Once the student updates their enrollment status to a new DLI # thru My CIC will this field be updated automatically? For example full time?

If not, can ISP be granted access to modify manually one by one the verification result field?

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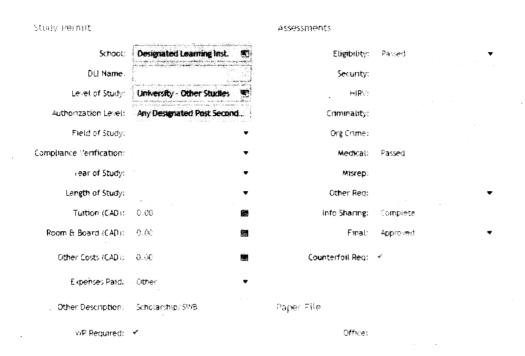
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Authorization Level:	Any Designated Post Second...	Criminality:	
Field of Study:		Org Crime:	
Compliance Verification:		Medical:	Passed
Year of Study:		Misrep:	
Length of Study:		Other Req:	
Tuition (CAD):	0.00	Info Sharing:	Complete
Room & Board (CAD):	0.00	Final:	Approved
Other Costs (CAD):	0.00	Counterfoil Req:	✓
Expenses Paid:	Other		
Other Description:	Scholarship/SWB	Paper File	
WP Required:	✓	Office:	

Snip for Q7b)i)

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Pages 123 to / à 179

are withheld pursuant to section

sont retenues en vertu de l'article

26

of the Access to Information Act

de la Loi sur l'accès à l'information