February 2, 2016
TABLE OF CONTENTS

Texas A&M University - Kingsville
Review of International Student Admissions
TEXAS A&M UNIVERSITY - KINGSVILLE

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Charlie Hrncir, C.P.A.
Chief Auditor
Overall Conclusion

Texas A&M University – Kingsville controls and processes over international student admissions provide reasonable assurance that the university is in compliance with applicable laws, policies, regulations, and rules. Opportunities for improvement were noted in the area of records retention related to official undergraduate admission letters.

The university’s enrollment for fall 2015 was 9,207, which includes 1,856 international students. Since fall 2011, total student enrollment has increased 37%, while international student enrollment has increased 340%. Approximately 90% of the international students are pursuing master’s degrees.

Detailed Results

Records Retention

Copies of the official acceptance letters for undergraduate admissions were not retained as required by the Texas A&M University System Records Retention Schedule. Paper or electronic copies of admissions data and documents, including acceptance letters, are required to be retained for five years after the student graduates or one year after the application term if the student does not enroll.

Recommendation

Develop records retention procedures for undergraduate admissions to ensure copies of required admissions documents are retained in compliance with the records retention schedule. Monitor records retention practices to ensure compliance with the procedures.

Management’s Response

Texas A&M University - Kingsville agrees with the audit finding. The Office of Admission now scans the printed undergraduate acceptance letters prior to mailing and attaches the letter to the unique student file in Banner’s decision module using the BDMS scanning. Decision letters will remain attached to the student files until
Basis of Review

Objective and Scope

The overall objective of this audit was to review controls over international student admissions at Texas A&M University – Kingsville to ensure goals and objectives are achieved in compliance with policies and regulations. The review focused on international student undergraduate and graduate admission processes and international student immigration processes. The audit period focused primarily on activities from June 1, 2014 to August 31, 2015. Fieldwork was conducted from October to November, 2015.

Methodology

Our review methodology included interviews, observation of processes, review of documentation, and testing of data using sampling.

To determine compliance with undergraduate international admission and immigration requirements, auditors selected a nonstatistical sample of five international undergraduate students admitted and enrolled in fall 2015 through random selection designed to be representative of the population.

To determine compliance with graduate international admission and immigration requirements, auditors selected a nonstatistical sample of 20 graduate international students admitted and enrolled in fall 2015 primarily through judgmental selection designed to be representative of the population.

Criteria

Our audit was based upon standards as set forth in Texas A&M University System Policies and Regulations; Texas A&M University – Kingsville Rules and Standard Administrative Procedures; Nonimmigrant Classes (CFR Title 8, Chapter 1, Subchapter B, Part 214); and other sound administrative practices. This audit was conducted in conformance with the Institute of Internal Auditors’ “International Standards for the Professional Practice of Internal Auditing.”
Additionally, we conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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