

A Checklist for Supporting Non-Citizen Campus Members

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The Presidents' Alliance on Higher Education and Immigration compiled this checklist to help campuses support their non-citizen students and employees. The checklist outlines key steps you can take to understand the needs of immigrant populations at your institution and the tools you can develop to respond to future policy changes. The checklist is intended for institutions looking to engage in cross-campus initiatives to support non-citizen community members.

Key Actions and Considerations

- ☐ **Establish an immigration working group and/or identify a coordinator to:**
 - ☐ Ensure coordination with different parts of the institution, including students
 - ☐ Gain an understanding of the scope of students and employees with varied immigration statuses who may be impacted by immigration policy developments
 - ☐ Identify your institution's existing supports and resources, as well as gaps
 - ☐ Track relevant policy developments
 - ☐ Share relevant guidance with potentially impacted populations
- ☐ **Review and update institutional policies and practices**
 - ☐ Identify points of contact and share protocols for what to do if immigration enforcement officials come to campus
 - ☐ Review FERPA and data protection guidance on campus
 - ☐ Share Know Your Rights (KYR) information to all campus members
- ☐ **Determine your communication guidance**
 - ☐ Create a communications plan for your campus
 - ☐ Communicate and meet with impacted students and employees
 - ☐ Communicate your criteria for campus messages or public statements
- ☐ **Promote holistic support services and career guidance on and off campus**
 - ☐ Provide and communicate to impacted populations the availability of campus-specific holistic support services, including mental health support, grants, food security, and career guidance
 - ☐ Establish or direct students and employees to the hub(s) where information on these services is available
 - ☐ Utilize the Higher Ed Immigration Portal to identify additional resources and to connect campus stakeholders to expert assistance
- ☐ **Expand or develop referrals to legal screenings and consultations**
 - ☐ Partner with nonprofits, private attorneys, campus clinics, and others to provide legal consultations and/or referrals for legal representation
 - ☐ Refer non-citizen students, graduates, and employees to the Legal Pathways that Work learning and screening tool and resource hub

General Resources

- [5 Ways Campuses Can Support Non-Citizen Students and Employees](#)
- [Rights and Protection Hub: Guidance for Institutions and Immigrant Students](#)

Executive Actions

- [Immigration Policy Tracking Project](#) (Stanford and Yale Law school students)
- [Executive and Regulatory Actions Under the Second Trump Administration](#) related to international students and scholars (NAFSA)
- [Trump Administration Executive Actions Tracker](#) (Sheppard Mullin)

FAQs and Explainers on Executive Actions

- [Immigration Enforcement on Campuses: What You Need To Know](#)
- [Protecting Immigrant Students & Employees: Guidelines for Higher Education Institutions](#) (NILC, AFT, Presidents' Alliance, ACLU, AAUP)
- [FAQs on Executive Order: "Additional Measures to Combat Anti-Semitism"](#)
- [Trump Administration's Registration Requirement for Immigrants](#) (AIC)

DACA in the Courts & Support for Undocumented Students

- [DACA Update: What You Need To Know](#)
- [Directory of Presidents' Alliance Resources to Support DACA recipients, undocumented students, and institutions of higher education](#)
- [Developing a Strong Undocumented Student Task Force on your Campus](#) (Immigrants Rising)

Data Protections and FERPA

- [Guidance for Higher Education on Immigrant Student Privacy and FERPA](#)
- [10 Practices to Safeguard Undocumented Student Data in Higher Education](#)
- [FAFSA Hub for Mixed-Status Families](#)

Refugee Students and Employees

- [Refugee Resource Hub](#)
- [Alternative Legal Options for Humanitarian Parolees](#)

Employment-Based Immigration Pathways

- [Legal Pathways that Work Resource Hub](#) for non-citizen students and graduates
- [Path2Papers resources](#) for employees, employers and others

Webinars and Trainings

- Presidents' Alliance [webinars and briefings](#)
- ILRC [webinars](#)
- NILC [webinars and other resources](#)