

International Education & Study Away Programming

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If you have additional questions, please reach out to me at lance.eaton@gmail.com.

Prompt Guidance

Notes about the following prompts:

1. The **categories** are **not perfectly distinct**. There's inevitably overlap.
2. The **prompts** provided here are **examples** to consider and may apply to staff, student workers, or students.
3. Many of these prompts focus on a specific topic, but remember that you can easily switch out subjects as needed. ***Play around with a given prompt.***
4. Wherever there are **[brackets]** that means you need to **enter in something specific**. The brackets are placeholders for specific details from you.
5. Expect it to be imperfect!
 - a. ***Retry the answer*** or tell it to specifically edit something that it offered.
 - b. ***Some prompts won't work the way they are intended***. Expect that and adjust them or play with them until they work the way you want.
 - c. Occasionally, the ***AI tool will need to be reminded or redirected back on track***. Simply tell it to remember the original prompt or goal.
6. If you are creating an example of something, ask it to repeat the same action for another example, be sure to tell it to make sure it provides something new and different from what it has offered.
7. ***Ask follow-up questions*** and get more out of it. Ask it to add, elaborate, reorder, etc.
8. **Challenge its outputs**. Ask "What did you miss in your last answer?" Once it lists what it has missed, ask it to integrate those missing pieces into its answer.
9. **Ask it to improve your prompt**. *"Please improve the following prompt to maximize the outputs of your large language model: [Insert prompt]."*
10. Need to make it into a brainstorming partner? **Turn the AI into an interviewer of you** with this prompt: *"I am interested in figuring out [topic, issue, idea, plan]. You are to interview me with critical and thoughtful questions to help me achieve [goal]. Ask only 1 question at a time for me to respond to. Check in with me after every fifth question."*
11. Keep an eye out for prompts or outputs that ask for personal details. If you are using the prompts or sharing them with students, include guidance about making sure they are conscious of privacy issues and not entering personal details.

AI Use-Cases for the Center for International Education & Study Away

Communication and Engagement

- Customized resource guides (housing, banking, healthcare)
- Event promotion (e.g., Home Away From Home program)
- Feedback collection and analysis
- Personalized newsletters
- Social media content creation

Example Prompts

- Compose a series of 5 engaging email subject lines and opening paragraphs to boost student participation in our upcoming international student mixer. Target both domestic and international students, emphasizing the benefits of cross-cultural friendships.
- Create a multilingual welcome message for our website, conveying the warmth and inclusivity of our center. Include versions in English, Mandarin, Spanish, Arabic, and Hindi, ensuring cultural sensitivity in each translation.
- Develop a list of 10 conversation starters that international and domestic students can use to break the ice at our cultural exchange events. Ensure these prompts are culturally sensitive and encourage sharing of diverse experiences.
- Create a 'Banking 101' guide for international students, explaining the U.S. banking system, how to open an account, manage finances, and build credit. Include a glossary of common banking terms and their equivalents in Mandarin, Spanish, and Arabic.
- Write a captivating blog post promoting our 'Home Away From Home' program. Highlight personal stories of past participants, emphasizing the program's impact on cultural understanding and lifelong friendships. Include quotes and anecdotes that resonate with both potential host families and international students.
- Create a template for a monthly report summarizing student feedback on our international student orientation program. Include sections for quantitative data analysis, qualitative feedback themes, areas of excellence, opportunities for improvement, and recommended action items.
- Design a template for a monthly newsletter section called 'Cultural Spotlight'. For this month, focus on Diwali. Include a brief explanation of the festival, its significance, how it's celebrated, and how our international students from India

are marking the occasion on campus.

- Create a series of 3 LinkedIn posts showcasing the career benefits of studying abroad. Each post should focus on a different skill (e.g., adaptability, cross-cultural communication, global perspective) and include a brief success story of an alum who leveraged their study abroad experience in their career

Comprehensive Student Services

- Automated reminders for important dates and deadlines
- Customized communication based on student profiles and needs
- Integration of services across categories (e.g., combining visa info with employment guidance)
- Personalized checklists for various processes (arrival, departure, etc.)

Example Prompts

- Craft a series of 5 escalating reminder messages for students approaching their visa expiration date. Start with a gentle nudge 3 months before expiration and increase urgency with each message. Include specific action steps and consequences of inaction in each message.
- Develop a set of 3 culturally sensitive reminder messages for the Lunar New Year break, targeting East Asian students. Address academic obligations, travel restrictions, and re-entry procedures. Incorporate appropriate cultural references and well-wishes.
- Create a timeline-based reminder sequence for students preparing for their study abroad semester. Include 7 key checkpoints from program acceptance to departure, with each reminder highlighting specific tasks, document submissions, and preparation milestones.
- Draft a congratulatory message for an international student who just secured an on-campus job. Include tailored information on work hour limitations, tax obligations, and cultural norms in U.S. workplaces. Provide resources for balancing work and academic responsibilities.
- Create an informative guide that combines visa regulations with career development opportunities for international students. Include sections on CPT, OPT, networking events, and how to leverage cultural background in job interviews. Ensure the information is presented in a way that shows how these elements interconnect.
- Write a briefing for staff that outlines how to effectively combine housing assistance with intercultural communication guidance for new international students. Include common housing issues, cultural misunderstandings, and strategies for fostering positive roommate relationships across cultures.
- Develop a graduation preparation checklist for an international student planning to work in the U.S. after completing their degree. Include items related to OPT application, job search strategies, alumni network connections, and preparations for transitioning from student to professional life in the U.S.

- Craft a script for a virtual campus tour specifically designed for international students. Highlight key locations such as the international student office, multicultural center, prayer rooms, and international cuisine options. Include information on support services and cultural adaptation resources available at each location.
- Develop a 'Cultural Mentor Program' outline that pairs domestic and international students. Include program objectives, suggested activities, discussion topics, and evaluation metrics. Focus on fostering intercultural competence and long-lasting friendships.
- Write a guide for academic advisors on how to effectively support international students. Include sections on understanding different educational backgrounds, recognizing signs of culture shock or academic struggle, and strategies for explaining U.S. academic norms and expectations.

Cultural Adaptation and Exchange

- Cross-cultural communication strategies
- Customized cultural adjustment guides
- Daily/weekly cultural tips and advice
- Ideas for cultural exchange activities and events
- Social integration suggestions (events, clubs, activities)
- Virtual community building through online forums and meet-ups

Example Prompts

- Develop a role-play scenario for a workshop on non-verbal communication across cultures. Include specific examples of gestures, personal space, and eye contact norms in three different cultures, and write dialogue demonstrating potential misunderstandings and their resolutions.
- Create a guide on effective email communication for international students corresponding with U.S. professors. Include examples of appropriate greetings, level of formality, and how to politely disagree or ask for clarification. Provide before-and-after examples showcasing common mistakes and their corrections.
- Design a 'lost in translation' activity that highlights how idiomatic expressions can cause confusion in intercultural settings. Provide 10 common American idioms, their literal translations, and their actual meanings. Include suggestions for how to explain these expressions to non-native English speakers.
- Write a 'University Slang Dictionary' for international students. Include 20 common campus-specific terms or phrases, their meanings, usage examples, and the cultural context behind them. Add tips on how and when to use this slang appropriately.
- Compose a month's worth of daily 'Did You Know?' cultural facts about the U.S. for international students. Each fact should be brief, interesting, and relate to an aspect of American life that might be surprising or different for newcomers. Include suggestions for how students can learn more or experience these cultural elements firsthand.
- Design a 'Global Storytelling Night' event. Outline the event structure, including guidelines for story selection, presentation format, and audience interaction. Suggest themes that encourage sharing of diverse cultural experiences, traditions, and personal growth stories.
- Create a plan for a 'Global Leadership Styles' workshop. Outline activities that demonstrate different cultural approaches to leadership, decision-making, and teamwork. Include case studies from various cultures, role-playing exercises, and

reflection prompts to help students understand and appreciate diverse leadership paradigms.

- Propose a 'Cultural Scavenger Hunt' activity for orientation week. List 20 tasks that encourage new international and domestic students to explore campus together, learn about university resources, and share aspects of their own cultures. Include digital and in-person elements, ensuring accessibility for all participants.
- Develop a series of prompts for a weekly virtual 'Global Café' discussion forum. Each prompt should encourage students to share perspectives on topics like family traditions, education systems, or social norms in their home countries. Include guidelines for respectful discussion and ideas for facilitating cross-cultural dialogue
- Create a 'Global Etiquette Handbook' for students participating in virtual international exchanges. Cover topics such as time zone considerations, digital communication norms across cultures, and how to build rapport in online multicultural teams. Include tips for navigating technological and cultural barriers in virtual settings.

Employment and Career Support

- Employment authorization information tailored to individual circumstances
- Job search assistance for on-campus opportunities
- Resume and cover letter guidance

Example Prompts

- Create an FAQ document for international students in part-time MBA programs seeking internship opportunities. Cover topics such as eligibility, balancing work and study, and strategies for finding MBA-level internships that comply with visa restrictions.
- Design a 'Campus Job Fair Prep Guide' specifically for international students. Include tips on researching employers, preparing elevator pitches that highlight unique cultural perspectives, and navigating conversations about work authorization. Add a section on follow-up etiquette in the U.S. job market.
- Create a list of 20 questions for international students to ask potential on-campus employers. Include inquiries about job responsibilities, training opportunities, and how the role can enhance their academic experience. Add culturally sensitive ways to discuss work hours and pay.
- Write a guide on adapting international resumes to U.S. formats. Include before-and-after examples showcasing differences in length, content, and formatting. Add tips on translating overseas experiences into terms familiar to U.S. employers.
- Develop a 'Cultural Competence in Resumes' guide. Provide strategies for international students to showcase their multilingual skills, cross-cultural experiences, and global perspectives as unique selling points. Include industry-specific examples for fields like business, engineering, and healthcare.
- Design a 'Global Networking Strategies' workshop outline. Include activities for building an international professional network, leveraging alumni connections, and navigating cultural differences in professional relationships. Add tips for maintaining these connections across time zones and cultures.
- Write a comprehensive guide on 'Building a Global Career from Your Home Country'. Include strategies for leveraging study abroad experiences, maintaining international professional networks, and seeking out global opportunities within local companies. Add tips for showcasing global competencies in various cultural contexts.
- Create an 'International Entrepreneurs' resource guide. Include information on

start-up visa options, accessing global markets, and navigating cross-cultural business practices. Add profiles of successful international student entrepreneurs and lessons learned from their experiences.

Immigration and Visa Support

- Compliance reminders for deadlines and procedures
- Document assistance for visa applications
- FAQ for immigration support
- Real-time updates on policy changes and travel advisories
- Step-by-step visa application guides tailored to each student's situation

Example Prompts

- Craft a series of escalating reminder messages for F-1 students approaching their I-20 program end date. Include information on extension procedures, consequences of overstaying, and options for post-completion OPT or further study. Tailor the urgency and content for 6 months, 3 months, and 1 month before the end date.
- Write a set of compliance reminder scripts for international student advisors to use in one-on-one meetings. Cover topics like maintaining full-time enrollment, address reporting, and employment restrictions. Include open-ended questions to assess student understanding and address potential issues.
- Create a comprehensive checklist for F-1 visa renewal applicants. Include required documents, photo specifications, and tips for preparing financial evidence. Add a section on how to explain ties to the home country and intent to return after studies.
- Write a tutorial on completing the DS-160 form for a student visa application. Include explanations for potentially confusing questions, tips on providing consistent information, and guidance on the photo upload process. Add a section on common errors to avoid.
- Compose a 'Myth vs. Reality' FAQ addressing common misconceptions about F-1 student status. Cover topics like employment restrictions, travel during studies, and options after graduation. Provide clear, concise explanations with references to official sources.
- Write a template for urgent travel advisory updates. Include sections for affected countries/regions, nature of the advisory, impact on different visa types, and recommended actions for students. Add guidelines for when to use this template and how to disseminate the information quickly.
- Develop a 'Policy Change Impact Assessment' framework. Include questions to evaluate how a new immigration policy affects different student populations, university procedures, and long-term international enrollment trends. Add a section on communicating these impacts to university leadership.

- Design a personalized visa application guide for a transfer student moving from a community college to the institution. Include steps for obtaining a new I-20, explaining academic progression, and addressing any previous visa refusals. Add tips for demonstrating increased financial capacity for a four-year institution.
- Craft a 'Know Your Rights' guide for international students interacting with immigration officials at ports of entry. Include information on required documents, types of questions to expect, and appropriate responses. Add guidance on what to do if selected for secondary inspection.
- Develop a 'Cultural Context of U.S. Immigration' presentation outline. Include historical perspectives on U.S. immigration policies, current political climate around international education, and strategies for students to navigate cultural aspects of the visa application process.

Program Management and Improvement

- Cultural sensitivity training materials for staff and domestic students
- Event planning assistance for international-themed activities
- Feedback analysis for continuous improvement

Example Prompts

- Develop a series of 'Cultural Faux Pas Case Studies' focusing on common misunderstandings between domestic and international students. For each case study, provide the scenario, explain the cultural disconnect, and offer strategies for resolving the situation sensitively. Include reflection questions for trainees.
- Design an interactive 'Intercultural Communication Styles' workshop outline. Include activities that demonstrate high-context vs. low-context communication, direct vs. indirect feedback styles, and diverse approaches to time management. Provide debriefing questions that encourage participants to reflect on their own cultural biases.
- Craft a detailed plan for a 'Global Village' festival showcasing 8 different cultures. For each culture, suggest authentic food options, traditional performances or demonstrations, and interactive activities that engage visitors. Include ideas for promoting respectful cultural exchange and avoiding stereotypes.
- "Design a comprehensive 'Study Abroad Impact Assessment' framework. Include questions to evaluate academic growth, intercultural competence development, personal changes, and career impact. Provide guidelines for analyzing both quantitative and qualitative responses, and suggest ways to use the findings for program enhancement.
- Develop a 'Crisis Management Protocol' for study abroad programs. Include scenarios such as natural disasters, political unrest, and health emergencies. Provide guidelines for communication with students, parents, and university leadership, as well as decision-making frameworks for program continuation or evacuation.
- Design a 'Virtual Exchange Best Practices' guide for faculty and staff. Include tips for facilitating meaningful cross-cultural interactions online, strategies for addressing technology barriers, and ideas for collaborative projects that promote global learning. Add a section on assessing the effectiveness of virtual exchange initiatives.
- Create a 'Global Partnerships Evaluation Framework' to assess the quality and impact of university partnerships. Include criteria such as academic alignment, student/faculty exchange balance, research collaboration opportunities, and

administrative support. Provide guidelines for conducting partnership reviews and making data-driven decisions about partnership continuation or expansion.

Study Abroad and Away Programs

- Application process guidance
- Itinerary planning for short-term programs
- Orientation materials for outgoing students
- Personalized program recommendations
- Pre-departure checklists and travel preparations
- Scholarship essay assistance

Example Prompts

- Create a 'Common Application Pitfalls' guide for study abroad applicants. Include examples of weak vs. strong responses to essay questions, tips for securing compelling recommendations, and strategies for presenting a cohesive application narrative. Add a section on how to address potential red flags such as low GPAs or disciplinary records.
- Develop a timeline-based checklist for students applying to competitive study abroad programs. Break down the application process into weekly tasks, starting 6 months before the deadline. Include guidance on researching programs, preparing application materials, and following up with recommenders. Add tips for managing multiple applications simultaneously.
- Write a script for a series of short video tutorials on navigating the study abroad application portal. Include guidance on creating a strong student profile, uploading required documents, and troubleshooting common technical issues. Add tips for tracking application status and responding to additional information requests.
- Compose a 'Cultural Adjustment Roadmap' for students preparing to study in China. Include common stages of culture shock, strategies for overcoming homesickness, and tips for building relationships with local students. Add a section on navigating academic expectations in Chinese universities and a glossary of useful phrases
- Develop a comprehensive 'Digital Nomad 101' guide for students participating in multi-country study abroad programs. Include tips on staying connected across different tech infrastructures, managing digital security, and maintaining academic productivity while on the move. Add advice on balancing social media use with genuine cultural engagement.
- Develop a 'Study Abroad Pathway' for a first-generation college student majoring in international relations. Suggest a progression of experiences from a short-term faculty-led program to a semester abroad and finally an international internship. Explain how each experience builds on the previous one and prepares

the student for a global career.

- Design a comprehensive packing list for a student spending a year in St. Petersburg, Russia. Include essential documents, appropriate clothing for all seasons, and hard-to-find personal items. Add a 'What Not to Pack' section and tips for navigating Russian customs regulations. Provide advice on where to purchase necessary items locally.
- Create a '30-Day Countdown' checklist for students preparing for a semester in Seoul. Include tasks related to academics, health, finances, and cultural preparation. For each task, provide a brief explanation of its importance and links to relevant resources. Add a section on last-minute preparations and day-of-departure reminders.
- Create a 'Scholarship Essay Revision Checklist' for students applying to study abroad awards. Include items related to content (e.g., clarity of goals, relevance to academic plans), structure (e.g., coherent flow, effective use of examples), and style (e.g., active voice, appropriate tone). Add before-and-after examples demonstrating successful revisions.
- Design a 'Study Abroad Re-entry Toolkit' to help students process their experiences and articulate their growth. Include reflection exercises, tips for maintaining language skills, and strategies for incorporating international perspectives into future academic and professional pursuits.
- Create a guide on 'Maximizing Your Study Abroad Experience for Career Development'. Include tips for building a global professional network, acquiring marketable intercultural skills, and translating study abroad experiences into compelling resume points and interview talking points.
- "Develop a 'Parent and Family Guide to Study Abroad'. Address common concerns, explain FERPA regulations in an international context, and provide tips for supporting students from afar. Include a section on facilitating student independence while maintaining appropriate communication.