**International Students’ Application for Counseling and Guidance**

1. How to apply for Counseling and Guidance:
2. Via Email: International students’ may apply for counseling and guidance via email. After the application, we will reply the applicants promptly about the reservation time for counseling.
3. Intervention: Class advisor, office of international student affairs, or military teachers may refer their students to the division of counseling and guidance via online reference system with the students’ agreement. The division of counseling and guidance will contact the students soon after receiving the application.
4. Personal Application: Students may apply for counseling service via phone or directly come to our office.
5. First Session and Initiation of Counseling:
6. First Session: Our counselors will understand students’ motivation of application, his/her circumstances, current condition of adjustment, and coping strategies etc., in order to evaluate the students’ current mental condition and to establish the future objective of counseling. Meanwhile, our counselors will describe the relative rights in counseling to the students.
7. Case Allocation: After the first session, the counselor who is in charge of the students’ college or who is responsible for international students’ counseling will take charge of the following service.
8. Personal Counseling:
9. General Personal Counseling: Counselors will establish specific goals according to the students’ issues or disorder and set regular counseling time to talk with the students once in a week.
10. Emergent Counseling: If the students are in an emergent and unstable condition, we will arrange the psychiatrist to make evaluation and to diagnose. The students may also consult with the psychiatrist about drug use. The division of counseling and guidance may arrange the cross-department case conference if necessary, in order to integrate the information among different departments and to establish an effective coping strategy.
11. Evaluation of Case Closing:
12. When the students’ objective is achieved through counseling, or the disorder is decreased, the counselor will discuss with the students about finishing counseling.
13. If the students need counseling again in the future, they still could apply for counseling service through the above ways.
14. Group Counseling:
15. Promotion of Activity: The activities of the division of counseling and guidance are promoted by propaganda, DM or post on campus or on the official website of the school .
16. .Participation: Students can register for the activity by email, via phone or come to the division of counseling and guidance to register. It is also acceptable if students directly come to participate the activities without registration.