



Association for Higher Education Access & Disability

## **How can International Officers ensure their service is inclusive of students with disabilities?**

### **Top Tips for International Officers**

1. Make sure your office and institution is accessible for students with disabilities
2. Make the students feel welcome and give them a sense of belonging.
3. Meet with the student and talk to them about their requirements. Remember, they are the expert. Encourage them to disclose details of their disability to the international office so that the staff are well informed. Be aware that many students with a disability may be reluctant to disclose information, however if they see the environment as welcoming they may change their minds.
4. Carry out a needs assessment and engage the students in taking responsibility for their own learning and how that learning is to be supported. This way, students can present their views, describe the impact of their disability and explain what worked well for them in the past.
5. Make sure the host institution receiving your student is inclusive and accessible. If possible, make a contact within the host institution.
6. Foster alliances with other departments in your HEI to provide strong support.
7. With your team, create a system to consistently keep track of and manage students with a disability on their study abroad programmes.
8. Actively promote study abroad opportunities for students with a disability in your marketing activity. Use your website and social media channels to publish information on funding, student success stories and student rights.