



INTERNATIONAL
AMBASSADOR
HANDBOOK

2026-2027

Welcome Message



Hello,

Thank you for your interest in becoming an ambassador for Texas State University (TXST). As an International Ambassador, you will play a vital role in representing TXST, supporting international students, and promoting global engagement. This handbook provides you with essential information, guidelines, and resources to help you succeed in the role as an ambassador and/or educate you more about the International Ambassador Program at TXST.

Aragelia Salazar
Engagement Coordinator

We are excited to have you join us well as your interest in the program and look forward to supporting students together in their journey to Texas State University.

Overview



The Program

The International Ambassador Program at Texas State University aims to build a welcoming, inclusive, and culturally rich campus environment. The Ambassadors offer support to incoming and current international students and assisting in their integration into the academic, social, and cultural life of TXST.

Leaders

Ambassadors are student leaders who represent the values of Texas State University on and off campus. You will share your personal experiences, offer guidance to new and current international students, and assist with university-sponsored events if needed.

Mission

Serving as mentors and guides, ambassadors contribute to the welcoming, inclusive environment that aligns with the goals of the Office of International Affairs, promoting global engagement and fostering a sense of belonging within our campus community.

Qualities of an Ambassador_____

01 Be active & timely

You are expected to participate in each International Student Orientation and support our new incoming international students throughout the program. This includes maintaining a positive and welcoming attitude while working with individuals from diverse backgrounds who are experiencing TXST for the first time. Please also ensure you respond promptly to students and your supervisor regarding event-related questions and communications, and that you arrive on time for all meetings and events.

02 Respect confidentiality

Respect the privacy and confidentiality of other students, especially regarding sensitive information shared with you. You will be expected to help answer prospective student questions and will have support from an upper level ambassador should assistance be needed.

03 Be a leader and role model

Demonstrate professionalism, initiative, and a positive attitude in all interactions. This includes maintaining appropriate hygiene and appearance. You are also expected to adhere to all Texas State University (TXST) policies, guidelines, and codes of conduct at all times.

04 Team Player

Work collaboratively with fellow ambassadors and program staff to achieve shared goals. Actively contributes ideas, listens to others' perspectives, and supports team decisions. Being a team player brings a positive and cooperative environment that benefits both mentees, prospective students, and the program as a whole.

Meet The Team



Team Lead Ambassador

Name: Tatiana Velasquez-Roa

Country: Colombia



International Ambassador

Name: Shahinul Islam

Country: Bangladesh



International Ambassador

Name: Anna Kalic

Country: Croatia

Meet The Team-continued



International Ambassador

Name: Seemanta Deb

Country: Bangladesh



International Ambassador

Name: Wesley Kimeli

Country: Kenya



International Ambassador

Name: Raha Yadav

Country: Nepal



International Ambassador

Name: Ayomide Famewo

Country: Nigeria

Meet The Team-continued



International Ambassador

Name: Saurav Rijal

Country: Nepal



International Ambassador

Name: Catherine Rowan

Country: South Africa



International Ambassador

Name: Heshini Weerakkody

Country: Sri Lanka



International Ambassador

Name: Sarisma Poudel

Country: Nepal

Roles and Responsibilities

What We Expect From You

- Act as a cultural bridge: Share your experiences as an international student with incoming students, promote understanding between cultures, and encourage cross-cultural dialogue.
- Support international student orientation: Assist in welcoming and orienting new international students to the university and its campus life.
- Assist with recruitment: Participate in recruitment events, including information sessions, and outreach programs for prospective international students.
- Promote TXST globally: Represent Texas State University at events, both virtual and in-person, and share your positive experiences as an ambassador.
- Participate in cultural events (as needed): Help provide support at cultural activities, international student social events, and global engagement programs.
- Be a welcoming, friendly resource for your mentee.
- Attend required events.
- Communicate regularly with your mentee and supervisor.

Standards & Expectations

Consequences for Non-Compliance or Unsatisfactory Participation

- **Professionalism:** Rudeness or unprofessional behavior may lead to warnings or removal from the program.
- **Points & Participation:** Ambassadors must earn the required points to remain in good standing. Falling short may result in reduced responsibilities, loss of privileges, or ineligibility for stipends.
- **Event Attendance:** Required events must be attended. Unexcused absences can lead to point deductions or removal from program activities.
- **Communication:** Regular communication with mentees and supervisors is expected. Consistent failure to communicate may result in reassignment or removal from the program.
- **Conflict Resolution:** If a group disagreement arises, ambassadors are required to attend a mediation meeting with Student Involvement & Engagement. Failure to attend the scheduled mediation or do not follow the steps provided to improve the situation will result in removal from the program.

Admissions & Eligibility

01

- Be a current international student enrolled at Texas State University with at least one semester of study completed.
- Demonstrate strong communication skills and passion for helping others.

02

- Maintain good academic standing (minimum GPA of 2.5).
- Be available for program-related activities, training, and meetings to meet the minimum 40 points to be able to stay in the program.
- Work hours are dependent on class schedule.

03

- Apply via our International Ambassadors application listed on our [website](#).
- Once your application is submitted, if you are to receive an interview, you will be contacted via email.

Points System

To ensure the success of both the Ambassador and the program, a points system will be used to track the completion of tasks, participation in events, and achievement of goals. This system will help monitor progress and provide a clear structure for meeting program expectations.

Recognition levels:

- Bronze ambassador: 40-80 points
- Silver Ambassador: 61-80 points
- Gold Ambassador: 81+ points

Minimum number of points to be able to remain an active International Ambassador: 40 points per semester

**Communication with current or prospective students is an expected part of your role and, therefore, does not count toward points.*

- 5 points: Attend TXST Ambassador Meetups and Trainings (4 in total)
 - Round Rock Ambassador to join via Zoom
- 10 points: Attend and assist the International Student Orientation
 - Round Rock Ambassador to join via Zoom
- 4 points: Attend and assist an ISSS hosted event
- 4 points: Creating an educational promotional material (flyers, graphics, videos, etc.)
- 4 points: Attend a TXST Campus Event with your mentee
- 5 points: One-on-one meetup with your mentee (once per month)
- 3 points: Providing feedback on programs/event when assessed (example: completing a short end-of-program assessment)
- 15 points: Collaborating on a special group initiative and completing it

5 points are allowed to be utilized for an excused absence

The Benefits

Being a part of the International Ambassador Program offers numerous benefits that you may read below.



Stipend

Students who partake in the program receive a modest stipend for their involvement.



LinkedIn Recommendation

Gain valuable leadership and customer service experience. The recommendation would be provided based on the student's professional performance.



Networking

By assisting new incoming international students, you will have the opportunity to meet and connect with other students from all over the world!



T-shirt

Have a fun way to show off your school spirit and dedication to being an ambassador.

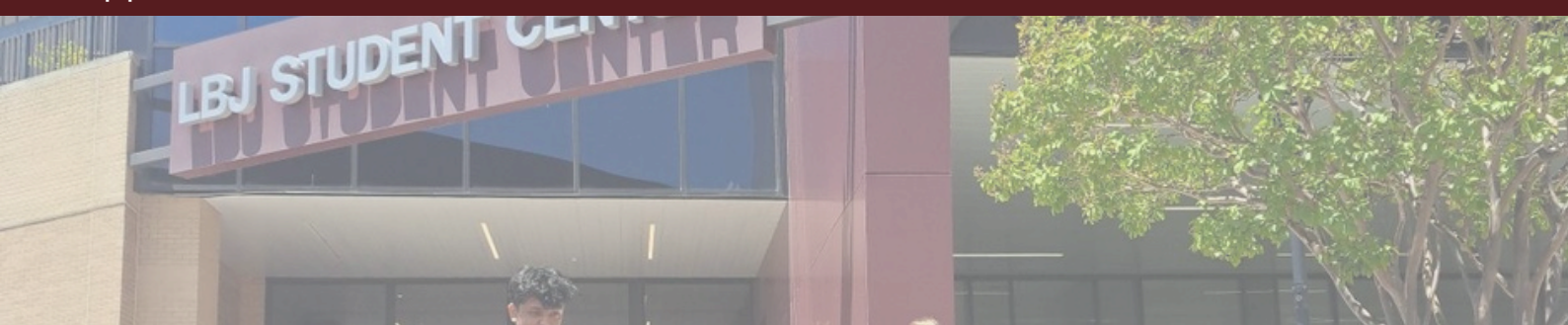


Certificate of Completion

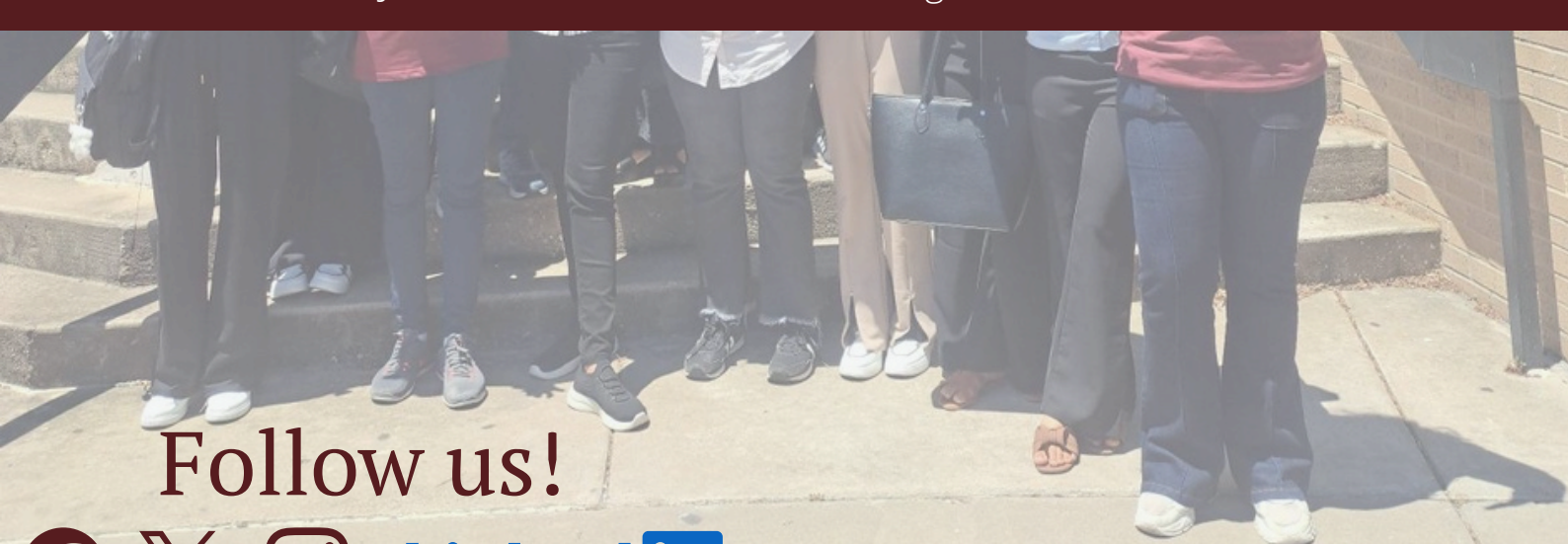
Represent TXST at international events (if needed) and support incoming international students. This certificate would be provided if the Ambassador graduated from the program and was not dismissed nor left the program prior to graduating from the institution.

Support and Resources

- **ISSS Office Events:** Check out the ISSS events that are being offered for the semester in the Bobcat Organization Hub!
- **Campus Resources:** Bobcat Shuttle, Student Health Center, Counseling Services, and Career Service.
- **Cultural Adjustment:** You're not alone! Stepping into a leadership role can feel overwhelming at times. Reach out to our Engagement Coordinator for guidance and support.



- **Emergency (Police, Ambulance, Fire):** 911
- **University Police Department (24/7 Operations):** (512) 245-2805
- **International Student and Scholar Services (ISSS)**
 - Days and Hours of Operation: Monday-Friday, 8am-5pm
 - Phone: (512)-245-7966
 - Email: intlevents@txstate.edu (Also the contact for the Engagement Coordinator)
 - Office location: J.C. Kellam Administration Building, 3rd floor, room 314



Follow us!



Frequently Asked Questions

How much time will I need to commit to being an ambassador?

We utilize a point system. Therefore, you will need to maintain a minimum of 40 points a semester in order to remain an International Ambassador. Please refer to earlier pages to review the points system.

What are the benefits of being an ambassador?

As an ambassador, you will receive a LinkedIn recommendation based on your professional performance, a certificate upon completing your term, and an exclusive International Ambassador t-shirt as a token of appreciation for your contributions. You will also be supporting incoming international students allowing you to create new networks.

Can I continue as an International Ambassador next year?

Your status as an International Ambassador remains active unless you choose to withdraw, fail to earn the required 40 points for the semester, or your GPA falls below 2.5, affecting your academic standing. Additionally, any violation of the Ambassador Conduct Policy may result in suspension or loss of participation privileges.

Will I receive compensation for this position?

Yes, each active Ambassador will receive a modest stipend for their participation in the program.

Frequently Asked Questions-Continuing

How many students will I assist in this program?

Each Ambassador is typically assigned up to 50 mentees (new TXST students) to support and communicate with during their first semester at TXST. You may also be asked to assist prospective international students with occasional questions, but you will not be expected to provide ongoing follow-up.

Will I get to meet other International Ambassadors?

Yes! During the first few weeks of the semester, there will be a New Member Orientation Training that will be conducted by the Engagement Coordinator. This will allow you to meet all current and new Ambassadors.

Thank you for learning more about the Texas State University International Ambassador Program!

We are excited to have you as a representative of our global community and look forward to the positive impact you will make on our campus and beyond.

The Ambassador Program is a multicultural, respectful and inclusive space. All identities, backgrounds, and languages are valued.

