

General Principles

- UMCES cannot interfere with lawful immigration enforcement.
- UMCES is not obligated to assist immigration enforcement beyond legal requirements.
- Student information are protected by FERPA and cannot be disclosed without legal documentation.
- UMCES International Community Members Should:
 - Review your visa to make sure it was issued properly and correct if it was not
 - Check to ensure that your passport is current (*with 6 months until expiration except for countries with an agreement with the US*) and apply to renew your passport early
 - Carry documentation that proves lawful status to be present in the US
 - Report changes of address within the legally mandated time frame
 - Monitor your immigration status and student/work authorization expiration dates
 - Renew work authorization in advance and update records with your unit's HR coordinator.
 - Carefully evaluate international travel due to potential delays in re-entering the US

ICE Presence on Campus

UMCES Faculty, staff, and students should:

- Stay calm and respectful
- Request identification and reason for the visit
- Do NOT consent to ICE access to **non-public areas** (e.g., labs, dorms, offices) **without** a judicial warrant or approval from University Administration
- Immediately contact University HR or University VPAF Offices for guidance.

Do NOT:

- Attempt to interfere with ICE activities
- Share personal documents or allow access to restricted areas without proper University leadership authorization
- Provide information or documents without legal consultation.

Handling Legal Documents

- Determine if the document is a judicial warrant (signed by a judge) or an administrative warrant (issued by ICE)
- *Do not comply immediately*—politely ask the officer to wait in a public area (e.g., conference room, lobby area)
- Contact UMCES HR or University Administration POCs for guidance.
 - HR - Lisa Ross, AVP
 - University Administration – Essala Lowe, VPAF

Student Information & FERPA Compliance

Do not release any student information unless:

- There is a court order or valid subpoena
- A specific FERPA exception applies such as directory information
- Notify the student prior to any disclosure, unless legally prohibited
- The information is released to comply with with the Maryland Public Information Act (MPIA) but without violating FERPA
- Do not release photographs or personal data to federal agencies without a judicial warrant
- Always consult University HR or VPAF office **before** sharing any information involving immigration matters

Individual Rights

- Remain silent
- Decline to provide personal information
- Decline to consent to a search
- Request legal counsel before answering any questions

Institutional Protocols:

- Know which areas on your campus are public vs restricted (e.g. – offices, dorms, labs)
- Understand the chain of command for reporting ICE interactions (order after first contact)
 - Unit Directors Office
 - University HR Office
 - University VPAF Office
- Refer any inquiries or incidents to University HR or VPAF offices

UMCES & UMD Support Resources:

- [Student Counseling Center at UMD \(for UMCES students\)](#)
- [International Student & Scholar Services \(for UMCES Students\)](#)
- UMCES Human Resources Team (faculty, staff, students)
- UMCES VPAF Office (faculty, staff, students)

External Legal Resources:

- [American Immigration Lawyers Association \(AILA\)](#)
- [Immigration Advocates Network](#)
- [U.S. DOJ Immigrant & Employee Rights Section](#)
- [U.S. Citizenship and Immigration Services \(USCIS\)](#)
- [ACLU – Know Your Rights](#)

Local County Bar Associations (for UMCES unit locations) :

- AL - [Allegany County Bar Association](#)
- CBL - [Calvert County Bar Association](#)
- HPL - [Dorchester County Bar Association](#)
- IAN- [Anne Arundel Bar Association Lawyer Referral](#)
- IMET - [Bar Association of Baltimore City](#) & [Pro Bono Resource Center of Maryland – Baltimore](#)
- MDSG- [Prince George's County Bar Association – Pro Bono Services](#)