

Bi – State Winter Conference 2014

F-1 for Beginners

The Journey of Advising Begins

Presenters

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Topics

- DSO Terminology
- Issuing the I-20
- SEVIS Fee
- Gain/Maintain F-1 Status
- Enrollment Requirements/RCL
- SEVIS Reporting
- SEVIS Terminations
- Program Extensions
- Transfers
- Dependents
- Travel
- Employment Options
- Resources/Questions

DSO Terminology

- **DHS** – Department of Homeland Security
- **CBP** – Customs and Border Protection (Port of Entry and Departure)
- **ICE** – Immigration & Custom Enforcement (**SEVIS & investigations**)
- **USCIS** - Citizenship & Immigration Services (benefit assessment)
- **P/DSO** – Primary/Designated School Official
- **D/S** – Duration of Status
- **POE** – Port of Entry
- **CFR** – Code of Federal Regulations; 8CFR
- **F-1** – The status associated with a degree seeking student issued an I-20
- **ARV** – Automatic Revalidation
- **SEVIS** – Student & Exchange Visitor Information System

DSO Terminology

- **I-17** – SEVIS application for school
- **I-9** – Statement of employability
- **I-20** – Certificate of Eligibility
- **I-94** – Arrival/Departure record verifying status
- **I-515** – Deferred inspection
- **I-539** – Change of status, Reinstatement
- **I-765** – Employment



I- 20 Issuance

8 C.F.R. § 214.3(k)

From the student:

- Written/Signed Application
- Academic Records that meets Admission Standards
- Proof of language proficiency
- Financial certification (at least 1 year of educational & living expenses)



From the P/DSO:

- Student has accepted for enrollment in a full course of study
- Must issue form within the U.S.



Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):
Zhou

First (given) Name:
Wei

Middle Name:

Country of birth:
CHINA

Date of birth (month/day/year):
10/03/1977

Country of citizenship:
CHINA

Admission number:

2. School (School district) name:
Georgia Institute of Technology
Georgia Institute of Technology

School Official to be notified of student's arrival in U.S. (Name and Title):
Deborah Shepherd
Enrollment Services Asst.

School address (include zip code):
OIE, 631 Cherry Street
Suite 211, Savant Building
Atlanta, GA 30332-0284

School code (including 3-digit suffix, if any) and approval date:
ATL214F00102000 approved on 01/15/2003

3. This certificate is issued to the student named above for:
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in Electrical, Electronics and Communicati. The student is expected to report to the school no later than 08/18/2003 and complete studies not later than 12/31/2008. The normal length of study is 60 months.

6. English proficiency:
This school requires English proficiency.
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 12 (up to 12) months to be:

a. Tuition and fees	\$	<u>1,274.00</u>
b. Living expenses	\$	<u>13,984.00</u>
c. Expenses of dependents (0)	\$	<u>0.00</u>
d. Other (specify): <u>Books and Supp</u>	\$	<u>1,320.00</u>
Total	\$	<u>16,578.00</u>

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

<u>Deborah Shepherd</u>	<u>Enrollment Services Asst.</u>	<u>05/08/2003</u>	<u>Atlanta, GA</u>
Name of School Official	Signature of Designated School Official	Title	Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student	Signature of Student	Date
Name of parent or guardian If student under 18	Signature of parent or guardian	Address (city) (State or Province) (Country) (Date)

For Immigration Official User

Student's Copy
N0000679496

Visa issuing post

Date Visa Issued

Reinstated, extension granted to:

DOCTORATE

This school has information showing the following as the student's means of support, estimated for an academic term of 12 months. (Use the same number of months given in item 7).

a. Student's personal funds	\$	<u>0.00</u>
b. Funds from this school	\$	<u>17,965.00</u>
Specify type: <u>Graduate Assistantship</u>		
c. Funds from another source	\$	<u>0.00</u>
Specify type:		
d. On-campus employment	\$	<u>0.00</u>
Total	\$	<u>17,965.00</u>

9. Remarks:

SEVIS number

#4: Level of education the student is pursuing or will pursue in the U.S.

#5: The student named above has been accepted for a full course of study at this school, **majoring in:** Electrical, Electronics and Communicati. The student is expected to **report to** the school no later than: **(date)** 08/18/2003 and **complete studies no later than: (date)** 12/31/2008. The **normal length of study** is : 60 months.

#7: Required funding information

#8: Student's funding information

G

SEVIS (I-901) Fee

Purpose of the SEVIS fee:

- The SEVIS fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the U.S.

The fee is used to:

- Maintain and update SEVIS
- Hire and train SEVIS Liaison Officers
- Staff and manage the SEVP office
- Maintain enforcement oversight



SEVIS (I-901) Fee

Who needs to pay?

- All prospective F-1 students needing admission at a U.S. POE
- Any nonimmigrant in the U.S. applying for a change of nonimmigrant status to F-1 status
- An F-1 applying for reinstatement
- An F-1 student who has been absent from U.S. for more than 5 months and wishes to re-enter in F-1 visa status.

Who does not need to pay?

- A dependent of an F-1 student who will be applying for an F-2-visa
- Any F-1 student with continuous F-1 status even when applying for a new visa or transferring schools.

SEVIS (I-901) Fee

Payment Options \$200 for F-1 (No CASH):

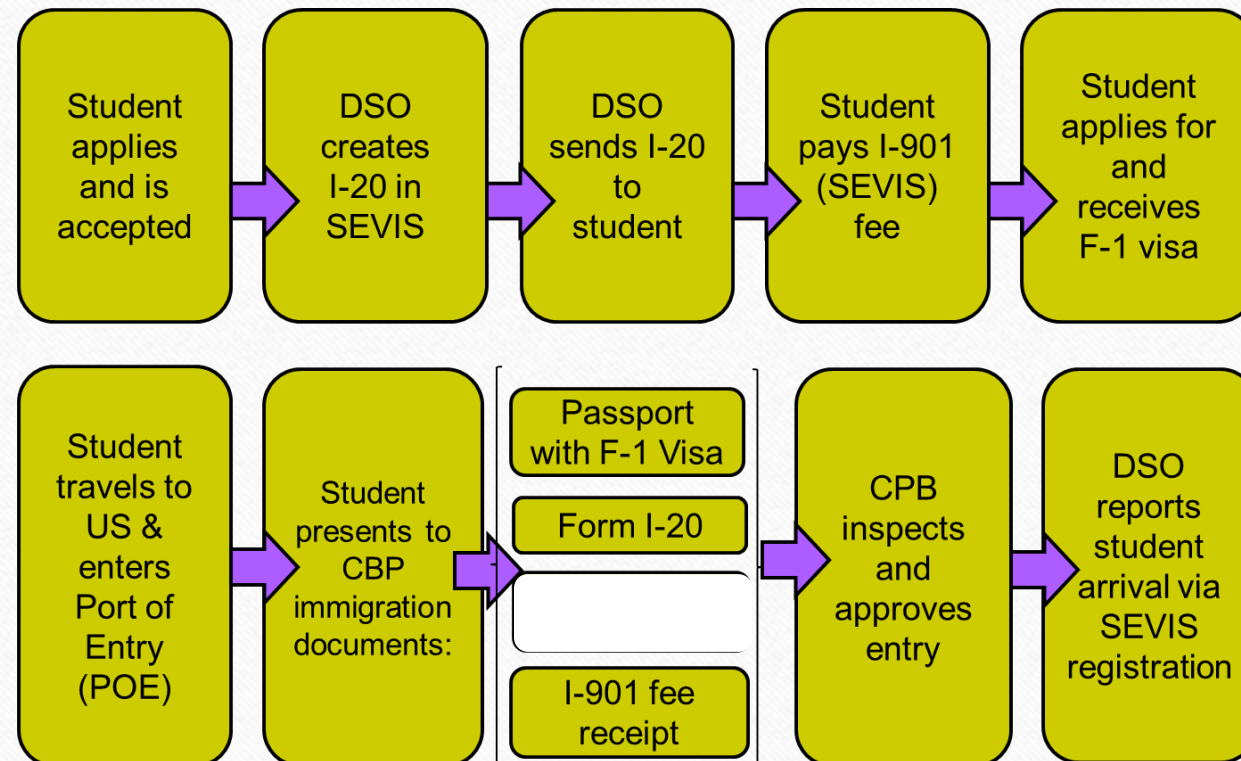
- Country of citizenship or country of birth of Cameroon, Ghana, Kenya, Nigeria or Gambia must pay by money order, Western Union Quick Pay or certified check drawn from a U.S. bank.
- All others also have the option to make a credit/debit card payment on www.FMJfee.com
- SEVP will also accept third party payments; someone else can pay the I-901 for student's behalf.

When to pay?

- Must be paid at least 3 days before
 - Initial visa appointment or
 - Initial entry when a visa is not required (Canada/Bermuda)
 - Before submitting an I-539 to request a change of visa status to F-1



Gain/Maintain F-1 Status



Gain/Maintain F-1 Status

VISA- issued by the US embassy

The image shows a sample US F-1 Visa. The visa is issued by the US embassy in Nassau, Georgia. It contains the following information:

- Issuing Post: NASSAU
- Surname: IMA
- Given Name: IMA
- Passport Number: 19993505690003
- Sex: F
- Birth Date: 24AUG19
- Nationality: BAMA
- Issue Date: 16DEC1999
- Expiry Date: 15DEC2004
- Entries: M
- Annotation: GEORGIA INSTITUTE OF TECHNOLOGY ATLANTA, GEORGIA 30332-0284
- Visa Number: 31605947

Labels and arrows pointing to the corresponding fields on the visa:

- Photo (points to the photo area)
- Number of Entries (points to the 'Entries' field)
- Visa Type/Class (points to the 'Visa Type/Class' field)
- Expiration Date (points to the 'Expiry Date' field)
- Visa Number (points to the 'Visa Number' field)

Gain/Maintain F-1 Status

I-94 Arrival/Departure Record

- CBP provide a traveler with evidence showing status and time allowed in the U.S with admission stamp that is annotated with date of admission, class of admission and admitted until date.
- Electronic record can be obtained www.cbp.gov/I94



Departure Number	742832036 01		SAMPLE
Immigration and Naturalization Service		U.S. IMMIGRATION 250 WAS	
I-94 Departure Record		DEC 29, 2000	
ADMITTED		F-1	CLASS
UNTIL		D/S	
14. Family Name		KRISHNA	
15. First (Given) Name		HARI	
16. Birth Date (Day-Mo-Yr)		07/09/72	
17. Country of Citizenship		BRITISH VIRGIN ISLANDS	

Old I-94



U.S. Customs and Border Protection

Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

[Get I-94 Number](#)

[I-94 FAQ](#)

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

*See our [Privacy Policy](#) regarding our request for your personal information.

Family Name: ▶▶

First (Given) Name: ▶▶

Birth Date (MM/DD/YYYY): ▶▶

[select](#)

Passport Number: ▶▶

Country of Issuance: ▶▶

Date of Entry (MM/DD/YYYY): ▶▶

[select](#)

Class of Admission: ▶▶

Submit

N



U.S. Customs and Border Protection

Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number

I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 68523424920

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name:

First (Given) Name:

Birth Date (MM/DD/YYYY):

Passport Number:

Passport Country of Issuance: India

Most Recent Date of Entry (MM/DD/YYYY): 06/04/2013

Class of Admission: F1

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Gain/Maintain F-1 Status

Port of Entry:

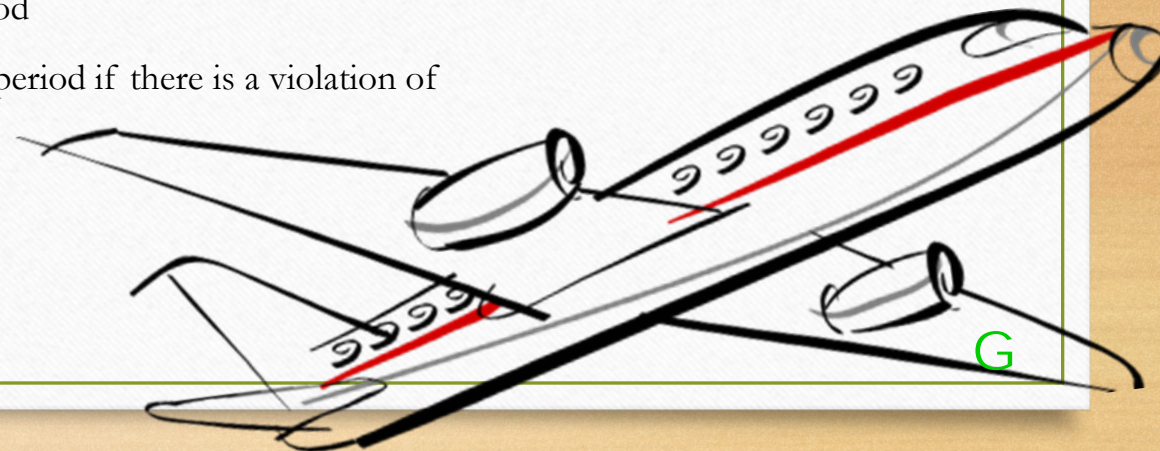
- Students may enter no more than 30 days before the program start date on I-20
- Customs and Border Protection will
 - Stamp their passport date of entry, POE, with their admission status (F-1) and duration of their stay (D/S= duration of status)
- Students with insufficient documents may be granted a 30 day admission and issued an I-515A form



Gain/Maintain F-1 Status

Check List:

- Maintain a valid Passport
- Attend authorized school
- Complete a full course of study
- Make 'normal' progress
- Update addresses within 10 days
- File timely extensions, transfer, change of education level, or change of status
- No unauthorized work
- Obey state & federal laws
- Depart U.S. in a timely manner
 - Complete program – 60 day grace period
 - Authorized Early Withdrawal – 15 day grace period
 - No grace period if there is a violation of visa status



Enrollment Requirements/RCL

Graduate Study	Undergraduate Study	Post Secondary	Other Post Secondary	Special Circumstances
<ul style="list-style-type: none"> •College/Univ. •MS, PhD 	<ul style="list-style-type: none"> •College/Univ. •BS 	<ul style="list-style-type: none"> •School •Assoc., Other 	<ul style="list-style-type: none"> •Schools w/ ESL program •Certificate 	<ul style="list-style-type: none"> •Any Institution •Any level
Full course of study as certified by DSO (should be reinforced by institute's policy)	At least 12 credit hours (or the equivalent) per term	At least 12 clock hours per week (per regulations); minimum 12 credit hours	<ul style="list-style-type: none"> •18 clock hours per week (classroom dominant) •22 clock hours per week (lab dominant) 	As certified by DHS due to special circumstances affecting a country, group of people, or area of the U.S.
RCL not required for final term	RCL not required for final term			
<p>*Only 1 class (3 credit hours) of online or distance learning courses may count toward meeting the full-time enrollment requirement</p> <p>Concurrent enrollment (attending 2 approved schools at the same time) is OK if the hours meet the requirement of a full course of study.</p>				

Enrollment Requirements/RCL

Exceptions to a Full Course of Study – Reduce Course Load Authorization

The DSO may authorize an F-1 student *in advance* to engage in less than a full course of study in the following situations

- Academic Difficulties

- Initial difficulties with English Language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

Restrictions

- RCL must consist of at least six semester or quarter hours, or half the clock hours required for full course of study
- Only once per program level



Enrollment Requirements/RCL

Exceptions to a Full Course of Study – Reduce Course Load Authorization

The DSO may authorize an F-1 student *in advance* to engage in less than a full course of study in the following situations

- **Medical Conditions**

- An illness or other medical condition may justify an interruption or reduction in a full course of study
- Per recommendation of licensed practitioner: MD, Doctor of Osteopathy, Clinical Psychologist

Restrictions

- May not exceed 12 month total
- Possible reduced course load or no course load



Enrollment Requirements/RCL

Exceptions to a Full Course of Study – Reduce Course Load Authorization

The DSO may authorize an F-1 student *in advance* to engage in less than a full course of study in the following situations

- Completing the course of study during final term

- Exception not required for graduate or undergraduate levels
 - Helpful when checking students enrollment if full time is not required
- SEVIS authorization is optional

Restrictions

- “0” hour enrollment is not an option
- Must be enrolled in at least one course with physical presences requirements



SEVIS Reporting

Initial Students



Student Situation:

DSO Action:

Initial Student Reports to School

Register within 30 days of Program Start Date

⇒ *changes Initial SEVIS record to active*

Initial Student with POE Records does not report

(Not consistently reported in SEVIS)

Terminate record within 30 days of Program Start Date

Initial Student with NO POE Records does not report

Cancel record within 30 days of Program Start Date

SEVIS Reporting

Requirements

Periodic (30 days)

- Via SEVIS registration
 - Full-time enrollment
 - Student's addresses (local & international)
 - Current term's ending date
 - Start date of next required term
- Reduce Course Load Authorizations
- Failure to enroll

Event – based (21 days)

- Student failed to maintain status
- Change in name or address
- Completed early
- Disciplinary action by school as result of a criminal conviction
- Notification request about student's status

SEVIS Terminations

DSO needs to terminate student SEVIS records when they are in violation of their terms of their status or are no longer in their program due to authorized circumstances

Common termination reasons used by DSO:

- No show- manual termination
- Otherwise failing to maintain status – with reason
- Suspension
- Transfer student No Show
- Unauthorized drop below full course of study
- Failure to enroll
- Authorized early withdrawal
- Unauthorized withdrawal
- Change of status approved (usually updated by USCIS)

It is important to clarify the facts as much as possible before terminating a student's record

Note: If the violation is one that may be 'fixed', the DSO has 21 days to report it to SEVIS.

If a student's record has been terminated, the student may be able to apply for reinstatement

Program Extensions

I-20 Extensions



- Student must apply prior to program end date on the I-20
- Student has “continually maintained status”
- DSO can certify the delay in completion is “caused by compelling academic or medical reasons”
 - **Examples:** changes of major or research topics, unexpected research problems, or documented illnesses
- Student must show new financial documents – documents shows ability to continue financing studies for period of extension
- SEVIS reporting: new end date and explanation
- Issue a new I-20 with the extension of up to 12 months
 - Multiple 12-month extension can be done back to back if necessary.

Extensions can not be granted when the student is not completing on time due to poor academic performance

Transfers

- Must be transferring from/to a DHS approved school
- Classes at the transfer-in school must begin within 5 months of completing classes at the transfer out school or ending OPT employment
- Student must be fully accepted and SEVIS release completed within the 60-day grace period
 - Good practice to request documentation of admission before releasing SEVIS record
- Some schools will not assist with reinstatement application
 - Check with transfer-in DSO before releasing the SEVIS record of a student who violated status.



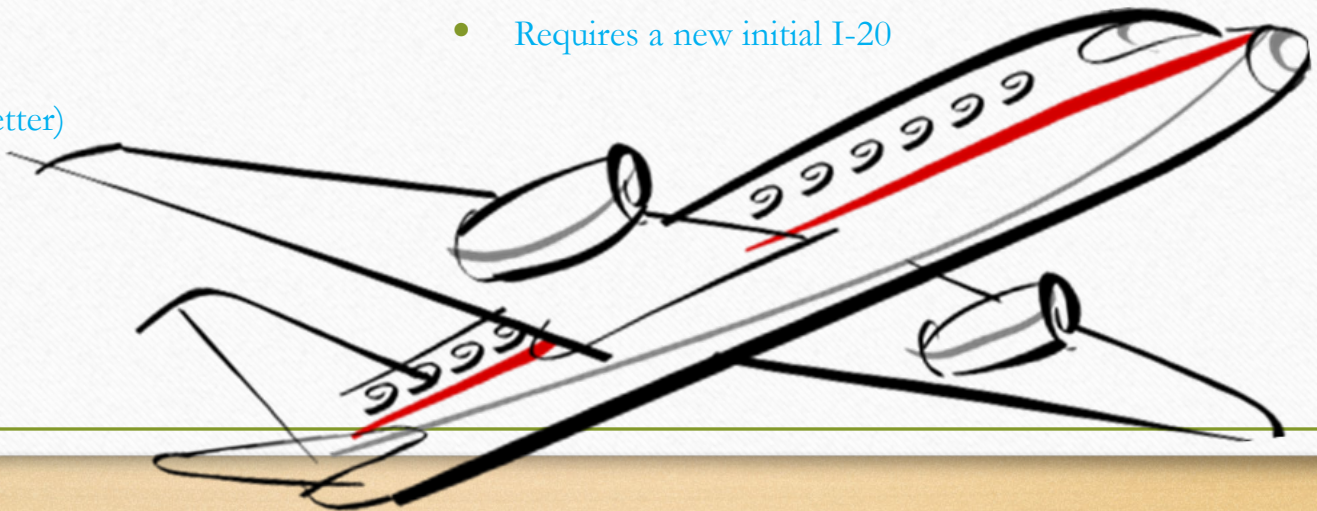
Dependents

- A spouse or child (unmarried minor under age 21).
- Update financial section of F-1's SEVIS record to show increase of expenses
- Generate new I-20 for primary
- Generate I-20(s) for dependent(s)
- School's are not required to verify relationship (might be required for visa or change of status applications)
- Status is dependent upon principal's status
- Dependent CANNOT accept employment or study



Travel

- Obtain valid travel signature (12 month validity)
- Valid Visa
 - Except for visa waiver and automatic revalidation
- Valid Passport – 6 months validity into the future
- Students on Post-Completion OPT
 - EAD
 - Proof of employment (job offer letter)
 - Travel signature (6 month validity)
- F-2 Travel
 - Temporary Absence: 5 months or less
 - Exceptions:
 - Enrolled for study abroad or research abroad
 - Approved leave of absence
 - Non-Temporary Absences: 5 months or more
 - Requires a new initial I-20



If you need more information concerning your F-1/J-1/HS/LL/ST/STUDENT STATUS AND THE RELATED MATTERS FOR POLYGRAPH, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A HENRY BRADSHAW AND ASSOCIATES SERVICE OFFICE.

STUDENT INFORMATION

Primary Major: MS, MIS Secondary: BusinessStatus: Student

Employment Status:

Status of Employment: Full Time

Employer Name:

Employer Location:

The student has not yet been issued your registration.

Comments:

SIGNATURE

Signature of Student:

Date:

Signature:

Date:

Signature:

Date:

Signature:

Date:

Date of Birth:
Date of Birth:
Registration:Start Date:
End Date:Current Information:
MIS Employment: RequiredStart Date: 01/01/2011 End Date: 01/01/2011

This page, when properly endorsed, may be used for reentry of the student's status to the same school after a temporary absence from the United States. Each endorsement requires a valid fee stamp.

Name of School:

Military Service:

Name of School Official:

Signature of School Official:

Title:

Date Issued:

Place Issued (city and state):

Name of School Official:

Signature of School Official:

Title:

Date Issued:

Place Issued (city and state):

Name of School Official:

Signature of School Official:

Title:

Date Issued:

Place Issued (city and state):

Form I-20 (Rev. 10-27-2009)



Travel Signatures

N

Travel

Automatic Visa Revalidation

- If student travel for less than 30 days solely to Canada, Mexico, or adjacent islands in Caribbean (except Cuba)
- The expired F visas are considered to be “extended” to the date of re-entry (eliminating need to obtain new visa at U.S. consulate before reentry)
- Only available when the following conditions are met:



- F nonimmigrant is not national of one of the countries identified as supporting terrorism in DOS (Iran, Syria, Sudan, Cuba)
- F non immigrant satisfies the following:
 - Maintained and intends to resume F status and is reentering prior to expiration of program
 - Present valid I-20 with valid travel signature, possess valid passport, and unexpired I-94
 - Has not applied for a visa while abroad

Employment Options

On Campus or DSO Authorized

On Campus

- No special authorization is needed
- Students may work on campus up to 20 hours/ week while classes are in session
- During official breaks and over summer (if not enrolled), Full-time employment is permitted



Off Campus w/ DSO Authorization

- All off-campus employment requires specific authorization from DSO or USCIS
- Curricular Practical Training (CPT)
 - Internship
 - Co-op
 - An I-20 is issued with CPT employment authorization
 - Employment is an “integral” part of student’s program of study

Employment Options

USCIS Authorized

Optional Practical Training (OPT)

- Related to students major-appropriate to level of study
- Pre-completion
 - 20 hours/week or full-time during breaks
 - May require multiple applications and fees
- Post completion
 - At least 20 hours/ week, paid or volunteer
 - Cap Gap OPT extension – H1B filed before OPT EAD expires – documented with new I-20
 - STEM extension – specific majors, new application required

Severe Economic Hardship

- Unforeseen Circumstances
- Due to no fault of the student



Resources/Questions

NAFSA: www.nafsa.org

GAIE: <http://gaieinfo.blogspot.com/>

ICE SEVIS pages: www.ice.gov/sevis

Travel information: http://www.ice.gov/sevis/travel/faq_f.htm

Study in the States (DHS): <http://studyinthestates.dhs.gov>

Custom and Boarder Protection (CBP): www.cbp.gov

Tanya Grubbs: tgrubbs@georgiasouthern.edu

Tran Nguyen: trann@uga.edu

