

## **ISSS Advising Terminology**

ISSS: International Student & Scholar Services

DHS: Department of Homeland Security

CBP: Customs and Protection (Port of Entry and Departure)

ICE: Immigration and Custom Enforcement (SEVIS & investigations)

USCIS: United States Citizenship and Immigration Services

P/DSO: Primary/Designated School Official

D/S: Duration of Status

F-1: The status associated with a degree-seeking student issued an I-20

\*status and visa are two different things

SEVIS: Student and Exchange Visitor Information System

POE: Port of Entry

## **DHS/ICE Forms**

- I-94: Arrival/Departure Record – a document issued at the time of lawful entry
- I-20: Certificate of Eligibility
- I-515A: Notice to Student or Exchange Visitor – a document issued by CBP if a student tries to enter the US without all of the required documents or with unsigned or missing information – allows temporary admission and requires immediate action

## **SEVP Forms**

- I-17: Petition for Approval of School for Attendance by Nonimmigrant Student – this form should be kept updated by your PDSO

## **USCIS Forms**

- I-539: Application to Extend/Change Nonimmigrant Status – used for in-country change of status and Reinstatement applications
- I-765: Application for Employment Authorization – most commonly used for applying for OPT

## **Resources/Questions**

NAFSA: [www.nafsa.org](http://www.nafsa.org)

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

Custom and Border Protection (CBP): [www.cbp.gov](http://www.cbp.gov)

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## Enrollment Requirements

| Graduate Study   | Undergraduate Study   | Post Secondary  | Other Post Secondary   | Special Circumstances  |
|--|---|---|--|--|
| <ul style="list-style-type: none"> <li>●College/Univ.</li> <li>●MS, PhD</li> </ul>   | <ul style="list-style-type: none"> <li>●College/Univ.</li> <li>●BS</li> </ul> | <ul style="list-style-type: none"> <li>●School</li> <li>●Assoc., Other</li> </ul> | <ul style="list-style-type: none"> <li>●Schools w/ ESL program</li> <li>●Certificate</li> </ul>  | <ul style="list-style-type: none"> <li>●Any Institution</li> <li>●Any level</li> </ul>                     |
| 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"> <li>●18 clock hours per week (classroom dominant)</li> <li>●22 clock hours per week (lab dominant)</li> </ul> | 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><b>*Only 1 class (3 credit hours) of online or distance learning courses may count toward meeting the full-time enrollment requirement</b></p> <p><b>Concurrent enrollment (attending 2 approved schools at the same time) is OK if the hours meet the requirement of a full course of study.</b></p> |   |   |  |  |

## SEVIS Reporting

| Student Situation:   | DSO Action:  |
|--|--|
| Initial Student Reports to School  | <b>Register <u>within 30 days</u> of Program Start Date</b><br>⇒ <i>changes Initial SEVIS record to active</i> |
| Initial Student with POE Records does not report<br>(Not consistently reported in SEVIS) | <b>Terminate record <u>within 30 days</u> of Program Start Date</b>  |
| Initial Student with NO POE Records does not report                                      | <b>Cancel record <u>within 30 days</u> of Program Start Date</b>   |

## SEVIS Reporting Timelines

Periodic (initial 30 days of each term)

- Via SEVIS registration (verify full-time enrollment, student's address & information)
- Reduced course load authorizations

Event-based (within 21 days of event)

- Student failed to maintain status
- Change in name or address
- Early program completion
- Disciplinary action by school as a result of a criminal conviction