



WELCOME

TO

**IMMIGRATION
REGULATIONS**

**Office of International
Students & Scholars**

The Role of OISS



ADVICE: Advise on immigration and other governmental regulations.

SUPPORT: Organize orientation and continued assistance through workshops such as Employment and Income Tax.

ADVOCACY: Represent and voice your interests, needs and concerns.



Important Note



OISS is here to help, but you are ultimately responsible for ***your status***.

Please do not hesitate to ask us for help at any time.

SEVIS



The Student Exchange Visitor Information System (SEVIS) is a secure internet-based system, run by the U.S. Department of Homeland Security (DHS).

SEVIS allows schools to:

- Provide certain authorizations to students.
- Convey required information to the U.S. federal government.
- Parts of SEVIS information can be seen by U.S. Embassies and Consulates, the school you are attending, and other U.S. federal agencies.



**STUDENT
EXCHANGE
VISITOR
INFORMATION
SYSTEM**

Maintain Your Student Status



- **Enroll Fulltime** during the academic year at the school listed on your I-20 or DS-2019. Obtain OISS authorization *before* reducing your course load.
- Keep your **I-20 or DS-2019 valid and extend** it with OISS *before* it expires.
- **Renew your Passport** with your home country consulate *before* it expires.
- **Work only as authorized.**
- **Abide by the law.** Conviction of a crime that leads to UOR disciplinary action could jeopardize your status.
- **Depart the U.S. within your grace period.**



Study Abroad & F-1 Status



- Students on F-1 status can study abroad in another country for one semester or one academic year.
- When studying abroad, students are required to meet the full time requirements.
- You must make an appointment with Rebecca Freeland, your International Student Advisor for advising on how to maintain your status while studying outside the U.S.



Reducing Your Course Load



- There are very few acceptable reasons you may be authorized to enroll below fulltime.
- You **MUST** first obtain approval from OISS before reducing your course load in order to maintain your legal status.
- OISS approvals are reported to the federal government via SEVIS.
- If you attempt to drop a course or withdraw from the University of Redlands outside of normal registration windows, you will be blocked from doing so. You **MUST** speak to OISS to obtain a prior approval.



Acceptable Reasons for dropping below full time



- **Academic or language difficulty-** Available for only one semester of the entire degree program.



- **Final term of study –** Available when you do not need a fulltime load to complete your degree requirements.



- **Medical problem-** You can be authorized to take a reduced load *for a maximum of one year.*

Types of Employment

On-Campus



J-1 Status

- Can work with written sponsor permission letter.
- Cannot exceed over 20 hrs/wk during fall & spring semesters.
- Can work over 20 hrs/week during vacation periods (winter, spring & summer breaks).

F-1 Status

- No additional work permission is needed. You only need inform OISS you are offered a job on campus.
- Includes TA
- Cannot exceed over 20 hrs/wk during fall & spring semesters.
- Can work over 20 hrs/week during vacation periods (winter, spring & summer breaks).



Off-Campus

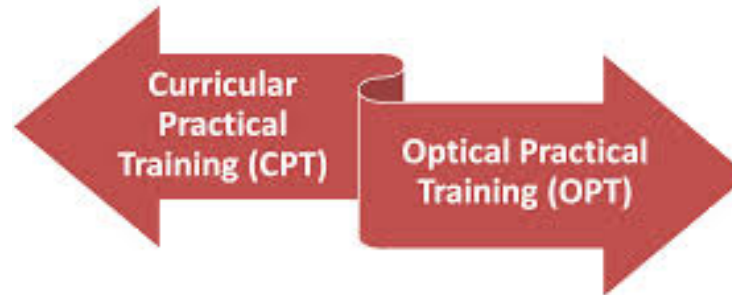


An F-1 student may be authorized for off-campus employment under the following circumstances:

- Severe, unforeseen economic necessity (after attending UoR for one year)
- Internship with an International Organization
- A student cannot begin the off-campus employment until he or she receives authorization from OISS and/USCIS.



Practical Training



CPT:

- Position MUST be related to major(s) and approved by the academic program. Student must be in good academic standing.
- Undergraduates: Can be authorized after maintaining F-1 visa status for one academic year.
- Time spent enrolled in at least one full academic year enrolled in a full course of study in other SEVIS approved schools in the United States can count towards the one academic year requirement.
- Graduates: Are not required to meet the one year condition.

OPT:

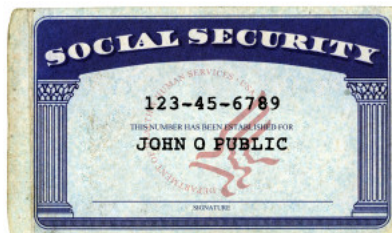
- A full time employment for 12 months which you can apply for (90) days before your completion date. STEM majors are eligible additional (17) months.



Social Security Numbers



- Only students with employment are eligible to apply for a Social Security Number (SSN).
- Everyone needs a letter from OISS in order to apply for an SSN.
- **F-1 students:**
 - CPT jobs: you need to bring CPT application and job offer letter to OISS in order to request CPT authorization and obtain letter to SSA.
 - On campus jobs: you need letter from department offering you the job and letter from DSO, OISS.
- **J-1 students:** You must obtain permission to work on campus from OISS.
- Students will be provided with a letter to take to SSN in support of their application for SSN.



Report Your Address



- Federal regulations require you to report address changes within 10 days of moving.
- Students who live off campus must report address changes to the Registrar's & OISS:
 - Current residence in U.S.
 - **Emergency Address** is not required, but strongly recommended.
- All addresses must be a physical street address. No P.O. Box addresses allowed.



Most importantly:



- Your Passport cannot expire in the U.S. Contact your home country embassy or consulate in the U.S. to renew your passport at least 6 months before it expires.



Valid Documents

I-20

I-20 Expiration Date is shown in item # 5 following the phrase, "...and complete studies not later than _____."

Requesting an I-20 extension even ONE DAY AFTER the expiration date is too late and you would no longer be in legal visa status.



Page 1

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

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

<p>1. Family Name (surname):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First (given) Name:</td> <td style="width: 50%;">Middle Name:</td> </tr> <tr> <td>Country of birth:</td> <td>Date of birth (mo/day/year):</td> </tr> <tr> <td>Country of citizenship:</td> <td>Admission number:</td> </tr> </table> <p>2. School (School district) name:</p> <p>School Official to be notified of student's arrival in U.S. (Name and Title):</p> <p>School address (include zip code):</p> <p>School code (including 3-digit suffix, if any) and approval date: _____ approved on _____</p> <p>3. This certificate is issued to the student named above for:</p> <p>4. Level of education the student is pursuing or will pursue in the United States:</p> <p>5. The student named above has been accepted for a full course of study at this school, majoring in _____ The student is expected to report to the school no later than _____ and complete studies not later than _____. The normal length of study is _____ months.</p> <p>6. English proficiency:</p> <p>7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:</p> <table style="width: 100%;"> <tr><td>a. Tuition and fees</td><td>\$ _____</td></tr> <tr><td>b. Living expenses</td><td>\$ _____</td></tr> <tr><td>c. Expenses of dependents ()</td><td>\$ _____</td></tr> <tr><td>d. Other (specify):</td><td>\$ _____</td></tr> <tr><td>Total</td><td>\$ _____</td></tr> </table> <p>8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).</p> <table style="width: 100%;"> <tr><td>a. Student's personal funds</td><td>\$ _____</td></tr> <tr><td>b. Funds from this school</td><td>\$ _____</td></tr> <tr><td>Specify type:</td><td>_____</td></tr> <tr><td>c. Funds from another source</td><td>\$ _____</td></tr> <tr><td>Specify type:</td><td>_____</td></tr> <tr><td>d. On-campus employment</td><td>\$ _____</td></tr> <tr><td>Total</td><td>\$ _____</td></tr> </table> <p>9. Remarks: _____</p> <p>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 in the United States after review and evaluation in the United States by me or other officials of the school or records of courses taken and proof of financial responsibility, which were received at the school prior to the time that the above named student's qualifications meet all standards for admission to the school; the student study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized</p>	First (given) Name:	Middle Name:	Country of birth:	Date of birth (mo/day/year):	Country of citizenship:	Admission number:	a. Tuition and fees	\$ _____	b. Living expenses	\$ _____	c. Expenses of dependents ()	\$ _____	d. Other (specify):	\$ _____	Total	\$ _____	a. Student's personal funds	\$ _____	b. Funds from this school	\$ _____	Specify type:	_____	c. Funds from another source	\$ _____	Specify type:	_____	d. On-campus employment	\$ _____	Total	\$ _____	<p style="text-align: center;">SEVIS</p> <p style="text-align: center;">Student's Copy</p> <p style="text-align: center;">For Immigration Official User</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Visa issuing post</td> <td style="width: 50%;">Date Visa Issued</td> </tr> <tr> <td colspan="2">Reinstated, extension granted to:</td> </tr> </table>	Visa issuing post	Date Visa Issued	Reinstated, extension granted to:	
First (given) Name:	Middle Name:																																		
Country of birth:	Date of birth (mo/day/year):																																		
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d. On-campus employment	\$ _____																																		
Total	\$ _____																																		
Visa issuing post	Date Visa Issued																																		
Reinstated, extension granted to:																																			

Designated School Official Title Date Issued Place Issued (city and state)

I am authorized to comply with the terms and conditions of my admission and those of any extension of stay as specified on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I am temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this certificate, and I will not release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my eligibility for admission to the United States.

Signature of Student Date

Signature of parent or guardian Address (city) (State or Province) (Country) (Date)

For Official Use Only
Microfilm Index Number

5. The student named above has been accepted for a full course of study at _____ school, majoring in _____
The student is expected to report to the school no later than _____ and complete studies not later than _____.

Valid Documents

DS-2019

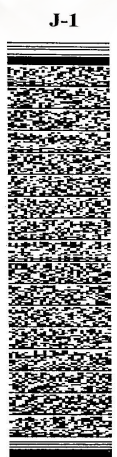
DS-2019 Expiration Date is shown in item # 3 following the phrase, "Form Covers Period From: _____ and To: _____."

3. Form Covers Period:

From (mm-dd-yyyy) :

To (mm-dd-yyyy) :



U.S. Department of State			
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS			
1. Family Name: _____		First Name: _____ Middle Name: _____ Gender: _____	
Date of Birth (mm-dd-yyyy): _____	City of Birth: _____	Country of Birth: _____	Citizenship Country Code: _____ Citizenship Country: _____
Legal Permanent Residence Country Code: _____ Legal Permanent Residence Country: _____		Position Code: _____	Position: _____
U.S. Address: Student Services Coordinator 261 Bascom Hall, 500 Lincoln Dr Madison, WI 53706			
2. Program Sponsor: University of Wisconsin-Madison		Exchange Visitor Program Number: P-1-00105	
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE			
Purpose of this form: _____			
3. Form Covers Period: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____		4. Exchange Visitor Category: Subject/Field Code: _____ Subject/Field Code Description: _____	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor Funds : _____ Personal funds : _____ Total : _____			
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).			7. Alternate Responsible Officer Name of Official Preparing Form 217 Red Gym, 716 Langdon Street Madison, WI 53706 Address of Responsible Officer or Alternate Responsible Officer Telephone Number Signature of Responsible Officer or Alternate Responsible Officer Date (mm-dd-yyyy)
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended <i>(ALL USAID PARTICIPANTS G-3-0263 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-0510 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)</i> Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*) *EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer
THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document. Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____			

Get Your I-94 Card

(Arrival by Air or Sea)



- Go to <https://i94.cbp.dhs.gov/I94/request.html>
- The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the passport you used to enter the U.S.:
 - Family name
 - First name
 - Birth date(MM/DD/YYYY)
 - Passport number
 - Country of Issuance
 - Date of Entry (stamped inside your passport, and
 - Class of admission (F1 or J1).



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.

Last/Surname: ▶

First (Given) Name: ▶

Birth Date: ▶

 - ▼

YYYY Month DD

Passport Number: ▶

Country of Issuance: ▶

 ▼

Most Recent Date of Entry: ▶

 - ▼

YYYY Month DD

Class of Admission: ▶

 ▼

Submit

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

I-94 Arrival/Departure Card

(Land Entry Only)



Departure Number	SAMPLE	
742832036 01		
Immigration and Naturalization Service	U.S. IMMIGRATION 250 WAS	
I-94 Departure Record	SEP 13 1991	
	ADMITTED	F-1
	UNTIL	(CLASS) D/S
14. Family Name	DOE	
15. First (Given) Name	JOHN	
16. Birth Date (Day, Mo, Yr)	16.04.62	
17. Country of Citizenship	U.K.	

I-94 Arrival/Departure Record

Grace Periods



The grace period is the additional time permitted in the visa status after completing the academic program.

- **F-1** students have a **60-day grace period** to legally remain in the U.S. to pack, travel, apply for OPT or another academic program, or change visa status.
- **J-1** students have a **30-day grace period**.
- If you **WITHDRAW** from the university, with OISS permission you may be granted a **15-day grace period**.
- **NO** grace period is given for **UNAUTHORIZED WITHDRAWAL**



Travel Endorsement



To re-enter the U.S. you need:

- Valid passport
- Valid visa stamp
- A travel endorsement (less than 6 months)
- Financial support documents

Lower right corner of DS-2019

TRAVEL VALIDATION BY RESPONSIBLE OFFICER
(Maximum validation period is one year)*

***EXCEPT:** Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.

(1) Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

(2) Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

Page 3

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

SEVIS
Student's Copy

FAMILY NAME: _____ FIRST NAME: _____

Student Employment Authorization:

Employment Status: _____ Type: _____

Duration of Employment - From (Date): _____ To (Date): _____

Employer Name: _____

Employer Location: _____

Comments:

Event History (Past two years):

Event Name: _____ Event Date: _____ Name of Official: _____ Title of Official: _____

Page 3 of I-20

This page when properly endorsed, may be used for reentry of the student to attend the school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: _____

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)

Form I-20 A-B (Rev. 04-27-88)N

Tips For Your Travel:



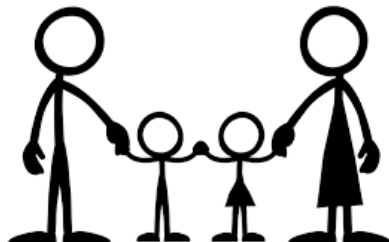
- Check if you need visas for the countries you are visiting, or transiting through, especially if you are not going home.
- Get your I20 or DS-2019 endorsed by DSO before your departure
- Check the expiration date of your visa. If you do need a new one, allow sufficient time to obtain it. Visa applications can take a month or longer due to security and background checks.
- Expect travel delays.



Dependents



- F-2 and J-2 dependents are the spouse and children (under 21 years of age) of the F-1 and J-1 student.
- F-2 and J-2 dependents are required to report changes in U.S. and foreign addresses within 10 days of moving by informing OISS.



Dependents



F-2 Study Eligibility:

F-2 spouses may not engage in full-time or degree-related study

F-2 children may study at the elementary and secondary school levels (no college prep courses)

F-2 Work Eligibility:

F-2 dependents are not permitted to work at all

J-2 Study Eligibility:

J-2 spouses are allowed to study

J-2 children may study at any level until they reach 21 years of age

J-2 Work Eligibility:

J-2 spouses may apply through the USCIS to obtain temporary work authorization

Transfer Out Regulation



- Students must attend classes and maintain status until the transfer release date.
- confirmation that the student has been accepted by the transfer-in school
- If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60-day grace period.
- SEVP guidance states that a transfer student must start attending classes within five months of the last day he or she attended classes or the next available session, whichever comes sooner.
- Students can request to transfer up until the end of the 60-day period following post-completion OPT



TRANSFER STUDENTS

General



- Make and keep copies of all your visa status documents separate from originals:
 - I-20 or DS-2019
 - I-94 arrival/departure information or card
 - F-1 or J-1 visa stamp
 - Passport (photo & expiry pages)
- Do not carry around your documents unless needed.
- We advise you to apply for California ID or California Driver License. For more information contact Rebecca Freeland.

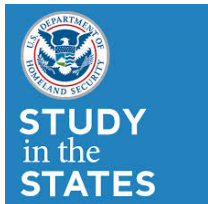
For More F & J Visa Information



- For Immigration Regulations:
 - Rebecca Freeland, International Students & Scholars Advisor
 - E-mail: rebecca_freeland@Redlands.edu
 - Phone: 909-748-8716

OR:

- Steve Wuhs, Assistant Provost of Internationalization
 - Email: steve_wuhs@redlands.edu
 - Phone: 909.748.8604
- For Cultural Programs:
 - Leela MadhavaRau, Associate Dean for Campus Diversity & Inclusion
 - Email: Leela_MadhavaRau@redlands.edu
 - Phone: 909-748-8285
- Visit the International Student & Scholars webpage
- Government websites: www.uscis.gov
<http://studyinthestates.dhs.gov/students>





**Welcome to UOR
&
Have a Successful
Academic Year**

