



International Student Services

Understanding and Maintaining your Status

Who Are We?

Where to Go for Help?

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Can assist with student questions and requests

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Office Basics

Hours

Monday through Friday 8:30 a.m. – 4:30 p.m.

Location:

University Center Room 110

Telephone Number

International Student: 516.877.4990

Email

internationalstudentservices@adelphi.edu



The Mission of the Office of International Student Services is to provide the appropriate materials needed, support and assistance to international students in order for them gain non-immigrant status, maintain their legal status, and achieve their educational goals. We also ensure institutional compliance with governmental immigration regulations, and provide and support cultural programs and exchanges in order to enhance students' overall learning and development.

International Services Provided

- Orientation
- Immigration Workshops
- Immigration Advising
- Cultural Sensitivity Training
- Student Programming
- Advisors to International Clubs: International Student Society and Chinese Student and Scholars Club
- Change of Address
- Employment Approval
- Reinstatement and Change of Status Applications
- Social Security Cards, Drivers License

What is Status?



Condition of legal presence in the U.S. given at port of entry.

Status indicates why a person is here and prescribes which set of regulations the person must follow during his or her stay here.

A legal term describing the alien's principal purpose for being in the U.S

What is SEVIS?

The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security (DHS) and Department of State better monitor school and exchange programs and F, M and J category visitors.

Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS).

SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2).

SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the DHS and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

International Student Responsibilities

- Report to the DSO for SEVIS registration upon arrival at the school authorized to attend no later than 30 days after the program start date (new students)
- Attend the School they are authorized to attend
- Pursue a full course of study (12 credit hours for undergraduate and 9 credit hours for graduate) or engage in authorized practical training following completion of studies
- Make normal progress towards completing a program of study
- Apply for a timely extension of stay
- Obtain a new Form I-20 for a change in academic or program of study
- Follow transfer procedures if applicable
- Abide by the F-1 grace period regulations
- Report change of address to the DSO within 10 days. DSO reports change in SEVIS
- Abide by rules requiring disclosure of information and prohibition on criminal activity
- Maintain a valid passport
- Do not engage in unlawful employment
- Depart the U.S. in a timely manner

What does your international adviser / DSO do?

- Document if you are maintaining status in SEVIS
- Assist you with SEVIS release for transferring schools
- Assist with questions regarding employment and social security numbers
- Update your SEVIS record each semester
- Review academic progress for SEVIS purposes (academic services makes final judgment for probation and dismissal)
- Provides travel endorsement signatures
- Updates addresses
- Provides academic program extensions
- Assists with change of non-immigrant status
- Assists with reinstatement process

I-20 or DS-2019

Non immigrant document

Includes:

Biographical Information

Program Information

Program Start and Completion Dates

Financial Information

Travel Endorsement Information

Employment Information

**FORM I-20 IS NOT A DOWNLOADABLE FORM.
IT MUST BE ISSUED BY THE SPONSORING SCHOOL.**

U.S. Department of Justice
Immigration and Naturalization Service
Please Read Instructions on Page 2

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students

OMB No. 1115-0051
Page 1

This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname)
First (given) name (do not enter middle name)
Country of birth
Country of citizenship
Date of birth (mo./day/year)
Admission number (Complete if known)

2. School (school district) name
School official to be notified of student's arrival in U.S. (Name and Title)
School address (include zip code)
School code (including 3-digit suffix, if any) and approval date
214F approved on

3. This certificate is issued to the student named above for:
(Check and fill out as appropriate)
a. ☐ Initial attendance at this school.
b. ☐ Continued attendance at this school.
c. ☐ School transfer.
Transferred from
d. ☐ Use by dependents for entering the United States.
e. ☐ Other

4. Level of education the student is pursuing or will pursue in the United States:
(check only one)
a. ☐ Primary
b. ☐ Secondary
c. ☐ Associate
d. ☐ Bachelor's
e. ☐ Master's
f. ☐ Doctorate
g. ☐ Language training
h. ☐ Other

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 not later than (date)
and complete studies not later than (date)
The normal length of study is

6. ☐ English proficiency is required.
☐ The student has the required English proficiency.
☐ The student is not yet proficient. English instructions will be given at the school.
☐ English proficiency is not required because

7. This school estimates the student's average costs for an academic term of up to 12 months to be:
a. Tuition and fees \$
b. Living expenses \$
c. Expenses of dependents \$
d. Other (specify) \$
Total \$

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).
a. Student's personal funds \$
b. Funds from this school (specify type) \$
c. Funds from another source (specify type and source) \$
d. On-campus employment (if any) \$
Total \$

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 8 was completed before I signed this form and is true and correct. I executed this form in the presence of other school and evaluation in the United States by me or other officials of the school of the student's application, transcripts or other records of course taken and proof of financial resources, which were reviewed at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all minimum requirements for admission to the school. The student will be required to pursue a full course of study as defined by 8 CFR 214.2(b)(5). I am a designated official of the above named school and I am authorized to issue this form.

Signature of designated school official Name of school official (print or type) 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 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 authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status.

Signature of student Name of student Date

Signature of parent or guardian (if student is under 18) Name of parent/guardian (print or type) Address(es) (State or province) (City) (Country) (Date)

Form I-20 (A-91)-(2) (Rev. 10-27-05)

Visa

An entry document issued to a foreign national by the U.S. Department of State at a diplomatic visa-issuing post abroad (embassy or consulate office).

Document placed in the person's passport which gives the individual consideration for admittance to the U.S.

It shows that the visa holder has indicated a specific intent in coming to the U.S. and that he or she has met the criteria to enter the U.S. for that purpose.

However, possession of a valid visa does not guarantee permission to enter the country. The actual determination of admissibility is left to the discretion of the examining immigration officer at the port of entry.

Works like a house key for entry

I-94 Arrival / Departure Card

Departure Number 123456789 01	[Stamped at Port of Entry]
Immigration and Naturalization Service	ADMITTED (Port of Entry) (DATE)
I-94 Departure Record	Class F-1 Until D/S
14. Family Name	
15. First (Given) Name	
16. Birth Date (Day/Mo/Yr)	
17. Country of Citizenship	

This document is completed at the port of entry or while en route to the U.S. (in flight)

Arrival portion must be given to port of entry officials

Departure portion is retained in the passport until the individual leaves the U.S.

I-94 card should list status classification and D/S (Duration of Stay)

Employment



- F-1 students are eligible for 20 hours per week on campus. 40 hours during school vacation periods.
- Students must find employment through the Center for Career Development
- Once employment is secured, student must receive official letter from employer
- Student can then come to International Student Services Office for payroll input and social security number processing

Social Security Numbers



PHOTO: JOHN R. COUGHLIN

Only students with valid employment authorization are eligible to apply for a social security number.

In order to apply for a Social Security Number the student must possess one of the following:

Evidence of an offer of On Campus Employment

Authorization to engage in Curricular Practical Training

An Employment Authorization Document (EAD)

DMV

Students can apply for drivers license.

Students will need official university transcript or letter of enrollment. Letter of enrollment can be printed from the students Class system.

Students need either social security number or letter from social security stating they are not eligible for the number

6 points of identification needed



Visa Invitation Letters



Students wishing to invite family members to visit them in the U.S. will can request a letter of invitation.

Come into the Office of International Student Services to request a form.

Complete the invitation request form and submit it to student worker.

Once letter is complete, you will be contacted to come in to retrieve the letter.

You can then deliver the letter to your family member through mail or scanned document.

This can take 1 – 2 weeks for processing so request early.

Applying for a U.S. Visa

Required Documentation:

1. Signed form I-20, (Certificate for Nonimmigrant Status)
2. Online Nonimmigrant Visa Electronic Application, Form DS-160
3. A passport valid for travel to the United States and with a validity date at least six months beyond the applicants intended period of stay in the United States.
4. One 2 x 2 photograph
5. A visa application fee receipt to show payment of the visa application fee
6. The SEVIS I-901 fee receipt

All applicants should be prepared to provide:

1. Official university transcript of from Adelphi
<http://ecampus.adelphi.edu/registrar/transcript.php>
2. Scores from any standardized tests required by the educational institution such as the TOEFL, SAT, GRE or GMAT
3. Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition.

Travel Endorsement Signatures

Travel signature is located on Page 3 of the students I-20

Signature must be valid within one year of re-entry to the U.S.

Procedure:

Complete travel endorsement application
Request Signature once per year

Curricular Practical Training CPT

Off Campus work authorization in the form of an internship, externship, student teaching or field experience

In order to qualify for CPT at Adelphi University

- This employment must be an integral part of an established curriculum as stated by the student's academic department and the course curriculum.
- Employment must be in the form of an internship authorized in agreement through Adelphi University.
- Requires college credit and program authorization during the period of time the student is enrolled for the internship. Ex. If the student is requesting an internship for the fall semester, the student must be enrolled for the internship / individual credit bearing course during the fall semester (not before and not after), if the student is applying for the summer internship the student must be enrolled for the summer.
 - Must have maintained status for one full academic year prior to applying for CPT
- Student must show evidence that the internship is a requirement of their academic major
 - CPT authorization is required for all internships off-campus whether paid or unpaid
 - Impact of full time CPT on OPT eligibility

Optional Practical Training OPT

Optional Practical Training (OPT) is temporary off-campus employment for practical training directly related to the students major area of study. [8CFR 214.2 (f) (10))ii)] This authorization allows F-1 students to gain work experience for a maximum of 12 months of full-time employment.

OPT Can be Authorized:

During summer vacation or semester break:

either part-time or full-time employment (with the intention that the student will register and enroll for the next academic semester).

While school is in session:

part-time employment only (not to exceed 20 hours per week)

After completion of all course requirements for the degree

part- or full-time employment

After completion of ALL requirements for the course of study:

full-time employment only

Eligibility Requirements:

Student must be enrolled for at least one full academic year

Employment must be in the students area of study

Specific conditions for pre completion OPT (see DSO)

A specific job offer is not required

You are not eligible for OPT if you used 12 months of full time CPT

Change of Address



Address changes must be reported within 10 days of move

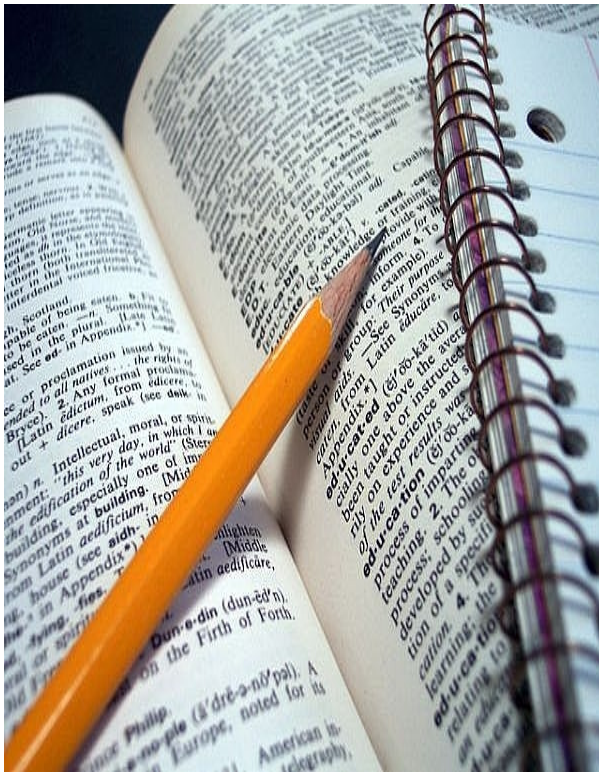
This includes moving from one residential hall room to another

Must notify International Student Services and Registrars Office

If you do not notify DSO with a change of address this is considered a violation of status

All international students are required by Federal Regulations to update an address change within 10 days.

Full Course of Study Exemption



All F-1 and J-1 students must enroll for a full course of study each semester

If you are not enrolled for a full course of study your F-1 or J-1 status will be terminated

Undergraduate Students (12 credits)
Graduate Students (9 credits)

Please note there are only certain exceptions for a full course of study and you must have written authorization prior to the start of the semester. (Only can be used in your FINAL semester)

Program Extension Request

Each student has a program start date and program completion date on their I-20

Prior to the completion of their program students can request an academic extension

Procedures:

Complete a program extension application and indicate new date of completion.

Academic advisor must sign off on this request.

Bring request to the Office of International Student Services at least one week prior to your program completion date.



Opening up a Bank Account

In order to open up a bank account as an international student you will need the following

Passport

I-20 or DS-2019

Letter from
Office of International
Student Services



*Please come into the office to request this letter.
You must have already checked in and registered to receive
this letter. This letter can take a week to process.*



Questions

Please contact Internationalstudentservices@adelphi.edu