

# Immigration/Status Agenda

- SEVIS
- Immigration Documents
- Maintaining Status
- Employment
- Who can I ask for help?

# What is SEVIS?

- Student and Exchange Visitor Information System
- Electronic government database that universities, the Department of Homeland Security (DHS) and the Department of State (DOS) use to exchange data on the immigration status of international students and exchange visitors

# Your Immigration Documents

- I-20 (F-1)
- DS-2019 (J-1)
- Passport
- Visa (F-1 or J-1)
- I-94

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):

First (given) Name:		Middle Name:	
Country of birth: EMDIA	Date of birth (month/day/year)		
Country of citizenship: EMDIA	Admission number:		

For Immigration Official Use

Issued	Date Visa Issued
Reinstated, extension granted for:	

SEVIS  
Student's Copy  
#0000



2. School (School district) name:  
University of Pennsylvania  
University of Pennsylvania

School Official to be notified of status:  
Alan Johnson  
SEVIS Coordinator and IIS

School address (include zip code):  
3701 Chestnut Street  
Suite 1W  
Philadelphia, PA 19104-2199

School code (including 3-digit suffix, if any) and approval date:  
PHI224900151000 approved on: 01/21/2003

3. This certificate is issued to the student named above for:  
Continued 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 Business Administration and Management.  
The student is expected to report to the school no later than 09/09/2004 and complete studies not later than 08/06/2004. The normal length of study is 72 months.

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

7. This school estimates the shall:

a. Tuition and fees	\$ 4,344.00
b. Living expenses	\$ 12,300.00
c. Expenses of dependents (0 )	\$ 0.00
d. Other (specify): <u>summer expenses</u>	\$ 1,000.00
Total	\$ 20,044.00

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).

Student's personal funds	\$ 0.00
Gifts from this school	\$ 0.00
Gifts from another source	\$ _____
campus employment	\$ 0.00
Total	\$ _____

9. Remarks:

Name of School Official: Alan Johnson Signature of Designated School Official: \_\_\_\_\_ Title: SEVIS Coordinator and I-20 Issuance Specialist Date Issued: 05/07/2003 Place Issued (city and state): Philadelphia, PA

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 continuing a full course of study at the school named on page 1 of this form. I also authorize the name \_\_\_\_\_, needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_ Signature of parent or guardian: \_\_\_\_\_ Address (city): \_\_\_\_\_ (State or Province) (Country): \_\_\_\_\_ (Date): \_\_\_\_\_

**SAMPLE**

**SAMPLE**

**SAMPLE**

I-20





# I-94

 **U.S. Customs and Border Protection**  
Securing America's Borders

Get I-94 Number I-94 FAQ

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**Admission (I-94) Number Retrieval**

**Admission (I-94) Record Number:** 69000888062

**Admit Until Date (MM/DD/YYYY):** 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

Departure Number

OMB No. 1651-0111

0000000000 00

I-94  
Departure Record



14. Family Name	
S T U D E N T	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
I M A	0 1 0 1 7 0
17. Country of Citizenship	
A N Y C O U N T R Y	

CBP Form I-94 (10/04)

See Other Side

STAPLE HERE

# How Do I Maintain My F-1 Student Status?

- Update name, address, and contact information in Campus Connection
- Renew immigration documents before they expire
- Enroll in full-time course load
- Contact ISS if you want to transfer to a new school or change your degree program
- Contact the ISS if you want to travel outside of the United States
- Contact ISS if you want to work on or off-campus



# Update Campus Connection

- Name
- Address
- Contact Information

# Renew legal documents before they expire:

- Passport
- SEVIS I-20



# Enroll in Full-Time Course Load

- Undergraduate: 12 credits / quarter
- Graduate: 8 credits / quarter
- Graduate Music: 6 credits / quarter
- Law: 12 credits / semester

See ISS advisor BEFORE dropping any classes!

# Annual Vacation

- If you begin your degree program during Fall, Winter or Spring Quarters (Fall or Spring Semester for Law), you can take your annual vacation in Summer term.
- You must enroll for three (3) consecutive full-time quarters (two (2) semesters for Law) between each annual vacation

# What If I Want To Transfer Schools?

- Contact ISS
- ISS will transfer your SEVIS record and you will receive a new I-20 from your new school

# What If I Want To Change My Program Or Education Level?

- Contact ISS
- Obtain a new I-20 for the new academic program

# What If I Want To Work?

- On-Campus Employment
- Off-Campus Employment
  - Curricular Practical Training (CPT)
  - Optional Practical Training (OPT)

# When Do I Need Work Authorization and How Do I Get It?

- On-Campus: You may work on-campus *without* requesting work authorization from ISS or USCIS
- Off-Campus: BEFORE beginning ANY paid or unpaid work off-campus, you must obtain authorization from ISS or USCIS



# On-Campus Employment

- You may work up to ***20 hours per week during the regular academic year***
- You may hold more than one position on-campus
- During annual vacation and school breaks, you may work more than 20 hours per week
- Office of Student Employment, DPC 9400:  
<https://studentemployment.depaul.edu/>

# Off-Campus F-1 Employment

- Off-Campus Work = Practical Training
- You must work in your field/area of study
- You must be enrolled full-time for at least one academic year before you can apply for authorization to work off-campus

# Curricular Practical Training (CPT)

- Earn course credit while completing an internship off-campus
- CPT tutorial available online; 1:1 appointments available in-person
- Submit applications to OISS front desk and receive authorization before beginning work off-campus

# Optional Practical Training (OPT)

- 12 months of off-campus work authorization per level of study
- OPT tutorial available online; 1:1 appointments available in-person; group sessions once per quarter
- Submit applications to ISS front desk and receive authorization from USCIS before beginning work off-campus

# Failing to Maintain Status

- **It is your responsibility to maintain your non-immigrant student status while studying in the United States**
- If you fail to maintain your status there may be serious consequences such as arrest, detainment, and removal
- ISS may be able to assist you in regaining lawful status
  - **Reinstatement**
  - **Traveling outside of the United States and returning with a new I-20**



# What If I Have Questions?

- Telephone: 1-312-362-8376
- Email: [iss@depaul.edu](mailto:iss@depaul.edu)
- Website: [iss.depaul.edu](http://iss.depaul.edu)
- In-person: 1 E. Jackson Blvd. (DPC)  
9<sup>th</sup> Floor, Suite 9300
- Walk-in Wednesdays!

# Group Questions

- What are the four (4) primary immigration documents you should have as an F-1 student?
- What are the two types of off-campus work authorization for F-1 students?
- What two immigration documents cannot expire while you are an F-1 student in the U.S.?
- Leo is a new undergraduate student at DePaul University and his friend Alex is a new graduate student here. What is the minimum amount of credit hours Leo must enroll in each quarter in order to maintain lawful F-1 student status? How about Alex?
- Lin is about to travel back home for summer vacation. What document should she have signed and by whom before her departure?

# Group Questions

- Peter has just moved into a new apartment in Chicago. What should he do to update his contact information with DePaul University and SEVIS?
- Wei's I-20 will expire on June 12, 2015 but she has just realized that she will need another quarter to complete her degree program requirements. What should she do before June 12<sup>th</sup> to make sure she continues maintaining lawful F-1 student status? Can ISS extend her I-20 after June 12<sup>th</sup>?
- Mary's F-1 visa stamp has expired, but she is still in the United States studying full-time for her Master's degree. Is this OK? Why or why not?
- Julia has just finished her undergraduate degree program at DePaul University and is preparing to begin her graduate degree program at a new school in the U.S. What should she do to make sure she continues maintaining lawful F-1 student status?
- What does SEVIS stand for?



# Group Questions

- Erica has just secured a job on-campus. Does she need special authorization from ISS in order to begin working on-campus? How many hours per week can she work on-campus during the regular academic year? How about during school breaks?
- Amal has been on summer vacation and is preparing to return to the U.S. and to DePaul University for Fall Quarter 2015. Her passport will expire in 2 months. Is this OK? What should Amal do before returning to the U.S.?
- Aaron is working on his Master's degree in Finance. He would like to pursue an internship off-campus that focuses on computer science skills. Can he? Why or why not?
- William has a question about his F-1 student status. Whom should he speak with at DePaul University to get his question answered?
- Christopher is a new student this spring and has already found an internship off-campus. He would like to begin working off-campus this summer. Can he? Why or why not?