

# ***Pine Manor College***

## **Guidebook to F-1 Visa Regulations**



- A Guide to the F-1 Student Visa Process & Maintaining Your Status
- SEVIS & Record Keeping and Reporting Requirements of International Students
- F-1 Full Course of Study Requirements & Form for Requesting Less than Full Time Enrollment
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**PURSUIING YOUR PINE MANOR COLLEGE EDUCATION**  
**A GUIDE TO THE F-1 STUDENT VISA PROCESS**

**Visa General Information**

If you're a citizen of a foreign country, in most cases you'll need a visa to enter the United States.

A visa doesn't permit entry to the U.S., however. A visa simply indicates that your application has been reviewed by a U.S. consular officer at an American embassy or consulate, and that the officer has determined you're eligible to enter the country for a specific purpose. Consular affairs are the responsibility of the U.S. Department of State.

A visa allows you to travel to the United States as far as the port of entry (airport or land border crossing) and ask the immigration officer to allow you to enter the country. Only the immigration officer has the authority to permit you to enter the United States. He or she decides how long you can stay for any particular visit. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

There are two categories of U.S. visas: (1) immigrant and (2) nonimmigrant.

Immigrant visas are for people who intend to live permanently in the U.S. Nonimmigrant visas are for people with permanent residence outside the U.S. but who wish to be in the U.S. on a temporary basis – for tourism, medical treatment, business, temporary work, or study.

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**TERMS YOU SHOULD KNOW:**

***Passport:***

A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport also allows you to enter designated countries and a return to your country.

When you are in the U.S., you must make sure that your passport remains valid for a period of six months into the future. If your passport is about to expire, contact your country's consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, consult your consular office or embassy immediately to replace it.

***F-1 Visa:***

A visa is a stamp in your passport that permits you to enter to the United States. The type of visa you applied for and received at the U.S. embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the full name of the applicant, visa type, location of the visa issuing office, passport number, gender of applicant, date of birth, nationality, number of applications for admission (or the letter "M" for multiple entries), date of issuance, date of expiration, and a visa control number.

Your visa may expire while you are in the U.S. It is used only to enter the country. If, however, you are leaving the U.S., and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the U.S.

***I-94 Arrival/Departure Record***

Every nonimmigrant entering the U.S. temporarily is issued a Form I-94. I-94 is divided into three portions: Instructions, arrival record, and departure record. At the port of entry, arrival record is kept by the US Citizenship and Immigration Services (USCIS); departure record is returned to the student and is usually stapled into the passport. This card will be surrendered when the individual exits the U.S.

The I-94 form is a key document for many nonimmigrant functions. What the immigration official at the port of entry stamps and writes on the I-94 is extremely important. The USCIS stamp and notations on Form I-94 show the nonimmigrant classification, e.g. F-1 or J-2, the place and date of their admission to the U.S., and the period of stay authorized. When an individual needs to demonstrate his or her current nonimmigrant category to USCIS when applying for a benefit, Form I-94 is always included as part of proof of status. Most

students entering the US with the F-1 visa will find the notation "F-1 D/S" on the I-94. D/S permits an individual to remain in the U.S. to complete his or her program within the dates on the I-20.

When you leave the U.S., you will surrender the departure record portion that is stapled in your passport. Never remove this yourself. A new I-94 will be issued when you return to the U.S. If you lose the I-94 card, you will need to apply for a replacement. Make sure you contact the International Student Advisor as soon as possible to pick up the necessary forms and discuss the application procedure if you need to replace the I-94. The process is one that can take between eight to twelve weeks. This card is absolutely necessary for departure from the United States, (i.e., holiday, winter and spring break).

### **The SEVIS I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status - For Academic and Language Students**

An I-20 can be issued by Pine Manor College to student applicants who meet admission and financial requirements. The I-20 from Pine Manor College enables students to apply for an F-1 visa and allows entrance to the U.S.

The SEVIS Form I-20 prints as a 3 page document: page 1 contains program and biographical information; page 2 consists of pre-printed instructions; and page 3 contains employment authorization data and spaces for travel authorizations. Form I-20 issued by SEVIS contains a bar code on the right side of the form, the word "SEVIS", and a unique SEVIS student ID number printed above the bar code. Dependents accompanying the F-1 student in F-2 status must each have their own SEVIS Form I-20, issued in the name of the dependent that identifies them as a dependent.

The SEVIS Form I-20 is retained by the student. In instances of travel and employment, a student with a SEVIS Form I-20 will have a separate page for DSO signatures authorizing travel and for DSO recommendation or grants of employment authorization.

## WHAT IS SEVIS?

SEVIS stands for Student and Exchange Visitor Information System. The U.S. government decided to set up this new and mandatory system to track international students from all countries. All colleges and universities in the U.S. are required to use this system. Pine Manor College signed up for the system in October 2002 and since then PMC has been using SEVIS.

SEVIS is an *Internet-based computer system*. With SEVIS, the International Student Advisor **regularly reports the status of international students throughout their stay in the U.S.** As a PMC international student, SEVIS enables PMC to issue I-20s.

SEVIS information is accessible at the airports, embassies and consulates overseas, schools and universities, USCIS District Offices and USCIS Service Centers. Therefore, the international students should be proactive regarding reporting requirements (listed below). **If the international students fail to report, they lose the privileges of their student visa and become subject to deportation.**

*INS has been the branch of the government regulating procedures with regard to international students. It is now known with its new name, USCIS, U.S. Citizenship and Immigration Services.*

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## ***SEVIS Recordkeeping & Reporting Requirements of International Students:***

The Colleges and Universities provide regular electronic reports of the following information about the International Students to USCIS throughout the student's academic career. The school reporting windows range between 21 to 30 days after the occurrence of the event.

### **The International Student Advisor MUST report the following actions:**

1. Transferring international students
2. Change in financial information (financial support requirements)
3. Change in personal information (address, name change, etc.)
4. Change in student's dependent information
5. Change in program information
  - program extension
  - change in major
  - early graduation
6. International students taking leave of absence/withdrawal for medical or personal reasons
7. International students dropping below 12 credits
8. International student with academic and disciplinary action taken by the school
9. Registration of all international students (returning and new) during PMC Orientations - reporting occurs for students who enrolled and students who failed to enroll
10. International students with paid internships (Curricular Practical Training)
11. International students working illegally
12. International students with Optional Practical Training
13. Any other notification request made by SEVIS with respect to the current status of the student

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### ***The international student's records will be terminated for any of the following reasons:***

1. Absent from country for 5 months (students who are participating in study abroad programs are considered to be maintaining status)
2. Authorized early withdrawal
3. Change of Nonimmigrant classification
4. Change of Nonimmigrant classification denied
5. Change of status approved
6. Change of status denied
7. Change of status withdrawn
8. Costs exceed resources (the student fails to enroll due to lack of funds or is not permitted to enroll due to an outstanding financial balances)
9. Death
10. Expulsion (when the institution expels a student due to academic or other reasons, not including conviction of a crime)
11. Failure to enroll (the student is not registered for courses and not on an authorized "vacation semester".)
12. "No show" - manual termination

13. Otherwise failing to maintain status (any other "violation" of F status)
  14. Suspension (the institution suspends enrollment of a student due to academic or other reasons)
  15. Transfer student no show (a student was issued a SEVIS I-20 by PMC and her record was released into PMC SEVIS database, but she did not enroll.)
  16. Transfer withdrawn
  17. Unauthorized drop below full course of study (the student withdrew from courses, or dropped below a full-course of study without prior authorization)
  18. Unauthorized drop below full course time exceeded (the student continued part time enrollment beyond the authorized semester)
  19. Unauthorized employment
  20. Unauthorized withdrawal (the student withdrew from all courses)
  21. Violation of change of status requirements
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### ***What can you do?***

**Inform International Student Advisor or Designated School Officials (DSOs)** at Pine Manor College of **any changes of information**. If you need help or you're not sure about something, please talk to a DSO!

*DSOs at Pine Manor College are Denise Alleyne and Angelica Wilshire.*

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### ***What happens if you fail to report?***

You will lose the privileges of your student visa type and you become subject to deportation.

## Student Visas

### Students are Encouraged to Apply Early

#### Student Applicants (for F-1 visas) - Overview

All visa applicants are now required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. Students should consult Embassy web sites or call for specific application instructions. You may get a list of US Embassies and Consulates by viewing the following web address: [http://travel.state.gov/visa/questions\\_embassy.html](http://travel.state.gov/visa/questions_embassy.html)

Keep in mind that June, July, and August are the busiest months in most consular sections, and interview appointments are the most difficult to get during that period. Students need to plan ahead to avoid having to make repeat visits to the Embassy. To the extent possible, students should bring the documents suggested below, as well as any other documents that might help establish their ties to the local community.

Changes introduced shortly after September 11, 2001 involve extensive and ongoing review of visa issuing practices as they relate to our national security. It is important to apply for your visa well in advance of your travel departure date

#### When Do I Need to Apply for My Student Visa?

- **Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.**
- The consular officer may need to get special clearances depending on the course of study and nationality of the student. This can take some additional time. For more information on applicants who may have additional processing requirements visit the following web address:  
[http://travel.state.gov/visa/tempvisitors\\_info\\_additional4.html](http://travel.state.gov/visa/tempvisitors_info_additional4.html)
- **Students should note that Embassies and Consulates are able to issue your student visa 90 days or less in advance of the course of study registration date.** If you apply for your visa more than 90 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time to accomplish any of the necessary special clearances or other processes that may be required.
- **Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20.** Please consider this date carefully when making travel plans to the U.S.
- **A student who insists on an earlier entry in the U.S. (more than 30 days prior to the course start date), must qualify for, and obtain a visitor visa.** A "Prospective Student" notation should be shown on his/her visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before beginning any studies, he or she must obtain a change of classification, filing Form I-506, Application for Change of Nonimmigrant Status, and also submit the required Form I-20 to the Department of Homeland Security office where the application is made. Please be aware that there is an additional fee of \$140 for this process. The process takes three to five months and one may not begin studies until the change of classification is approved. For these reasons, entering the US in this fashion is not a viable option.

#### What is Needed to Apply for a Student Visa?

It is important to remember that applying early and providing the requested documents does not guarantee that the student will receive a visa. Also, because each student's personal and academic situation is different, two students applying for same visa may be asked different questions and be required to submit different documents. For that reason, the guidelines that follow are general and can be abridged or expanded by consular officers overseas, depending on each student's situation.

Each applicant for a student visa to attend Pine Manor **should bring with her:**

- Pine Manor College Acceptance Letter
- A Form I-20 properly issued in SEVIS by Pine Manor College. Please be sure to submit all three pages of the I-20 form. The form must also be signed by you and by a Designated School Official (DSO) in the appropriate places.
- Financial evidence that shows that you or your sponsor have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor owns a business, please bring business registration, licenses, and tax documents, as well as original bank books and/or statements.
- Scores from standardized tests required by the educational institution such as the TOEFL, SAT, etc.;
- A passport valid for at least six months after the student's proposed date of entry into the United States;
- Transcripts and diplomas from previous institutions attended;
- Proof of residence outside the U.S. to which the student intends to return after completing the temporary period of study
- Proof verifying intent to stay in the United States "temporarily and solely for the purpose of pursuing a full course of study."
- An application Form DS-156, together with a Form DS-157. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-158. A separate form is needed for children, even if they are included in a parent's passport. The DS-156 must be the February 2003 date, either the electronic "e-form application" or the non-electronic version. Both versions of the Nonimmigrant Visa Application Form DS-156 can be accessed by visiting the following web address: <http://evisaforms.state.gov/>. You may also check with the Embassy Consular Section where you will apply to determine if the hard-copy blank DS-156 form is available, should you need it.
- One (1) 2x2 photograph. Access information on the required photo format explained in nonimmigrant photograph requirements listed on the following website: [http://travel.state.gov/visa/tempvisitors\\_info\\_photo.html](http://travel.state.gov/visa/tempvisitors_info_photo.html).
- A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent's passport who is also applying for a U.S. visa, is needed;
- Effective September 1, 2004, all visa applicants should be prepared to show evidence of paying the SEVIS fee, prior to the visa interview date. For more information about the SEVIS fee payment process please visit: [www.ice.gov/text/news/newsreleases/articles/SEVISFactsheet.htm](http://www.ice.gov/text/news/newsreleases/articles/SEVISFactsheet.htm).

Applicants with dependents **must** also provide:

- Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.)
- It is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.

**\*\* Please Note - Pine Manor requires all students to fill out the International Student Verification of Financial Support Form and an I-20 Request Form as well provide a bank statement from the student's or sponsor's bank account verifying that the existence of an amount greater than or equal to one academic year's worth of expenses is available. This expense amount is determined each year. Students unable to provide these forms will not be able to receive their I-20s to apply for the F-1 visa.**

## **The Consular Review Process**

The U.S. Consular Official reviewing your documents to issue your visa will be focusing on a few key items to determine whether your visa application will be accepted or denied. It is important that you understand what these key items are:

- **Verification that the SEVIS Fee has been paid**
- **Verification of I-20 information in the SEVIS system**
- **Review of the hardcopy I-20 that the student provides, with the appropriate signatures**
- **Review of financial documentation** - *The consular officer must require credible documentary evidence that the applicant has enough readily available funds to meet all expenses for the first year of study. The officer also must be satisfied that, barring unforeseen circumstances, adequate funds will be available for each subsequent year of study from the same source or from one or more other specifically identified and reliable financial sources.*
- **Review of evidence establishing residence abroad and intent to depart the U.S. when studies are complete** - *Applicants generally establish their ties abroad by presenting evidence of economic social, and/or family ties in their homeland sufficient to induce them to leave the U.S. upon the completion of their studies. The failure to prove "residence" abroad and a temporary intention in the U.S. is one of the most common grounds for denial of F-1 visas.*

Except for unusual circumstances, the U.S. consular official will review the documents and evidence presented, and will issue a visa within a few days of the submission of the application. Although the institution may be satisfied that an applicant meets all the evidentiary requirements specified for obtaining F-1 status (e.g. admission, language proficiency, financial certification), the U.S. consular official makes the ultimate decision as to whether the applicant will be granted an F-1 student visa. This decision cannot be appealed.

After approving the visa application, the consular officer places an F-1 visa in the applicant's passport, noting the period of its validity, and the number of entries allowed.

The same type of interview may occur when you arrive in the United States. Therefore, be prepared to present your passport (valid for at least six months), F-1 visa (for initial entries, the name of the school on the F-1 visa must match the name of the school on form I-20), SEVIS I-20, evidence of financial support, and your acceptance letter when passing through the United States port of entry. Do not pack these documents in baggage that is to be checked into the baggage compartment.

At the port of entry, the immigration inspector will review your papers and, if everything is satisfactory, the inspector *will then give you all the documents including a Form I-94, Arrival/Departure Record*, a small white card, which the inspector will attach to your passport. The I-94 will include the date, place of entry, the alien's status as an F-1 student, a unique 11-digit admission number, and the period of admission known as "duration of status," indicated by the notation "D/S."

Students must report to the International Student office at Pine Manor College during the Orientation since PMC is required to report whether the student has enrolled or failed to enroll at PMC. The International Student office will request copies of your I-20, passport, I-94 card and F-1 visa.



## **Maintaining F-1 Status**

It is extremely important for a nonimmigrant to maintain her status while in the United States. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the United States.

To maintain F-1 status, a student must:

1. Report to the Designated School Official (DSO) for Initial Registration in SEVIS upon arriving at the school.
2. For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must intend to attend.
3. Pursue a "full course of study" at the school listed on the currently valid Form I-20 during every academic semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO.
4. Make normal progress towards completing the course of study, by completing studies before the expiration of the program completion date on Form I-20.
5. Keep Form I-20 valid by following proper procedures for extension of stay.
6. Keep Form I-20 valid by following proper procedures for change in educational levels or programs of study.
7. Keep Form I-20 valid by following proper procedures for transfer of schools.
8. Abide by the F-1 grace period rules, including remaining in the U.S. for no longer than 60 days after completing a full course of study, unless prior to completing the course of study the student has followed procedures for applying for practical training, moving educational levels, or school transfer.
9. Report change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
10. Abide by rules requiring disclosure of information and prohibition on criminal activity.
11. Do not work, either on or off-campus, unless specifically authorized under the regulations.

## **What Items Does a Returning Student Wishing to Renew Their Visa Need?**

All applicants applying for renewals must submit:

- A passport valid for at least six months;
- An application Form DS-156, together with a Form DS-157. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-158. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Applications Forms; visit: [http://travel.state.gov/visa/frvi\\_forms.html](http://travel.state.gov/visa/frvi_forms.html), to access these forms.
- A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent's passport who is also applying for a U.S. visa, is needed;
- A new I-20 or an I-20 that has been endorsed on the back by a Designated School Official (DSO) within the past 12 months;

All applicants applying for renewals **should be prepared** to submit:

- A certified copy of your grades from the school in which you are enrolled;
- Financial documents from you or your sponsor, showing your ability to cover the cost of your schooling.

### **How long may I stay on my F-1 student visa?**

When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in America. For a student who has completed the course of studies shown on the I-20, and any authorized practical training, the student is allowed the following additional time in the U.S. before departure:

- F-1 Student - An additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

Information taken from: [http://travel.state.gov/visa/tempvisitors\\_types\\_students2.html](http://travel.state.gov/visa/tempvisitors_types_students2.html) (April 2003 ed.) and the *NAFSA Manual*, modified to include PMC processes:

## **F-1 Full Course of Study Requirements:**

- You must pursue a full course of study (enroll in complete 12 credits each semester) even if you have a poor academic performance.
- If you are academically suspended from Pine Manor College (which prevents you from enrolling in a full course of study), you will fall out of F-1 student status and your visa and your I-20 become invalid.
- You do not have to pursue full course of study during official school breaks.
- The International Student Advisor must authorize a "reduced course load" and update SEVIS prior to the student reducing her course load. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status and the student's record in SEVIS will be terminated.

### ***Exceptions to the full course of study requirement:***

#### **1. Illness or Medical Condition**

Students who have a medical problem can reduce their credit load or take no classes for up to 12 months per academic level. Such students must provide the International Student Advisor (ISA) with a letter from a licensed medical doctor before dropping courses. The ISA must re-authorize reduced course load for illness before each term begins with new documentation from the medical provider.

#### **2. Initial Difficulty with the English Language**

#### **3. Initial Difficulty with Reading Requirements**

#### **4. Unfamiliarity with American Teaching Methods**

#### **5. Improper Course Level Placement**

#### **6. To Complete Course of Study in Current Term**

Students may take a reduced course load in their final term if fewer courses are needed to complete the course of study.

8. Acceptable reasons for part time study are limited to academic reasons and DO NOT include financial hardship or poor academic progress.

### ***Instructions to follow:***

1. You must be approved by your Academic Advisor and the Registrar before you can drop below 12 credits and a "**Request for less than full time enrollment**" form must be completed by you, your Academic Advisor and the Registrar.
2. You must submit the form to the International Student Advisor no later than the end of the Add/Drop period.
3. The International Student Advisor electronically updates the Authorize to Drop screen prior to the student dropping below full-time. Students who drop prior to the authorization are considered out of status and subject to deportation.
4. International students who are granted a reduced course load authorization must notify the International Student Advisor at the beginning of each semester.
  - Students who are granted a reduced course load authorization due to academic difficulties must resume a full course of study in the following semester. A reduced course load due to academic difficulties may only be granted one time during the course of studies.
  - If a student is not returning to class the following semester due to health reasons, she should notify the ISA and ISA must re-authorize the reduced course load and update SEVIS to reflect the authorization.

## REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

Complete Section A and then have *Academic Advisor and Registrar* complete Section B and C.

### **A. To be completed by student:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Major: \_\_\_\_\_

Local Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Credits accumulated to date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_ Completion date on current I-20: \_\_\_\_\_

### **B. To be completed by Academic Advisor:**

This form is provided for your convenience and is designed to communicate certain information required by the U.S. Citizenship and Immigration Services (USCIS). In general, permission to register for less than full-time should occur rarely in a student's career. By immigration law, the international student should be full-time during each semester. The international student whose name appears above is requesting less than full time enrollment at PMC. Please complete the form in full and return it to the international student advisor.

1. Semester requested for a reduced course load: \_\_\_\_\_

2. Intended number of registered credits: \_\_\_\_\_

3. Do you recommend this student be given an authorization for a reduced course load? Yes / No

**A.** If no, please explain: \_\_\_\_\_

**B.** If yes, please check all that apply:

- The student is having difficulty with English language
- The student is having difficulty with Reading requirements.
- The student is unfamiliar with American teaching methods.
- The student has been placed in the improper course level.
- The student needs less than a full course load to finish the degree program this semester.
- The student has a medical reason for needing to be registered less than full time (attach medical excuse).

Approved: Director, Health Services \_\_\_\_\_

Other: \_\_\_\_\_

I endorse and recommend less than full-time registration for this student during the semester requested.

Academic Adviser \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

***C. To be signed by the Registrar:***

Approved by the Registrar: \_\_\_\_\_ Date \_\_\_\_\_

***D. To be signed by the International Student Adviser:***

Approved by the International Student Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Registered in SEVIS: \_\_\_\_\_ Date: \_\_\_\_\_

## Change of Address

1. F-1 students must comply with the **address notification requirement** by notifying the International Student Advisor (ISA) of address changes within **10** days of the change. Both Foreign (permanent) and Domestic (U.S.) address changes need to be submitted.
2. **The student must fill out AR-11** and return the form to the International Student Office at Pine Manor College. Please hand-write on the form whether the address being changed is a permanent home address or an address in the United States.
3. The ISA will update the student's SEVIS record with the new address.

## **Changing Your Major**

It is important that your major is correctly reflected on your most current I-20. Not updating your I-20 with a change in major will have implications for eligibility for Practical Training.

Student Name: \_\_\_\_\_

Previous Major: \_\_\_\_\_

I certify that I wish to change the above stated major to the following updated major:

\_\_\_\_\_. I also certify that have done everything necessary to change my major with the Registrar's office and have notified my academic advisor of my change of major.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

This signature certifies the student's change of major with the PMC registrar's office

Date : \_\_\_\_\_

## ***Taking a Leave of Absence / Withdrawing from PMC & Instructions to return to Pine Manor College***

### ***Before taking a leave of absence/withdrawal:***

- ❑ A student may take a Leave of Absence from the College for a maximum of two consecutive semesters and all Leave of Absences must be approved prior to the semester of leave by the Registrar's Office and International Student Office.
  - ❑ When requesting a leave of absence or a withdrawal from PMC, you must be aware that the U.S. Immigration laws allow you to do so only if you are planning to leave the U.S. and remain outside the U.S. until your planned date of return to the College.
    - ❑ The only exception to this regulation is a medical condition, which must be confirmed by documentation from a doctor. Medical part time or medical leave of absence must be re-authorized each semester by your doctor and the International Student Office. Medical part time or medical leave of absence is limited to 1 year.
  - ❑ You must complete a Leave of Absence form, available in the Registrar's Office.
  - ❑ You **must** submit a copy of the Leave of Absence form to the International Student Office.
  - ❑ You must fill out International Student Office's Leave of Absence/Withdrawal Form.
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### ***In order to re-enter the United States after a temporary absence of 5 months or less, an F-1 student must do the following:***

- ❑ Get an acceptance from PMC Registrar's Office by filling out the "application for re-admission"
  - ❑ Submit a copy of "application for re-admission" to the International Student Office
  - ❑ Have a valid passport and a valid F-1 visa
  - ❑ Have properly endorsed Form I-20 or a new Form I-20, if there has been a change in items 4, 5, 7, and 8 on your I-20. Your I-20 should be endorsed during the current term or, if you are returning from your annual vacation, executed in the term preceding the vacation.
- 

### ***If your leave of absence is five months or more, you will no longer be "continuing to maintain your valid, original nonimmigrant status" and will be considered a "new student" for enrollment and SEVIS I-20 issuance. For re-admission:***

- ❑ Get an acceptance from PMC Registrar's Office by filling out the application for re-admission
- ❑ Submit a copy of "application for re-admission" to the International Student Office
- ❑ Submit a bank statement that will show the sufficient funds to cover your expenses at PMC
- ❑ Submit International Student Verification of Financial Support form signed by you and your sponsor who will be paying your expenses at PMC.
- ❑ Submit I-20 Request Form
- ❑ Have a valid passport and a valid F-1 visa
- ❑ The International Student Advisor at PMC will mail you a new I-20 with "initial attendance"

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**15 day grace period after authorized and approved withdrawal:** An F-1 student who has been granted an authorized withdrawal by a DSO may remain in the U.S. for up to 15 days following the withdrawal noted in SEVIS, to prepare to depart the U.S.

**Unapproved withdrawals or terminations:** If the student is taking a Leave of Absence and the student's intention is to stay in the U.S. during her absence, her record in SEVIS will be terminated and she is not eligible for any grace period and would be considered out of status. To continue studying at Pine Manor College, you have to file reinstatement with the USCIS to regain documented F-1 student status.

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### ***Notification and Letter of Understanding for International Students taking a Leave of Absence or Withdrawing from Pine Manor College***

Name of Student taking a Leave of Absence or Withdrawing: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_

Date of Departure from Pine Manor College: \_\_\_\_\_

Anticipated date of Return to Pine Manor College: \_\_\_\_\_

Reason for Leave of Absence or Withdrawal: \_\_\_\_\_

The student above has been advised and given a handout on the rules and regulations according to the U.S. Citizenship and Immigration Services (USCIS) in regard to taking a Leave of Absence or Withdrawing from Pine Manor College. She has been advised by the International Student Advisor that when taking a Leave of Absence or Withdrawing from PMC, she may not remain in the country on her F-1 student visa without being enrolled in a full course of study in another institution. If she does remain in the United States after officially leaving the College, she understands that she will be officially in violation of her F-1 student visa status, and will start to accrue unlawful presence.

**Student's part:**

I, \_\_\_\_\_ was advised and given a full explanation of the rules and regulations of USCIS surrounding my responsibilities as a student on an F-1 student visa taking a Leave of Absence or Withdrawing from Pine Manor College. I understand that it is my responsibility to follow these regulations and also to notify the College at all times of my plans to return, transfer, etc. I understand that this letter will be placed in my permanent file, and by signing this letter I take full responsibility in maintaining my F-1 student status.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of International Student Advisor: \_\_\_\_\_ Date: \_\_\_\_\_



## **Program Extension**

F-1 students are admitted to the United States for "duration of status" to complete an educational program. The student must actually complete his or her program before the program completion date indicated in the SEVIS record and appearing at item 5 on his or her current I-20. If a student will not complete the academic program by that date, he or she must comply with procedures for program extension.

### *Eligibility for extension of F-1 stay:*

An F-1 student is eligible for program extension if:

- Program extension must be requested by student PRIOR to end date in I-20; otherwise student will be out of status and must seek reinstatement.
- Student has "continually maintained status"
- The delay in completion is "caused by compelling academic or medical reasons, such as changes of major, unexpected research problems, lost credits upon transfer to school, or documented illnesses."
- It should be noted that "delays caused by academic probation or suspension are not acceptable reasons for program extension."

A student who fails to complete his or her program within the time prescribed in item 5 of her Form I-20 and cannot meet the eligibility criteria for program extension is considered out of status and must apply for reinstatement to student status.

### *Instructions for extending stay:*

1. The student must apply and be approved by the International Student Office and the Registrar's Office in advance of the current program completion date.
2. The student should have her academic advisor fill out "**Academic Advisor's Recommendation for program extension**" OR the Academic Advisor must provide a letter recommending the extension, explaining the reasons for the extension as well as specifying a new completion date.
3. The student must show new financial documents proving financial ability to continue their stay in the US.
4. The DSO updates the student record using the Extend Program option with the required information and prints the I-20 with new completion date through SEVIS.

## **ACADEMIC ADVISOR'S RECOMMENDATION FOR PROGRAM EXTENSION**

### **A. To be completed by student:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Major: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **B. To be completed by Academic Advisor:**

This form is provided for your convenience and is designed to communicate certain information required by the U.S. Citizenship and Immigration Services (USCIS). The foreign student whose name appears above wishes to apply for an extension of the time allocated for completion of her program of study. Please complete the form in full and return it to the International Student Advisor.

1. The student is engaged in the following academic program:

Major: \_\_\_\_\_ Number of credits required for degree: \_\_\_\_\_

Semester/Year expected to complete program of study (month/day/year): \_\_\_\_\_

2. Is this student making normal progress towards her current degree?

- Yes
- No

3. Do you recommend this student be given additional time to continue her studies?

- Yes
- No

4. This student has not yet completed the current program of study due to (please check all that apply):

- Delay caused by a change in major field of study
- Delay caused because the student has a medical reason (attach medical excuse).

Approved: Director, Health Services \_\_\_\_\_

- Delay caused by lost credits upon transfer to Pine Manor College.
- No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program.
- Other (please explain): \_\_\_\_\_

Signature of Academic Advisor

Print Name

Date

### **C. To be signed by the Registrar:**

Approved by Registrar: \_\_\_\_\_ Date \_\_\_\_\_

### **D. To be signed by the International Student Advisor:**

Approved by International Student Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Registered in SEVIS: \_\_\_\_\_ Date: \_\_\_\_\_

## **Are you eligible to transfer schools?**

- ❑ You must be maintaining status at your current school
- ❑ The start date at the new school must be within 5 months after the release date set by your current school, or within 5 months between completing at your current school and beginning studies at the new school. This means that you can remain in the United States for NO MORE than 5 months between completing your new school and beginning studies at the new school.
- ❑ For students on OPT, the course of study must begin within 5 months of the end of OPT, or the release date set by your current school, whichever is earlier
- ❑ You must be eligible for an I-20 at the new school
- ❑ The proper transfer procedures must be followed in SEVIS, within the required deadlines
- ❑ Canceling a transfer in SEVIS: Once the International Student Advisor (ISA) at your current school enters release date into SEVIS, you are locked into the transfer school. If you decide to cancel before the release date, the ISA at your current school cancels the transfer. If you decide to cancel after the release date, the International Student Advisor at the new school completes the transfer and then immediately transfers you to another institution if that is your request.
- ❑ You must report to the school and be registered at the school that issued the Form I-20, which you used for entry to the U.S. Failure to report to the school is a violation of your nonimmigrant status. You may transfer to a new school shortly after you meet the reporting requirement (registration in SEVIS).
- ❑ The name of the school recorded on your visa must match the name of the school on your I-20 only for the initial entry to the United States in F-1 status.

## **Are you transferring to another school?**

- ❑ You must accomplish the following tasks:
  - Inform the PMC International Student Advisor of Your intent to transfer and the name of the school in which you intend to transfer
  - Provide a copy of your Admissions letter verifying your acceptance to the school in which you intend to transfer
  - Fill out the PMC Transfer Out Request Form
  - Contact the Registrars office and fill out the official Withdrawal paperwork before the end of the semester
- ❑ The ISA at PMC submits the update to SEVIS and enters a "release date" ("release date" is the date that your SEVIS record will transfer to the new school and usually the end of the current semester). Your New school will print out a copy of your new I-20.

**\*\*Note – If you are an on-campus resident, you must contact the Director of Residence Life regarding your intent to transfer before the end of the current semester and you must plan to evacuate the dorms of your belongings by the moving out deadline.**

## **Are you transferring to Pine Manor College?**

- ❑ If accepted to Pine Manor College, notify your current institution that you intend to transfer to Pine Manor College
- ❑ Ask the International Student Advisor at your current institution to complete the **Transfer Verification Form** and mail it to the International Student Office at Pine Manor College.
- ❑ International Student Advisor at your current school must enter into SEVIS your intention to transfer to Pine Manor College and enter the "transfer release date."
- ❑ Pine Manor College will issue a new I-20 for you once the "Transfer Release Date" is entered into SEVIS by your current school and once the Pine Manor College International Student Advisor has confirmed to have the following documents from you (please disregard if you have submitted this information when submitting your admissions application):
  - ❑ **Completed Transfer Verification Form** from your current institution
  - ❑ **Bank statement** that will show the sufficient funds to cover your expenses at PMC
  - ❑ **International Student Verification of Financial Support form** signed by you and your sponsor who will be paying your expenses at PMC.
  - ❑ **Copy of your unexpired passport, F-1 visa and I-94 Arrival/Departure Record**
  - ❑ **I-20 Request Form**
  - ❑ Copies of previous I-20s issued to you by other institutions.
- ❑ If all documents are in order, the International Student Advisor will issue a transfer Form I-20. This becomes your current, valid I-20.
- ❑ You are required to contact the International Student Advisor within 15 days of the program start date listed on Form I-20, and the ISA must register you in SEVIS. The ISA must complete this registration no later than 30 days following the close of class registration. At this point, your SEVIS record will change from "initial" to "active" at Pine Manor College and the transfer will be considered completed.
- ❑ Failure to report to our office within this time period is a violation of your nonimmigrant status.

# TRANSFER VERIFICATION FORM FOR NON-IMMIGRANT STUDENTS

## Wishing to Transfer to Pine Manor College

### A. To be completed by student:

Please read carefully and complete the information in Part A and then present the form to the International Student Advisor at the institution you are currently attending or have recently attended.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Expected Entrance Term to Pine Manor College:  Fall semester  Spring semester Expected Entrance  2004  2005  2006

I hereby authorize the information requested below to be forwarded to Pine Manor College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B. To be completed by the International Student Advisor at current school:

The student noted above wishes to transfer to Pine Manor College. Please complete the information requested below and mail your reply to the address listed below. Thank you for your assistance.

1. What is the student's SEVIS ID #? \_\_\_\_\_

2. What is the student's SEVIS "transfer release date"? \_\_\_\_\_

3. Student's I-94 #: \_\_\_\_\_

4. Please indicate this student's date of attendance at your institution: \_\_\_\_\_

5. Is this student currently maintaining status under the regulations of the USCIS? (Circle one) Yes No

If not, please explain: \_\_\_\_\_

6. Please list any periods of Optional or Curricular Practical Training: \_\_\_\_\_

7. Has the student met all financial obligations to your institution? (Circle one) Yes No

Signature of DSO: \_\_\_\_\_ Date: \_\_\_\_\_

Name & title: \_\_\_\_\_

Telephone Number & E-mail: \_\_\_\_\_ *Official College Seal*

Institution & address: \_\_\_\_\_

Mail complete form to: Pine Manor College, International Student Office, 400 Heath Street, Chestnut Hill, MA 02467

# Transfer Out Request Form

*DO NOT submit this form until you have made a final decision about the school to which you will transfer.*

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I have decided, among all the schools I applied to, that I will transfer to the institution noted below. By completion of this form and my signature, I request the Pine Manor College International Student Office to record in the government's *Student and Exchange Visitor Information System* (SEVIS) a "Transfer Out" to:

Institution: \_\_\_\_\_

City and State (e.g., "Austin, Texas "): \_\_\_\_\_

International Advisor Contact at Transfer-In School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Suggested Transfer Release Date\* \_\_\_\_\_

Why do you suggest this date?: \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

\* PMC must enter a "Release Date" in SEVIS when recording a "Transfer Out." On this date, your new school (the school to which you will transfer) takes control of your SEVIS record and can then produce your I-20 and complete the transfer process. The release date must be the date you will complete your program at Pine Manor College. Though we ask for your suggestion to guide us, PMC will make the final decision regarding the release date.

## **Employment Overview for Pine Manor College Students in F-1 Status**

**There are five categories of employment available to F-1 Students:**

1. On-Campus employment
2. Employment authorized because of severe economic hardship
3. Special Student Relief program employment, which is based on the on-campus and economic hardship employment categories
4. Certain employment sponsored by international organizations
5. Practical Training (curricular and optional practical training)

All of these categories require that you are currently maintaining valid F-1 status. A student who is out of status is not eligible for F-1 benefits, including employment.

For information regarding the listed employment types above, please stop by the M.I.S.A Office or refer to the International Student Handbook.

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### ***Information regarding illegal employment:***

You will be considered illegally employed if you were paid money for your services. Watching someone's children in exchange for tuition money is considered employment and is illegal. So please be careful. If you give time or services and receive nothing, this is considered "volunteer" work rather than employment. **Working without USCIS authorization is illegal!**

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### **Off-Campus employment**

A student must be authorized for off-campus employment under all of the circumstances listed above (except for On-Campus employment). These forms of off-campus employment must be recommended in SEVIS by the International Student Advisor/DSO, and adjudicated and approved by USCIS, which issues an EAD card evidencing the employment authorization. A student cannot begin the off-campus employment until she receives the EAD from USCIS. The only forms of employment that do not require an EAD card is On-Campus and Curricular Practical Training Employment.

## On Campus Employment

F-1 students are generally permitted to work part-time on the premises of the school that issued their current and valid I-20, while they are attending that school and maintaining their F-1 status.

- ❑ Preconditions: Student is eligible immediately upon obtaining F-1 status; no waiting period
  - ❑ Duration: Can be used while student is pursuing a full course of study.
  - ❑ Hours per week: Limited to 20 hours per week while school is in session; can be full time during official school breaks (for students who are eligible and intend to register for the subsequent academic term.)
  - ❑ Location: Must be considered "on-campus"
  - ❑ Approval process: Employment does not require Designated School Official or U.S. Citizenship and Immigration Services (USCIS) approval.
  - ❑ Offer of employment is not required as a condition of eligibility
  - ❑ Can be in any on-campus position that does not displace a U.S. worker; does not have to be related to course of study
  - ❑ Initial entry students cannot begin work sooner than 30 days prior to start of classes
  - ❑ Transferring F-1 students may not work on campus at receiving school until receiving school has SEVIS jurisdiction over the student's SEVIS records.
- 

### ***Work on the school premises, employed by the I-20 issuing institution:***

On-campus employment at Pine Manor College includes work done as a **teacher assistant, resident assistant, first year advisor, orientation leader** as well as **jobs in the cafeteria, bookstore, childcare center, business office, library and admissions office.**

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### ***On-campus employment after completing a course of study***

A student may not engage in on-campus employment during the 60 day grace period following the completion of a course of study or thereafter, except in the following situation:

Employment authorized for practical training



## **CURRICULAR PRACTICAL TRAINING (CPT):**

An F-1 student may wish to engage in temporary employment to gain practical experience in his or her field of study. CPT employment is an internship or practicum which is offered by sponsoring employers through cooperative agreements with Pine Manor College. An F-1 student may be authorized by the International Student Advisor and by the Coordinator of Experiential Learning to participate in a CPT program, which is an integral part of an established curriculum in the student's course of study. CPT is defined as alternate work/study, internship, cooperative education or any other type of required internship or practicum.

### ***INFORMATION AND ELIGIBILITY FOR CPT:***

1. All schools handle CPT differently and PMC's institutional policy is that ***students must obtain credits for the internship***, which count towards their graduation.
  2. The training must be directly related to the student's field of study.
  3. The student must have been lawfully enrolled on a full time basis at PMC for one full academic year before being eligible for CPT.
  4. Full time or part-time is determined by curriculum.
  5. The internship site should not be outside of Massachusetts.
  6. One year of full-time CPT eliminates eligibility for Optional Practical Training.
  7. **Must have an offer of employment** that qualifies as CPT.
  8. Students may engage in CPT only for specific employer, location and period approved and recorded by the International Student Advisor in SEVIS.
- 

### ***If it is an unpaid internship:***

- You need to see the Coordinator of Experiential Learning to obtain the "Interim Contract".
  - You must register with the Registrar's office.
  - You must submit a copy of the "Interim Contract" to the International Student Advisor.
- 

### ***If it is a paid internship:***

- You need to see the Coordinator of Experiential Learning to obtain the "Interim Contract".
- You must register with the Registrar's office.
- Submit a copy of the "Interim Contract" to the International Student Advisor.
- Obtain a letter from the employer indicating the job title, dates of employment, number of hours per week, place of employment, and brief description of work.
- Submit the letter from the employer to the International Student Advisor.
- If everything is in order, the International Student Advisor will update the student's record with an authorization for CPT and issue the new I-20 in SEVIS that reflects the International Student Advisor authorization on page 3.

You must receive a new and updated I-20 from the International Student Advisor **BEFORE** work begins. Please sign the new I-20 that will be issued to reflect CPT. USCIS approval (and an EAD card) is not required.

## **Employment based on severe economic hardship**

Severe Economic Hardship Employment is an F-1 employment benefit intended to address situations where a financial need beyond the student's control arises, which was unexpected at the time the student applied to Pine Manor and after all other potential employment opportunities have proven to be insufficient.

Examples of "unforeseen economic hardship" include loss of financial aid or on-campus employment without fault on the part of the student, large fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, theft, medical bills, or other considerable and unexpected expenses.

### ***Information and Eligibility:***

1. You must have been in F-1 status for one full academic year.
2. You must have a GPA of 2.0 or higher.
3. You must explain how on campus employment has been either unavailable or insufficient to meet your needs.
4. You must have and be able to provide EVIDENCE that proves you have financial problems caused by unforeseen circumstances beyond your control.
5. Can be in any job
6. An offer of employment is not required as a condition of eligibility
7. Limited to 20 hours per week while school is in session; can be full time during official school breaks.
8. You must apply for EAD from USCIS (U.S. of Citizenship and Immigration Services) after the International Student Advisor updates SEVIS with recommendation

### ***The Application Process:***

- A completed I-765.  
\* Item 16: mark "(c) (3) (iii)" \* Item 3: no P.O. Box address
- Write a statement describing the unforeseen hardship situation and explain why other employment options are unavailable.
- Attach backup documentation for your unforeseen hardship situation.
- Two ADIT style photos.
- The International Student Advisor may write a brief letter summarizing and verifying the student's financial situation and supporting her application.
- Attach copies of your passport ID pages, F-1 visa and I-94 card (front and back).
- \$175 fee in the form money order and make it payable to US Citizenship and Immigration Services.
- Copy of your current Verification of Financial Support form and bank statement.
- Photocopy of any previous EAD cards and if you had a previous EAD card.
- Forms I-20 from every school you have attended.
- Mail all of the above to the USCIS Service Center.
- The International Student Advisor (ISA) will update SEVIS with a recommendation for employment and print the SEVIS I-20; Student and the ISA sign where required.
- A copy of Form I-20 issued with DSO recommendation for economic hardship employment.

### ***Additional Information:***

- It will take two to three months for your EAD to be returned to you from USCIS. Sometimes USCIS may ask for more evidence of your financial problems and that can delay the process.
- You cannot begin until you have your EAD card. A receipt is not enough.
- USCIS grants hardship employment authorization for one year at a time.
- Your employment authorization is automatically terminated if you transfer to another school.
- If the employment is denied, USCIS will indicate the reason for denial in writing. A denial may not be appealed.

## **OPTIONAL PRACTICAL TRAINING (OPT)**

OPT is legal F-1 status employment authorization which enables the student to gain a maximum of 12 months of professional work experience in their field of study after completion of degree requirements.

Optional Practical Training can be authorized at the following times:

- During the student's annual vacation and at other times when school is not in session if the student is currently enrolled and eligible, and intends to register for the next term or session
- While school is in session, provided that it does not exceed 20 hours per week while school is in session
- After completion of the course of study

### **AFTER COMPLETING the DEGREE REQUIREMENTS:**

After completion of your studies, you must proceed with one of the following within the 60 day grace period:

I. Apply for OPT before completion of the program end date

II. Intend to continue graduate program in the next semester and report to the International Student Office

III. Apply to the U.S. of Citizenship and Immigration Services (USCIS/INS) to change to another nonimmigrant status before that date

***IV. 60 days to prepare for departure from the United States.***

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### **BEFORE COMPLETION OF DEGREE REQUIREMENTS:**

I. Must be limited to 20 hours per week while school is in session

II. Can apply for full-time authorization during annual vacation and during other official school breaks

III. Any training done before a degree is completed will count against that 12-month total and reduce time available after the degree is awarded.

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### **INFORMATION and ELIGIBILITY FOR OPTIONAL PRACTICAL TRAINING:**

1. Practical Training may be granted to an F-1 student who has been lawfully enrolled on a full time basis in a service-approved school for one-full academic year. This provision also includes students who have spent time in a study abroad program.
2. OPT is available both before and after completion of the program.
3. Part time OPT is deducted from the 12 month limit at 50%.
4. The training must be directly related to the student's field of study.
5. The training may be part-time during the student's studies (20 hours per week) or full-time during vacations, holidays or after the student has completed all coursework required for the degree. For post-completion OPT, only full time can be requested.
6. You do not have to have a job offer to apply for OPT, but the student is expected to work once granted OPT or be seeking employment.
7. Students may get 12 months of OPT at each higher degree level
8. There are only 12 months available. A student has the option of using it before or after completion of her studies. You can use any part of your 12-month benefit you would like.
9. Prior use of Full-time Curricular Practical Training (CPT for one year or more eliminates eligibility for OPT.
10. The service shall adjudicate the Form I-765 and if the application is denied, the applicant may not appeal the decision.

## **REQUEST FOR AUTHORIZATION FOR PRACTICAL TRAINING**

OPT must be recommended by the International Student Advisor and authorized by the USCIS.

### **WHEN to APPLY?**

The student may submit an application up to 90 days prior to being enrolled for one full academic year. Student must request OPT prior to completion of course requirements.

### **Employment START DATES**

The student should request OPT start on the date of hire or any date within the 60-days after graduation. A student must complete all Practical Training within a 14-month period following the completion of study.

### **RECEIVING the EAD Card**

***It will take about 3 months for EAD to be returned from USCIS, depending on USCIS's workload.***

*Issuance of Interim EAD in case of delay*

***Regulations provide that if an EAD application has not been adjudicated within 90 days, the applicant may apply to USCIS District Office for a 240-day interim employment authorization.***

***The student may apply in person for interim work authorization at the USCIS District Office in Boston.***

- The student must have a receipt notice showing that the application was received more than 90 days ago.***
- The application must still be pending***
- Submit new photographs***
- Show the I-20 with the OPT recommendation

### **WHEN CAN the STUDENT WORK?**

The student may only start working as of the date that is printed on the EAD card. The student must have the EAD card in her possession to start. OPT employment must end on the date indicated on the EAD card.

### **TRAVELING**

The student should not travel until after receiving the EAD card. However, an F-1 student who has completed course of study and has been issued an EAD for OPT can travel outside the U.S. temporarily and can be readmitted to resume employment for the remainder of the period authorized in her EAD card.

The student must present:

- Form I-20 endorsed by the International Student Advisor within the past 6 months
- An unexpired EAD
- A valid F-1 visa and a passport

### **CHANGE OF ADDRESS**

Students on OPT must report any change of name/address and interruption of employment to the International Student Advisor.

### **TERMINATION OF OPT**

OPT is automatically terminated when students transfer to another school or a different academic level.

### **About Multiple Employers/Change in Employers**

***A student may work for more than one employer or change employers during the period of authorized practical training provided that each position is directly related to the student's field of study.***

**ABOUT CANCELLING OPT:** Students are advised to exercise care in filing their applications to avoid loss of time available for OPT.

- I. If the application is still being processed, you may try to cancel it by writing to the USCIS.
- II. If the EAD has been approved and issued to you, recovering all or part of a period of OPT may be difficult.
- III. Once the EAD begins, you cannot cancel it by request, unless you: decide to leave the US for 5 months or more, get a new I-20 and begin for a new full time program, transfer to another school, or change immigration status.

*Documents that you need to mail to the USCIS Service Center:*

1. A written request to withdraw, including the EAC Receipt #. In the absence of an EAC #, submit a copy of certified return receipt and I-20ID. Send request certified, return receipt.
2. EAD Card (if available)
3. Any other evidence that will support your case

**WHOSE RESPONSIBILITY?**

Incomplete applications result in processing delays. It is the student's responsibility to complete the application, comply with all necessary requirements, and send the application to the processing center in Vermont in time. The International Student Advisor will only provide the proper immigration forms and assist with their completion.

*THE APPLICATION PROCEDURE for Optional Practical Training:*

- Apply to the International Student Advisor sufficiently in advance of the program completion date to allow the SEVIS record to be updated before the completion date is reached. It is recommended that all materials are submitted to the International Student Advisor at least 3 months prior to your graduation date.***
- Complete and sign Form I-538 and submit it to the International Student Advisor.***
- Submit photocopy of all prior Forms I-20***
- Get a letter documentation from your academic advisor verifying his/her recommendation for your OPT request as well as indicating the current academic status and the expected date of completion.***
- Complete I-765, Application for Employment Authorization
  - Item 16: mark "(c) (3) (i)" - codes for OPT
  - Item 3: no P.O. Box address***
- Write a check to the order of "U.S.Citizenship and Immigration Services" in the amount of \$175.00***
- Submit two ADIT style photos***
- Submit a copy (both sides) of Form I-94***
- Submit photocopy of most recent F-1 Visa
- Submit photocopy of the identification pages of your passport
- Submit photocopy of any previous Employment Authorization Documents (EADs)***
- Before the completion date is reached, the International Student Advisor updates the student's SEVIS record with the required fields for recommending OPT. The required fields include: employment start date and end date, whether the OPT is full time or part time and how the work is relevant to the course of study.***
- The ISA prints an I-20 in SEVIS, which will include a page reflecting the OPT recommendation.***
- Submit copy of the Form I-20 with page 3 including the DSO recommendation for OPT.***
- Make copies for yourself and for the International Student Office.
- Send the above to the USCIS Vermont Service Center, 75 Lower Welden St., St Albans VT 05479-0001

## **Travel Advisory**

When you travel outside the U.S., you must have the International Student Advisor sign the back of your I-20 in order to reenter the U.S. This signature indicates to U.S. of Citizenship and Immigration Services (USCIS) that you are a legal F-1 student at the school that issued the I-20. In order to receive a signature, you must be registered as a full time student if leaving during a semester or pre-registered with intent to return to PMC if leaving at the end of the semester.

### ***Required Documents for to re-entering the U.S.:***

- SEVIS I-20 with a recent signature
- A passport valid at least 6 months into the future.
- I-94 card
- A valid F-1 visa
- All previous Forms of I-20
- Evidence of financial support documentation (bank statement, scholarship letter)
- Proof of course registration for the next semester
- Official transcript from PMC
- If you are on OPT, a valid Employment Authorization Card.
- If you are on OPT, signature from the International Student Advisor and a letter from your employer stating that you have the job, the job description and the dates of employment (which will need to match your EAD!). (If you are near the end of your OPT, it is not likely that you will be allowed to re-enter the US for this purpose.)

### ***Required Documents in your return to Pine Manor College for International Student Registration at Pine Manor College:***

- Passport
- F-1 visa
- I-20 Form
- I-94 card
- Bank statement and verification of financial support form

### ***Traveling to Canada:***

1. You may need to have valid Canadian Visa - visit the following website to check whether you will need a visa: <http://www.cic.gc.ca/english/visit/visas.html>

To obtain a visa to visit Canada, students should visit <http://www.cic.gc.ca/english/visit/index.html> , to follow the *Temporary Resident Visa* application process

2. Make sure your passport and I-94 is valid 6 months into the future.
3. Have a current I-20 signature for travel (signed within the last 6 months)
4. Carry a copy of your transcript.
5. Carry original financial certification documents.

## **REINSTATEMENT TO F-1 STATUS AFTER A STATUS VIOLATION**

A student who has failed to maintain status may be reinstated to lawful F-1 status at the discretion of USCIS. However, the regulations state that a student can be out of status no more than 5 months unless she can prove that there were exceptional circumstances. The regulations require that the International Student Advisor recommend reinstatement.

### ***The USCIS District Director may consider reinstating a student to F-1 status if the student can prove the following:***

1. The student has not been out of status for more than 5 months prior to filing for reinstatement
2. The student does not have a record of repeated violations
3. The student is pursuing, or in the next available semester will be pursuing a full course of study
4. The student has not engaged in unauthorized employment
5. The student is not deportable on any grounds other than the status violation for which reinstatement is being requested
6. The status violation resulted from either: Circumstances beyond the student's control or failure to apply in a timely fashion for a reduced course load authorization from the DSO.

### ***Application Process:***

- The student should complete the Form I-539 and write at the top of the form in red ink in block letter: "REINSTATEMENT" to alert USCIS that the I-539 should be processed for reinstatement.
  - Part 2, #1: check "c" box and write "reinstatement to F-1 status."
  - Part 2, #2: check box "a"
  - Part 3, # 1: D/S
  - Part 3, #2: "no", Part 3, #3: "no"
  -
- Write a letter of explanation addressed to USCIS, stating the following:
  - Why you are out of status (specify the violation)
  - The reason for the status violation
  - The effect failure to receive reinstatement will have on you
  - That you are currently pursuing or intend to pursue a full course of study
  - You specifically request that USCIS reinstate you to F-1 student status
- Attach any other evidence that will support your case
- Copy of the new financial support documents
- A letter from the ISA recommending reinstatement and providing corroboration of the situation.
- Original Form I-94 Departure Record. Remove it from your passport carefully. A photocopy is not accepted.
- Copies of I-20, passport photo and F-1 visa
- \$195 fee in the form of money order. Make it payable to the "US Citizenship and Immigration Services"
- The International Student Advisor (ISA) will issue you a new I-20 by selecting reinstatement screen in SEVIS and making any needed amendments. The ISA will print the updated Form I-20, which will have the

notation "reinstatement requested." The ISA and the student should sign the I-20 and mail the completed SEVIS Form I-20 to the USCIS.

- ❑ The International Student Advisor will send your application to USCIS District Office and it is MAIL ONLY

### ***Information on Application Process:***

- ❑ Applications will take about 60 days to process.
- ❑ While your application is being processed by USCIS, you may continue your full time studies. However your privileges and benefits as an F-1 student will be suspended at PMC and at any school to which you might transfer until you are reinstated. That means you are not eligible for any type of off-campus employment, a school transfer or change of academic level, or an extension of time to complete your academics. If USCIS rejects your application for reinstatement, you will be given a set date to leave the US. For this reason, it is very important that you maintain your F-1 status.
- ❑ If the reinstatement application is approved, you will be given a new I-20.
- ❑ The reinstatement denial would have the following effects, as of the date of the denial:
  - \*The visa that you used to enter the US is automatically cancelled
  - \*You are permanently limited to applying for nonimmigrant visas in the future only in your country of citizenship or permanent residence
  - \*The student will begin accumulating days of "unlawful presence." If you remain in the US after the denial for over 180 days, you will be barred from returning to the US for three years; if you remain after the denial for one year or more, you will be barred from returning to the US for ten years.
- ❑ Alternatives to reinstatement: Travel and re-entry. The student may depart and return to US to re-establish valid F-1 status.



## **Obtaining a Massachusetts ID**

For people who do not have a Massachusetts driver's license, the RMV (Massachusetts Registry of Motor Vehicles) can issue a Mass ID card. It looks similar to drivers' licenses. You can use it as your ID card and avoid the inconvenience of carrying your passport all the time.

- The Fee for applying for a Mass ID is \$15.00.
- There is a \$15.00 replacement fee for a lost or damaged Massachusetts ID
- Massachusetts ID's expire every five (5) years

In order to apply for a Mass ID:

- You must be at least 16 years of age
- You may not hold a valid license in any state
- You must have a valid social security number
- You must be a resident of Massachusetts

**International Students of PMC can receive a Mass ID card by applying in person at any RMV full service office. When you go, remember to bring:**

1. Passport
2. Social Security Card
3. Mass ID Application form
4. PMC I-20
5. Letter from International Student Advisor stating your name, date of birth and verification of your current resident student status.
6. Original college transcript that shows current enrollment in a full course of study

All documents must be originals. Photocopies will not be accepted.

You will be given a temporary Mass ID, valid for 30 days. A permanent Mass ID will be mailed to you.

**Visit: <http://www.mass.gov/rmv/license/13bMAID.htm> for further information on Mass ID's**

### ***Location of the RMV Offices:***

#### **Boston RMV**

630 Washington Street  
Boston, MA

By MBTA: Take the Orange Line to the Chinatown stop

Monday - Friday, 8:30 am - 5:00 pm Thursday, 8:30 am - 7:00 pm

## **Obtaining a Social Security Number (SSN)**

A social Security Number is issued in the U.S. by the Social Security Administration. The card does not signify permission to work. It is not proof of US citizenship or permanent residence. However, in order to accept any form of employment either on or off campus, it is necessary to have a Social Security Number. Once you obtain a SSN, you will keep this number and it may be used on subsequent visits to the US.

A Social Security Number (SSN) consists of nine digits, commonly written as three fields separated by hyphens: AAA-GG-SSSS.

A SSN is a key to large amounts of personal information, including tax information, credit information, school records, and medical records.

\*\* Students must report to the International Student Advisor once entering the U.S. to be registered in SEVIS for the current semester before applying for a Social Security Number. A Student must also have a job secured and have a letter from the department hiring her before applying.

**International Students of PMC can receive the Social Security card by applying in person at a local office of the Social Security Administration. When you go, remember to bring:**

7. Passport
8. I-94 card
9. PMC I-20
10. Letter from International Student Advisor stating your age, identity, legal alien status and work authorization.
11. Evidence to show that the employment has been secured
12. Certified college transcript that shows current enrollment in a full course of study
13. Original pay stub or other proof of current employment

***After you apply, you will receive your Social Security Number in the mail in several weeks or months.***

### ***Location of the Social Security Offices:***

1. Federal Office Building  
10 Causeway St Boston, MA 02222 (Room 148, First Floor)  
By MBTA: Green line to North Station located in the O'Neill Building next to the Fleet Center)  
Tel: 1-800-772-1213  
Hours of operation: Mon-Fri 9:00 – 4:00pm

## **I. Owning a Car:**

- ◆ Buying and maintaining a car can be expensive in Massachusetts. Cars can be purchased new or used. Used cars are sold through a dealer or privately. Privately sold used cars are advertised in the classified section of the newspaper.
- ◆ Bargaining over a price of a car is expected. If you buy a used car, have a trustworthy mechanic inspect it before you buy it. Upon purchasing a vehicle, you should receive a title or a certificate of ownership, and a bill of sale.
- ◆ You must also have automobile insurance. You may get insurance from a number of different companies. Look in the phone book for different companies and call for the best rate.

## **II. Obtaining a Driver's License**

In order to apply for a Massachusetts Driver's License, international students should go to THE REGISTRY OF MOTOR VEHICLES and fill out an application for a written test.

The locations of the Registry of Motor Vehicles:

630 Washington St., Boston, MA (corner of Washington St. and Boylston St.)

Office hours are Monday through Friday 8:30am - 5:00pm, Thursday 8:30 - 7:00pm.

By MBTA: Take Green Line and get off at Boylston Street

Cambridgeside Galleria Mall RMV - 100 Cambridgeside Place, Cambridge, MA

Office hours are Monday - Friday 10:00am - 7:00pm, Saturday 10:00am - 5:00pm

By MBTA: Take the Green Line to Lechmere station.

### **What to bring?**

- ◆ Valid Social Security Number
- ◆ F-1 Visa
- ◆ I-20
- ◆ Passport
- ◆ Evidence of current address in Boston (e.g. telephone bill)

All documents must be originals. Photocopies will not be accepted

**III. Learner's Permit:** When you pass the written test, you will receive a learner's permit. Make an appointment immediately for a road test. You may drive on your learner's permit as long as you are accompanied by a driver licensed by the State of MA.

**IV. The Road Test:** You must be in a privately owned vehicle to take a road test; you cannot use a rental car. You must be accompanied by a sponsor (a driver who has had a Massachusetts license for more than one year). Be sure that you and your sponsor bring the following documents: your passport, learner's permit, car registration, and your appointment notification. Your sponsor needs his/ her driver's license.

**V. Accidents:** If you have an auto accident, always get the other person's name, phone number, driver's license number, and their insurance company's name and phone number. You must report the accident to the police if the damage exceeds \$500 or if there is an injury. Call your insurance company immediately after the accident.

## **Changing your immigration status**

If you are in the U.S. in a non-immigrant visa status other than F-1 and plan to enroll in Pine Manor College, please contact the International Student Advisor immediately. Please make sure to bring all the immigration documents to the International Student Advisor to figure out whether or not you are eligible to change your non-immigrant visa status to F-1.

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Certain nonimmigrants are not permitted to change status to F-1 while in the United States. Such nonimmigrants may still be eligible for F-1 status, but the only way they can get F-1 status is through obtaining an F-1 visa and re-entering the United States.

### ***The following nonimmigrants are not permitted to change status to F-1 while in the United States:***

1. M-1 students
2. C, D, K nonimmigrants
3. J-1 physician admitted to receive graduate medical education or training
4. J nonimmigrants subject to the 2-year foreign residence requirement
5. WT and WB visitors admitted under the Visa Waiver Program

### ***Change from B-2 to F-1 status:***

Requests for change from B-2 status to F-1 status receive a high level of scrutiny by USCIS. Also please note that a visitor in B-1 or B-2 status whose passport does not contain a "prospective student" endorsement has a low likelihood of being approved for a change of status to F-1 and is not permitted to begin a course of study until USCIS approves the change of status application.

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### ***The Application Process:***

- Form I-539 "Application to extend or change nonimmigrant status"
- Form I-539 fee (\$195, payable to US Citizenship Immigration Services)
- Original Form I-20
- Proof of Payment of the SEVIS Fee, effective September 1, 2004
- Form I-94: photocopy
- Photocopy of current immigration status documents, visa stamp, and passport ID pages.
- Photocopy of financial support documents
- Dependent family member documentation
- Letter from the student (explain why you want to change status to F-1)
- Make copies of all documents before sending
- Mail to USCIS Service Center

### ***Additional Information:***

- F-1 students changing to F-2 dependent status must provide a photocopy of their marriage certificate.
- Students in A and G status should attach approved I-566 forms.
- USCIS will take about 3 to 4 months to review your application and reply.
- You are maintaining lawful status in the US while your application is being processed even if the date on your I-94 passes.

Travel before receiving an answer from USCIS automatically cancels your change of status application.

## **Immigration Statuses**

This is not a list of visas. There is a visa counterpart to most of the statuses on the following list, but there is no TN, TPS, WB, or WT visa. Those are immigration statuses only.

<b>A</b>	<b>FEDERAL GOVERNMENT OFFICIALS</b>
A-1	HEAD OF STATE, HEAD OF GOVERNMENT, OFFICIAL EQUIVALENT TO U.S. CABINET MEMBER, PRESIDING OFFICER OF A NATIONAL LEGISLATIVE BODY, MEMBER OF A NATION'S HIGHEST JUDICIAL TRIBUNAL, AMBASSADOR, PUBLIC MINISTER, CAREER DIPLOMAT, OR CONSULAR OFFICER ACCREDITED BY A FOREIGN GOVERNMENT. IMMEDIATE FAMILY.
A-2	OTHER GOVERNMENT OFFICIALS & EMPLOYEES WHO HAVE BEEN ACCREDITED BY A FOREIGN GOVERNMENT. IMMEDIATE FAMILY.
A-3	ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE OF ABOVE. IMMEDIATE FAMILY.
<b>B</b>	<b>VISITORS</b>
B-1	VISITOR FOR BUSINESS.
B-2	VISITOR FOR PLEASURE.
B-1/B-2	VISITOR FOR BUSINESS AND PLEASURE.
<b>C</b>	<b>TRANSITS</b>
C-1	ALIEN IN IMMEDIATE AND CONTINUOUS TRAVEL.
C-2	ALIEN IN TRANSIT TO AND FROM UNITED NATIONS HEADQUARTERS AND FOREIGN COUNTRIES, MEMBERS OF IMMEDIATE FAMILY, ATTENDANTS, SERVANTS AND PERSONAL EMPLOYEES.
C-3	ACCREDITED OFFICIAL OF A FOREIGN GOVERNMENT IN TRANSIT THROUGH THE UNITED STATES.
<b>D</b>	<b>CREWMEN</b>
D-1	CREWMAN OR AIRMAN.
D-2	FISHING VESSEL CREWMAN LANDING IN GUAM.
<b>E</b>	<b>TREATY TRADERS AND INVESTORS</b>
E-1	TREATY TRADER OR EMPLOYEE OF THE TAIPEI ECONOMIC AND CULTURAL REPRESENTATIVE OFFICE (THE TAIWANESE GOVERNMENT). SPOUSE. DEPENDENT CHILDREN.
E-2	TREATY INVESTOR. SPOUSE. DEPENDENT CHILDREN.
<b>F</b>	<b>STUDENTS IN COLLEGES, UNIVERSITIES, SEMINARIES, CONSERVATORIES, ACADEMIC HIGH SCHOOLS, ELEMENTARY SCHOOLS, OTHER ACADEMIC INSTITUTIONS, AND IN LANGUAGE TRAINING PROGRAMS</b>
F-1	ACADEMIC OR LANGUAGE STUDENT.
F-2	ACADEMIC AND/OR DEPENDENT CHILDREN OF F-1.
<b>G</b>	<b>REPRESENTATIVES TO INTERNATIONAL ORGANIZATIONS</b>
G-1	PRESIDENT REPRESENTATIVE OR ACCREDITED STAFF MEMBER OF A FOREIGN GOVERNMENT TO AN INTERNATIONAL ORGANIZATION. IMMEDIATE FAMILY.
G-2	OTHER ACCREDITED REPRESENTATIVES TO AN INTERNATIONAL ORGANIZATION. IMMEDIATE FAMILY.
G-3	SAME AS G-1 & G-2 EXCEPT THE FOREIGN GOVERNMENT IS NOT RECOGNIZED BY THE U.S. IMMEDIATE FAMILY.
G-4	OFFICER OR EMPLOYEE OF AN INTERNATIONAL ORGANIZATION. IMMEDIATE FAMILY.
G-5	ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE OF ABOVE. IMMEDIATE FAMILY.
<b>H</b>	<b>TEMPORARY EMPLOYEES</b>
H-1a	WORKER OF DISTINGUISHED MERIT AND ABILITY
H-1b	ALIEN ADMITTED TO PERFORM SERVICES IN A SPECIALTY OCCUPATION.
H-2a	TEMPORARY AGRICULTURAL WORKER TO PERFORM SERVICES OR LABOR WHICH CANNOT BE FOUND IN THIS COUNTRY.
H-2b	SAME AS ABOVE, NON-AGRICULTURAL.
H-3	TEMPORARY TRAINEE.
H-4	SPOUSE OR DEPENDENT CHILD OF H-1, H-2, OR H-3.
<b>I</b>	<b>REPRESENTATIVES OF INTERNATIONAL INFORMATION MEDIA. SPOUSE. DEPENDENT CHILDREN.</b>
<b>J</b>	<b>EXCHANGE ALIENS</b>
J-1	EXCHANGE VISITOR.
J-2	SPOUSE OR DEPENDENT CHILD OF J-1 EXCHANGE VISITOR.
<b>K</b>	<b>FIANCEES AND FIANCES OF U.S. CITIZENS</b>
K-1	FIANCE OR FIANCEE OF U.S. CITIZEN.

K-2	DEPENDENT CHILD OF K-1.
<b>L</b>	<b>INTRACOMPANY TRANSFEREES</b>
L-1	INTRACOMPANY TRANSFEREE.
L-2	SPOUSE OR DEPENDENT CHILD OF L-1.
<b>M</b>	<b>STUDENTS IN ESTABLISHED VOCATIONAL OR OTHER RECOGNIZED NONACADEMIC INSTITUTIONS, OTHER THAN IN LANGUAGE TRAINING PROGRAMS</b>
M-1	VOCATIONAL OR TRADE SCHOOL STUDENT.
M-2	SPOUSE OR DEPENDENT CHILD OF M-1.
<b>NATO-1-7</b>	<b>NATO NONIMMIGRANT ALIENS AND CIVILIAN SUPPORT PERSONNEL AND DEPENDENTS</b>
<b>N</b>	<b>CERTAIN PARENTS AND CHILDREN OF SPECIAL IMMIGRANTS</b>
N-1	PARENT OF A CHILD ACCORDED SPECIAL IMMIGRANT STATUS.
N-2	CHILDREN OF PARENTS GRANTED NONIMMIGRANT STATUS UNDER SECTION 101(a)(15)(N)(i), OR OF PARENTS WHO HAVE BEEN GRANTED SPECIAL IMMIGRANT STATUS.
<b>O</b>	<b>ALIENS OF EXTRAORDINARY ABILITY</b>
O-1	ALIEN OF EXTRAORDINARY ABILITY IN THE SCIENCES, ARTS, EDUCATION, BUSINESS, OR ATHLETICS.
O-2	ALIEN TO ACCOMPANY OR ASSIST AN ALIEN IN O-1 STATUS.
O-3	SPOUSE OR DEPENDENT CHILD OF AN O-1 OR O-2.
<b>P</b>	<b>ARTISTS, ATHLETES AND ENTERTAINERS</b>
P-1	INTERNATIONALLY RECOGNIZED ATHLETE OR ENTERTAINER.
P-2	ARTIST OR ENTERTAINER ADMITTED TO PERFORM UNDER A RECIPROCAL EXCHANGE PROGRAM
P-3	ARTIST OR ENTERTAINER ADMITTED TO PERFORM UNDER A PROGRAM THAT IS CULTURALLY UNIQUE.
P-4	SPOUSE OR DEPENDENT CHILD OF A P-1, P-2, OR P-3.
<b>Q</b>	<b>CULTURAL VISITORS</b>
Q-1	PARTICIPANTS IN INTERNATIONAL CULTURAL EXCHANGE PROGRAMS DESIGNATED BY THE ATTORNEY GENERAL FOR PRACTICAL TRAINING, EMPLOYMENT, AND THE SHARING OF THE ALIEN'S HISTORY, CULTURE, AND TRADITIONS.
<b>R</b>	<b>RELIGIOUS WORKERS</b>
R-1	CLERGY ENTERING THE U.S. TO PERFORM MINISTERIAL OR OTHER RELIGIOUS WORK.
R-2	SPOUSE OR DEPENDENT CHILD OF AN R-1.
<b>S</b>	<b>ALIEN WITNESSES AND INFORMANTS</b>
S-5	ALIEN WITNESS OR INFORMANT IN CRIMINAL MATTER.
S-6	ALIEN WITNESS OR INFORMANT IN COUNTERTERRORISM MATTER.
S-7	DEPENDENTS OF ALIEN WITNESSES AND INFORMANTS.
<b>TN</b>	<b>CANADIANS ADMITTED FOR EMPLOYMENT UNDER THE TERMS OF THE NORTH AMERICAN FREE TRADE AGREEMENT</b>
<b>TD</b>	<b>SPOUSE OR CHILD OF TN</b>
<b>TPS</b>	<b>TEMPORARY PROTECTED STATUS. ALIEN'S HOMETLAND HAS BEEN DESIGNATED AS A "COUNTRY IN DISTRESS" BY THE ATTORNEY GENERAL. FOR THE DURATION OF THE ATTORNEY GENERAL'S DESIGNATION.</b>
<b>V-1-3</b>	<b>CERTAIN SPOUSE AND CHILDREN OF LEGAL PERMANENT RESIDENTS OF THE U.S.</b>
<b>WB</b>	<b>ALIENS FROM DESIGNATED COUNTRIES PARTICIPATING IN THE VISA WAIVER PROGRAM PERMITTED TO ENTER FOR BUSINESS PURPOSES FOR LESS THAN NINETY DAYS.</b>
<b>WT</b>	<b>ALIENS FROM DESIGNATED COUNTRIES PARTICIPATING IN THE VISA WAIVER PROGRAM PERMITTED TO ENTER FOR TOURISM PURPOSES FOR LESS THAN NINETY DAYS.</b>

Under the "Visa Waiver" program, a visa is not required for a person from any of the following countries who wishes to enter the U.S. for a period of less than 90 days as a visitor for business or pleasure: Andorra, Argentina, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, United Kingdom and Uruguay.

## **Tax Information**

- In the United States, *tax forms must be filed by April 15 of each year.*
- Tax years run from January 1 through December 31 and International Students who were in the U.S. for any part of the year must file one, possibly two tax forms.
- All IRS forms should be completed, signed and mailed to: Internal Revenue Service Philadelphia, PA 19255. Keep copies for your records.
- Tax forms can be found at IRS website as well as available at the International Student Office
- Internal Revenue Service, general telephone assistance: 1-800-829-1040. To download IRS forms and publications, please go to this website: <http://www.irs.gov>

### **FILING REQUIREMENTS FOR F-1 STUDENTS:**

#### **1. F-1 students are exempt from Social Security and Medicare (FICA) taxes.**

#### **2. If you HAVE EARNED or ACCEPTED U.S. wages or scholarships:**

##### **a. You must file 1040 NR-EZ or Form 1040 NR**

Fill out 1040 NR EZ if you have earned less than \$50,000

Fill out 1040 NR if you have earned above \$50,000

##### **b. You must file form 8843, verifying "exempt" status as F student**

#### **3. If you HAVE NOT EARNED or ACCEPTED U.S. wages or scholarships:**

##### **a. You must file form 8843, verifying "exempt" status as F student**

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### **TAX INFORMATION for F -2 (F dependent status):**

#### **1. Must file form 8843 independently of F-1 spouse**

#### **2. May only be claimed as a dependent by F-1 holder if:**

A. F-1 is from India, South Korea, Japan, Canada, or Mexico, and Form 1040NR is used, NOT Form 1040NR-EZ.

B. Certain conditions must be met:

1. Canada & Mexico: spouse must not have had any gross income for U.S. tax purposes, and not claimed as a dependent on any other U.S. tax return

2. Japan & South Korea: Spouse must live with taxpayer, and if any income is from outside the U.S., the exemption will be prorated

3. India: same as terms for Canada and Mexico, but only available to students and business apprentices

The F-2 has to have an ITIN (Individual Taxpayer Identification Number). Apply for an ITIN on Form W-7, available online at the IRS website ([http://www.irs.ustreas.gov/forms\\_pubs/index.html](http://www.irs.ustreas.gov/forms_pubs/index.html)), or at the International Office.

**IMMIGRATION LAWYERS IN THE MASSACHUSETTS AREA**

<p align="center"><b>Gerald C. Rovner</b>  <b>Law Offices of Gerald C. Rovner</b></p>	<p align="center">50 Congress Street Suite 500          Boston, Massachusetts 02109-4001          Telephone: 617-523-3330          Fax: 617-523-7324          Website: <a href="http://www.rovner-law.com">http://www.rovner-law.com</a></p>
<p align="center"><b>Harvey Kaplan</b>  <b>(Kaplan O'Sullivan &amp; Friedman LLP)</b></p>	<p align="center">Ten Winthrop Square, Third Floor          Boston, Massachusetts 02110          Telephone: 617-482-4500 x3513          Fax: 617-451-6826          Web Site: <a href="http://www.kof-law.com">http://www.kof-law.com</a></p>
<p align="center"><b>Maureen O'Sullivan (Kaplan O'Sullivan &amp; Friedman)</b></p>	<p align="center">Ten Winthrop Square, Third Floor          Boston, Massachusetts 02110          Telephone: 617-482-4500 x3516          Fax: 617-451-6826          Web Site: <a href="http://www.kof-law.com">http://www.kof-law.com</a></p>
<p align="center"><b>Jerry Friedman (Kaplan O'Sullivan &amp; Friedman)</b></p>	<p align="center">Ten Winthrop Square, Third Floor          Boston, Massachusetts 02110          Telephone: 617-482-4500 x3549          Fax: 617-451-6826          Web Site: <a href="http://www.kof-law.com">http://www.kof-law.com</a></p>
<p align="center"><b>Richard Iandoli</b></p>	<p align="center">One Appleton Street, Suite 200          Boston, Massachusetts 02116          Telephone: 617-482-1010          Fax: 617-423-9070</p>
<p align="center"><b>Law Office of Bennett Savitz</b></p>	<p align="center">6 Beacon Street, Suite 220          Boston, Massachusetts 02108          Telephone: 617-723-7111          Fax: 617-723-7171          Web Site: <a href="http://www.immigrationoptions.com">www.immigrationoptions.com</a></p>
<p align="center"><b>Merson &amp; Lee, PC</b>  <b>(David S. Merson, Esq.)</b>  <b>(Matthew Lee, Esq.)</b>  <b>(Liz Goss, Esq.)</b></p>	<p align="center">171 Milk Street, Suite 400          Boston, MA 02109 USA          Telephone: 617.399.7800          Fax: 617.399.7801          -----          1600 Falmouth Road, Suite 30, PO Box 660          Centerville, MA 02632 USA          Telephone: 508.790.1181          Fax: 508.790.8772</p>
<p align="center"><b>Globman, Marcus &amp; Chapple</b>  <b>Daniel E. Marcus, Esq.</b>  <b>Connecticut</b></p>	<p align="center">44 Capitol Avenue          Hartford, CT 06106          Fax: 860-523-1972</p>





# Pine Manor College

## International Student Verification of Financial Support for 2005-06 Academic Year

This form is to be completed by the student and her financial sponsor and returned to the Office of Admissions.

Student's Name: \_\_\_\_\_

I certify that all information submitted regarding my financial support is complete and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Sponsor Information

Pine Manor College must verify the financial support of international applicants before issuing an I-20 form used to apply for a student (F-1) visa. In addition to completing this form, the applicant's financial sponsor, parent or guardian must provide an official letter from a bank certifying that the sponsor has sufficient funds (please note the US currency equivalent) to pay for at least one year of study at Pine Manor College. The projected costs for attending Pine Manor College in 2005-06 are listed below.

Sponsor's Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone ( ) \_\_\_\_\_

I agree to pay the cost of attendance at Pine Manor College for the student listed above.  
I certify that all information provided for verification of financial support is complete and accurate.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Projected Resident Costs for the 2005-06 Academic Year (estimated)		Projected <u>Commuter</u> Costs for the 2005-06 Academic Year (estimated)	
Tuition	\$15,550	Tuition	\$15,550
Room and Meals	9,500	Living Expenses	5,000
Health Insurance*	1,300	Health Insurance*	1,300
Other Fees and Deposits	400	Other Fees and Deposits	400
Books	1,000	Books	1,000
Personal Expenses	<u>1,200</u>	Personal Expenses	<u>1,200</u>
<b>TOTAL</b>	<b>\$28,950</b>	<b>TOTAL</b>	<b>\$24,450</b>

\* Students must have health insurance. Pine Manor College health insurance can be waived if student can provide her own insurance that is comparable to Massachusetts regulations. The insurance company must have an office in the United States.

Mail completed form and financial statement to:

Pine Manor College  
Office of Admissions  
400 Heath Street  
Chestnut Hill, Massachusetts  
USA 02467

617-731-7104  
Fax: 617-731-7102  
Web: www.pmc.edu  
E-mail: admissions@pmc.edu

## **PINE MANOR COLLEGE CHECKLIST FOR INTERNATIONAL STUDENT APPLICANTS**

**As an International Student interested in attending Pine Manor College, there are a few things you will need to do and know before beginning your studies at Pine Manor. We hope this checklist will be helpful to you in your application process.**

- Fill out Pine Manor College Application, submitting requested information to the Admissions Office.
- Read carefully through the handout entitled: "A guide through the F-1 Student Visa Process".
- If accepted, and have decided to pursue studying at Pine Manor College, send in your deposit.
- Fill out Financial Verification Form and have Sponsor fill out appropriate Section
- Get a copy of bank statement verifying you or your sponsor's ability to pay for one full year of academic expenses. It is helpful if the bank statement is dated within 4 months of the beginning of Freshman orientation.
- Fill out I-20 Request Form and submit it along with the Financial Verification Form and Bank Statement to the following address:

**Pine Manor College**  
**Attn: International Student Advisor**  
**400 Heath St.**  
**Chestnut Hill, MA 02467**  
**Fax: 617-731-7648**  
**E-mail: wilshira@pmc.edu**
- Send International Student Advisor an e-mail verifying your mailed documents.
- International Student Advisor will print out an I-20 through SEVIS and mail it to you. Receive SEVIS I-20 in the mail.
- Re-read carefully through the handout entitled: "A guide through the F-1 Student Visa Process" and follow directions.
- Apply for visa with U.S. Consular Office assigned to your home country.
- Send International Student Advisor an e-mail verifying the status/outcome of your visa interview and your intended date of travel to the U.S.
- Travel the U.S. and attend Pine Manor College Orientation!! - All students are required to report to International Student Advisor in order to be registered in the SEVIS system.

**We are looking forward to you joining the Pine Manor Community. It is our hope that you find this process as easy and enjoyable as possible. Enclosed in this packet, you will find the following documents that you will need as you go through this checklist:**

- I-20 Request Form
- Financial Verification Form
- A Guide through the F-1 Student Visa Process

# Pine Manor College I-20 Request Form

Dear Prospective Student:

We are very excited about having you join our community. As an International Student, you will need an F-1 Visa in order to study at Pine Manor College. The Form I-20, which is created and issued by Pine Manor College through the SEVIS system enables you to apply for your F-1 Visa. Please fill out the following form, which will allow for us to print and mail your Form I-20.

Last (family) Name: \_\_\_\_\_ First (given) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Foreign/Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Do you wish for us to send your I-20 to the address listed above? (please circle answer) YES / NO

If you answered no, please tell us which address you would like your I-20 sent to:

\_\_\_\_\_  
\_\_\_\_\_

Address during your studies at Pine Manor College:

\_\_\_\_\_  
\_\_\_\_\_

Intended Major/Field of Study: \_\_\_\_\_

Level of Study: (please circle answer) ASSOCIATES DEGREE / BACHELORS DEGREE

**Please Mail This form along with a copy of your Financial Verification Form and Bank Statement to the following Address:**

Pine Manor College  
Attn: International Student Advisor,  
400 Heath St.  
Chestnut Hill, MA 02467

**\*\*Please note, these items must be fully completed and received before an I-20 can be issued on your behalf. Should you have any questions, contact: Angelica Wilshire via e-mail at [wilshira@pmc.edu](mailto:wilshira@pmc.edu)**

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**For Internal Use Only**

Financial Verification Form Completed? \_\_\_\_\_

Bank Statement Received? \_\_\_\_\_

Awards or Scholarships? \_\_\_\_\_

## Forms & Resources Information Sheet

Important Website and Contact Information for International Students to become familiar with:

[www.uscis.gov](http://www.uscis.gov)

The official website of US Citizenship & Immigration Services. This website will help you download all the forms you will need to apply for any benefits eligible under your F-1 student Status. You may also research other immigrations statuses and application requirements at this website.

[www.travel.state.gov](http://www.travel.state.gov)

This website gives informative information about visas, passports, US embassies & consulate offices and travel information for International travelers.

[www.embassy.org/embassies:](http://www.embassy.org/embassies)

Lists information of the Foreign embassies.

[www.irs.gov](http://www.irs.gov)

The official website for the IRS. This is the site where you can access forms to file for your taxes.

[www.socialsecurity.gov](http://www.socialsecurity.gov)

This is the official website for the Social Security Administration. Contact this website if you are interested in getting questions answered regarding your Social Security Card.

<http://www.mass.gov/rmv/>

Visit this website for information about a Driver's license or a Mass ID

### **Immigration Services Information:**

U.S. Citizenship and Immigration Services

National Customer Service Center

1-800-375-5283

[www.uscis.gov](http://www.uscis.gov)