Introduction to Immigration at WSU

F-1 and J-1 Visa Holders
Global Services Office

- Bryan Hall, Room 108
- Email: ip.globalservices@wsu.edu
- Phone: 509-335-4508
- Fax: 509-335-2373
- Website: https://ip.wsu.edu/on-campus/
Review of I-20/DS-2019

- **I-20**
  - Immigration document for non-immigrant with F visa
- **DS-2019**
  - Immigration document for non-immigrant students with J visas

***Document is not valid until you have signed it***
Visa Stamp

- This is your permission to enter the United States
- A visa does not determine the length of authorized stay in the United States
- Your visa can be expired while in the country and you can legally maintain status
- A visa can only be obtained at a U.S. Embassy/Consulate overseas
I-94 Number

- Used to verify arrival and departure from the United States
- Officially documents your immigration status and duration of stay in the United States
- Is electronic document (some may still hold a paper I-94 card)
- You will need to print your I-94 for your own records
Immigration Check-in

- GS is required to report to the Dept. of Homeland Security you have arrived
  - *Time sensitive – do this as soon as possible*
- Complete your immigration check-in by uploading your immigration documents to https://mypassport.wsu.edu
- Upload the following documents:
  - Passport (biographical page)
  - Visa stamp
  - I-94 arrival number
  - I-20/DS-2019
- If you changed status in the United States please upload approval notice I-797
Maintaining Legal Status

- Keep your passport valid at all times (it should always be valid for at least six months into the future)

- Maintain a current I-20/DS-2019 with correct information (you are responsible to make sure all information is accurate)

- Maintain full-time course load (12 credits) each semester (unless approved by GS)
  - *Immigration regulations do not allow you to enroll in more than 1 online course (3 credits) each semester*

- Make academic progress toward your degree
Maintaining Legal Status

- Notify GS of any changes in status, address, program of study

- Work with proper authorization only (working without authorization is a serious violation of your status)

- Check your WSU email account regularly – this is the official form of communication of the University

*Remember … “I didn’t know” will not work as an excuse*
Reduced Course Load (RCL)

- You must maintain a full course load each semester
  - Graduate: 10 credits
- In certain circumstances, you may be eligible to apply to reduce your course load
- Must be approved by your Academic Advisor and your Global Services Advisor
  - Review the information on our website
  - Sponsored students need approval/permission from sponsoring agency to drop below full-time. Taking less than a full course of study may impact the terms of your scholarship.
Request to Drop/Withdraw

- After the 10th day of classes a registration hold is placed on enrollment
  - If you need to drop a class you will have to come to Global Services. (If the drop will put you below full-time enrollment you will need authorization prior to dropping)
- Review Reduced Course Load information on website or speak to a GS Advisor
- A cancellation is a withdrawal of all coursework and affects your immigration status
- Discuss your situation with an advisor before canceling your enrollment during the academic year
Tuition

- Tuition is due the first day of classes
- WSU does **not** mail paper bills for tuition, all bills are accessible through myWSU
- Paying bills late will result in late fees
- Student Accounts is responsible for tuition:
  - Questions about your student account?
  - Contact Student Accounts- 342 French Administration

* Sponsored students may discuss sponsored billing if necessary - contact our office to schedule an appointment
Medical Insurance

- All F-1 students are automatically billed the WSU medical insurance (iSHIP) each semester

- Immigration regulations require J students (and their dependents) to have U.S. Medical Insurance

- WSU Health and Wellness Services is responsible for medical insurance

- Location: Washington Building, Room 120E
  - student.insurance@wsu.edu
  - 509-335-3575
On-Campus Employment

- F-1 students MAY work on-campus
  - Up to 20 hours a week when school is in session
  - Up to 40 hours a week during vacation/break (e.g. summer vacation)

- J-1 students must obtain authorization from their program sponsor in advance. If WSU is not your sponsor, you will need to get authorization from your sponsor.
Off-Campus Employment

- All students must have approval to engage in employment off-campus
- Review the information on our website
- Speak with a GS advisor PRIOR to beginning any employment off-campus
## Travel and Re-entry

<table>
<thead>
<tr>
<th>Required</th>
<th>Recommended</th>
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</thead>
<tbody>
<tr>
<td><strong>Valid Passport</strong></td>
<td><strong>Enrollment letter or transcript</strong></td>
</tr>
<tr>
<td>(with expiration date more than 6 months into the future)</td>
<td>(from the Office of the Registrar)</td>
</tr>
<tr>
<td><strong>Valid US visa</strong></td>
<td><strong>Change of status approval notice</strong></td>
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<tr>
<td>(not required if traveling to Canada, Mexico, or the adjacent islands</td>
<td>(if you changed immigration status while in the US)</td>
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<tr>
<td>for less than 30 days; some exceptions)</td>
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<tr>
<td><strong>Current I-20/DS-2019</strong></td>
<td><strong>Evidence of Adequate Finances</strong></td>
</tr>
<tr>
<td><em>(with updated travel signature: come get one 3 weeks prior to traveling)</em></td>
<td><em>(proof of financial support from sponsor or bank letter)</em></td>
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</tbody>
</table>

***Before renewing your U.S. visa, visit our website for instructions and a list of required documents.
Travel Endorsement - Required to Travel
Weekly Newsletters

Newsletters are informational emails sent weekly to international students at WSU. It is your responsibility to review the information – check your email! Information in newsletters serves as important reminders.

Immigration Advisories
- For all F and J international students
- Remind you of important actions that need to be taken with your immigration record (travel signatures, extensions, tax deadlines, etc.)
- More often when urgent

Events
- For event announcement and general posting
- Messages are posted once per week
Important Notes on Immigration

- GS will work diligently to make sure you are informed of any and all changes with regards to immigration regulations. Remember, however, that you are ultimately responsible for your status.

- Check your email regularly! This is the University’s official form of communication.

- Check your I-20/DS-2019 at least once each semester for accuracy.

- Keep copies of all documents. Keep all original I-20s/DS-2019s.

- If you have questions about your status, meet with a GS Advisor. Do not rely on information from friends; each person’s situation is unique and regulations can change!
As an undergraduate student, I must enroll in ___________ credits per semester.

As a student, I must ___________ before dropping below a full course of study.

My ___________ and ___________ must be valid at all times.

I need authorization to work ___________.

Before I travel outside the US, I will need a ___________.

I am responsible for my ___________.

Activity
Final Thoughts

We want you to have a positive experience in the United States and at WSU. If you are unsure of something ask! We are here to help and support you during your stay. Come to Global Services in Bryan Hall Room 108!

GO COUGS!