



# Introduction to Immigration at WSU

F-1 and J-1 Visa Holders



Office of  
International  
Programs  
WASHINGTON STATE UNIVERSITY

# Global Services Office

- Bryan Hall, Room 108
- Email:  
[ip.globalservices@wsu.edu](mailto: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

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
<b>SEVIS ID:</b> N0004705512			
<b>SURNAME/PRIMARY NAME</b> Doe Smith		<b>GIVEN NAME</b> John	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> John Doe-Smith		<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM		<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 01 JANUARY 1980		<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE		<b>LEGACY NAME</b> John Doe-Smith	
<b>SCHOOL INFORMATION</b>			
<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies		<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20746	
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson PDSO		<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F444000 03 APRIL 2015	
<b>PROGRAM OF STUDY</b>			
<b>EDUCATION LEVEL</b> DOCTORATE	<b>MAJOR 1</b> Economics, General 45.0601	<b>MAJOR 2</b> None 00.0000	
<b>NORMAL PROGRAM LENGTH</b> 72 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015	<b>PROGRAM END DATE</b> 31 MAY 2021		
<b>FINANCIALS</b>			
<b>ESTIMATED AVERAGE COSTS FOR: 9 MONTHS</b>		<b>STUDENT'S FUNDING FOR: 9 MONTHS</b>	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>TOTAL</b>	<b>\$ 32,000</b>
<b>REMARKS</b>			
Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
<b>SCHOOL ATTESTATION</b>			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>	
<b>SIGNATURE OF:</b> Helene Robertson, PDSO	21 April 2015	Ft. Washington, MD	
<b>STUDENT ATTESTATION</b>			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. <b>Parent or guardian, and student, must sign if student is under 18.</b>			
<input checked="" type="checkbox"/>	<b>SIGNATURE OF:</b> John Doe Smith	<b>DATE</b>	
<b>NAME OF PARENT OR GUARDIAN</b>	<input checked="" type="checkbox"/> <b>SIGNATURE</b>	<b>ADDRESS (city/state or province/country)</b>	
		<b>DATE</b>	

\*\*\* 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](mailto: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

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

\*\*\*Before renewing your U.S. visa, visit our website for instructions and a list of required documents.

# Travel Endorsement - Required to Travel

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N0004705512 (F-1)      NAME: John Doe Smith

**EMPLOYMENT AUTHORIZATION**

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

**CHANGE OF STATUS/CAP-GAP EXTENSION**

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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**EVENT HISTORY**

EVENT NAME	EVENT DATE
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**OTHER AUTHORIZATIONS**

AUTHORIZATION	START DATE	END DATE
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**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for re-entry of the exchange visitor to the United States. Each certification is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		

U.S. Department of State  
**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS**

OMB APPROVAL NO. 1405-0119  
EXPIRES 02-28-2005  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

Form No. I-20 (Rev. 03-26-1997)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Gender: **MALE** M0000225305

Date of Birth: 03-26-1967 City of Birth: Mexico City Country of Birth: MEXICO Citizenship Country Code: MX Citizenship Country: MEXICO

Legal Permanent Residence Country Code: MEXICO Legal Permanent Residence Country: MEXICO Position Code: 213 Position: UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS

U.S. Address: Bryan Hall 108, Int'l Bldg., Washington State University Pullman, WA 99164-5110 Exchange Visitor Program Number: W-1-05406

Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

Purpose of this form: **Extend an on-going program**

3. Form Covers Period: From (mm-dd-yyyy): 03-06-2003 To (mm-dd-yyyy): 12-31-2003

4. Exchange Visitor Category: **STUDENT DOCTORATE** Subject Field Code Description: 21.0701 Computer Science

5. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided to the exchange visitor by: Personal Funds : \$12,498.00 Total : \$12,498.00

**ADMISSION # 289 59331609**

U.S. DEPARTMENT OF STATE AUTHORIZES PARTICIPATION BY RESPONSIBLE OFFICERS, EMPLOYERS, AND Sponsors OF THIS FORM HAS BEEN PREPARED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATES)

APR 02 2003

Signature of Responsible Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Responsible Officer: \_\_\_\_\_ Title: \_\_\_\_\_

8. Statement of Responsible Officer for Extension or Transfer of Program: \_\_\_\_\_

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 1126(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484 AS AMENDED (See item 1(a) of page 2)

TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is up to six months for Short-term Scholars and up to one year for Academic Trainees/Work)

EXCEPT: Maximum validation period is up to six months for Short-term Scholars and up to one year for Academic Trainees/Work

1.  Not subject to the two-year residence requirement.

2.  Subject to two-year residence requirement based on:  
 A.  Government financing and/or  
 B.  The Exchange Visitor Skills List and/or  
 C.  PL 94-484 as amended

(ALL USAID PARTICIPANTS (G-3-403) AND ALL ALIEN PARTICIPANTS SPONSORED BY P-3-459 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)

Signature of Consular or Immigration Officer: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Signature of Responsible Officer or Alternate Responsible Officer: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(f).

EXCHANGE VISITOR CERTIFICATE: I have read and agree with the statement on item 2 on page 2 of this document.

Signature: \_\_\_\_\_ Place: Pulman, Washington Date (mm-dd-yyyy): 3/7/2003

# 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!

# Activity

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 \_\_\_\_\_.

# 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!**