



International Student & Scholar Regulations

11/17/2014

International Student & Scholar Services

Dr. Mordean Taylor-Archer, Vice Provost for Diversity and Int'l Affairs

- Sharolyn Pepper, Associate Director - Int'l Student & Scholar Services
- International Student Coordinators:
Barbara Jones, Ashley Gray-Ziba, Thomas Beard
- Program Assistant Sr.: Beverly Cooper



International Student and Scholar Services Office (ISSS)

- Belknap Campus Office
 - 9 a.m. to 4:30 p.m. Monday, Tuesday, Thursday and Friday.
 - Appointment only on Wednesday
 - Phone: 502-852-6604
 - Email: intcent@louisville.edu
- Health Sciences Campus Office
 - Every Tuesday from 10 a.m. to 4 p.m.
 - HSC Instructional Building, Room 120
 - Phone: 502-852-7124
 - Web address:
<http://www.louisville.edu/internationalcenter/iss>



Student and Scholar Information

UofL International Students and Scholars

Total Students: 716

Total Scholars: 286

Total Students/Scholars: 1002

Total Countries: 94

Athletes: 7%

Undergraduate: approx. 24%, Represent < 1% overall

Graduate: 55%, Represent 7% overall

On-Campus: 3%

Student and Scholar Information

Top 5 Courses of Study at the University of Louisville

Rank	Field of Study
1	BUSINESS AND MANAGEMENT
2	ENGINEERING
3	PHYSICAL AND LIFE SCIENCES
4	MATH AND COMPUTER SCIENCE
5	SOCIAL SCIENCES

Student and Scholar Information

Int'l Student and Scholar Services (ISSS)

What does the ISSS office do?

- Ensure institutional compliance with federal government regulations through the Student Exchange Visitor Information System (SEVIS)
- Serve as Principal Designated School Official (PDSO or DSO) on behalf of the University
- Issue and sign the proper immigration documents to admitted students and exchange visitors, the forms I-20 or DS-2019, respectively
- Advise international students and scholars on “maintaining their status”, conduct welcome orientations, work authorization workshops, and change of status requests
- Collaborate on programming efforts with on and off campus offices and organizations to enhance opportunities for non-immigrant students, scholars and their dependents

Student and Scholar Information

Who is a non-immigrant?

A non-immigrant is an individual who is currently in the United States on a **temporary** visa pursuing a specific objective.

F-1 Student: Individuals in the US engaging in a full course of academic study in an accredited educational program that has been certified by Department of Homeland Security. 60 day grace period

J-1 Exchange visitors, student, professor, researcher, physician, intern: Individuals in the US as visiting researchers, professors, short-term scholars, specialists, trainees, interns, or alien physicians under the sponsorship of an exchange visitor program certified by the Department of State. 30 day grace period

H-1B Temporary Worker: University Legal Counsel processes/Employer

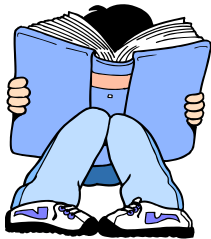
Other Visa Types -- A-Z-- [Non-Immigrant Visa Classifications Chart](#)

***Note:** A visa is only permission to enter the United States.

Student and Scholar Information

Process for Coming to Study

- Apply and be admitted to the University
- ISSS reviews Financial Documentation – Fellowship, Assistantship, Personal Funding, Affidavit of Support from Private Sponsor in US – must cover tuition, living expenses, health insurance
- I-20 immigration document issued (F-1) or DS-2019 issued for (J-1) visa holder—Utilize PeopleSoft
- Student applies at U.S. Embassy in their country for non-immigrant visa to enter US. Must prove intent to return to home country, financial means, and English proficiency
- Transfer students – are students coming from a U.S. institution



Student and Scholar Information

J-1 Visiting Research Scholars/Professors, Post Docs

Bringing a Visiting Scholar to Campus

- Departmental DS-2019 Request Form
- \$150 Processing Fee (student categories are exempt)
- Objective, paid and unpaid
- Insurance-Medical, Repatriation & Medical Evacuation
- Orientations and Validation
- Departmental Role – housing, sponsor email and ID cards

- [Forms and Instructions](#)
- DS-2019 entered in PeopleSoft
- Student Exchanges & Government Sponsored

Student and Scholar Information

U.S. Department of State (DOS)

<http://www.state.gov/>

- Consular officers working in U.S. embassies and consulates abroad are responsible for issuing all nonimmigrant visas to foreign nationals
- Foreign nationals who seek to enter the US as a nonimmigrant student/scholar must first obtain an F-1 or J-1 visa from a U.S. embassy or consulate
- Spouse or dependent child of an F-1 or J-1 must obtain an F-2 or J-2 visa in order to accompany the student to the US

Student and Scholar Information

Department of Homeland Security (DHS)

www.dhs.gov

- **United States Customs and Border Protection-(CBP)**

Charged with guarding the U.S. border. Responsible for the inspection of people seeking to enter the US. Interview validity of required entry documentation, CBP Officers determine whether or not an individual may be admitted to the US.

- **United States Immigration and Customs Enforcement-(ICE)**

Investigate reports of nonimmigrant students and exchange visitors who may have violated the terms of their status or may be involved in illegal activities. SEVIS under this organization.

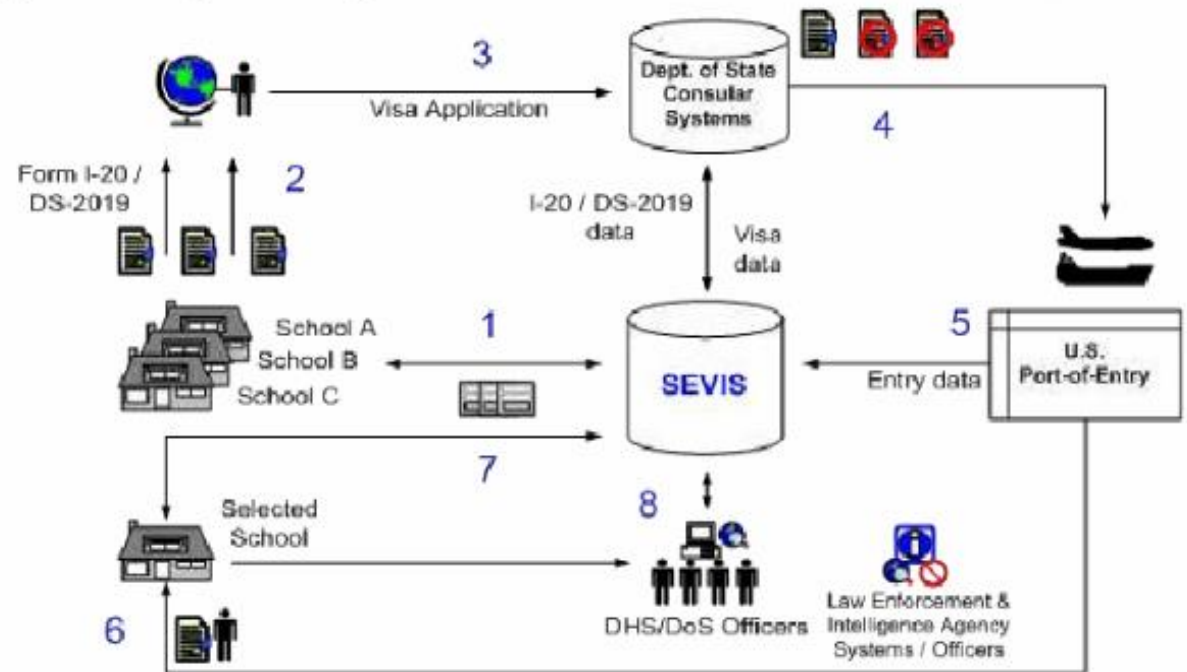
- **United States Citizenship and Immigration Services-(USCIS)**

Oversees the granting of benefits to nonimmigrants while in the United States. USCIS adjudicates nonimmigrant student applications for changes of status and employment authorizations.

Student and Scholar Information

Interaction With Government Agencies Prior to Arrival

The diagram shows the interactions between a nonimmigrant student, school officials, record-keeping software and government agencies.





Sample SEVIS I-20

Please read Instructions on Page 2

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

1. Family Name (surname): _____

First (given) Name: _____ Middle Name: _____

Country of birth: _____ Date of birth (mo./day/year): _____

Country of citizenship: _____ Admission number: _____

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

School Official to be notified of student's arrival in U.S. (Name and Title):
Sharolyn PEPPER
Assoc. Dir., Int'l Student and Scholar Services

School address (include zip code):
International Center
2301 South Third Street
Louisville, KY 40208

School code (including 3-digit suffix, if any) and approval date:
NOL214F10718000 approved on **01/29/2003**

3. This certificate is issued to the student named above for:
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in **Electrical and Electronics Engineering**. The student is expected to report to the school no later than **01/01/2012** and complete studies not later than **12/15/2016**. The normal length of study is **60** months.

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

7. This school estimates the student's average costs for an academic term of **9** (up to 12) months to be:

a. Tuition and fees	\$ <u>20,268.00</u>
b. Living expenses	\$ <u>8,000.00</u>
c. Expenses of dependents (0)	\$ <u>0.00</u>
d. Other (specify): Health Insuran	\$ <u>2,046.00</u>
Total	\$ <u>30,314.00</u>

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed 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; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(i)(6); I am a designated official of the above named school and am authorized to issue this form.

Sharolyn PEPPER *Sharolyn Pepper* **Assoc. Dir., Int'l Student and Scholar Services** **11/10/2011** **Louisville, KY**
Name of School Official Signature of Designated School Official Title Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form 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 course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student _____ Signature of Student _____ Date _____

Name of parent or guardian _____ Signature of parent or guardian _____ Address (city) _____ (State or Province) (Country) _____ (Date) _____

For Immigration Official User

DEC 8 5 2011
FI
DIS

Visa issuing post: **MANAGUA** Date Visa Issued: **02 DEC 2011**

Reinstated, extension granted to:

SEVIS Student's Copy

8. This school has information showing the following as the student's means of support, estimated for an academic term of **9** months (Use the same number of months given in item 7).

a. Student's personal funds	\$ <u>0.00</u>
b. Funds from this school	\$ <u>42,318.00</u>
Specify type: Research Assistantship	
c. Funds from another source	\$ <u>0.00</u>
Specify type: _____	
d. On-campus employment	\$ <u>0.00</u>
Total	\$ <u>42,318.00</u>

9. Remarks:



Sample SEVIS DS-2019

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

1. Family Name: [REDACTED] First Name: [REDACTED] Middle Name: [REDACTED] Gender: [REDACTED]		J-1 
Date of Birth (mm-dd-yyyy): [REDACTED] City of Birth: [REDACTED] Country of Birth: [REDACTED] Citizenship Country Code: [REDACTED] Citizenship Country: [REDACTED]		
Legal Permanent Residence Country Code: [REDACTED] Legal Permanent Residence Country: [REDACTED] Position Code: 215 Position: UNIVERSITY UNDERGRADUATE STUDENTS		
Primary Site of Activity: University of Louisville Louisville, KY 40292		
2. Program Sponsor: University of Louisville Exchange Visitor Program Number: P-1-00478 Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE		
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.		
3. Form Covers Period: From (mm-dd-yyyy): 01-09-2012 To (mm-dd-yyyy): 05-01-2012	4. Exchange Visitor Category: STUDENT NON-DEGREE Subject Field Code: [REDACTED] Subject Field Code Remarks: [REDACTED]	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor funds : [REDACTED] Personal funds : [REDACTED] Total : [REDACTED]		
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Barbara Jones Name of Official Preparing Form 2301 South Third Street University of Louisville-International Louisville, KY 40208 Signature of Responsible Officer or Alternate Responsible Officer  Signature of Responsible Officer or Alternate Responsible Officer
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): [REDACTED] Transfer of this exchange visitor from program number [REDACTED] sponsored by [REDACTED] to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED] Date (mm-dd-yyyy) of Signature: [REDACTED]		Alternate Responsible Officer Title 502-852-6602 Telephone Number 10-21-2011 Date (mm-dd-yyyy)
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program 1. <input checked="" type="checkbox"/> Not subject to the two-year residence requirement 2. <input type="checkbox"/> Subject to two-year residence requirement based on A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name: [REDACTED] Title: [REDACTED] Signature of Consular or Immigration Officer: [REDACTED] THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(f).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work Travel (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): [REDACTED] Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED] (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): [REDACTED] Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED]
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: [REDACTED] Place: [REDACTED] Date (mm-dd-yyyy): [REDACTED]		

Student and Scholar Information

University Reporting and Recordkeeping Requirements

- Report arrival (Registration or validation) within 30 days [I-20 or DS-2019, passport, visa and I-94 (Arrival/Departure Information)]
- Address Changes and personal information updates
- Transfer to and from another University
- Program Extension/Shorten program/Dismissal
- Change of Level
- Reduction in Course load
- Completion of Program
- Change of Status
- Employment Authorizations
- Reinstatements
- I-20 stored in SEVIS system. Update Changes
- Signatures for Travel



Student and Scholar Services (ISSS)

Employment Authorizations

On-campus Employment - for F-1 students can be authorized as long as the work directly provides services to students. May not exceed more than 20 hours when school is in session

Off-campus Employment – for F-1 students is only allowed if the Secretary of DHS issues a **Special Student Relief** or for students who can show that new, unexpected circumstances beyond the student’s control have created **severe economic hardship**. (must apply to USCIS) Must have been enrolled for at least one academic year.

[Curricular Practical Training \(CPT\)](#)- employment that is an integral part of a F-1 student’s curriculum including internships and coops. Must have been enrolled for at least one academic year unless required by program.

[Optional Practical Training \(OPT\)](#)- provides F-1 students with an opportunity to gain employment experience in their field of study www.uscis.gov

[Academic Training](#)- employment integral to a J-1 exchange visitor’s academic program

* CPT, OPT and Academic Training require a signature from an [academic advisor](#) and sometimes from the Department Chair.

Student and Scholar Services

Employment Authorization Document (EAD) card



Student and Scholar Information

Maintenance of Student Status

(ISSS) We serve as a link between nonimmigrant students and the Student Exchange Visitor Program (SEVP)

- Enroll by Date Specified on I-20
- Enroll in a full course of study Fall and Spring –put drop/add holds on accounts
- Distance Learning Limitation
- Passport valid for six months into the future
- Difference between visa expiration and status
- Completion of Program Date and Duration of Status D/S
- Employment – Part-time on campus, Curriculum Practical Training (CPT) and Optional Practical Training (OPT)
- Options after Completion of Program

Student and Scholar Information

Programming

- Arrival orientations, Resource Fairs
- Monthly International Meet and Greet Luncheons
- American International Relations Club
- Optional Practical Training Workshops
- International Education Week
- H-1B and LPR Workshops
- Collaborative Programming
- Emergency Funds/\$500 Tuition Award



Student and Scholar Information

Other issues for International Students

- Airport pick up, dormitory check-in, housing
- Social Security Number
- Driver's License
- Banking
- Safety
- Health Insurance
- English Language Classes
- Food
- Religious Holidays
- Cultural Adjustment, ex. reluctant to admit their hardships
- Cultural Differences, ex. Time
- Academic Issues, ex. Plagiarism
- Dependents

International Student and Scholar Services

Questions, Comments or Concerns

www.louisville.edu/internationalcenter/iss

502-852-6604

