International Orientation
Spring 2016

Welcome to CMU!
Please take out your International Student Responsibilities Contract, take notes, and follow along!

After the presentation, please sign the white sheet. We will collect it during the immigration check in.
Immigration Documents

STOP

Attendance required!!
Immigration Overview

• Important documents and dates
• OIE processing times
• SEVIS and maintaining status
• Employment/Work authorization
• Grace period
• Travel
• Social Security Number
• PA Driver’s License/State ID card
• QUIZ!
I WANT YOU TO TURN OFF YOUR CELL PHONE
Important Documents and Dates
Passport

Must be valid for

A. 6 months
B. 1 month
C. 4 years

Into the future at all times
Must be valid 6 + months

Carry for travel outside of Pittsburgh.
US Visa

US visa needs to be valid for ENTRY into the US.

Can your visa expire while you are in the US?
US Visa

Expiration date!

Yes!

Visa must be valid when entering US.

Visa Type

Expiration Date

# of entries
F-1 Port of Entry Stamp

Port of entry stamp in passport:
- arrival date,
- classification (F-1, J-1, etc.), and
- Status end date D/S = duration of status
Electronic I-94 Record

Print I-94 record from [www.cbp.gov/i94](http://www.cbp.gov/i94).

D/S = Duration of Status

Make sure your entry was recorded correctly and save for your records!

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
### I-20 Certificate of Eligibility for F-1 status

**SEVIS ID:** N00000000

<table>
<thead>
<tr>
<th>SURNAME/PRIMARY NAME</th>
<th>GIVEN NAME</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>F-1</strong></td>
</tr>
</tbody>
</table>

**COUNTRY OF BIRTH**

Japan

**DATE OF BIRTH**

[Redacted]

**FORM ISSUE REASON**

INITIAL ATTENDANCE - UPDATED

**SCHOOL INFORMATION**

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnegie Mellon University</td>
<td>5000 Forbes Avenue, Pittsburgh, PA 15213</td>
</tr>
<tr>
<td>Carnegie Mellon University</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL**

Jennifer McNabb
Assistant Director

**PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>EDUCATION LEVEL</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER'S</td>
<td>Business Administration and Management, General 52.0201</td>
<td>None 00.0000</td>
</tr>
</tbody>
</table>

**NORMAL PROGRAM LENGTH**

23 Months

**PROGRAM ENGLISH PROFICIENCY**

Required

**ENGLISH PROFICIENCY NOTES**

Student is proficient

**PROGRAM START DATE**

06 JULY 2015

**PROGRAM END DATE**

21 MAY 2017

Expiration date
**I-20 Page 2**

<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATION</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT STATUS</td>
<td></td>
</tr>
<tr>
<td>EMPLOYMENT START DATE</td>
<td>EMPLOYMENT END DATE</td>
</tr>
<tr>
<td>EMPLOYER NAME</td>
<td>EMPLOYER LOCATION</td>
</tr>
<tr>
<td>COMMENTS</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>REQUESTED VISA TYPE</th>
<th>REQUEST/PETITION STATUS</th>
<th>RECEIPT NUMBER</th>
<th>BENEFIT START DATE/REQUEST DATE</th>
</tr>
</thead>
</table>

**EVENT HISTORY**

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th>EVENT DATE</th>
</tr>
</thead>
</table>

**OTHER AUTHORIZATIONS**

<table>
<thead>
<tr>
<th>AUTHORIZATION</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
</table>

**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

**SCHOOL OFFICIAL**

JENNIFER McNABB
ASSISTANT DIRECTOR

**SIGNATURE**

7/9/2015

**DATE ISSUED**

Travel signature valid for 12 months!
### Certificate of Eligibility for Exchange Visitor (J-1) Status

**U.S. Department of State**

<table>
<thead>
<tr>
<th>Form Title</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS-2019</td>
<td>06/31/2021</td>
</tr>
</tbody>
</table>

**Certificate Information**

- **Personal Information**
  - Family Name: [Redacted]
  - First Name: [Redacted]
  - Middle Name: [Redacted]
  - Gender: FEMALE

- **Employment Information**
  - Primary Site of Activity: 5000 Forbes Avenue, Pittsburgh, PA 15213
  - Position: UNIVERSITY UNDERGRADUATE STUDENTS
  - Program Sponsor: Carnegie Mellon University
  - Exchange Visitor Program Number: P-1-00292

- **Purpose of the Form**
  - Purpose: Begin new program; accompanied by number (0) of immediate family members.

- **Form Covers Period**
  - Start Date: 09-08-2008
  - End Date: 08-31-2009

- **Exchange Visitor Category**
  - Category: STUDENT MASTERS

- **Estimated Financial Support**
  - Total: $69,494.00

**J-1**
DS-2019

Travel signature valid for 12 months!
Come to OIE for new signature.
Keep your documents safe and organized!

Never throw away any immigration docs!

Necessary for employment!

OIE cannot make copies
OIE Processing Times

3 business days

for signatures

Complete an OIE Service Request Form

• Travel Signature
• SSN letter
OIE Processing Times

5 business days for new documents

Complete appropriate Request Form for:

• Change of Level
• Work Authorization
If you forget to obtain a travel signature ahead of time...

You may request a RUSH travel signature in 24 hours for a $25 RUSH fee*.

*Your student account will be charged.
Your Status
OIE Reports Information to SEVIS:

**Personal Data:**

- Local & Permanent Address
- Arrival to Campus
OIE Reports Information to SEVIS:

Program Data:
- Enrollment
- Program withdrawal
- Financial
- Major
Maintaining your Status

FULL-TIME (FT) Enrollment: required EVERY semester!

Full-time = 36 units…
OR
Minimum required by your department (60…72…)
Maintaining your Status

Only ONE online course can be taken AND still maintain F-1 status
Maintaining your Status

FULL-TIME (FT) Enrollment: required EVERY semester!

Some exceptions exist… ALWAYS Consult OIE before dropping below full-time
Maintaining your Status

FULL-TIME (FT) Enrollment: required EVERY semester!

Fall & Spring = full-time
Summer = vacation
Employment

On campus

Off campus
Employment

On campus
On-Campus Employment

Only while enrolled, not post graduation

F-1: No authorization required
J-1: Authorization required by program sponsor
On-Campus Employment

Part-time while classes are in session

Full-time during vacation term or official university breaks
Employment

Off campus
Off-Campus Employment

Curricular Practical Training (CPT)

Optional Practical Training (OPT)
Curricular Practical Training (CPT)

After 1 academic year of full-time enrollment

OIE authorizes

Must be part of curriculum (enroll for internship units, a program requirement)
Optional Practical Training (OPT)

AFTER one academic year of full-time enrollment

12 months per advanced degree level/+17 months for STEM majors

Authorized by USCIS...fee and time! OIE has workshops!
Off-Campus Employment: J-1

Academic Training (AT)
J-1 Academic Training (AT)

Can be used before and after graduation & authorized by OIE

Limited to length of program or 18 months - whichever is shorter.

Work must be related to level/field of study
60 days to:

- Depart US
- Get a new I-20
- Change status
- On-campus employment prohibited!
J-1 Grace Period

30 days to:

- Depart US
- On-campus employment prohibited

BEFORE DS-2019 end date:

- Get a new DS-2019
- Change status
Withdrawal/Leave of Absence

15 days grace:
• Depart US with OIE permission

NO grace period:
• Depart US without consulting OIE
You MUST travel...with...

Passport

Signed document

Valid visa
Travel issues

Entry to Canada or Mexico:
Visitor visa required?

Returning to US:
• Passport
• Signed document
• Expired/unexpired US visa

* Certain countries are excluded. See OIE website for more information!
Social Security Card

9 digit number used for tax purposes
Social Security Number (SSN)

It’s NOT...

• A national ID
• Work permission
• Required for banks, landlords, etc.

Problems??
Speak with a supervisor!
SSN Eligibility:
Must show proof of work authorization

On-campus work

CPT

OPT

See OIE Website:
www.cmu.edu/oie
SSN Tips:

Keep it SAFE!
Same number for life
PA Driver’s License/State ID:

PA Department of Motor Vehicles (DMV)
To be eligible, you must have:

- Document with **at least** 1 year left
- Long-term Pittsburgh address (with proof of address)
Required documents for DMV:

- Immigration documents
- SSN or denial letter (more up next!)
- Proof of residency (2)
PA Driver’s License/State ID

SSN Denial Letter:

• Immigration documents
• Go in person to Social Security
• Get letter while you wait!

See OIE Website:  
www.cmu.edu/oie
Please sign and date your contract!

You can keep the blue copy for your records.
Quiz Time!!

☐ TRUE
☐ FALSE
1. The visa cannot be extended in the US.
2. **Responsibility for maintaining my status belongs to my OIE advisor – that’s her job!**
3. It’s OK to work more than 20 hours per week on campus if I have a good reason.
4. My OIE Advisor is employed by the US Department of Homeland Security to enforce immigration regulations.
5. Dropping courses is OK if I will still be enrolled for at least 36 units and my academic and OIE advisor agree.
6. It is OK to work off-campus if I need the money.
7. I should get my I-20 signed for travel on my way to the airport.
8. If I get a new or replacement I-20, I should throw my old I-20 in the trash.
9. The best source of information on immigration regulations is The Office of International Education.
Welcome!
Office of International Education

www.cmu.edu/oie
oie@andrew.cmu.edu
412-268-5231
REQUIRED DOCUMENTS (in order):

1. Original I-20/DS-2019 with your signature
2. Completed Student Data Form
3. Copy of signed (by you) I-20 or DS-2019
4. Passport (copy of ID page)
5. F-1/J-1 visa and port of entry stamp
6. I-94 record
7. SEVIS I-901 fee copy (optional)
8. Signed Responsibilities Contract (white copy)