Take out your International Student Responsibilities Contract, take notes on the blue copy!

After the presentation, you must sign the white sheet. You will submit the signed copy during the immigration check-in.
Immigration Documents

ATTENDANCE REQUIRED!!

STOP

Carnegie Mellon University
I WANT YOU TO TURN OFF YOUR CELL PHONE
Passport

Must be valid for...

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

into the future.
Passport

Must be valid 6 + months

Keep your passport in a safe place!
I-20 Certificate of Eligibility for F-1 status

<table>
<thead>
<tr>
<th>SEVIS ID:</th>
<th>N00********</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Primary Name</td>
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<tr>
<td>Preferred Name</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>Japan</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Form Issue Reason</td>
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</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>F-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Language</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
</tr>
<tr>
<td>School Address</td>
</tr>
<tr>
<td>School Official to Contact Upon Arrival</td>
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</table>

<table>
<thead>
<tr>
<th>Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Level</td>
</tr>
<tr>
<td>Normal Program Length</td>
</tr>
<tr>
<td>Program Start Date</td>
</tr>
<tr>
<td>Program End Date</td>
</tr>
<tr>
<td>Major 1</td>
</tr>
<tr>
<td>Major 2</td>
</tr>
<tr>
<td>Program English Proficiency</td>
</tr>
<tr>
<td>Language Proficiency Notes</td>
</tr>
</tbody>
</table>

Expiration Date!
Travel signature is valid for 12 months!
DS-2019 Certificate of Eligibility for J-1 status

U.S. Department of State

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

1. Family Name: [Redacted]
   First Name: [Redacted]
   Middle Name: [Redacted]
   Gender: FEMALE

Date of Birth: [Redacted]
City of Birth: [Redacted]
Country of Birth: [Redacted]
Citizenship: [Redacted]

Legal Permanent Residence Country Code: [Redacted]
Legal Permanent Residence Country: [Redacted]
Position Code: 215
Position: UNIVERSITY UNDERGRADUATE STUDENTS

Primary Site of Activity: 5000 Forbes Avenue
Pittsburgh, PA 15213

2. Program Sponsor:
   Carnegie Mellon University
   Exchange Visitor Program Number: P-1-00292

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

3. Expiration Period:
   From (mm-dd-yyyy): 05-08-2008
   To (mm-dd-yyyy): 08-31-2009

4. Exchange Visitor Category:
   STUDENT MASTERS

Subject/Field Code: 11.9999
Subject/Field Code Remarks: Masters student in Software Engineering

5. During the period covered by this form, the total estimated financial support (in U.S. $) to be provided to the exchange visitor by:

Total: $59,494.00

Carnegie Mellon University
DS-2019 Certificate of Eligibility for J-1 status

Travel signature is valid for 12 months!
Keep all immigration documents!!

Never throw away any immigration docs!

Necessary for employment!

OIE cannot make copies!
U.S. Entry Visa

U.S. Visa must be valid for RE-ENTRY

Can your visa expire while you are in the U.S.?
U.S. Entry Visa

YES!
Your visa can expire while you are in the U.S.

This is a travel document
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
I-94 Arrival/Departure Record

Print I-94 record from www.cbp.gov/i94

D/S = Duration of Status

Make sure your entry was recorded correctly each time you travel. Save for your records!
Your Status
SEVIS

Carnegie Mellon University
OIE Reports Information to SEVIS

Personal Data:
• Arrival to Campus
• Local & Permanent Address

(update SIO TODAY!)
www.cmu.edu/sio

You MUST use this format!
No punctuation,
No building names.
Must be where you reside.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address</td>
<td></td>
<td>Permanent Address Must be an address <strong>OUTSIDE</strong> the U.S.</td>
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<tr>
<td>Country</td>
<td>CHINA</td>
<td></td>
</tr>
<tr>
<td>Line 1</td>
<td>123 Sun Street</td>
<td></td>
</tr>
<tr>
<td>City, Postal Code</td>
<td>Shanghai 610051</td>
<td></td>
</tr>
<tr>
<td>Int. Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last updated</td>
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<tr>
<td>Off Campus Residence</td>
<td></td>
<td>Off-Campus Address Must be an address <strong>INSIDE</strong> the U.S.</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>123 Craig Street</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td>APT C1</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>PITTSBURGH, PA 15232</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>412-236-1234</td>
<td></td>
</tr>
<tr>
<td>Last updated</td>
<td>06 Sep 2016 11:05 AM EDT</td>
<td></td>
</tr>
<tr>
<td>Campus Address</td>
<td></td>
<td>Should be blank or contain your “Student Mail Code (SMC)”</td>
</tr>
</tbody>
</table>
OIE Reports Information to SEVIS

Program Data:
- Enrollment
- Program withdrawal
- Financial
- Major or changes
Contacting OIE

**oie@andrew.cmu.edu**

Be sure to include:

- Name (as on passport)
- Andrew ID
- Academic Department

Allow 24-48 hours for a response!
OIE Processing Times

Requests = 3 DAYS

- Travel Signature
- SSN letter
OIE Processing Times

New Documents = 5 DAYS

• Change of Level
• Adding a spouse
• Work authorization
Travel Signature Rush Fee

Travel signature in 24-hours = $35 Fee

Charged to your student account
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

FULL-TIME (FT) Enrollment:
Required **EVERY** semester!

Fall & Spring = Full-Time
Summer = Vacation

**UNLESS**

Summer enrollment is required by your department
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!

Consult with OIE and your Department

Some exceptions exist… **ALWAYS** consult OIE *and* your academic department *before* dropping below full-time
Employment

On Campus

Off Campus
Employment

On

Campus

Carnegie Mellon University
Employment

Only while enrolled, not after graduation

Part-time (less than 20 hours/week) during academic year or full-time during vacation term
Employment

F-1 ➔ No special OIE or immigration authorization required…automatic benefit of status

J-1 ➔ Must have permission from program sponsor prior to working on campus
Employment

Off
Campus
Off-Campus Employment: F-1 Status

Curricular Practical Training (CPT)

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

AFTER one academic year of full-time enrollment

OIE authorizes on the I-20

MUST be part of your curriculum (enroll for internship units, a program requirement)
Off-Campus Employment: F-1 Status

Optional Practical Training (OPT)
Optional Practical Training (OPT)

AFTER one academic year of full-time enrollment

12 months per advanced degree level +24 months for STEM majors

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

Academic Training (AT)
Academic Training (AT)

Can be used before and after graduation & authorized by OIE

Limited to length of program or 18 months - whichever is shorter.
PhD: 36 months maximum

Work must be related to level/field of study
F-1 Grace Period

60 days to:

- Depart U.S.
- Apply for OPT
- Change status
- On-campus employment prohibited!
J-1 Grace Period

30 days to:
- Depart U.S.
- On-campus employment prohibited!

BEFORE DS-2019 end date:
- Get a new DS-2019
- Change status
- Apply for AT
Withdrawal/Leave of Absence

15 day grace period
• Depart U.S. with OIE permission

No Grace Period
• Depart U.S. without consulting OIE
You MUST **travel**...with...

**Valid Passport**

**Valid Visa**

**Signed Document**
Travel Issues

Entry to Canada or Mexico: Visitor visa required?

Returning to U.S.:
Automatic Visa Revalidation
- Passport
- Signed document
- Expired/unexpired U.S. 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

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)
PA Driver’s License/State ID

Required documents for DMV:

- I-20/DS-2019 with at least 1 year remaining
- Passport, I-94, visa
- SSN or denial letter
- Proof of residency (2)

WAIT about 10 days before going to the DMV
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 U.S.

**TRUE!**
2. Responsibility for maintaining my status belongs to my OIE advisor – that’s her job! FALSE!
3. It’s OK to work more than 20 hours per week on campus if I have a good reason

FALSE!
4. My OIE Advisor is employed by the US Department of Homeland Security to enforce immigration regulations.

FALSE!
5. I do not need to talk to anyone about dropping courses as long as I will still be enrolled for at least 36 units

FALSE!
6. It is OK to work off-campus if I need the money

FALSE!
7. I should get my I-20 signed for travel on my way to the airport

FALSE!
8. If I get a new or replacement I-20, I should throw my old I-20 in the trash

FALSE!
9. The best source of information on immigration regulations is The Office of International Education

TRUE!
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
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