Carnegie Mellon University
International Student Orientation
Take out your International Student Responsibilities Contract

You will submit the signed copy during the immigration check-in at the end of this presentation.

After the presentation, you must sign the white sheet.

Take notes on the blue copy!
Stay Seated and Pay Attention!
Passport

• MUST be valid at all times

• At least 6 months into the future

• Always required for entry into the U.S.

• Contact your embassy for passport extensions while inside the U.S.
I-20 Certificate of Eligibility for F-1 status

- SHOULD Not Expire!
- Do not EVER throw away any I-20’s!

Expiration Date!
Travel signature is valid for 12 months after the date written above!
DS-2019 Certificate of Eligibility for J-1 status

- **SHOULD Not Expire!**
- **Do not EVER throw away any I-20’s!**

Expiration Date!

Category & Subject Field Code
Two Year Home Residency Requirement

- Applies **ONLY** to H-1B, L, or U.S. permanent residency

- Travel signature is valid for 12 months after the date written above!

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212(e)
I-94 Arrival/Departure Record

• Electronic arrival record (called I-94) **MOST** important immigration document you have

• Proof of your status - F1 or J1 and D/S (Duration of Status)

• Stamp in passport with F1 or J1 and D/S (Duration of Status) – proof of your status

**Obtain I-94 record:**
www.cbp.gov/i94

Contact OIE if there are any mistakes!
U.S. Entry Visa

- ONLY a travel document
  - (not required for Canadians)
- U.S. Visa must be valid for RE-ENTRY
- Visa Type Class (F1 / J1)
- # of Entries (M, 1, 2)
- YES! Your visa can expire while you are in the U.S.!!
- NO! You cannot get a new visa inside the U.S.
Keep All Immigration Documents!!

Never throw away any immigration documents!

Necessary for employment!

OIE cannot make copies!
Maintaining Status
Maintaining Status

- Report your address
- Keep immigration documents valid
- Obtain appropriate work permission
- Report any changes to OIE
- Full-time enrollment
Report your Address

www.cmu.edu/sio

Permanent Address
Country: United Kingdom
Line 1: 1 Princess Street
City, Postal Code: Edinburgh WCK 143

Permanent Address Must be an address **OUTSIDE** the U.S.

Off-Campus Address
Country: USA
Street: 123 Craig Street
City, State, Zip: PITTSBURGH, PA 15232
Phone: 412-236-1234

Off-Campus Address Must be an address **INSIDE** the U.S.

Should be blank *or* contain your “Student Mail Code (SMC)”
OIE Reports Information to SEVIS

Program Data:
- Enrollment in the program
- Program
- Withdrawal
- Financials

Notify OIE with ANY changes!
Maintaining your Status

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

Full-time = **36 units**...OR Minimum required by your department (48...60...72...)

No enrollment required in summer UNLESS - Summer enrollment is **required** by your program

Some exceptions exist...

**ALWAYS**

consult OIE **and** your academic department **before** dropping **below** full-time!
Maintaining your Status

Only **ONE** online course per semester is allowed.
Maintaining your Status

**Withdrawal – Leave of Absence**

F-1 Grace Period
- **AFTER** your program end date
- 60 Days To...
- Depart U.S. with OIE permission = 15 days
- Depart U.S. **without** OIE permission = 0 days
- • Depart U.S.
- • Apply for OPT
- • Change status
- On-campus employment prohibited!

J-1 Grace Period
- **BEFORE** your program end date!
- 30 Days To...
- • Apply for AT
- • Change status
- On-campus employment prohibited!

**On-campus employment prohibited!**

Carnegie Mellon University
On-Campus Employment

• No more than 20 hours per week during academic school year (fall and Fall)

  • J-1 STUDENTS: **MUST** receive **authorization** from OIE before any on-campus employment!

  • F-1 STUDENTS: NO special authorization is necessary (**on-campus employment only**)  

  • More than 20 hours per week OK during official breaks (summer)
**All work must be related to level/field of study**

**F-1 Status**
Eligible after completion of 2 full-time semesters and must attend Information Session

**J-1 Status**

F and J students **MUST** receive authorization from OIE before any off-campus employment!

- **Curricular Practical Training (CPT)**
- **Optional Practical Training (OPT)**
- **Academic Training (AT)**

See OIE website for additional information
Valid Passport

Valid Visa

I-20/DS-2019
With valid Travel Signature
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 Number

- **F-1 students** are not eligible for SSN unless they have employment.
- **F-2 dependents** cannot work, thus are not eligible for SSN at any time.
- **J-1 students** are eligible for SSN anytime, no employment necessary.
- **J-2 dependents** can apply for work authorization, thus are eligible for SSN once work authorization is granted.

**DO NOT** apply for SSN until **after** 10 days from today!

**Keep in a Safe Place!**

9 digit number used for tax purposes

Same number for **LIFE!**

**BEWARE of PHONE SCAMS!!**

NEVER give your information to anyone over the phone!

Carnegie Mellon University
Social Security Number: Must Show Proof Of Work Authorization

- On-Campus Work
- CPT
- OPT
- AT

It’s NOT...
- A national ID
- Work permission
- Required for banks, landlords, etc.

See OIE Website: www.cmu.edu/oie
Required documents for the DMV:

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

DO NOT apply for Driver’s License until after 10 days from today!
SSN Denial Letter:

- Bring ALL your Immigration documents
- Go in person to Social Security
- Get letter while you wait!
  - **This is OK** – does not mean you can never obtain an SSN
Contacting OIE

oie@andrew.cmu.edu

Be sure to include:
• Name (as on passport)
• Date of Birth
• Andrew ID
• Academic Department

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

Requests = 3 Days
• Travel Signature
• SSN letter

New Documents = 5 to 10 Days
• Change of Level
• Adding a spouse
• Work authorization
Student Responsibilities

- Update SIO Every time you move!
- Always read OIE emails!
- Plan ahead!
- Stay Informed!
- Enjoy your time at CMU!
- Check “Andrew email” account regularly
- Inform OIE if you will be leaving CMU

Success!
WELCOME!
Office of
International
Education
Posner Hall, 1st Floor
412-268-5231
www.cmu.edu/oie