

Maintaining SEVIS Status

As an F-1 student visa holder, you have certain rights and responsibilities. Below are some of the basics. Complete information regarding studying in the United States can be found at the websites listed on the last page.

After arriving in the US

Checking in and Biographical Information form ("Bio Form")

Every new student must check in through the Office of Admissions, Registration and Client Services (ARC), and submit a Bio Form along with the following:

- current, local address
- current phone and email
- local emergency contact
- proof of health insurance (see box "<u>Health (Medical) Insurance</u>" below)
- copies of these from your passport: Identity page(s), F-1 Visa, and Entry Stamp or copy of Electronic I-94 (or just bring in your passport and we will make copies).

Throughout your entire time of studying in the Tseng College, you must report the following to a DSO in the Tseng College:

- Any address changes
- Any changes to normal enrollment
- Updated health/medical insurance policies (you must be covered at all times)

Failure to do the above can result in a terminated I-20!

Stay in touch with us!

International Students on I-20s issued by The Tseng College should stay in contact with ARC in EU 200. We are your International Office.

ARC is the Office of <u>A</u>dmissions, <u>Registration</u> and <u>C</u>lient Services EU 200 is Office 200, in the <u>E</u>xtended <u>U</u>niversity Commons building, or The Tseng College The Tseng College is one of the nine colleges of CSUN CSUN is <u>California State University</u>, <u>Northridge</u>

Contacting ARC:

<u>collexl@csun.edu</u>	(818) 677-2504
<u>danielle.g.keesee@csun.edu</u>	(818) 677-7482
<u>lesa.green@csun.edu</u>	(818) 677-3404
<u>ayda.vardumyan@csun.edu</u>	(818) 677-7649

Open: Monday – Friday 8:00 am – 5:00 pm

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Health (Medical) Insurance

All international students are required to have insurance at all times while on an I-20 issued by the Tseng College (including while on OPT).

The minimum coverage is: \$100,000 medical/hospital <u>and</u> \$ 30,000 emergency medical evacuation and repatriation

Students can buy insurance from the company of their choice.

Caution! If you purchase insurance that is not specifically for international students, you will probably have to buy a separate policy for repatriation and medical evacuation. Be aware of this when comparing prices.

Falling Out of Status in SEVIS

(Or Not Maintaining SEVIS Status)

Falling out of Status – Due to Less than Full Time Enrollment

If you cannot enroll in, or remain in, all required classes, contact a DSO (Designated School Official) in the Office of Admissions, Registration and Client Services immediately.

- Authorization to drop below what is considered full time can only be given under very specific circumstances and it must be approved PRIOR to reducing enrollment.
- Dropping below full-time without authorization is cause for termination of your I-20.

Falling Out of Status – Due to Grades

Receiving a bad grade in a class rarely affects your SEVIS status, but you need to correct the problem.

• Contact your graduate advisor to see if it will be possible to repeat the class for a better grade. Report your plans to your DSO.

If you cannot maintain the necessary GPA and are disqualified in the CSUN computer system, contact your graduate advisor regarding getting reinstated to the program.

If you a disqualified and are not allowed to continue in the program, you must transfer to another school, or leave the U.S. Discuss your situation with your DSO.

Reinstatement

If you fall out of status for reasons beyond your control, you may be eligible to apply for a reinstatement of status.



Traveling and Reentering the US

If you want to travel when school is not in session, simply submit a Travel Request to ARC (Office of Admissions, Registration and Client Services).

If you need to travel while classes are in session, and you will miss a substantial amount of time or will miss important tests, exams, deadlines, etc., get permission from your department and/or professors prior to requesting a DSO to sign your I-20 for travel.

If you plan to transfer to another school, do not request to travel. Authorization for travel is only for students who are returning to their same program of study.

• If you transfer to another school, you MUST use the new school's I-20 to reenter the US. No signature on page 2 is necessary for those I-20s.

I-20 and F-1 Student Visa Dependents and F-2 Visas

Only your minor children and your spouse can be dependents on your F-1 visa. Each Dependent needs a Dependent I-20 to apply for an F-2 Dependent Visa.

Spouses can NOT work and can NOT attend school full-time while in F-2 status.

- If your spouse is on an F-2 visa and wants to attend school full-time, he or she must apply for admission and upon receiving a new I-20 from the school, must change visa status from F-2 to F-1 and must wait until the change of status is approved before beginning a full-time program of study.
- Children on F-2 visas are allowed to attend Kindergarten through 12th grade only.

To request dependent I-20s submit the following to ARC:

- 'Request for Dependent I-20 for F-2 Visa' form
- Copy of passport(s), and
- Copy of a valid marriage license for a spouse, and a birth certificate for each child.



At the End of Your Studies

Upon finishing all requirements for your degree or certificate, you have a 60-day grace period to do one of the following:

1. Leave the United States.

In order to avoid a "flag" (a harmful record) in SEVIS that could negatively affect you for many years, it is highly recommended that you contact ARC when you leave the United States. Just report that you are leaving the U.S. and do not plan to return in the next five months and/or do not plan to return on your current I-20. It's simple to do and it's worth doing.

See the Tseng College website, "Arriving & Maintaining Status (Grads & Credit)" <u>Completion of Studies</u>

https://tsengcollege.csun.edu/studentinfo/sevis-maintain-visa-credit

2. Transfer to another school.

See the Tseng College website, "Transfers" https://tsengcollege.csun.edu/studentinfo/sevis-transfers

3. <u>Request OPT</u> (Optional Practical Training).

Allows students to work up to 12 months following completion of a degree or a graduatelevel certificate. However, I-20s are terminated if unemployed for a total of 90 days. See the Tseng College website, "Employment & Tseng College Students" <u>https://tsengcollege.csun.edu/studentinfo/sevis-employment</u>

4. Change to another visa classification.

See the Tseng College website, "Changing Visa Status'" <u>https://tsengcollege.csun.edu/studentinfo/sevis-changing-visa-status</u>

For more information, see, "Additional Websites for F-1 Student Visa Information"



Additional Websites for F-1 Student Visa Information

In addition to the information provided on the Tseng College website for International Students, https://tsengcollege.csun.edu/studentinfo/internationalstudents, links to direct sources are listed below.

The Entire Process from Obtaining a Visa to Completing Your Studies

- <u>https://studyinthestates.dhs.gov/students</u>
- Student Process Steps: How to Navigate the U.S. Immigration System <u>https://www.ice.gov/sevis/students</u>

Maintaining Immigration Status

- o <u>https://studyinthestates.dhs.gov/maintaining-status</u>
- o <u>https://www.ice.gov/sevis/students</u>

Printing a Copy of an Electronic I-94

o https://i94.cbp.dhs.gov/I94

Getting a Driver's License

- To apply and make an appointment go to: <u>https://www.dmv.ca.gov/portal/dmv/detail/forms/dl/dl44</u>
- Make sure that you have an Active Form I-20 before your DMV appointment
 Wait at least ten days after arriving in the United States before applying for a driver's license.
 - Use form 'Request for Reprinted I-20.' Submit it to ARC to receive an ACTIVE I-20.
 - © An Active I-20 reads "CONTINUED ATTENDANCE"
 - The DMV will NOT accept I-20s that show "Transfer Pending Name of School" or "INITIAL ATTENDANCE"

• An Excellent Site for California Driver License Information:

"Requirements for a CDL (FFDL 5)" <u>Requirements for a CDL (FFDL 5)</u> In addition to the whole process for applying for a CDL, it also has a link to download the entire California Driver Handbook.

Working (CPT & OPT)

- Application and Instructions for Form I-765, for OPT, <u>https://www.uscis.gov/i-765</u>
- USCIS, Fees, Filing Online, Check Case States, and more <u>http://www.uscis.gov</u>
- o https://studyinthestates.dhs.gov/working-in-the-united-states
- http://www.ice.gov/sevis/practical-training/
- https://www.ice.gov/sevis/employment#tab1

Obtaining a Social Security Number

- o <u>https://www.ssa.gov/ssnumber/</u>
- o <u>http://www.socialsecurity.gov/pubs/10181.html</u>

Travelling and Renewing Visas

- o <u>http://www.ice.gov/sevis/travel/</u>
- <u>https://studyinthestates.dhs.gov/students</u>
- o https://studyinthestates.dhs.gov/sevis-travel-visa-and-passport

Transfers for F-1 Students

- o <u>https://studyinthestates.dhs.gov/sevis-transferring</u>
- o <u>https://www.ice.gov/sevis/f1-transfers</u>

Changing Status

- <u>https://studyinthestates.dhs.gov/change-of-status</u>
- o <u>https://www.uscis.gov/change-my-nonimmigrant-status</u>

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