International Student Orientation

IMMIGRATION RESPONSIBILITIES FOR F-1 STUDENTS
Stony Brook Visa and Immigration Services

- Located on the 5th floor of the Melville Library, Room E5310
- Advising by appointment M,T,Th: 9:30 a.m. to 4:30 p.m., Fri 1:00 p.m. to 4:30 p.m.
- Walk-in advising: Wed 9:30 a.m. to 4:30 p.m.
- Tel: (631) 632-INTL (631-632-4685)
- Fax: (631) 632-7064
- Email: visaandimmigrationservices@notes.cc.sunysb.edu
- Website: http://www.stonybrook.edu/iaps/international/
Visa and Immigration Services

Staff

- **Lindsi Walker**, PDSO of Visa and Immigration Services
- **Gretchen Gosnell**, International Student Adviser
- **Jasmina Gradistanac**, International Student Adviser
- **Chris Kalesis**, International Student Adviser
- **Erin Keffeler**, International Student Adviser
- **Christine Greenberg**, Staff Assistant
- **Patty Poster**, Secretary
Basics to Understand

- F-1 students’ main purpose for being in the US is to be a student.

- **It is your responsibility to maintain your legal status while in the United States.**

- Immigration regulations may change. Keep in touch.
Important Immigration Documentation

- SEVIS Form I-20
- PASSPORT
- VISA
- Form I-94 (small white card stapled into your passport)
PASSPORT

- Your passport is your government’s proof of citizenship.
- You must keep this valid at all times. Immigration specifically says 6 months into the future.
- You need to contact your own embassy or consulate for renewal—we can provide information on how to contact them.
- Keep it safe! If lost or stolen, report it to the police and to your embassy immediately.
- When you extend your passport, provide a copy to your International Student Adviser right away.
VISA

- Stamped inside passport at a US Consulate or Embassy outside of the US
- Allows for travel into the US to undergo inspection by an immigration officer for admission to the US in F-1 status
- Must be valid on day of entry into US
- The visa stamp is not a relevant document once you have been admitted into the US and are granted F-1 immigration status
- May expire while in the US without affecting your immigration status
- A valid visa stamp is only required if you are outside of the US and are applying for re-entry to the US
I-94 Card – sample copy
I-94 Card

- Form I-94 card **gives you immigration status** – keep this card secure with your immigration documents.
- When admission is granted by an immigration inspector at Port of Entry: Form I-94 is stamped and “D/S” (“duration of status”) notation is added.
- “Duration of Status” means that you can remain in the U.S. as long as you continue your program of study as noted on Form I-20, provided you maintain full time academic status and immigration status.
- **See an International Student Adviser immediately if there is an expiration date written in by immigration instead of D/S**
I-94 Card - continued

- Has an 11-digit admission number
- SEVIS ID number is recorded on back
- Form I-94 is collected upon departure from the US
- New card and number issued on re-entry
- If lost, currently costs $330 to replace
**SEVIS Form I-20 (INITIAL)**

### U.S. Department of Justice
**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**U.S. Department of Justice**
**Immigration and Naturalization Service**

Please read instructions on Page 1. This form must be completed and filed by the US, to a designated school official.

**SEVIS Form I-20 (INITIAL)**

**School (School Name):**
State University of New York at Stony Brook

**School Address:**

**City:** Stony Brook,

**State:** NY

**Postal Code:** 11794-4413

**Phone:** (631) 632-6561

School record keeping and approval of this form are required.

1. **Student Information**
   - **Full Name:**
   - **Sex:**
   - **Country of Birth:**
   - **Home Country:**
   - **Date of Birth:**
   - **Admission Number:**

2. **School Information**
   - **School Name:** State University of New York at Stony Brook
   - **School Address:**
     - **City:** Stony Brook,
     - **State:** NY
     - **Postal Code:** 11794-4413
   - **School Phone:** (631) 632-6561

3. **Certificate Status:**
   - **Certificate No.:**
   - **Date Issued:**
   - **Date Expires:**

4. **Level of Education:**
   - **Degree Program:**
   - **College:**
   - **Major:"

5. **Entry Information**
   - **Entry Date:**
   - **Entry Visa:**
   - **Entry Status:**

6. **Language Proficiency**
   - **Required Language:**
   - **Proficiency Level:**

7. **School Costs**
   - **Tuition:**
   - **Fees:**
   - **Room and Board:**
   - **Total Cost:**

8. **Certificate Renewal**
   - **Certificate Renewal Date:**
   - **Certificate Renewal Place:**

**Remarks:**

**Signature of Designated School Official:**

**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**

**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

**Entry Visa:**

**Entry Status:**

**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

**Certificate Renewal Date:**

**Certificate Renewal Place:**

**Signature of Designated School Official:**

**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**

**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

**Entry Visa:**

**Entry Status:**

**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

**Certificate Renewal Date:**

**Certificate Renewal Place:**

**Signature of Designated School Official:**

**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**

**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

**Entry Visa:**

**Entry Status:**

**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

**Certificate Renewal Date:**

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**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**

**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

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**Entry Status:**

**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

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**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

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**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

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**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

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**Signature of Designated School Official:**

**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**

**Certificate of Eligibility for Nonimmigrant (F-1) Student**

**Degree Program:**

**College:**

**Major:**

**Entry Date:**

**Entry Visa:**

**Entry Status:**

**Language Proficiency:**

**Required Language:**

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**School Costs:**

**Tuition:**

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**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

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**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

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**Date of Birth:**

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**Language Proficiency:**

**Required Language:**

**Proficiency Level:**

**School Costs:**

**Tuition:**

**Fees:**

**Room and Board:**

**Total Cost:**

**Certificate Renewal Date:**

**Certificate Renewal Place:**

**Signature of Designated School Official:**

**Date:**

**School Seal:**

**Student Information:**

**Name:**

**Sex:**

**Date of Birth:**

**Country of Citizenship:**

**Admission Number:**
**SEVIS I-20 Pg. 3 – sample copy**

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**Page 3**

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATED IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON-CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

**FAMILY NAME:**

**FIRST NAME:**

Student: Employment Authorization:

Employment Status:

Duration of Employment: From (Date): To (Date):

Employee Name:

Employee Location:

Comments:

---

Event History (Past two years):

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date</th>
<th>Name of Official</th>
<th>Title of Official</th>
</tr>
</thead>
</table>

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

Name of School:

**Title:**

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**Signature of Designated School Official:**

**Date Signed:**

**Place Signed:**

---

**Signature of Designated School Official:**

**Date Signed:**

**Place Signed:**

---

**Signature of Designated School Official:**

**Date Signed:**

**Place Signed:**

---

**Signature of Designated School Official:**

**Date Signed:**

**Place Signed:**

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Form I-20 is (Rev. 06-28-08)

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SEVIS Form I-20

- Certificate of Eligibility Form I-20 indicates:
  - Page 1
    - Section 1: Your Biographic Information (SEVIS ID Number)
    - Section 2: Your University’s Information
    - Section 3: Reason I-20 was Created
    - Section 4: Level of Education
    - Section 5: Program/Report and Completion Dates
    - Section 6: English Proficiency
    - Section 7: Approximate Annual Expenses
    - Section 8: Means of Financial Support
SEVIS Form I-20 – con’t.

- Adjudication Stamp:
  Date and location of arrival into the US
  Immigration status: F-1
  Length of stay: D/S

Page 3

- Employment Authorizations
- Reentry Endorsements (Travel Signatures)
Your responsibility to keep your Form I-20 current

Retain all Forms I-20 ever issued to you forever!
SEVIS

- Student and Exchange Visitor Information System, (SEVIS), is an internet-based system that collects, maintains, and tracks information on international students and scholars in F-1 and J-1 status.
- Immigration and Customs Enforcement (ICE) manages SEVIS. ICE is a division of the Department of Homeland Security.
- US Embassies and other US Govt. Agencies can view this information.
- SEVIS II is coming in 2012 or 2013. Check our website for updates.
Maintaining F-1 status

As nonimmigrant international students, you must:

- Maintain full-time enrollment in Fall and Spring semesters
- Maintain satisfactory academic progress
- Maintain a valid SEVIS Form I-20
- Maintain a valid passport – note the 6 month rule
- No unauthorized employment
- **File timely applications for extension of program, changes in academic level, and graduation.**
- Report address changes within 10 days in SOLAR
Full-Time Enrollment

- **Graduate Students:**
  - G-1 = 12 credits
  - G-2 = 9 credits
  - G-3 = 12 credits
  - G-4 = 9 credits
  - G-5 = 9 credits

- **Undergraduate Students:**
  - Full time is **12** credits per semester

- **F-1 students are authorized to take only one online course (up to 3 credits) per semester to count towards their full course of study requirement.**
Full-Time Enrollment

- If unable to maintain full-time enrollment, see your International Student Adviser immediately.

- Do not drop below full-time unless an International Adviser has authorized it in SEVIS.
Part-Time Enrollment may be Authorized for:

- Severe difficulty adjusting to the US educational system/ difficulties with the English language in the first semester

- Medical need for an underload (detailed documentation from physician required)

- Student is in his/her last semester and taking the necessary number of credits needed to complete all degree requirements
Unacceptable Reasons for Part-Time Enrollment:

- Poor grades in a prior semester
- Fear of failing a class
- Lack of money to pay tuition
- No classes that you want to take open
Failure to Maintain F-1 Status

- Suspension of all F-1 benefits including employment
- Termination of your SEVIS record
- Must file for reinstatement to F-1 status with USCIS – Form I-539/$290 fee within 5 months of violation (USCIS processing time 5+ months) if eligible
- or Re-apply for F-1 status through travel and reentry. Requires initial Form I-20 with new visa and paying the SEVIS fee and admission to the US in F-1 status.
Reporting Address
Changes within 10 days

- Immigration regulations require that all F-1 students report a change of their local (US) or foreign address within 10 DAYS of moving.
- Students who live off-campus must update their Local (Off Campus) type address in SOLAR; which we send to SEVIS. This is your “toothbrush” address.
- Change in foreign address must be reported to Stony Brook Visa and Immigration Services via email, or in person; your advisers will update your new home country address in SEVIS.
- **You are responsible for updating SOLAR**
- **It is a violation of your status if you fail to report your address within 10 days**
Leave of Absence

- Must have approval by and International Student Adviser
- Required to leave US immediately (unless medical)
  - Your SEVIS record will be terminated
  - Requires new Form I-20 if you want to return
  - Must be in F-1 status for one year again to be eligible for off-campus employment
Program Extension

- If you cannot graduate by completion date:
  - Application for Extension must be entered into SEVIS before the expiration date of Form I-20
  - Failure to extend in timely fashion is a violation of status requiring reinstatement
  - Begin process at least 30 days prior to Form I-20 expiration date noted in section 5
Changes in academic program/degree level

- Notify your International Student Adviser if you are accepted into another academic program/degree level.
- A new Form I-20 must be issued before the end of your grace period or the start of the next semester, depending on your particular situation.
- You can lose your F-1 status if you fail to request a new I-20 on time.
Dependents

- If your dependents are here:
  - Their legal status is linked to your status
  - Their expiration date is linked to your date
  - Health Insurance is mandatory for each dependent
  - A travel signature is required for each dependent
  - Children may go to primary and secondary school
  - **Those in F-2 immigration status cannot enroll in a university degree program and cannot seek employment**
  - If your dependent applies for another nonimmigrant status (F-1, H1-B), please notify your International Student Adviser immediately.
Transferring out

If you would like to transfer to another university/college you must submit the following to Visa and Immigration Services:

- Transfer out form
- Transfer report from the other institution
- Photocopy of your admission letter, I-94 card (front and back) and passport
- Receipt from Student Accounts showing that your bill has been paid in full
- Departure Form
F-1: Employment

- Any employment authorization is a **benefit** of your F-1 status.
- You must first be certain that you have maintained your F-1 status before you can be eligible for any type of work.
- Instructions and information on how to obtain employment authorization are on the Stony Brook Visa and Immigration Services website.
Employment Options

- On-Campus employment
- Off-Campus employment
  - Curricular Practical Training (CPT)
  - Optional Practical Training (OPT)
  - Severe economic hardship
  - Internship with an International Organization

Visit the Stony Brook Visa and Immigration Services website for the dates and times of our CPT and OPT workshops.
On-campus Employment

What is considered on-campus employment?
- Working for the University and/or Research Foundation
- Working for outside companies who are providing student services on campus (such as Dining Services)
- **It does not include any local businesses off-campus!**
- **If you transfer to another school you are no longer authorized to work at Stony Brook.**
- **You may not work during “grace period” following degree completion**
On-campus Employment

- Employment is limited to 20 hours per week while school is in session – accumulated total of all jobs.
- Each TA, GA, & RA position has a defined number of hours (10 - 20 hours per week)
- Hours for Residence Hall Assistants is defined 20 hours per week
- Full-time (21 hours or more per week) during school vacations- summer/winter break.
- Work on campus does not need to be degree related.
- No formal authorization is required
Social Security

- Once you have a job offer, you need to apply for a Social Security Number (SSN) from the Social Security Administration (SSA).

- The purpose of a Social Security Number is to help the government keep track of an individual’s earnings for tax purposes.

- Regulations require you must have valid employment offer to apply for a SSN.
Applying for SSN

- Your on-campus employer must issue you a letter of offer that clearly outlines your terms of employment. Academic departments have been given a template for this purpose. Other campus employers can contact our office to request this template.

- Register for a full courseload (for most students this will be 12 credits)

- When the letter is prepared and signed, it must be brought to Stony Brook Visa and Immigration Services for endorsement.
Applying for SSN

- To apply for a Social Security Number
  - Visit one of the SSA offices to fill out an application. The nearest offices are in Patchogue and Hauppauge
    - Use a stable address that is not expected to change in the next three months.
  - Present:
    - The endorsed job offer letter and
    - Bring copies of your immigration documents with you, to give SS for their records.
Important Note:

- Be sure to work for the employer whose letter of offer was used to apply for the Social Security Number. Federal authorities are taking action against students who apply for the SSN and do not work.
More SSN information:

- Once the SSA has accepted your application, most cards will be issued in 10 days to 3 weeks.
- Your SSN is very private information, and is only intended to be used for employment and taxation purposes. Many agencies will ask for an SSN, but will issue an alternate identification number if you object to sharing this private information.
- An SSN can be misused by people who steal or re-shape your information to commit frauds and incur debts. If you are a victim of *identity theft*, it is very difficult to repair the damage to your reputation and credit history.
- If your Social Security card is lost or stolen it will be difficult to replace. Memorize your Social Security Number and then leave it at home in a safe place!
More about Social Security Numbers...

- **You do not need a SSN to:**
  - Open a bank account
  - Rent an apartment
  - Open an utility account (gas, electricity, etc)
  - Set up a cell phone account
  - Conduct business correspondences
Individual Taxpayer Identification Numbers (ITIN)

- Are issued by the *Internal Revenue Service* (IRS), our federal taxation agency.
- Are issued to people who need to provide the federal government with an identification number for tax purposes, and are not eligible for an SSN.
- Are generally applied for at tax filing time, but may be issued at other times under some circumstances.
- If you later become eligible for an SSN, you will use the SSN instead of the ITIN.
Income Tax form filing required EVERY YEAR

- File income tax returns must be filed each year **whether or not** you have earned income in the US (April 15)
  - File Form 8843 if you have no US Earned income
  - File Form 1040NR if you have US earned income
  - Some F-1 students and scholars qualify for a tax treaty exception but **must file to claim the tax treaty exemption**

- **International Student Advisers are not trained to do tax advising.** Detailed information can be found on the irs.gov website. There is a link on our website.
Travel Signature

- A travel signature given by an International Student Adviser on Form I-20 is valid for one year. For those on OPT, travel signatures are only valid for six months.
- Travel Signature requests must be made at least 2 weeks in advance of travel

- **Bring to Visa and Immigration Services:**
  - Passport (original)
  - I-94 card (original)
  - Form I-20 (must be the original and most recent version)
Travel: Port-of-Entry Inspection

Port-of-entry inspection after travel outside of the US:

- Passport valid at least 6 months into the future.
- Unexpired F-1/F-2 visa.
- Valid SEVIS Form I-20 with travel signature endorsed on page 3.
- Proof of full-time enrollment:
  - It is recommended that you obtain an Enrollment verification from registrar or transcript verifying enrollment in a full time course of study, or letter of good standing from your Graduate department.
- Proof of financial support
Traveling to Mexico, Canada or Caribbean and Re-entering the U.S. with “Automatic Visa Re-Validation”

- Visiting for less than 30 days may not need a valid U.S. visa, just travel signature endorsed on I-20, I-94 card and valid passport.*
- Do not surrender your I-94 card if your visa has expired.
- Mexican, Canadian or Caribbean country visas may be required. Check with their Consulate/Embassy.

* Does not apply to nationals of all countries
Special Note:

If you apply for an F-1 visa in Canada, Mexico or a Caribbean country “Automatic Visa Revalidation” does not apply.

If your visa application is denied, you will not be allowed to re-enter the US.
Applying for a Visa

- Visas are only issued outside the US
- If you need to renew your visa it is best to apply in your home country
- Security checks made by the US government may delay visa processing
- For further information, check the website of the US consulate where you plan to apply
Please Remember to:

- Make a separate copy of all of your immigration and identification documents (front and back) and keep them in a separate and safe place.
- Retain any Forms I-20/DS-2019 ever issued to you forever.
- Be aware of all deadlines and submit paperwork at least two weeks ahead of time.
- Keep your address updated in SOLAR.
YOUR RIGHTS IN THE UNITED STATES

- Criminal activity can impact your ability to enter the U.S. or remain in the U.S.
- Even an arrest without a conviction can cause you immigration problems
- **If arrested, you will need a criminal defense lawyer who is also familiar with immigration law.** You may need to hire an immigration attorney to work with your criminal defense lawyer
When do arrest issues come up?

- arrest
- routine traffic stop
- visa interview
- entering the United States
- change of status
- applying for an immigration benefit, such as OPT
- immigration hearing
You have the Right to Remain Silent . . .

- You can refuse to answer questions from the police until you can speak with your lawyer.
- You can assert your right to remain silent at any time, even if you have already answered some questions.
Exceptions to the Right to Remain Silent

- You have to identify yourself if asked by law enforcement
- Name and address
- Nonimmigrants (F-1 and J-1) may be required to show their immigration documents (passport, I-94 card, Form I-20 or DS-2019)
- If you are stopped in your car, you must show your driver’s license, registration, and proof of insurance when asked
You have the Right to an Attorney . . .

Attorney = Lawyer

- If you are arrested, say that you want to speak to a lawyer
- In criminal matters, you can request a public defender if you cannot afford to pay for your own lawyer
- Make sure you are speaking with your lawyer
- Memorize your lawyer’s name and phone number
- Request a translator in court
How can I find a lawyer?

- Contact Visa and Immigration Services for advice on how to select an immigration attorney.
- If you are detained, ask to speak with someone from your embassy or consulate. They may be able to assist you in finding legal counsel.
- *Finding the Right Immigration Lawyer* article: [http://www.visalaw.com/hal.html](http://www.visalaw.com/hal.html)
- ABA’s clickable map of state & local Bar Associations [http://www.abanet.org/barserv/stlobar.html](http://www.abanet.org/barserv/stlobar.html)

Be prepared to pay a consultation fee, and ask about other costs during your initial meeting with a lawyer. Even a “pro bono” (free) case may involve filing and court fees.
Other useful websites for finding an attorney

- Suffolk County Bar Association [http://www.scba.org/](http://www.scba.org/)
- CUNY Immigration Centers [http://web.cuny.edu/about/citizenship/about-us/centers.html](http://web.cuny.edu/about/citizenship/about-us/centers.html)
For More Information:

- Ask your International Student Adviser

- American Civil Liberties Union publication “Know Your Rights” is available online: http://www.aclu.org/racial-justice_womens-rights/aclu-issues-multi-lingual-know-your-rights-pamphlet-educate-public (in English, Spanish, Arabic, Urdu, Hindi, Punjabi, Farsi, Somali)
Questions ?