



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

Departure Number
014240912 00

Immigration and
Naturalization Service

**I-94
Departure Record**

14. Family Name
LAST NAME

15. First (Given) Name
FIRSTNAME

16. Birth Date (Day/Mo/Yr)
122,22,22

17. Country of Citizenship
COUNTRY

See Other Side

STAPLE HERE

F-1
D/S



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

Page 1

U.S. Department of Justice

Certificate of Eligibility for Nonimmigrant (F-1) Student

Page 1

Immigration and Naturalization Service

Status - For Academic and Language Students (OMB NO. 1115-0051)

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):

First (given) Name:	Middle Name:
	(none)
Country of birth:	Date of birth (mo/day/year):
CHINA	01/14/1973
Country of citizenship:	Admission number:
CHINA	

2. School (School district) name:
State University of New York at Stony Brook
Stony Brook University

School Official to be notified of student's arrival in U.S. (Name and Title):
Thomas Burns
Advisor to International Students and Scholars

School address (include zip code):
The Graduate School
2401 Computer Science
Stony Brook, NY 11794-4433

School code (including 3-digit suffix, if any) and approval date:
NYC214F0653000 approved on 01/29/2003

For Immigration Official User		SEVIS Student's Copy
Visa issuing post	Date Visa Issued	
Reinstated, extension granted to:		

3. This certificate is issued to the student named above for:
Other reason: OPT authorized for period 10/01/200

4. Level of education the student is pursuing or will pursue in the United States:
DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in Neuroscience.
The student is expected to report to the school no later than 09/03/2003 and complete studies not later than 09/30/2003. The normal length of study is 36 months.

6. English proficiency:
This school requires English proficiency.
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 12 (up to 12) months to be:

a. Tuition and fees	\$ 9,052.00
b. Living expenses	\$ 9,860.00
c. Expenses of dependents (1)	\$ 1,500.00
d. Other (specify): Health Insuran	\$ 620.00
Total	\$ 25,032.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 12 months (Use the same number of months given in item 7).

a. Student's personal funds	\$ 34,000.00
b. Funds from this school	\$ 0.00
Specify type:	
c. Funds from another source	\$ 0.00
Specify type:	
d. On-campus employment	\$ 0.00
Total	\$ 34,000.00

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Advisor to International Students and Scholars
Thomas Burns 1 Students and Scholars 09/11/2003 Stony Brook, NY

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
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11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student	Signature of Student	Date
Name of parent or guardian if student under 18	Signature of parent or guardian	Address (city) (State or Province) (Country) (Date)

Form I-20 A-B (Rev. 04-27-89)N

For Official Use Only Microfilm Index Number



SEVIS I-20 Pg. 3 – sample copy

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

FAMILY NAME: _____ FIRST NAME: _____

SEVIS

Student Employment Authorization:

Employment Status: _____ Type: _____
Duration of Employment - From (Date): _____ To (Date): _____
Employer Name: _____
Employer Location: _____

Student's Copy



Comments:

Event History (Past two years):
Event Name:

Event Date: Name of Official: Title of Official:

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.

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Thomas Burns		Adviser to International Students and Scholars	08/11/2003	Stony Brook, NY
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)



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)



SEVIS Form I-20 – con't.

- 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 to 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
 - Original immigration documents. Passport, Form I-94, Form I-20.
 - 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](https://www.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>
- ABA's clickable map of state & local Bar Associations
<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/>
- Martindale-Hubbell/Lawyers.com
<http://www.lawyers.com/>
- American Immigration Lawyers Association
<http://www.ailalawyer.com/>
- U.S. Dept. of Justice EOIR Legal Orientation and Pro Bono Program List of Free Legal Services
<http://www.usdoj.gov/eoir/probono/states.htm>
- CUNY Immigration Centers
<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 ?

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