Office of International Services (OIS)

Welcomes You to:

Immigration

Information Overview
Welcome to USF

DID YOU KNOW: that the ‘Go Bulls’ hand symbol 1st started as a good luck symbol for basketball free-throw shots, the “Go Bulls!” hand symbol is now used as the premier symbol of USF cheering and greetings.
Who we are...

Erin Dudley
Int’l Scholar Advisor
DSO & ARO

Daniela Mui
Int’l Student Advisor
DSO

Erin Yarborough
Immigration Specialist
DSO

Kelly Hall
Associate Director
DSO & ARO

Marcia Taylor
Director
PDSO & RO

Thora Cecil
Lead Immigration Specialist
DSO

James Schwartz
Int’l Student Advisor
DSO

Amna Parson
Immigration Processing Assistant
DSO

Kristen Zernick
Student Programs Coord.
Who we service...

**2014-2015 Open Doors**

- Undergraduate, 1195
- Doctoral, 529
- Masters, 873
- INTO Pathways, 496
- Exchange Student, 61
- Non-degree, 10
- INTO English, 203
- OPT, 427
- J-1 Scholars, 322
- H1-B, 109
- Other scholars, 13
- Undergraduate, 1195
- Masters, 873
- Doctoral, 529

**Academic Year 2014-2015**

4521 international students and scholars
136 countries
What we do....

Advise on Immigration Compliance

Updates to I-20/DS-2019 (F-1/J-1 students)

Travel Signatures for F-1/J-1 students

Assist with Cultural Adjustment

Provide Programming through Campus Partnerships

Letter Requests

• Enrollment
• Expense (including CADIVI)
• Invitation
• Social Security
Where we are located...
Patel Center for Global Solutions (CGS) – 1st floor

Directions:
Take I-75 or I-275 to the Fowler Avenue exit. From I-75 go west, from I-275 go east to the USF Tampa campus. Turn into the University (Leroy Collins Boulevard) from Fowler Avenue, turn right onto USF Alumni Drive. The Center is located on your right along USF Alumni Drive. Visitors may need to stop at the Campus Information Center (CIC) for a visitor parking pass. Students may park in lot 23T or lot 22 with a valid parking permit.
How we communicate...

Walk-in Hours

Tuesday 9:00-11:00
Thursday 2:00-4:00
Friday 2:00-4:00
Making an appointment...

www.global.usf.edu/is
Immigration Terminology

**SEVIS**
- USA immigration database used for F-1/J-1 visas

**DSO**
- Person authorized to use SEVIS for F-1 students at a US university.
- Allowed to make updates and provide travel signatures.

**ARO**
- Person authorized to use SEVIS for J-1 students and scholars at a US university.
- Allowed to make updates and provide travel signatures.
Document Check

What?

- The DSO will review your ORIGINAL immigration documents
  - Bring the following documents with you:
    - Passport
    - Visa
    - I-20 or DS-2019
    - Port of Entry Stamp and I-94
    - I-901 SEVIS Payment (if F-1 or J-1)

When?

- Wednesday, Jan 6th @ 1:30pm-4:30pm – MSC
- Wednesday, January 13th @ 2pm-4pm – CGS
Glo-Bull Start

- **Deadline** to complete Glo-Bull Start process is:
  - January 15, 2016

- Scanning assistance is available at our office during regular office hours.
Passport

Primary identification

All immigration documents should match passport

Should be valid at least 6 months into the future

Do not let your passport expire
Visa

Grants entry into the US

May expire while in the US

Must be valid to re-enter the US
Port of Entry Stamp

Port of Entry

Date you entered the US

Visa Status

Date you need to depart the US: Duration of Status (D/S)
Port of Entry Stamp

Check for ACCURACY or you’ll be all like...

I DUNNO MAN
I'M SO CONFUSED

WHUT?!

....when you come back to the U.S.
The Form I-20 contains your:

- **SEVIS ID Number**
- **Program of Study**
- **Beginning and End Dates**
- **Travel Signature**
- **Employment Information**
- **Requests for Benefits**

### SEVIS ID: N010000000

#### SEVIS ID: [Redacted]

<table>
<thead>
<tr>
<th>Name</th>
<th>[Redacted]</th>
</tr>
</thead>
</table>

**Employment Authorization**

<table>
<thead>
<tr>
<th>Type</th>
<th>Post-Completion OPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Start Date</td>
<td>19 January 2015</td>
</tr>
<tr>
<td>Employment End Date</td>
<td>18 January 2016</td>
</tr>
</tbody>
</table>

**Employer Name**

[Redacted]

**Employer Location**

5000 Cityplace Center, Tampa, FL 33602

**Comments**

[Redacted]

**Change of Status/CAP-GAP Extension**

**Requested Visa Type**

[Redacted]

**Receipt Number**

[Redacted]

**Benefit Start Date & Request Date**

[Redacted]

**Event History**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>16 June 2015</td>
</tr>
</tbody>
</table>

**Other Authorizations**

<table>
<thead>
<tr>
<th>Authorization</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

**Travel Endorsement**

[Redacted]

[Redacted]

[Redacted]

[Redacted]
Form I-94

Entry/Departure Record

Can be obtained by going to: www.cbp.gov/i94

Review for accuracy

Two possible versions
Keeping up with Your Documents

- Keep your non-immigration documents in a safe place
- Carry copies with you
- Review your document frequently
- Make sure your information is the same on all documentation
Full-Time Enrollment for Undergraduate F-1

Fall & Spring
- Required
- 12 hours

Online Courses ➔ Only 3 credit hours can count toward Full-Time status

- 9 On-Campus + 3 Online = 12 Total
- 6 On-Campus + 6 Online = 12 Total
Fall & Spring

• Required
• 9 hours

Online Courses ➔ Only 3 credit hours can count toward Full-Time status

6 On-Campus
+ 3 Online
9 Total

3 On-Campus
+ 6 Online
9 Total
Summer Enrollment

Summer = *annual vacation*...
Summer Enrollment

Summer CONTINUED......

UNLESS

• FIRST TERM: must enroll full time
• GRADUATION TERM: must enroll in at least one class (not online)
What if I Cannot be Full-Time?

May submit Reduced Course Load Form

- Not all requests can be approved
- Requests based on academic reasons need to be signed by your Academic Student Advisor
- Approvals are only given for one semester

- Must be approved BEFORE going below Full-Time
- A Reduced Course Load could negatively affect a scholarship, government sponsorship, and/or employment
Caution!!!! These can lead to SEVIS termination!!

Don’t get Dropped because of
- First day non-attendance
- You dropped the course in OASIS

Don’t get Cancelled because you
- Didn’t pay your USF bill
- Didn’t comply with the Student Health Services rules for insurance or immunization

Don’t Withdraw
- You withdraw from all courses (current or past)
- Academic Probation or Dismissal
F-1 and J-1 students are required to report their physical address.

During Document Check, you are required to give us your current address in Tampa.

You ALSO need to put it into OASIS as the local mailing address.
Adding your address to OASIS

Go to [http://oasis.usf.edu](http://oasis.usf.edu) and click "Login" using your NetID and password.

Go to the Personal Information section and click on "Update Addresses and Phones". Select "Local Mailing" to add. **Enter your new local address** and click "Submit".

After entering your local address please also use the "Update Email Addresses" link to verify and update your "Send admissions information to" email address to your primary Non-USF Email Address.
Avoid Common Local Address Mistakes

<table>
<thead>
<tr>
<th>Do not include your name, the name of your apartment complex, or neighborhood.</th>
<th>Do not include your residence hall name or room number.</th>
<th>Do not separate street number and street name on different address lines.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not enter a Nation other than United States.</td>
<td>DO NOT report foreign addresses, PO Boxes, USF Boxes, or USF Departmental addresses.</td>
<td>DO NOT use USF’s address (4202 E Fowler Ave)</td>
</tr>
</tbody>
</table>

Find your correct on-campus mailing address at [www.housing.usf.edu](http://www.housing.usf.edu) - under resources, mail service, and look up your mailing address.
Moving?

- Update your address in OASIS within 10 days of your move and OIS will report your new address via SEVIS if you are an F-1 or J-1.
- All other visa types should complete the online AR-11.
On-Campus Employment

Paid Through USF - Tampa

• Student Employment
• Temporary (OPS)

Note: International Students do not qualify for Federal Work Studies (FWS)

Services USF - Tampa Students

• Aramark
• Barnes and Noble (USF Bookstore)
• On Campus Food Vendors such as:
  • Pollo Tropical
  • Subway
  • Marshall Center Food Court

Limited to

• 20 hours or less in the Fall and Spring Terms
• May work up to 40 hours during breaks and annual summer vacation.
• Must cease employment when you graduate

If in doubt, ask OIS before accepting employment! Places such as Moffit, the USF Research Park, and Tutor-a-Bull are NOT on-campus employment.
**Off-Campus Employment for F-1**

### Curricular Practical Training (CPT)
- Must be an integral part of your program of study
  - Required by all students to graduate
  - Internship/Practicum
  - Part of Thesis/Dissertation
  - Co-op

### Optional Practical Training (OPT)
- Must be related to your current field of study
- Generally used after a program of study

### Severe Economic Hardship
- Only available in special circumstance and requires proof of why you need to work

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**TO QUALIFY:** You must complete one academic year of full-time coursework in a degree seeking program at USF.
How to Obtain A Social Security Number (SSN)

**Timing is Important!!**

1. **Receive job offer**
2. **Request SSN letter in iStart**
   - Upload the offer letter
3. **All New Students:**
   - Wait >48 hours after you receive your SSN letter from OIS
4. **Go to SSN Office**
   - Take letters and immigration documents
Illegal Employment

Just Say No

- Who’s to **KNOW??**
  - Internship on your résumé, not on the I-20.
  - You tell your friends about it on Facebook!!!
  - You are wearing your uniform to visit OIS.
  - Your app is for sale on App Store.
  - You bring your handicrafts to sell to your advisor.
Traveling

Review OIS Travel Webpage

- Review your travel documents
  - Check Expiration Dates
  - Make sure you have appropriate Travel Signature
  - Make Necessary Appointments

- Carry your documents at all times

IF YOU DON'T FOLLOW OUR TRAVEL TIPS
YOU'RE GONNA HAVE A BAD TIME
When Things Go Wrong With Travel

Delayed at the Port of Entry

Granted temporary entry with a Form I-515A

Denied entry into the US
Don’t let THIS be YOU at the airport!!!!
Do I Need a New Form I-20 or DS-2019?

YES if

- You legally change your name on your passport.
- If you get married and want to add a spouse.
- If you have a child and need to add a dependent.
- If your financial situation changes – you get a GA or a scholarship,
- If you change your major or your academic program or academic level.
Ask an International Student Advisor (DSO)
**Grace Period**

**F-1 Student**

- 60 Day Grace Period

During your Grace Period you may...

- Change of level
- Transfer to another institution
- Apply for work authorization
- Apply for a change of status
- Travel in the US and make plans to depart the US
Any Questions?

http://global.usf.edu/is/
Welcome to the UNIVERSITY OF SOUTH FLORIDA