

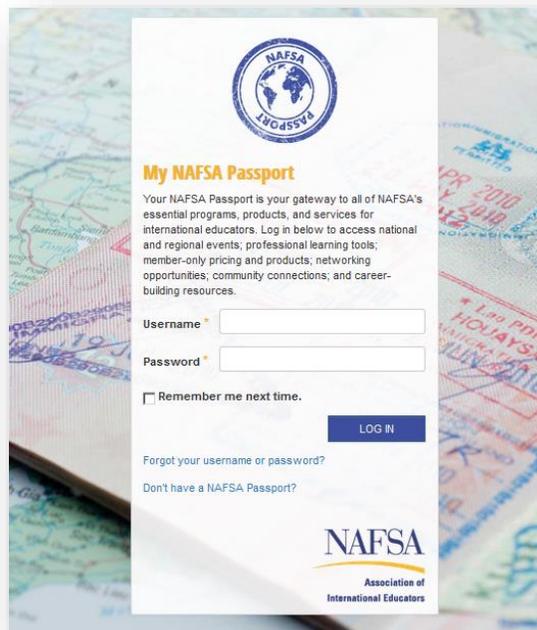
User Guide

Contents

Getting Started.....	2
The Adviser's Manual Launch Page on the NAFSA Website.....	4
Opening the Manual.....	5
Open the Manual from the Adviser's Manual home page on the NAFSA website.....	5
Open the Manual from your My NAFSA page.....	5
Open the manual by bookmarking the manualopen shortlink in your web browser.....	5
Make it yours: Setting your Adviser's Manual Dashboard.....	6
Navigating and Searching the Manual.....	8
Table of Contents.....	8
Search Functions.....	9
Internal Cross-References.....	10
Citations and links to sources of authority.....	11
Practice Notes.....	12
The "On This Page" Rail.....	12
Make It Yours: Customized User Features.....	13
Make it yours: Bookmarks.....	13
Make it yours: E-mail a section link to a colleague.....	14
Make it yours: Printing sections of the Manual.....	15
Make it yours: Group Notes.....	16
Keeping Up-To-Date.....	18
Content Updates.....	18
Notes from the Editor.....	19
Adviser's Manual News Feed.....	20
NAFSA Adviser's Manual Additional User Licenses.....	21
Assigning Additional Users.....	21
Buying an Additional User License.....	22
Customer Assistance and Providing Feedback.....	23

Getting Started

Welcome to the NAFSA Adviser's Manual 360! To get started, open your web browser and go to the NAFSA website www.nafsa.org. Log in to the site by clicking the Log In link in the upper right corner of the page. On the My NAFSA Passport page, enter your regular NAFSA username and password. This is a single sign-on that logs you in to everything on the NAFSA site that requires a log-in, including the Adviser's Manual.



After logging in to the NAFSA site, go to www.nafsa.org/am. On the Adviser's Manual home page that displays, you'll find an Open the Manual icon and link, along with options for managing your license, including transferring or renewing it. Click the icon or the Open the Manual link, and the Adviser's Manual will open in a new window or tab.





You can also get to the Adviser's Manual home page through the Find Resources journey on the NAFSA website.

To arrive there this way, hover your mouse over the **Find Resources** link in the top navigation bar, move down to **Supporting International Students and Scholars**, and click.

On the page that displays, click the button or link in the Adviser's Manual content box to go to the Adviser's Manual home page.

A screenshot of the 'FIND RESOURCES' page on the NAFSA website. The page title is 'FIND RESOURCES' and the main heading is 'Supporting International Students and Scholars'. Below this, there are two main content blocks. The first is 'International Student and Scholar Services', which includes a small image of people in a meeting and a description: 'Professional development resources and opportunities for international student and scholar advisers, and for those who work or volunteer with campus- or community-based international programming.' The second is 'International Enrollment Management', which includes a small image of people in a meeting and a description: 'Resources to address the needs of professionals working in admissions, recruitment, enrollment management, marketing, credential evaluation, intensive English programs, sponsored program administration, and overseas advising.' At the bottom of the page, there are three promotional boxes. The first is 'Adviser's Manual' featuring the 'NAFSA Adviser's Manual 360' logo and the text 'U.S. Immigration Laws and Policies'. The second is 'A.M. Podcast' featuring the 'NAFSA A.M. PODCAST' logo and the text 'Sponsored by NAFSA Adviser's Manual 360'. The third is 'Regulatory Updates' featuring an image of a person writing and the text 'Timely, relevant law and guidance resources for advisers.' Each of these three boxes has a 'LEARN MORE' button with a right-pointing arrow.

The Adviser's Manual Launch Page on the NAFSA Website

Welcome to the NAFSA Adviser's Manual 360
February 23, 2016

Open the 360 MANUAL
The NAFSA Adviser's Manual 360 is entirely online and searchable, with user features like bookmarks, notes, and section printing that let you make it your own.
[Open the Manual](#)

NAFSA A.M. PODCAST
Download NAFSA A.M. Podcasts!
Listen on the go, or stream episodes right at your desk.

Read the latest immigration-related news, courtesy of the NAFSA Adviser's Manual 360:

- Subscribe to the Adviser's Manual RSS news feed now
- Learn more about the Adviser's Manual news feed

NAFSA Adviser's Manual Updates and Announcements Newsfeed

Revised I-140 required starting 4/16/16
The 11/20/15 edition of Form I-140, Immigrant Petition for Alien Worker must be used starting 4/16/16. USCIS not accept earlier editions of the I-140 received on and after 4/16/16.

DHS sends STEM OPT Rule to OMB for Final Review
On February 5, 2016, DHS sent the final STEM OPT rule to OMB for review. This is the last phase of review before the rule is published in the Federal Register. DHS had previously announced an intention to have an effective date 60 days after the Federal Register publication date. The final rule would have to be published by about March 10, 2016 to accommodate the May 10, 2016 vacatur date of the current rule.

EVP Publishes Final J-1 Teacher Regulation Effective February 25, 2016
"This rule makes final the Department's proposed rule published on May 2, 2013. The Department, with this rule, amends its existing regulations governing the Teacher category of the Exchange Visitor Program. This final rule

Trending Issues

- Draft F-1 Employment Guidance Comments
- SEVIS Release 6.23 and OPT
- Nepal Resources
- 10-DSO Limits and Part-Time F-2 Study
- H-4 Employment Eligibility
- Focus on STEM OPT
- Focus on CPT
- Conditional Admission, Bridge, and Pathway Programs for F-1 Schools
- J Subpart A - Final Rule
- Affordable Care Act
- Government Public Comment Opportunities
- Immigration Executive Action Resources

CURRENT LICENSE HOLDERS

- Open My Manual
- Manage My Additional Licenses
- Purchase or Renew Licenses
- Transfer my License
- Adviser's Manual Update History

RESOURCES

- Browse NAFSA resources library by topic type
- Frequently used law links
- Agency web links
- Student Issue Discussion Forum
- Scholar Issue Discussion Forum
- Protocols for contacting government agencies
- International Student and Scholar Regulatory Practice Committee
- SEVIS
- Government Public Comment Opportunities

QUESTIONS, COMMENTS, ASSISTANCE, INFO

From the Adviser's Manual homepage, you can:

- Open the Manual
- Read the latest news
- Manage your license and any additional user licenses you own
- Transfer the license to another member of your organization
- Purchase or renew a license
- Contact NAFSA with questions about your Adviser's Manual license.

Opening the Manual

You can open the Manual in several different ways. Choose one or more ways that work best for you!

[Open the Manual from the Adviser's Manual home page on the NAFSA website](#)

On the Adviser's Manual home page on the NAFSA website, click the **Open the Manual** icon or link. If you are already logged in to the NAFSA website, the Manual will open in a new window or tab. If you are not logged in when you click the button, you will first be taken to the NAFSA Passport page to log in, and then your browser will be redirected to open the Manual.



[Open the Manual from your My NAFSA page](#)

To open the Manual from your My NAFSA page, click the Open the Manual link found in the Adviser's Manual section on your page.

- [Open the Manual](#)
- [Manage my License](#)
- [Purchase Licenses](#)
- [Transfer my License](#)
- [Adviser's Manual News and Homepage](#)

[Open the manual by bookmarking the manualopen shortlink in your web browser](#)

You might also want to bookmark the "manualopen" shortlink in your web browser:

www.nafsa.org/manualopen

If you are already logged in to the NAFSA website, the Manual will open in a new window or tab. If you are not logged in when you click the button, you will first be taken to the NAFSA Passport page to log in, and then your browser will be redirected to the opened Manual.

NAFSA Adviser's Manual 360

The first page to open will be your Adviser's Manual 360 Dashboard

The screenshot shows the NAFSA Adviser's Manual 360 Dashboard. At the top, there is a navigation bar with links for 'My Dashboard', 'NAFSA Home', 'Network NAFSA', 'News/Updates', 'Bookmarks/History', and 'My Account'. Below this is a search bar and a dropdown for 'All Chapters'. The main content area is divided into several sections:

- Left Navigation Menu:** A list of 16 chapters, including '1 About The Adviser's Manual', '2 The U.S. Immigration System', '3 F-1 Students', '4 J-1 Exchange Visitors', '5 M-1 Students', '6 SEVIS Systems', '7 H-1B Workers', '8 NPWC Prevailing Wage Determinations', '9 O-1 and TN Workers', '10 Visitors', '11 Nonimmigrants', '12 PERM Labor Certs', '13 Permanent Residence', '14 Other Categories', '15 Institutional Topics', and '16 Reference Appendix'.
- Welcome to the NAFSA Advisers Manual:** A central banner with the text 'Your definitive resource for higher education immigration information' and an image of an open book on a laptop.
- AM News:** A section titled 'AM News' with a list of recent updates, including 'Revised I-140 required starting 4/16/16', 'DHS Sends STEM OPT Rule to OMB for Final Review', and 'EVP Publishes Final J-1 Teacher Regulation Effective February 29, 2016'.
- My Info:** A section titled 'My Info' for David Fosnocht, showing 'Primary License (expires December 31, 2079)' and a 'Customize your dashboard' button.
- Content Updates:** A section titled 'Content Updates' with a list of recent updates, including 'Markdown Testing Sub-Nude Test 240-day rule exception', 'Part One Analysis for E12 petitions - at least 2 types of evidence', 'Public Law 114-113 Fee', and 'Markdown Testing'.
- Recently Accessed:** A section titled 'Recently Accessed' with a list of recent updates, including 'Form I-9 employment eligibility verification for new hires', 'Institutional Topics', and 'Two-year home country physical presence requirement'.
- Notes from the Editor:** A section titled 'Notes from the Editor' with a list of recent updates, including '3X.7 STEM OPT extensions' and '17 Markdown Testing'.
- Bookmarks:** A section titled 'Bookmarks' with a list of recent updates, including 'STEM OPT extensions', 'Time that does not count towards unlawful presence', and 'Links to Government Agency Resources'.

Make it yours: Setting your Adviser's Manual Dashboard

When you first open the Manual, it will open to your Adviser's Manual Dashboard, which you can customize by selecting widgets to display at the bottom of your Dashboard for quick and easy reference. Select any or all of them!

[Customize your dashboard »](#)

Widgets include:

Content Updates - This widget will display the most recent Adviser's Manual content update messages so you can see what has been updated as soon as you log in to the Manual.

Recently Accessed - This widget will display the three most recent sections that you've visited in the Manual, to help you quickly retrace your steps when you log in again.

Notes from the Editor - This widget will display the three most recent "Notes from the Editor." The editors of the NAFSA Adviser's Manual will occasionally add a note to a section in the Manual to call out a topic that might be under development or to describe an emerging issue that has not yet changed the content of the Manual, but should be considered by advisers.

Bookmarks - This widget will display the most recent bookmarks that you've placed at certain sections in the Manual, and will contain a link to all your bookmarks as well.

Dashboard Settings

Customize your Adviser's Manual Dashboard! The widgets you select below will display at the bottom of your Dashboard for quick and easy reference.

Widgets

Content Updates

This widget will display the three most recent Adviser's Manual content update messages so you can see what content may have been updated as soon as you log in to the Manual.

Recently Accessed

This widget will display the three most recent sections that you've visited in the Manual, to help you quickly retrace your steps when you log in again.

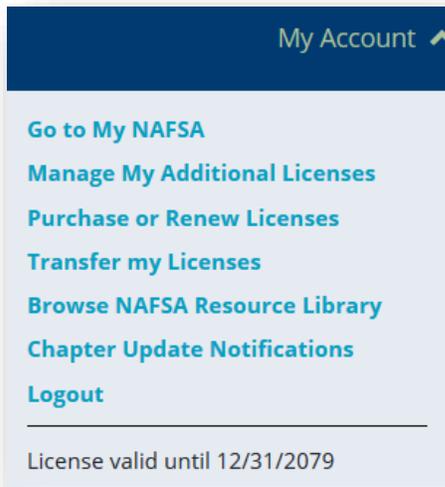
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Bookmarks

This widget will display the most recent bookmarks that you've placed at certain sections in the Manual, and will contain a link to all your bookmarks as well.

[Save and return to dashboard](#)



Under the **My Account** link at the top of every page, you can also find information regarding your Adviser's Manual license, like when it expires, managing your additional users are if you have purchased and assigned additional user licenses, subscribe to monthly content update emails, and renew your license.

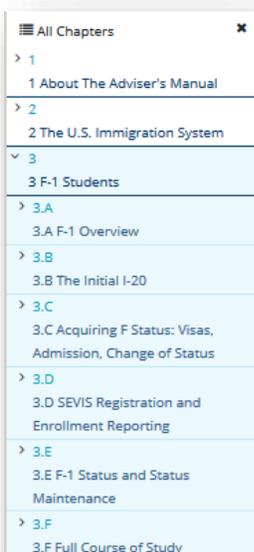
Lastly, the Adviser's Manual Table of Contents displays in the left rail of the page, allowing you to click on a topic of interest and get to that content fast. You can also toggle the TOC on and off.

Navigating and Searching the Manual

Several tools help you find information in the Manual:

- Table of Contents (see page 8)
- Search Functionality (see page 9)
- Internal Cross-References (see page 10)
- Bookmarks you create for yourself (see page 13)
- The "on this page" right rail of the Manual (see page 12)

Table of Contents



An **expanding Table of Contents** lets you browse the Manual by Chapter and Section. Click on the "plus" sign to expand a Chapter or Section's table of contents. Click on the "minus" sign to collapse the chapter or section's table of contents.

Adviser's Manual Chapters present detailed information on procedures for the immigration categories that advisers most frequently encounter, as well as information on laws, procedures, and concepts that affect all immigration categories.

When you've found the section you're looking for, click on it to be taken directly to that section. A status line will appear to the left of the section you've navigated to.

The Adviser's Manual is organized into numbered chapters and sections to enable precise interconnectivity and cross-referencing. The Manual numbers individual sections in decimal outline format, to 6 outline levels. These sections are indicated by a particular heading style, with the number appearing to the left of the section title, the first number being the chapter, the second number being the part, and the subsequent numbers being the sections and subsections within that chapter and part.

The Adviser's Manual paragraph number system example:

Chapter Level: Chapter 1

Part Level: Part A (contains several related sections)

Section Level: Section 1.A.1 (contains a single major topic)

Subsection Levels: 1.A.1.1 (subsections contain increasing layers of detail on the topic of the level before it)

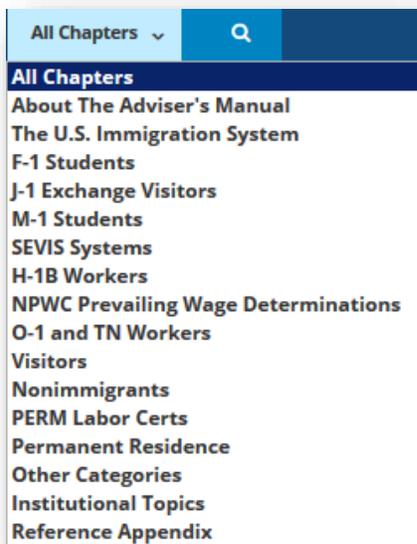
1.A.1.2

1.A.1.2.1

1.A.1.2.1.1

Search Functions

Do a simple search of the entire Manual by using the **Search** box at the top of every page:



- All Chapters ▾
- All Chapters
- About The Adviser's Manual
- The U.S. Immigration System
- F-1 Students
- J-1 Exchange Visitors
- M-1 Students
- SEVIS Systems
- H-1B Workers
- NPWC Prevailing Wage Determinations
- O-1 and TN Workers
- Visitors
- Nonimmigrants
- PERM Labor Certs
- Permanent Residence
- Other Categories
- Institutional Topics
- Reference Appendix

Putting more than one word in the basic search box will yield an "and" search. For example, putting the words **practical** next to the word **training** in the box will result in a yield of sections that contain both the word practical *and* training, in addition to the term *practical training*. To limit the search to a specific phrase, simply put quotes around the phrase; for example, put in "**practical training**" if you're interested in that term only. Hit your **Enter** key to execute the search.

You can also choose to filter your search to a specific Chapter in the Manual, by selecting the Chapter to filter through in the "All Chapters" dropdown menu in the search box.

Your search results will display with hyperlinks to the section in which your search term has been found. On that page, you can also choose how many results to display (the default is 15, but you can go up to 50 per page), and access some helpful search tips.

"I-515A" | F-1 Students | Search

Search results for "I-515A"

Displaying all 10 results

Filter By: F-1 STUDENTS | Results: 10 | Search Tips

10
25
50

3.C.2.6
30-day admissions with Form I-515A
may grant a temporary 30-day admission by issuing Form I-515A (Notice to Student or Exchange Visitor)

3.C.2.6.2
SEVP processing of Form I-515A
SEVP will process the Form I-515A, and grant the student and any F-2 dependents permission to stay

3.C.2.6.4
Failure to comply with the 30-day I-515A filing period
System (SEVIS) record status of any F or M nonimmigrant who does not comply with the Form I-515A

Internal Cross-References

When you're on a page in the Manual, you might see internal cross-references, which when clicked will take you to related material elsewhere in the Manual.

↔ AM Cross Reference
See [6 SEVIS Systems](#)

Citations and links to sources of authority

An adviser should always look to the language of the law itself as the primary guiding principle in interpretation and application of the law. All information that is based on law or an official government interpretation is followed by a citation to the actual source, in a special citation format immediately following the relevant sentence or paragraph:

The regulations also permit an applicant to apply for a visa at any other consular jurisdiction in which he or she is physically present, but only if that consular office has agreed to process visa applications from "third country nationals" (TCNs).

↑ 22 CFR 41.101(a)(1)(ii)

When material in the Manual is based on specific provisions of law or government interpretation, the source of authority is **cited** and **hyperlinked** to encourage advisers to review the primary source. This will help advisers exercise their discretion to interpret the law directly, and assist advisers who need to cite to relevant authority to back up their decisions.

When a specific section of law or other authority is of such importance that it should be contained in the text of the Adviser's Manual itself, it is indicated as an authority cite extract that appears in this format:

Authority Cite

[INA 101\(a\)\(15\)\(F\)](#)

(F)(i) an alien having a residence in a foreign country which he has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study consistent with section 214(m) at an established college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in an accredited language training program in the United States, particularly designated by him and approved by the Attorney General after consultation with the Secretary of Education, which institution or place of study shall have agreed to report to the Attorney General the termination of attendance of each nonimmigrant student, and if any such institution of learning or place of study fails to make reports promptly the approval shall be withdrawn,

(ii) the alien spouse and minor children of any alien described in clause (i) if accompanying or following to join such an alien, and

(iii) an alien who is a national of Canada or Mexico, who maintains actual residence and place of abode in the country of nationality, who is described in clause (i) except that the alien's qualifications for and actual course of study may be full or part-time, and who commutes to the United States institution or place of study from Canada or Mexico;

Practice Notes

Practice Notes pull the reader aside to discuss practice-related questions that might come up in the context of the section that they are reading about. Usually, they contain a brief discussion of a "gray area" or of issues that are not addressed directly in the regulations, but are important to consider because they arise as a practical matter in the course of your work. Practice notes may also utilize examples to illustrate a point or to frame a question.

Quick-reference table: determining actual wage rate

- When there are employees with similar experience, education and job responsibilities, the actual wage is the rate paid to these other employees; this can be expressed as a range.
- When there are no other similarly situated employees, actual wage is the salary offered to the H-1B employee.

Practice Note

Determining the actual wage rate when there is no set salary grade scale. Determining the actual wage for faculty and researchers is often not as clear-cut as it is for staff employees. Human Resources offices typically have established wage or grade scales for most staff positions. Faculty and research positions, on the other hand, might not have official grade ranges. Salaries for faculty and researchers may be contingent upon many variables, including degree, publications, experience, professional recognition, etc. Faculty and research actual wage ranges can be determined by comparing the salaries offered to people with similar experience and qualifications and responsibilities. Identifying the factors that determine who gets paid more or less will be necessary in order to articulate the employer's wage system in documenting the actual wage rate.

On This Page ✕

User Notes	0
Practice Notes	1
7.C.2 Determining the actual wage rate when there is no set salary grade scale	
Citations	4
AM Cross References	0
Related Discussion Topics	0

The "On This Page" Rail

On the right rail of every Adviser's Manual page, you will see an "On This Page" icon that can be expanded to show what kind of information is found on the page. Since pages in the Manual can sometimes be quite long, this feature allows you to quickly see if any of the following types of resources are found on the page you're on. You can toggle the "On this Page" rail on and off, too.

On This Page ✕

User Notes	0
Practice Notes	5
Citations	4
AM Cross References	8
Related Discussion Topics	0

- The listings include:
- Any user notes your group has placed on the page
- Practice notes
- Authority cites
- Cross-references to other parts of the Manual
- Links to any Collegial Conversations, E-Learning Seminars, Government Connections, and any related discussions on Network NAFSA that the Manual editors have added to the page.

Make It Yours: Customized User Features

Customize your NAFSA Adviser's Manual with features that allow you to use it the way you want.

Make it yours: Bookmarks

 BOOKMARK

The bookmark feature allows you to bookmark any chapter, section, or subsection so that you can quickly find it in the future. Simply click the “bookmark” icon under the section heading you want to bookmark.

When you do, three things will happen:

1. The bookmark icon will change from white to black, to indicate that the section's been bookmarked.

 BOOKMARK

2. If you selected the Bookmarks widget Dashboard customization, you will also see your most recent three bookmarks at the foot of your Dashboard. Click on the “View More” link to go to your Bookmark listing on the Bookmarks/History page.

Bookmarks

FEB 23 F-1 Students
 STEM OPT extensions
 Acquiring and Extending H-1B Status
[View More »](#)

- The bookmark will appear in your list of bookmarked sections on your Bookmarks/History page, which you can access either through the "View More" link in your Bookmarks widget or direction by clicking the Bookmarks/History link in the top navigation menu. On that page you can access your bookmarks as well as remove them.

Bookmarks & History

My Bookmarks

3 F-1 Students

An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific...

✕ remove

3.K.7 STEM OPT extensions

F-1 students approved for standard post-completion optional practical training based on a...

✕ remove

7.J Acquiring and Extending H-1B Status

This part discusses: H-1B fees Preparing and filing Form I-129, and Supplements to Form I-129...

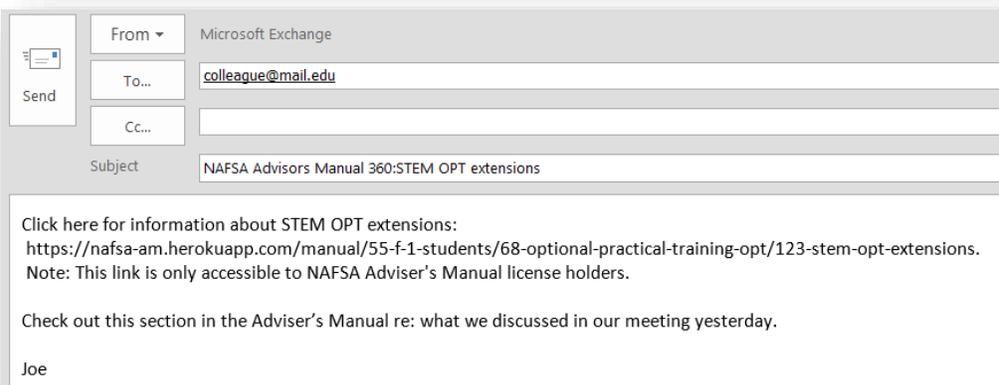
✕ remove

Make it yours: E-mail a section link to a colleague

You can e-mail a link to an Adviser's Manual section to another Adviser's Manual license holder by clicking the "envelope" icon beneath the section link you'd like to e-mail.

 BOOKMARK  ADD NOTE  EMAIL

Clicking the "envelope" icon will bring up your email screen, pre-populated with the section number referenced in the subject line and the link to the section in the body. Customize your e-mail as you wish, and click the Send e-mail button to send it.



From Microsoft Exchange

To... colleague@mail.edu

Cc...

Subject NAFSA Advisors Manual 360:STEM OPT extensions

Click here for information about STEM OPT extensions:
<https://nafsa-am.herokuapp.com/manual/55-f-1-students/68-optional-practical-training-opt/123-stem-opt-extensions>.
Note: This link is only accessible to NAFSA Adviser's Manual license holders.

Check out this section in the Adviser's Manual re: what we discussed in our meeting yesterday.

Joe

The e-mail received by the parties to whom you send it will include a direct link to the section. Remember, though, that the link can be opened only by someone with an active Adviser's Manual license.

Here's how the above e-mail will look to the party who receives it:

Click here for information about STEM OPT extensions:

<https://nafsa-am.herokuapp.com/manual/55-f-1-students/68-optional-practical-training-opt/123-stem-opt-extensions>.

Note: This link is only accessible to NAFSA Adviser's Manual license holders.

Check out this section in the Adviser's Manual re: what we discussed in our meeting yesterday.

Joe

Make it yours: Printing sections of the Manual

You can use the Print function to print a nicely formatted version of a Part or Section of the Manual for your personal use. The print function allows you to print at the Part and Section levels only (e.g., Part 3.B or section 3.B.2). When you print the part or section, all subsections under it will also print. It is not possible to print at the book, chapter or subsection levels. To print a section, click the "print" icon beneath the title of the section page you want to print. The printer icon will appear only at the Part and Section levels.

3.C

Acquiring F Status: Visas, Admission, Change of Status

 BOOKMARK  ADD NOTE  EMAIL  PRINT

Your selection will be rendered in a preformatted printable HTML page for you to print to your own printer. If you don't need to print an entire section, consider copying and pasting the limited amount you do need.

Section formatted for printing

Published on NAFSA Adviser's Manual (<https://am.nafsa.org>)

[Home / F-1 Students](#)

3.C

Acquiring F Status: Visas, Admission, Change of Status

This part discusses:

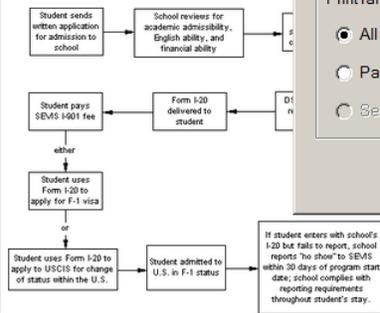
- F-1 visa processing at a U.S. consular office
- Admission to the United States in F-1 Status
- Change to F-1 status in the United States

The I-20 is only a "certificate of eligibility" for F-1 status in one of two ways:

1. Use the I-20 to obtain an F-1 visa at a U.S. consular office. This is not required if exempt from the visa requirement.
2. Use the I-20 to apply to USCIS for a change of status.

If a student does not use the I-20 in one of these ways:

Flow of the F-1 Student Process



Print [X]

Printer

Name: Properties...

Status: Ready

Type: Xerox WorkCentre 7556 PCL6

Where: 10.1.1.10

Comment: Print to file

Print range

All

Pages from: to:

Selection

Copies

Number of copies:

Collate

1 2 3 1 2 3

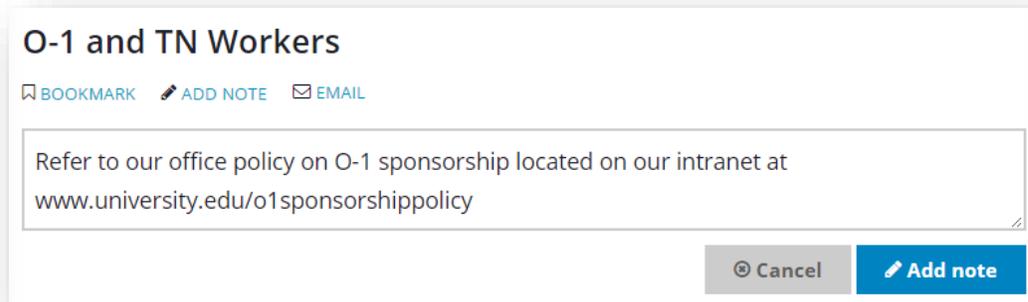
OK Cancel

Make it yours: Group Notes

You can contribute to and edit **Group User Notes**, which are shared by all Adviser's Manual license holders in your office. To create a note, click the "Add Note" icon under the section in which you wish to add the note.

BOOKMARK ADD NOTE EMAIL

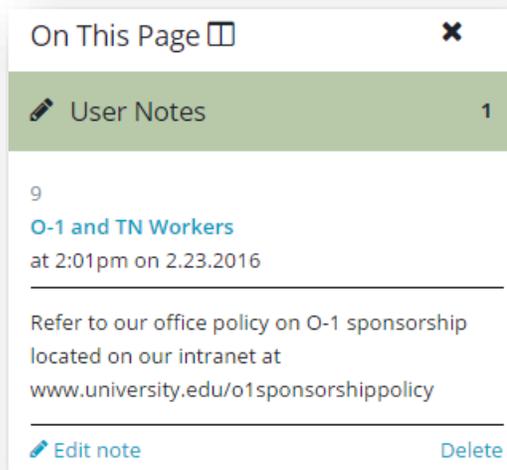
After clicking the “Add Note” icon, you’ll be taken to a *note box* that appears under the section heading. Type in your note then click the “Add Note” button to add your group note to that section.



The screenshot shows a dialog box titled "O-1 and TN Workers". At the top, there are three icons: a bookmark icon labeled "BOOKMARK", a pencil icon labeled "ADD NOTE", and an envelope icon labeled "EMAIL". Below these is a text input field containing the text: "Refer to our office policy on O-1 sponsorship located on our intranet at www.university.edu/o1sponsorshippolicy". At the bottom right of the dialog box, there are two buttons: a grey "Cancel" button and a blue "Add note" button.

Once you add a note, three things happen:

1. Since these are group notes, all Adviser Manual license holders sharing the same Organizational ID in the NAFSA database will be able to view and edit the note.
2. The note will be picked up in the “On This Page” drop-down menu in the right rail of the page



3. The label of the note icon under the section where the note resides will change from “Add Note” to “Edit Note.”



You can edit or delete your note from its location in the User Notes section of the On This Page rail, or by clicking on the Edit Note icon under the subsection title where the note was placed.

Some "notes" on the use of Notes

User Notes stay with the organization ID in your NAFSA record. If you change institutions, you will no longer be able to see the Group Notes from your prior institution, but you will be able to see the group notes of your new institution, as long as you maintain an active Adviser's Manual license.

A "Group" consists of all individuals with Adviser's Manual licenses who share the same organizational ID in the NAFSA database. Usually, the organizational ID is the cost center under which NAFSA memberships are organized. That being the case, a single institution might have more than one organizational ID. For example, an institution might have one organizational ID for the study abroad office, and another organizational ID for the international student and scholar office.

If you are the only person with an Adviser's Manual license at your institution, then you are a "group" of one!

Group Notes can be created, edited, and deleted by any member of the group. An office that shares Group Notes will probably want to develop a protocol for how Group Notes should be maintained. For example, it would be good practice to avoid entering personally identifiable information about a student or scholar, or any other information that might be protected by FERPA or other privacy rules or policies.

Keeping Up-To-Date

You can keep up to date with regulatory change by:

- Content Updates. Take advantage of the Adviser's Manual system for notifying you about changes to Adviser's Manual content.
- Notes from the Editor. Viewing Messages from the Adviser's Manual Editors that are placed in sections of the Manual.
- Adviser's Manual News Feed.

Content Updates

Significant changes to Manual content are flagged for users as "Content Updates." A content update will contain a brief description of the content change, and a link to the section that's been changed. You will be made aware of content updates in a couple of ways:



If you selected the "Content Updates" widget when customizing your Adviser's Manual Dashboard, you will see the most recent three content updates, and a link to the page that lists all recent updates.

Click on "View More" to go to the News/Updates Page, which displays additional recent content updates, as well as a link to Subscribe to Content updates. If you subscribe, you will receive a monthly email listing any content updates that were made over the course of the month. You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

Content Updates

SUBSCRIBE TO CONTENT UPDATES

15.A.3.2.2 240-day rule exception
Effective February 16, 2016, the "240-day rule" was amended to also cover H-1B1, E-3, and CW-1 nonimmigrants. 81 Fed.Reg. 2068 (January 15, 2016).

13.D.3.3 Part One Analysis for E12 petitions - at least 2 types of evidence
Effective 02/16/2016, the following new paragraph 8 CFR 204.5(i)(3)(ii) was added to the list of items that can be used to establish eligibility as an EB-1 Outstanding Professor or Researcher: "(ii) If the standards in paragraph (i)(3)(i) of this section do not readily apply, the petitioner may submit comparable evidence to establish the beneficiary's eligibility."

7.J.1.5 Public Law 114-113 Fee
The additional fee required by Public Law 111-230 for certain H-1B dependent petitioners expired on Sept. 30, 2015. Public Law 114-113 restored and increased this fee to \$4000, effective December 18, 2015.

Notes from the Editor

The NAFSA Adviser's Manual editors can insert notes at the beginning of Adviser's Manual sections, to alert you to information that will impact Adviser's Manual content, while that information is being analyzed and content developed.

Notes from the Editor

- [10.B.1 General VWP eligibility](#)
- [3.K.7 STEM OPT extensions](#)

[View More »](#)

If you selected the "Notes from the Editor" widget when customizing your Adviser's Manual Dashboard, you will see the most recent editor notes.

Notes from the Editor

Tuesday, February 23, 2016
[10.B.1 General VWP eligibility](#)

Thursday, February 18, 2016
[3.K.7 STEM OPT extensions](#)

Click on "View More" to go to the News/Updates Page, which displays any additional recent Notes from the Editor. You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

Here's what a Note from the Editor looks like in the section where it's been placed:

3.K.7

STEM OPT extensions

Note from the Editor:

February 18, 2016

On February 5, 2016, DHS sent the final STEM OPT rule to OMB for review. This is the last phase of review before the rule is published in the Federal Register. DHS had previously announced an intention to have an effective date 60 days after the Federal Register publication date. The final rule would have to be published by about March 10, 2016 to accommodate the May 10, 2016 vacatur date of the current rule. NAFSA will post further updates on its STEM OPT Rule page at www.nafsa.org/stemoptrule.

Adviser's Manual News Feed

Your Adviser's Manual Dashboard will display the most recent regulatory news items that have been added to the Adviser's Manual RSS Newsfeed.

AM News

- FEB 17 [Revised I-140 required starting 4/16/16](#)
- FEB 8 [DHS Sends STEM OPT Rule to OMB for Final Review](#)
- JAN 29 [EVP Publishes Final J-1 Teacher Regulation Effective February 29, 2016](#)

[View More »](#)

Click on a news link to be taken to the source document's launch page, which will open in a new tab or page. Click on "View More" to go to the News/Updates Page, which displays additional news links as well as a link to Subscribe to the AM RSS Newsfeed. You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

Sections

- [News](#)
- [Content Updates](#)
- [Notes from the Editor](#)

News

[SUBSCRIBE TO THE AM RSS NEWSFEED](#)

Wednesday, February 17, 2016

[Revised I-140 required starting 4/16/16](#)

The 11/20/15 edition of Form I-140, Immigrant Petition for Alien Worker must be used starting 4/16/16. USCIS not accept earlier editions of the I-140 received on and after 4/16/16.

NAFSA Adviser's Manual Additional User Licenses

Additional User Licenses can be purchased only by a Principal User License holder. All Additional User Licenses are valid for the duration of the Principal User License. Additional User Licenses must be assigned to someone in order to be used. Assigning and unassigning additional users is easy. Here are some quick hints to help you with the process.

On your *My NAFSA* page or on the *Adviser's Manual homepage*, click the [Manage My Additional Licenses](#) link.



Assigning Additional Users

A Principal License holder can assign the Additional User Licenses he or she has purchased. Submit your request to assign, unassign, or reassign Additional User Licenses on the [NAFSA AM360 Additional User License Assignment Request page](#). Just complete the form with the NAFSA ID (if known), First Name, Last Name, and Organization of your additional users, and then submit the form online. NAFSA will process your Additional User License assignment request.

Tell us what updates you are requesting for your Additional User Licenses

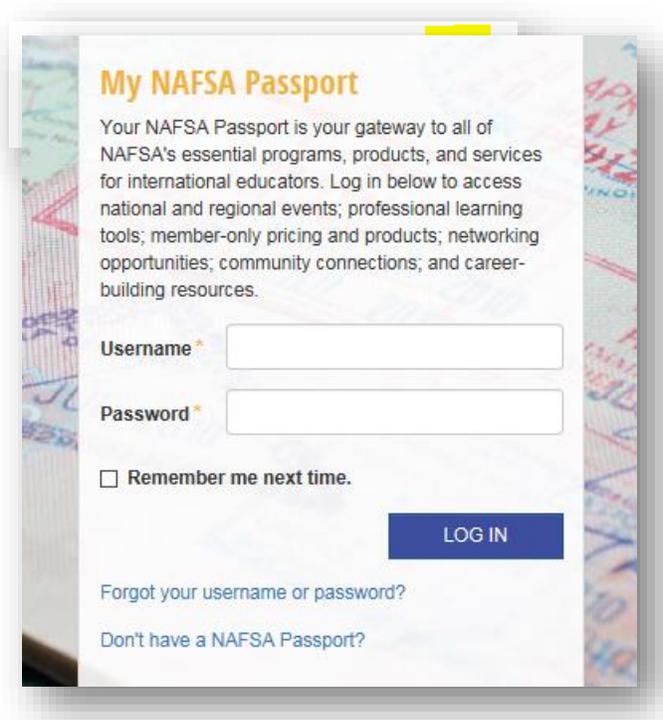
Assign Additional Licenses *
Please assign Additional User Licenses to the following individuals (number of assignments is limited by number of Additional User Licenses owned). For each individual being assigned, please provide the following information on separate lines:

NAFSA ID (if known), First Name, Last Name, Organization

Only individuals who have a NAFSA Web ID can be assigned as an additional user. You don't have to be a NAFSA member to have a NAFSA Web ID. If an individual has ever been a member, meeting attendee, or publication buyer, he or she probably has one already.

If the person you'd like to add has never been a NAFSA member, attended a NAFSA conference or workshop, registered with NAFSA's networks, or purchased a NAFSA publication, then it's easy to create one.

Have that person click the **Login** link on the NAFSA home page.



On the My NAFSA Passport screen that appears, click the **Don't have a NAFSA Passport?** link to begin the simple account creation process. It's a very easy process. Once their ID is established, you'll be able to assign them as an additional user, and as soon as you do, that person will be able to access the Adviser's Manual using their own NAFSA User ID and Password. They can also use the same ID and password for any purpose that requires logging in to the NAFSA site.

Buying an Additional User License

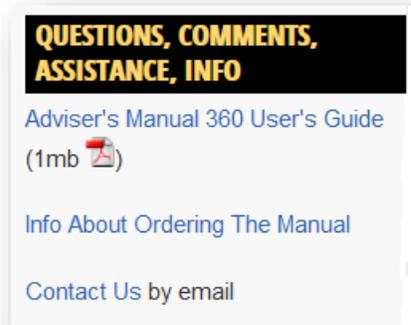
There are four convenient ways to buy an additional user license:

Online	Principal user license holders can purchase additional user licenses online, by clicking on the "Purchase Licenses" link on their My NAFSA page, on the Adviser's Manual home page, or in the My Account drop-down menu that appears at the top of every page in the Manual.
Phone	Call NAFSA Publications toll-free at 866.538.1927
Fax	Fax the Adviser's Manual Order Form to 1.240.396.5675
Mail	Mail the Adviser's Manual Order Form to: NAFSA Publications Center P.O. Box 391 Annapolis Junction, MD 20701-0391

You can download the Adviser's Manual order form at www.nafsa.org/manual.

Additional User Licenses are valid until the expiration of the Principal User License, regardless of when the Additional User License is purchased. If you're adding an Additional User License at a time other than when you are purchasing or renewing your Principal User License, you will be charged a pro-rated rate for the Additional User Licenses you purchase, based on the number of months still remaining on the validity of your Principal User License.

Customer Assistance and Providing Feedback



Use the Adviser's Manual Feedback form to get customer assistance and to provide feedback concerning the Manual. To access the feedback form, click the **Contact Us by email** link in the right-side menu on the NAFSA Adviser's Manual home page.

Complete the form that displays with your name, e-mail address and a description of your issue, and then submit. We cannot respond to requests for immigration advice or information, but we can respond to your input regarding the need for corrections to Adviser's Manual text, broken hyperlinks, suggestions for improving the Adviser's Manual, and any Adviser's Manual customer service questions like requests for assistance with passwords, license transfers, or purchases.