



U.S. Immigration and Customs Enforcement

Student and Exchange Visitor Program
Getting it Right the First Time



10,271 Certified Schools

847,529 Active F-1 and M-1 Students

81,820 F-2 and M-2 Dependents

*1,283,967 Completed Courses of
Study*

1,447 Exchange Visitor Programs

186,049 Exchange Visitors

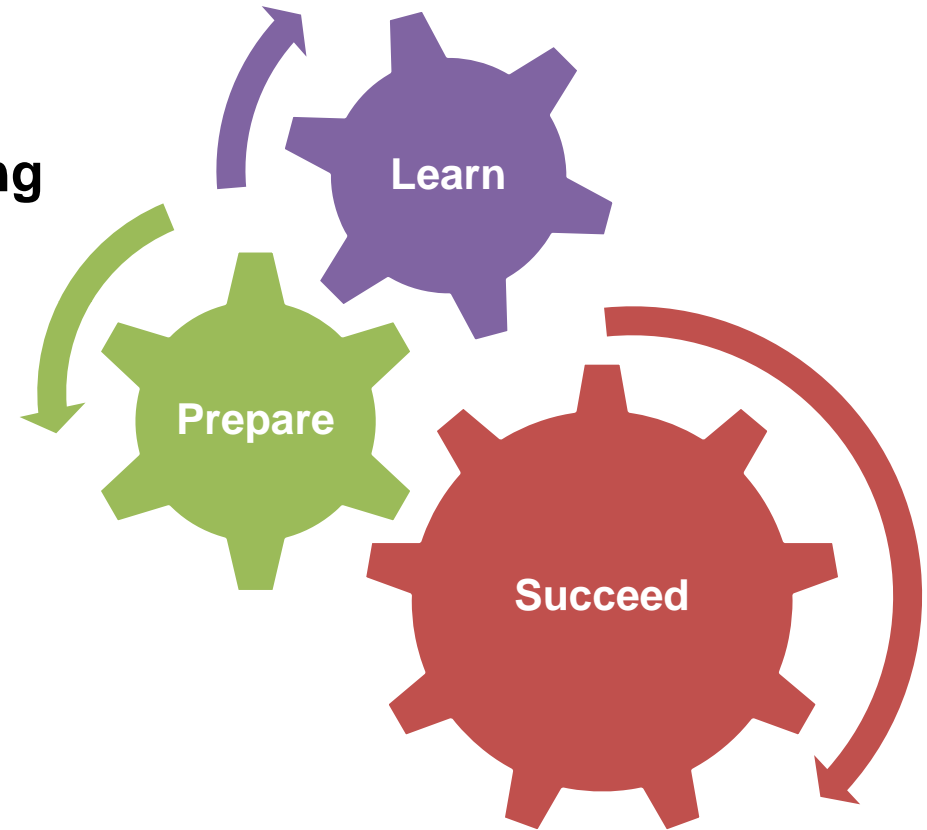
49,293 J-2 Dependents



- ❖ **Why it is important**
- ❖ **Overview of the student process from initial interest to departure**
- ❖ **How the government can help you and your students along the way**



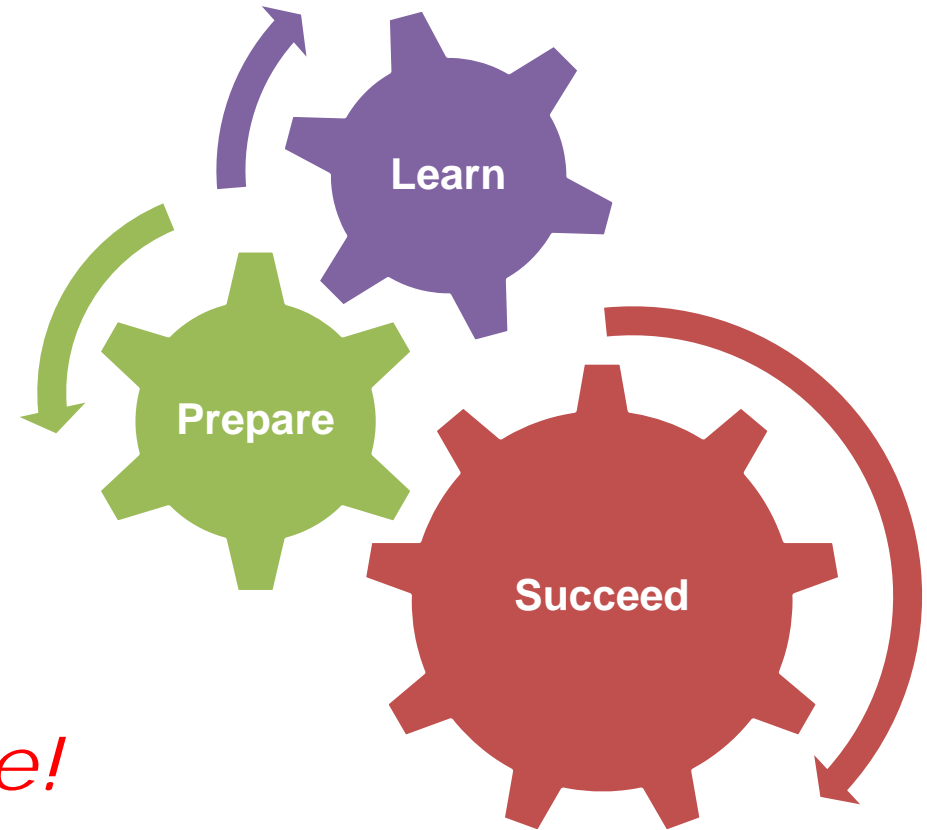
- **Positive student experience**
- **Getting it right the first time...helps reduce processing time, which is a good motivator**
- **Improves data integrity**
- **Student benefits – an early mistake can cause problems down the road**
 - SSA
 - SAVE
 - DMV





- **Potential negative consequences**

- Problems securing a visa
- Problems/Turn back at the Port of Entry
- Loss of status
- Inability to obtain a drivers license



Getting it right the first time... helps the whole time!



U.S. Immigration
and Customs
Enforcement

A Team Effort





Leveraging Government Resources



EducationUSA promotes U.S. higher education around the world by offering information about U.S. educational institutions and guidance to individuals on how to access educational opportunities.



Through its consulates and embassies, the U.S. Department of State can provide guidance and information on student visas and the visa process.



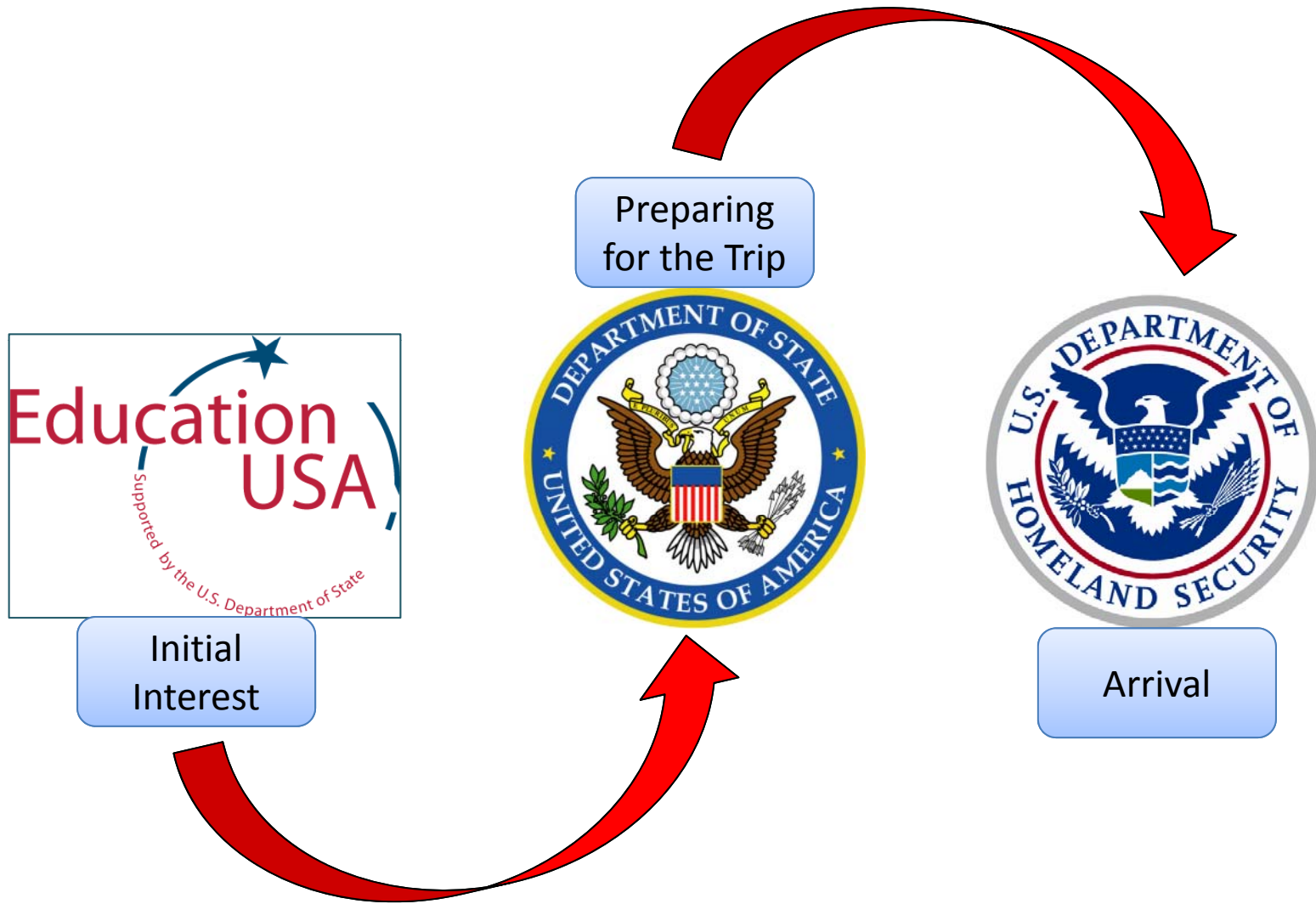
U.S. Customs and Border Protection can assist school officials, students, and dependents with questions related to entry into the United States.

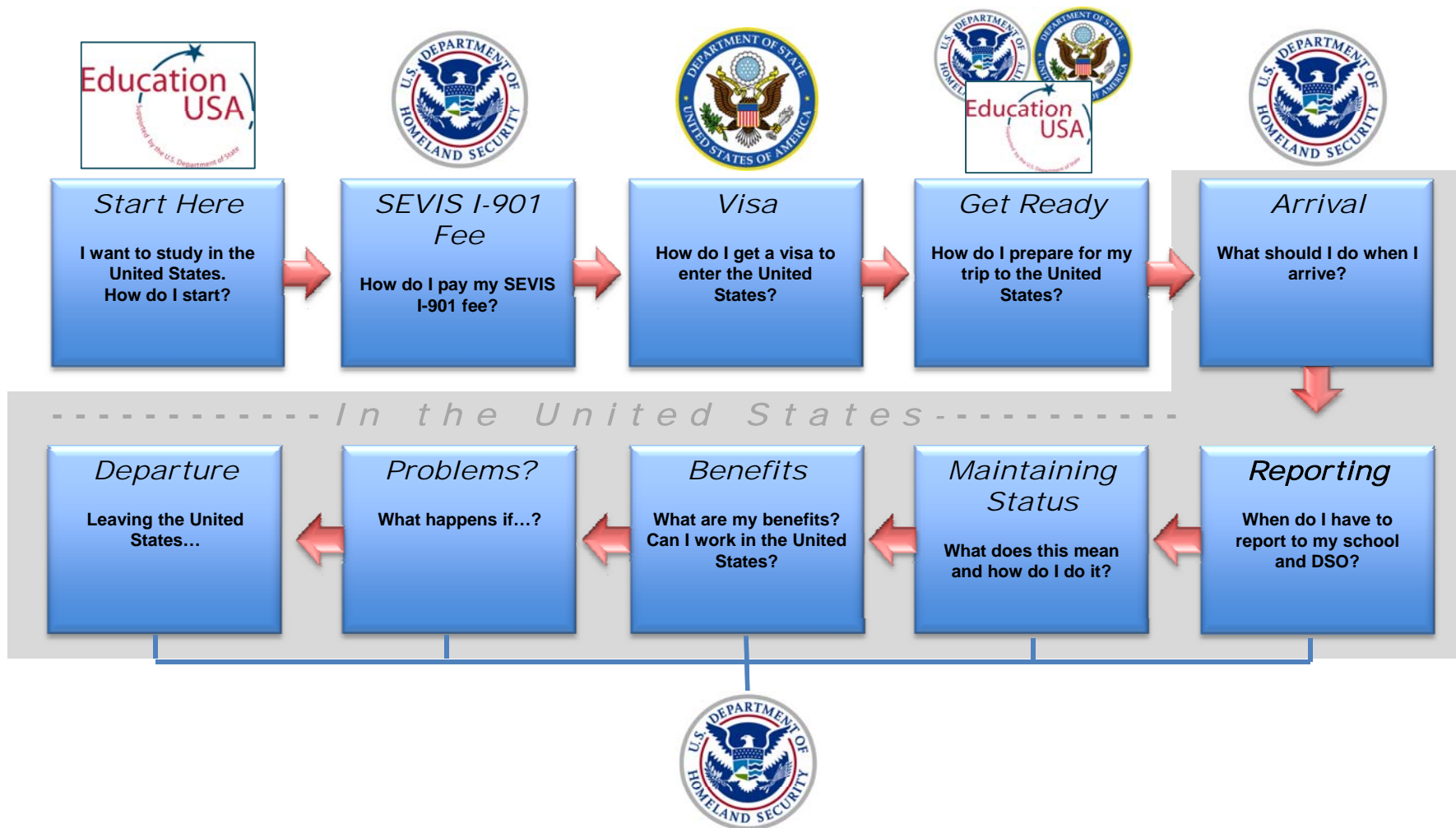


SEVP can assist school officials, students, and dependents with questions related to F or M status and school certification.



Leveraging Government Resources







Prospective students can obtain valuable information and advice from EducationUSA

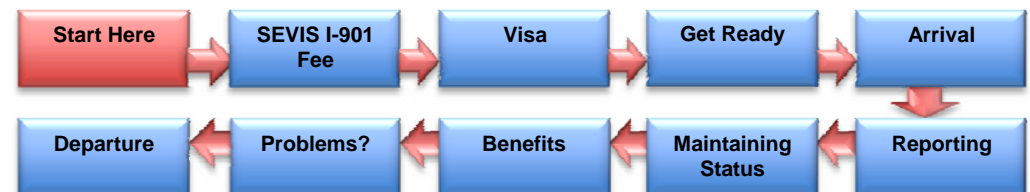
- Selecting schools
- Applying to schools
- Navigating the visa process

What is EducationUSA?

- Global network of more than 400 advising centers
- Supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State

Check the EducationUSA website for more information:

<http://www.educationusa.info/>





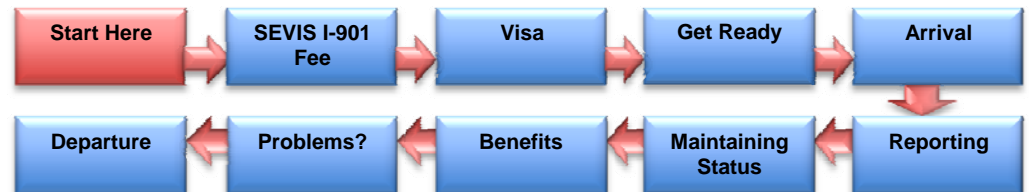
*Connect with
EducationUSA*



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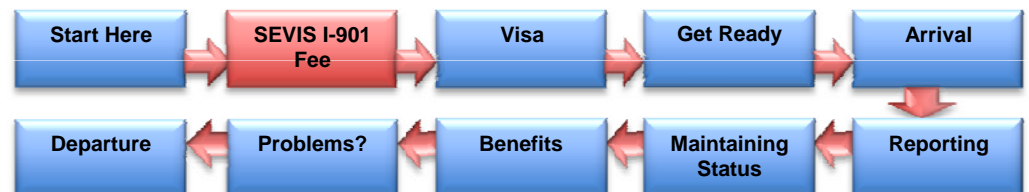


To complete the Form I-901:

- Students need the most recent Form I-20, Certificate of Eligibility of Nonimmigrant Student Status, issued by the school they plan to attend.

Prior to payment:

- Have students check that personal information on the form is correct – particularly their names and birthdates.
- If this information is not correct, they should not continue to pay the SEVIS i-901 fee. They should contact you for a corrected Form I-20.
- For additional information, see www.fmjfee.com



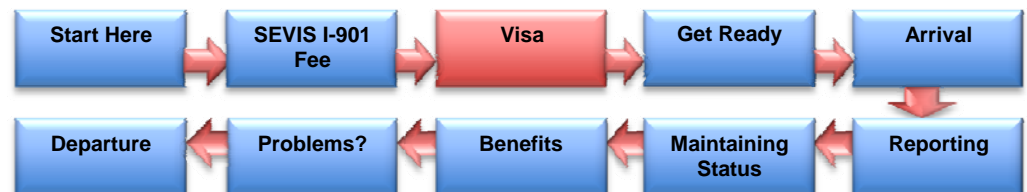


Process Overview

- Appointment, Application, Fee
- Fingerprints
- Intake
- Interview
- Decision
- Passback

Department of State Assistance:

- Student visa information:
http://travel.state.gov/visa/temp/types/types_1268.html
- Email for additional inquiries:
fmjvisas@state.gov





The Visa Process/Preparing for the Trip

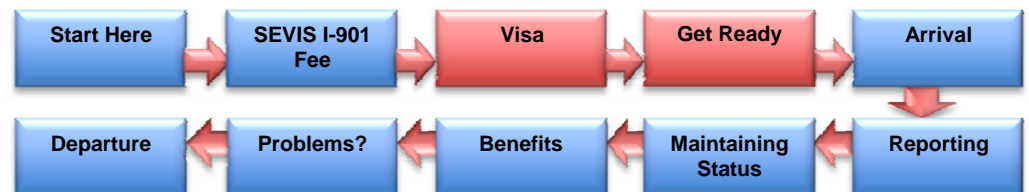


Interview Overview

- Average 3-5 minutes
- A conversation, not simply a document review
- Burden of proof is on the applicant
- Main section of the law: INA 214(b)
 - Qualifications
 - Residence Abroad

Interview Tips

- Tell the truth...tell your story
- Collect your documents
- Apply early (but not often)
- Don't believe the hype





When students arrive in the United States

By Air and Sea:



A CBP officer will guide the student through the inspection process. The student should have travel documents ready, such as passport and Form I-94.



The officer will review the student's travel documents and ask questions, such as why he or she is visiting and how long he or she will stay.



The officer will scan the student's fingerprints and take his or her photograph with a digital camera.

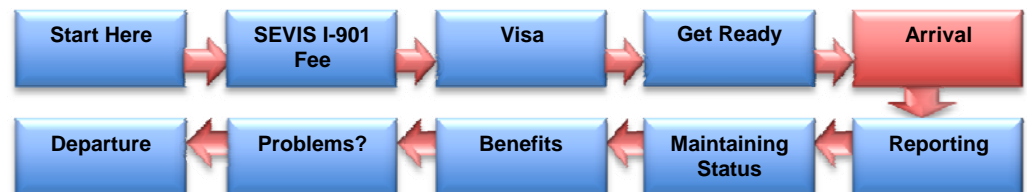


The officer will tell the student when he or she has completed the process.

By Land:

Students will experience US-VISIT biometric procedures, as described above, at the port's secondary inspection area.

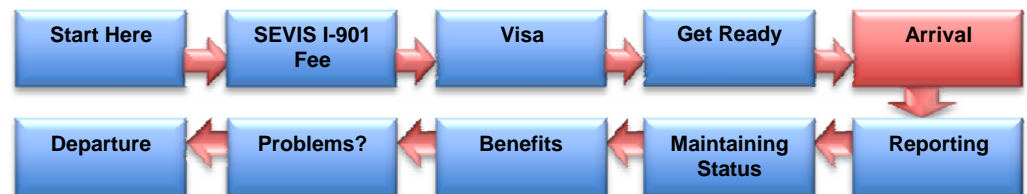
A form I-515 will be issued if there is a problem.





I-94 Tips

1. Use standard United States characters and print clearly. Letters such as ñ, é, ü, ç are not recognized by U.S. data systems. (Instead, use n, e, u or c.)
2. If you have only one name, enter it in the Family Name block. Use the letters FNU in the First Name field.
3. Spacing is as important as spelling and must be consistent (and match the official passport).
 - For example: some data systems will not read Mc Millan and McMillan as the same name.
4. Hyphens must not be used.
5. Print your name *exactly as it appears on your Form I-20*.
6. Date of birth must be given in Day/Month/Year order. This is not the same order that appears on the Form I-20 or Form DS-2019.
7. Check the completed I-94 to review status and length of stay are correct.
8. Make a copy and put it in a safe place. Safeguard the original.





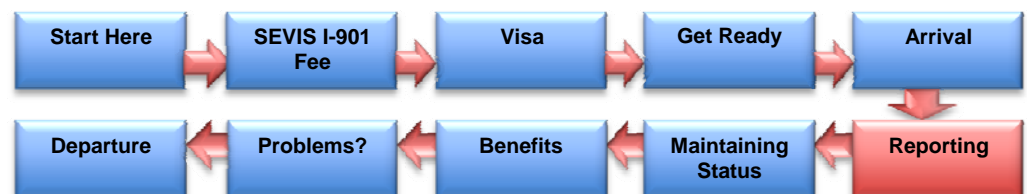
Student arrives and completes registration

Student with a Form I-515 is issued a replacement Form I-20

- SEVP will notify you as a reminder

Make appropriate updates to student status in SEVIS

Contact SEVP if any issues arise





Helping Students Maintain Status

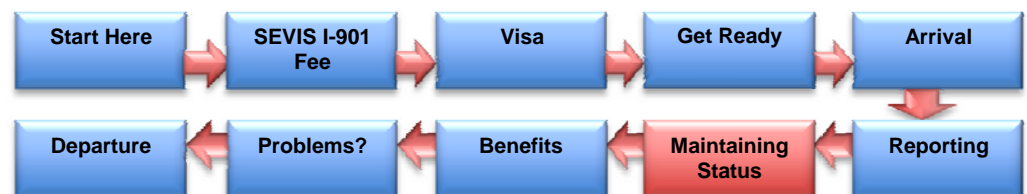
Keep up the great work!

Understand regulations pertaining to the requirements for:

- Admission
- Maintenance of status
- Change of status
- Employment
- Enrollment requirements

Advise students of their responsibilities in maintaining status, including the following:

- Enrolling in a full course of study
- Receiving proper employment authorization and understanding limits on work hours
- Leaving and re-entering the U.S.
- Respecting all other laws of the U.S.
- Transfer to other schools






Types of Employment/Practical Training

- On-campus employment
- Off-campus employment*
- CPT
- OPT/STEM OPT*

Tips

- Follow Form I-765 instructions carefully
- Apply early
- Review SEVP operating Instructions
- Check the USCIS website for case status and processing times



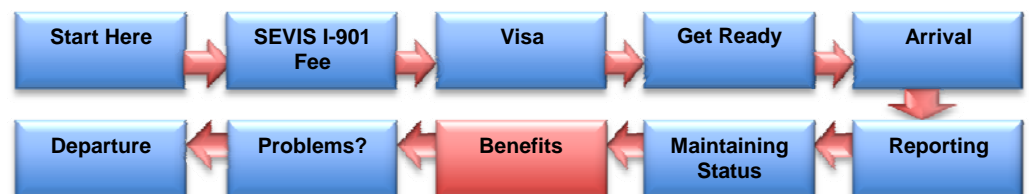
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F-1 STUDENT JOB AID FOR ALL NON-STEM OPT APPLICATIONS		
<p><i>Note: This checklist is intended to serve as general guidance on the OPT application process. Your school may have special requirements that are not covered on this checklist. You should always speak with an international advisor at your school regarding OPT or any other benefit associated with your F-1 status.</i></p>		
Step	Action	Completed
1.	If you believe you are eligible for OPT and would benefit from practical training in your field of study, request a recommendation for OPT from an international advisor who is a Designated School Official (DSO) at your school. Your DSO has to recommend you for OPT in SEVIS and provide you with an updated Form I-20 showing the recommendation. You will submit that Form I-20 with the application for employment authorization.	
2.	Complete the Form I-765, Application for Employment Authorization , The Form I-765 and instructions are available on the U.S. Citizenship and Immigration Services (USCIS) Web site (www.uscis.gov) under Immigration Forms.	
3.	Gather all immigration documents and other supporting materials to submit with the application for employment authorization, including the following: <ul style="list-style-type: none"> • Form I-94 - photocopy of both sides • Valid passport - photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc. • Visa (if applicable) - photocopy of visa page • Photocopies of all Forms I-20 you have been issued • Photocopies of any previous employment authorization documents (EAD) • Two identical photographs (photograph instructions are found on the Form I-765 instructions under Required Documentation) • \$340 fee (check or Money Order payable to the U.S. Department of Homeland Security) 	
4.	Schedule a meeting with your DSO to receive the updated Form I-20 with OPT recommendation, and to review your application to ensure you have properly completed the Form I-765 and have all of the required supporting documents.	
5.	Make a photocopy of all application materials.	
6.	File the Form I-765 and supporting documents listed in item 3 with the appropriate USCIS Service Center (depending on where you live).	

Important OPT Reminders:

- For pre-completion OPT, you can file the Form I-765 up to 90 days before being enrolled for a full academic year, as long as the OPT will not begin until after you have completed a full academic year. If you have been enrolled for a full academic year, you can file the Form I-765 up to 120 days prior to the requested OPT start date.
- For post-completion OPT, you can file the Form I-765 up to 90 days before your program end date and no later than 60 days after your program end date.
- The Form I-765 must be received by USCIS within 30 days of the date your advisor made the OPT recommendation in SEVIS (see page 1 of the printed Form I-20 for the date).
- If you move and do not provide USCIS with your new address, your EAD will be returned to USCIS. To change your address, submit an online Form AR-11 to USCIS, and ask your DSO to update SEVIS.
- Your OPT employment must be directly related to your field of study and cannot begin until you have the EAD card in hand (and the start date has arrived).
- F-1 status is dependent upon full-time employment or volunteer service while on post-completion OPT. You cannot accrue more than 90 days of unemployment while on post-completion OPT. If you are close to 90 days, consult with your DSO.
- You will need to continue to update your DSO with address changes and changes in employment while on post-completion OPT.

SEVP Policy March 2009





SEVP can and will help!

▪ Policy and regulation questions:

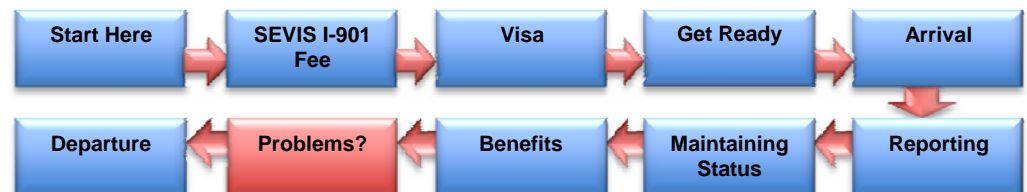
– Contact the SEVP Response Center (SRC)

- Phone: 703-603-3400
- Email: sevp@dhs.gov
- 8:30 a.m. to 5 p.m., M-F Eastern Time
- *The SEVIS.Source email address is no longer in use.*

▪ SEVIS-related technical questions:

– Contact the SEVIS HelpDesk

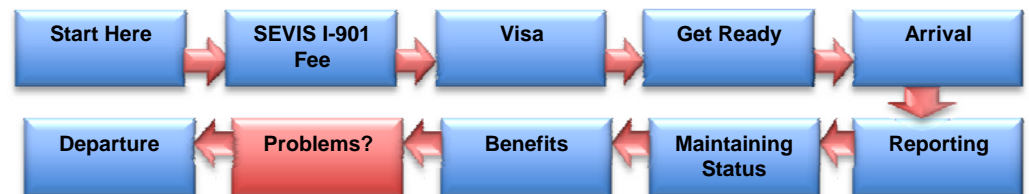
- Phone: 800-892-4829
- Email: SEVIShelpdesk@hp.com
- 8 a.m. to 8 p.m. Eastern Time
- Urgent technical issues: Toolbox.SEVIS@dhs.gov





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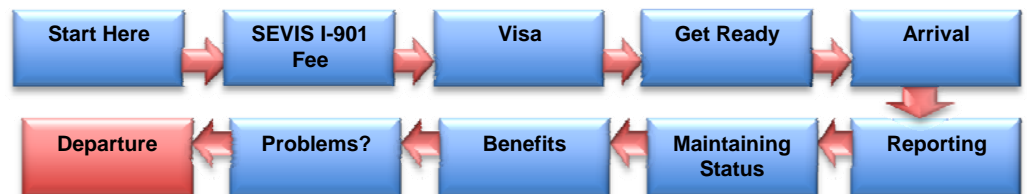
- **Guidance on the SEVP website:**
 - www.ice.gov/sevis
- **Upcoming SEVP microsite with student focus**

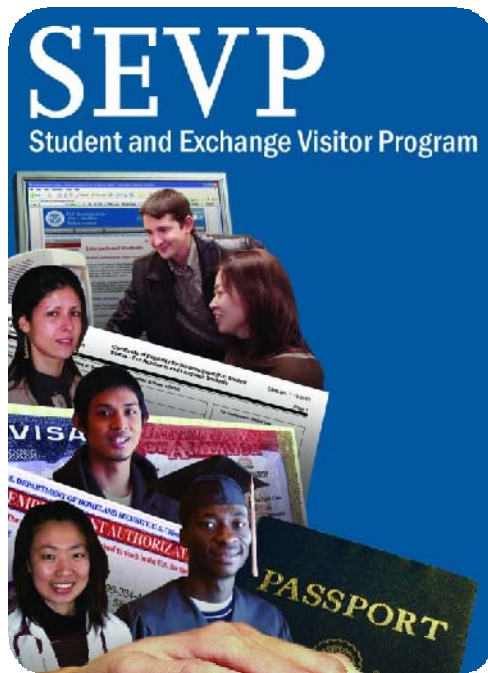




When you leave the country, you should return your Form I-94 or Form I-94W to an airline or ship representative. By returning your form, you have completed the U.S. exit process.

Visit <http://www.dhs.gov/files/programs/usv.shtm> for more helpful information from US-VISIT on entering or departing the United States.





SEVP listens to all who are affected by its operations.

How can we further develop this dialogue not only with you, but with your colleagues across the nation?