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Getting Started

Welcome to the NAFSA Adviser’s Manual 360! To get started, go to the NAFSA website at www.nafsa.org, and click the Log In link in the upper right corner of the page. On the log in page that displays, 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 the Adviser’s Manual 360 home page by clicking the Professional Resources link in the top navigation bar, and selecting Adviser’s Manual 360.

This will bring you to the Adviser’s Manual 360 home page, where you can open your Manual and view options for managing your license(s). You can also get to the Adviser’s Manual 360 home page directly, at www.nafsa.org/am.
The Adviser’s Manual Home Page on the NAFSA Website

From the Adviser’s Manual homepage, you can:

- Click the **Access my Manual button** to open the Manual
- Purchase or renew a license
- If you’re a Roster Manager, view and transfer licenses from other members of your organization
- Read the latest immigration-related news
- Contact NAFSA with questions about your Adviser’s Manual license.

Opening the Manual

You can open the Manual in several different ways. Choose the way that works best for you!

**Open the Manual from the Adviser’s Manual home page on the NAFSA website**

Click the **Access my Manual** button on the Adviser’s Manual home page on the NAFSA website. 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 log in page, and then your browser will be redirected to open the Manual.

**Open the manual by bookmarking the shortlink in your web browser**

You might also want to bookmark this shortlink in your web browser: [www.nafsa.org/manualopen](http://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 log in page, and then your
browser will be redirected to the opened Manual. The first page to open will be your Adviser’s Manual 360 Dashboard.

**Make it yours: Setting your Adviser’s Manual Dashboard**

When you first open the Manual, it will open to your Adviser’s Manual Dashboard. The AM360 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.

You can customize your AM360 Dashboard by selecting widgets for quick and easy reference. Select any or all of them!

**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 have 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 have placed at certain sections in the Manual, and will contain a link to all your bookmarks as well.

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 and subscribing to monthly content update emails.
Navigating and Searching the Manual

Several tools help you find information in the Manual:

- Table of Contents (see page 7)
- Search Functionality (see page 8)
- Internal Cross-References (see page 9)
- Bookmarks you create for yourself (see page 12)
- The "on this page" right rail of the Manual (see page 11)

Table of Contents

An expanding Table of Contents lets you browse the Manual by Chapter and Section. Click on the arrow sign to expand a Chapter or Section’s table of contents. Click on the arrow again 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.

After you find the section you are looking for, click on it to go directly to that section. A status line will appear to the left of the section you have 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 Level:** 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:

- 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 are 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.

Example: Search results for "I-515A"
Internal Cross-References

When you are 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.

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:

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:
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.

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 are on. You can toggle the “On this Page” rail on and off, too.

- 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

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.
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.
3. 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 by clicking the Bookmarks/History link in the top navigation menu.
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 would like to e-mail.

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.

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 is how the above e-mail will look to the party who receives it:
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.

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

Section formatted for printing
**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.

After clicking the “Add Note” icon, you will 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.

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 for 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. Often, 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 has 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 “Subscribe to Content Updates” link. 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.

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.

If you selected the “Notes from the Editor” widget when customizing your Adviser’s Manual Dashboard, you will see the most recent editor notes.
Click on “View More” to display the full entry of all recent Notes from the Editor.

<table>
<thead>
<tr>
<th>Notes from the Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 25, 2022</td>
</tr>
<tr>
<td><strong>4.H.5.3.2 Special Student Relief for J-1 students</strong></td>
</tr>
<tr>
<td>In an August 24, 2022 email, the Department of State (DOS) informed Exchange Visitor Program sponsors that it will soon issue a Federal Register notice describing the details of Special Student Relief (SSR) arrangements for eligible Ukrainian J-1 college and university students. NAFSA confirmed with DOS that sponsors must wait until the Federal Register notice is published before approving Special Student Relief benefits for eligible J-1 students. It is hoped that the Federal Register notice will be published in the next two or three weeks. Refer to NAFSA’s Special Student Relief for Ukrainian J-1 Students page for updates and details.</td>
</tr>
</tbody>
</table>

| Saturday, July 16, 2022 |
| **16.A.5 USCIS's Premium Processing option** |
| In a July 15, 2022 notice, USCIS announced that it will begin a second implementation phase for the following already-filed multinational executive and manager I-140 petitions, to upgrade them to premium processing: |
| - Beginning August 1, 2022, USCIS will accept Form I-907 requests for E13 multinational executive and manager petitions received on or before July 1, 2021. |
| - Beginning August 1, 2022, USCIS will accept Form I-907 requests for E21 NIW petitions received on or before August 1, 2021. |
| USCIS will reject premium processing requests for E13 multinational executive and manager and E21 NIW petitions that are filed outside the specified date conditions, until USCIS announces additional implementation schedules. |

You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

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

| 16.A.5 |
| **USCIS's Premium Processing option** |

<table>
<thead>
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</tr>
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</tr>
</tbody>
</table>
Adviser's Manual News Feed

AM News

AUG 31  DOL Speaks About Plans for Integrating PERM into FLAG
AUG 25  DOS Announces Forthcoming Special Student Relief for Ukrainian J-1 Students
JUL 29  USCIS Posts Overviews of STEM Pathways in the US Immigration System

View More »

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

Buying User Licenses

There are two convenient ways to buy an AM360 license:

Pay By Credit Card Online

Individuals can make an online payment for their own license by logging in to the NAFSA website using their NAFSA user name and password, and navigating to:

Pay By Check

If you must pay by institutional check, mail your check with the renewal invoice to:

NAFSA Adviser’s Manual
P.O. Box 79159
Baltimore, MD  21279-0159

(note: check orders will take longer to process)
Managing AM360 Licenses Through an AM360 Roster. Online payments may also be made on behalf of others by designated AM360 Roster Managers, at https://account.nafsa.org/am360.

You or someone else at your institution can be designated as a Roster Manager, to directly manage licenses for their institution online, on a special roster management page. As a Roster Manager you can:

- See who at your institution has an Adviser’s Manual license and when it expires
- Purchase a license on behalf of someone else in your office or at your institution
- Transfer licenses from one individual to another at your office or institution
- Renew licenses for yourself and others at your institution when they are up for renewal

Some offices may prefer that an administrative professional in their office be the roster manager if that better aligns with their office’s financial and management workflow. The roster manager does not need to have an Adviser’s Manual license (but certainly may purchase a license if they want to use the Manual as well).

For more information, read the AM360 Roster Manager User Guide at:

https://www.nafsa.org/regulatory-information/advisers-manual-360-roster-manager-guide

Some AM360 License FAQs

**How much does an AM license cost?**

Each Adviser’s Manual 360 license costs: Member price = $305; Nonmember price = $435

**How long is a license valid?**

**Rolling License Validity Period.** Just like NAFSA membership, the Adviser’s Manual operates on a rolling one-year license validity period. Each license holder has an expiration date keyed to the date of purchase of their license. Renewal notifications are also done on a rolling basis. 3 months prior to the expiration of the license, both the individual and the roster manager (if your organization has one) receive an email notification that it's time to renew that license. Roster managers will be notified of every license expiring in that time period.

Adviser’s Manual 360 licenses are valid until the end of the month, one year from the date of purchase. So, if you buy a license on September 5, 2022, that license would be valid until September 30, 2023. If you renew a license before it expires, the license will be renewed until one year beyond its current expiration date. If a roster manager adds a new license, the new license will be valid for one year from its current expiration date.

**Can I get an AM 360 license if I’m not a NAFSA member?**

Yes! But NAFSA members get a deep discount. The nonmember price for an AM 360 license is $435 for each license. The member price is $305, about a 30% discount off the nonmember price.
How is the member-nonmember pricing determined?

The price of the annual AM360 license is be based on the NAFSA membership status of the license recipient at the time of the transaction. For example:

<table>
<thead>
<tr>
<th>Purchase Scenario</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are a NAFSA member buying an Adviser’s Manual license for yourself.</td>
<td>$305. You will pay the NAFSA member price for the license you buy for yourself.</td>
</tr>
<tr>
<td>You are a nonmember buying an Adviser’s Manual license for yourself.</td>
<td>$435. You will pay the nonmember price for the license you buy for yourself.</td>
</tr>
<tr>
<td>You are a NAFSA member buying three licenses: one for yourself, one for another NAFSA member at your organization, and another for a nonmember at your organization.</td>
<td>$1045 total. $305 for your license, $305 for the other NAFSA member’s license, and $435 for the nonmember’s license.</td>
</tr>
<tr>
<td>You are a nonmember roster manager buying three licenses for three individuals other than yourself, all of whom are NAFSA members.</td>
<td>$915 total. $305 x 3 at the member rate.</td>
</tr>
</tbody>
</table>

How do AM 360 license renewals work?

Individual license holders will receive a series of three reminder emails with links to renew their manual online. Roster managers will also receive a series of three reminder emails inviting them to visit their roster to take action to renew eligible licenses.

Can I obtain a paper renewal invoice if my institution requires one to process a payment?

Yes. After receiving your renewal reminder email, you may print out a renewal invoice from a link that will appear on your My NAFSA page. You can always contact the AM360 staff if you have questions about your desired renewals.

More AM 360 License FAQs are at: https://www.nafsa.org/regulatory-information/am-360-license-faq

Customer Assistance and Providing Feedback

Use the Adviser’s Manual Feedback form (https://www.nafsa.org/people/nafsa-advisers-manual-360-contact) to get customer assistance and to provide feedback concerning the Manual.

You can also access the feedback form by clicking the Contact Us link found on the bottom of any page of the Adviser’s Manual. Complete the form with your name, e-mail address and a description of your issue, and then submit. We cannot respond to requests for immigration advice, 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. Most requests will receive a response in 1-2 business days.