International Student Program

Maintaining Legal Status

CSI
College of Southern Idaho
INTERNATIONAL PROGRAM OFFICE SERVICES

- Student Advising
  - Monday-Friday 8:00 a.m. - 5:00 p.m.
  - Or by appointment
ISP LOCATION

- Location: Matrix Center in the Taylor Building
- Phone: (208) 732-6383
- E-mail: internationalprograms@csi.edu
- Website: http://www.csi.edu/international/
IMPORTANT U.S. AGENCIES

- **DHS** Department of Homeland Security
  - USCIS- US Citizenship and Immigration Services
  - USICE-US Immigration and Customs Enforcement
  - USCBP- US Customs and Border Protection

- **DOS** Department of State

- **SEVIS** Student Exchange and Visitor Information System
MAINTAIN YOUR LEGAL STATUS!
KNOW THE FACTS

- Financial Requirements
- Authorization for Employment
- Current Documents
- Transitions
- Student
CSI Tuition and Fees

- First semester attending CSI, $2500 due before registering for classes.
- Following the first semester, tuition is due within the two weeks of classes. See CSI catalog for late fees. [http://www.csi.edu/catalog/](http://www.csi.edu/catalog/)
- Check your account for balance on myCSI.
  - [http://www.csi.edu/currentStudents/mycsi/index.html](http://www.csi.edu/currentStudents/mycsi/index.html)
- Pay in myCSI
  - [http://www.csi.edu/currentStudents/mycsi/index.html](http://www.csi.edu/currentStudents/mycsi/index.html)
- Outstanding balance at the end of term results in retroactive disenrollment and registration hold for the following term.
- If you have financial difficulties, meet with an International Program Office advisor to discuss your options.
ON CAMPUS EMPLOYMENT

- May work up to 19 hours per week while school is in session (full-time during those periods when school is not in session or during the annual break)

- Students should report their work to the International Programs Office and receive a certification letter to present to the Social Security Administration in order to be able to receive a Social Security number.

Important

- Do not depend on your part time job as your main source of income.
Off Campus Employment

- Any off-campus employment requires special authorization from International Program Office in advance.
- Visit the International Program Office Web Site to learn about off-campus employment authorization and to watch an instructional video and or make an appointment with an advisor. Unauthorized employment is a serious violation of your non-immigrant status!
SOCIAL SECURITY NUMBER

Required Documents for Application

- Valid Passport
- F-1 visa (or status approval notice)
- Current I-20
- I-90 Card
- Copy of Class Schedule
- Job verification letter from hiring dept. (CSI campus)
- Student verification from records/admissions office (CSI campus)
- Social Security Application
  - [http://www.ssa.gov/online/ss-5.pdf](http://www.ssa.gov/online/ss-5.pdf)
J-1 Students must have the permission of their Program Sponsor to apply for a social security number.

**Required Documents for Application**

- Valid Passport
- J-1 visa (or status approval notice)
- Current DS-2019
- I-94 Card
- Letter from Program Sponsor
- Copy of Class Schedule
- Social Security Application
  - [http://www.ssa.gov/online/ss-5.pdf](http://www.ssa.gov/online/ss-5.pdf)
INCOME TAX

- All F-1/J-1 student and their accompanying dependents must comply with tax requirements regardless of income status in the U.S.
  - [http://turbotax.intuit.com/](http://turbotax.intuit.com/)

- April 15 is the tax filing deadline
CURRENT DOCUMENTS

- Passport
- F-1/ J-1 Visa Stamp
- 1-94 Card
- Certificate of Eligibility (Form I-20/ DS-2019)

Keep all important immigration documents in a safe place, such as a secure location in your home or at school.
PASSPORT

- Must be valid for six months into the future at all times!
- To renew/extend, contact the consulate of your home country located in the U.S.
- Provide ISP with a copy of renewed passport.
Visa Stamp

- Document for entering the U.S.
- Does not determine the length of authorized stay in the U.S.
- Can be expired while in the country
- Can be obtained only at a U.S. Embassy/Consulate overseas
**Why Should I Renew My Visa?**

- Difficult time re-entering U.S.
- Before making a new entry into the U.S. from outside North America
- When your current visa has expired
- When you have been absent from the U.S. for over five months
1/94 CARD ARRIVAL/ DEPARTURE

- Must be annotated “F-1 (or J-1) D/S”
- “D/S” stands for “duration of status”
- Don’t lose it! It documents your legal presence and costs $320 to replace. Make sure it’s stapled to your passport.
CERTIFICATE OF ELIGIBILITY: FORM I-20/ DS- 2019

- Must remain current at all times throughout your studies
- Apply for program extension prior to expiration if more time is needed for program completion
- Request a new I-20/ DS- 2019 to update name, major, educational level, finances, dependents, etc...
TRANSITIONS

- Staying in contact with International Program Office at all times
  - Changes in address
  - Traveling outside the U.S.
  - Completion of program/ departure from the U.S.
  - School Transfers
UPDATE YOUR ADDRESS ON THE WEB

- Go to myCSI web site
  - [https://mycsi.csi.edu/](https://mycsi.csi.edu/)
  - Click on *personal info*
  - Follow these instructions
    - Biographical Info
    - Click on the pencil that is right after Name and Address
TRAVEL & RE-ENTRY INTO THE U.S.

- Valid Passport
- Valid visa (exceptions apply)
- Current I-20/DS-2019 with travel endorsement
- Financial documentation (e.g. bank statement, assistantship/scholarship letter)
- Your absence from the U.S. can be only for 5 months; or
  - You will be out of lawful status
TRAVEL TO CANADA, MEXICO, & ADJACENT ISLANDS

Most lawful students can travel to Canada, Mexico, and Adjacent Islands and re-enter the U.S. on an expired visa.

Exceptions:
- Trips over 30 days
- Any students who apply for a new U.S. visa during trip
- Citizens of certain countries designated by the U.S. Department of State
PROGRAM COMPLETION

Grace Periods upon Program Completion/Authorized Training
- 60 days for F-1 students
- 30 days for J-1 students

Your Options
- Depart the U.S.
- Initiate SEVIS school transfer or change of level to begin a new program
- Change non-immigrant status to remain lawfully in the U.S.
DEPARTURE FROM CSI

- All students leaving CSI must complete departure notification form with ISP

- **School Transfers**
  
  To transfer to another U.S. school, complete a transfer-out
FULLTIME STUDENT

- 12 credits for Undergraduate

Only 1 online course can be counted toward the full time requirement

Summer is optional for continuing students
Request to Add/Drop/Withdraw

- A registered hold is placed on all F-1/J-1 students
- To add, drop or withdraw from courses, come to ISP in Taylor 236
- Follow the academic deadlines at CSI
CANCELLATION OF ENROLLMENT

- Cancellation of classes affects your immigrant status.
- In many cases, you must depart the U.S. within 15 days of cancellation.
- Discuss your situation with an International Program Office advisor before cancelling your enrollment during the academic year.
THE END!

WELCOME TO THE COLLEGE OF SOUTHERN IDAHO!