Before we start: Check your SEVIS (US) Address & Complete PINK Slip

1. Log in to Axess at http://axess.stanford.edu
2. Enter the emergency contact information before proceeding to the next step
3. Click on the Student Center tab at the top of the page
4. Click "Add a new address" under "SEVIS US"
5. Enter your **FULL** residential/dorm address (*see example below) NOT DEPARTMENT*
6. *Required Format: Street Number with Street Name must be on Address 1 line.*
7. You can have multiple addresses (home, billing, mailing), but your physical address MUST be designated as SEVIS (US) to be validated.

Add a new address

Verify your address information and make sure that your SEVIS US address is updated.

Welcome to Stanford!

Fall 2015

Agenda

+ Introduction to the Bechtel International Center (the I-Center)

+ Address Confirmation and Enrollment Hold Removal

+ Review of Important Immigration Documents

+ Maintaining Your Immigration Status as an International Student

+ Travel & U.S. Re-Entry – Student Visa Renewal

+ Academic Life

+ Settling in at Stanford

International Students at Stanford

✦ Over 3500 international students from 124 different countries

✦ Every year over 1000 new international students arrive to Stanford

✦ Over 650 Student run groups with over 30 internationally focused

Fun Fact ~ The original Bechtel building has stood on this site since 1919!

Student Services at the I-Center

✦ **Orientation programs** for new international students.
Schedule online at http://icenter.stanford.edu/students/new/orientation.html

✦ **Advising** on regulatory matters, as well as enrollment, employment, travel and personal issues (We will contact you @ *your stanford.edu* address. *Please check that your primary email address is <u>correct</u> in Axess).*

✦ **Workshops** on federal regulations affecting international students, including employment, and basic tax information (we are not tax advisors and cannot advise on taxes)

✦ **Newsletter** (International Student Update) concerning important news and events.

✦ **Social Programs** for you and your family.

✦ **Read all info at I-Center website: http://icenter.stanford.edu/index.html**

Your Immigration Documents

Keep your Immigration Documents Safe & Dry!

Immigration documents include:

✦ Valid Passport

✦ I-20 / DS-2019

✦ I-94 arrival/departure record *Print this after entry to U.S. by going to: **https://i94.cbp.dhs.gov/I94/request.html**

✦ Visa stamp (except Canadian citizens)

For safekeeping:

☞ Make photocopies of your documents and keep the copies and originals in a safe place **or**

☞ Scan your documents and keep electronic copies

✦ The passport pages that have your passport number, picture, personal information, and visa stamp

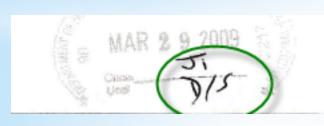✦ All pages of your current **and** any previous I-20s or DS-2019s

Entering the U.S. in the Correct Status

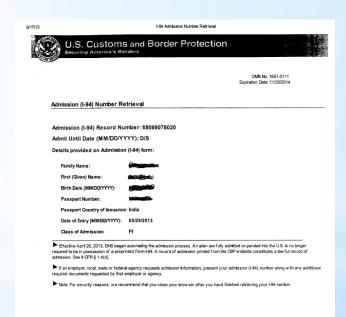Make sure that you have entered the U.S. in the correct visa status.

U.S. Customs and Border Protection (CBP) will provide a stamp in your passport and an electronic I-94 Arrival/Departure record if traveling by sea or air. Check BOTH to ensure you are entered the U.S. in the correct visa status.
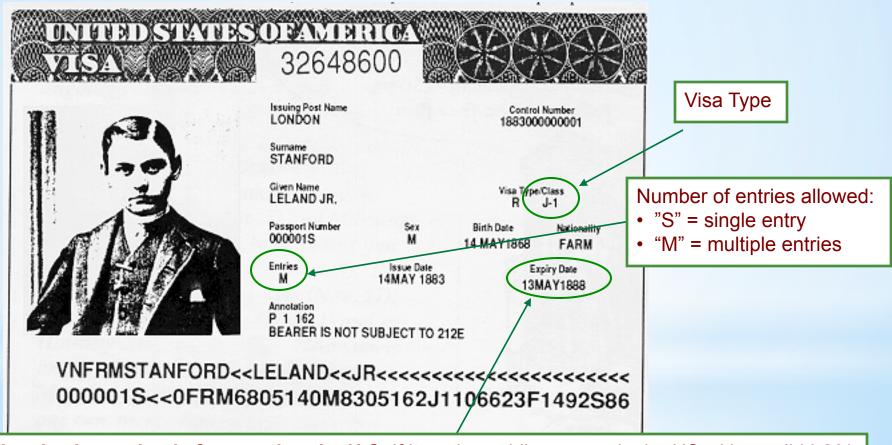
F-1 "Duration of Status"

J-1 "Duration of Status"

Obtain I-94 record and travel history
www.cbp.gov/I94

Check Your Immigration Documents VISA

Visa Type

Number of entries allowed:
- "S" = single entry
- "M" = multiple entries

The visa is used only for entering the U.S. If it expires while you are in the US with a valid I-20/DS-2019, you are okay! However, if you travel internationally, your visa must be valid (unexpired) for re-entry. You may need to renew your visa to reenter.

Check Your Immigration Documents
I-20 for F1 visa students

Make sure to get your new I-20!

Check Your Immigration Documents DS-2019 for J1 visa students

Make sure to get your new DS-2019!

YOU are responsible for Maintaining Your Visa Status

Maintaining legal status is <u>YOUR</u> responsibility

There are many U.S. laws and Stanford policies that affect international students.
It's your job to know all the policies!

➢ <u>You</u> must maintain your international student status while at Stanford. It is what is expected of <u>you</u> by the U.S. government and there are consequences for not maintaining status.

➢ Remember to contact an I-Center advisor whenever you have questions about your status (do **<u>not</u>** seek advice from your "friend").

➢ It is not the responsibility of the I-Center to enforce immigration laws. However, federal laws require the I-Center to inform the Department of Homeland Security of your status and changes to this status.

I-Center Responsibilities

The I-Center is the University office responsible for immigration reporting and compliance such as:

- **Full-time Enrollment**
- **Reduced Course Load**
- **Leave of Absence**
- **Extension**
- **Change / Add Academic Program**
- **Transferring Out**
- **Employment**
- **Change of Visa Status**

Fundamental Guidelines

➢ Maintain a **valid passport** at all times.

➢ Maintain a **full course-load** of study during the academic year.

➢ Report **any changes** to the I-Center.

➢ **Follow ALL on-campus and off-campus employment regulations and restrictions.**

➢ File for **timely extension** of I-20/DS-2019 if needed.

➢ J-1 visa holders **MUST** maintain health insurance for themselves and their J dependents.

Reporting Important Changes

YOU MUST REPORT ANY AND ALL PERSONAL, PROGRAM, AND FINANCIAL CHANGES TO THE I-CENTER

- ✦ Name
- ✦ Citizenship
- ✦ Address (update in Axess within 10 days after the change)
- ✦ Degree Level
- ✦ Major
- ✦ Graduation date
- ✦ Dependents (not children born in the U.S.)
- ✦ Change of Status (H1, Permanent residency,…)
- ✦ School (Transfer Out)
- ✦ Source of Funding
- ✦ Stolen or lost travel documents

To comply with federal law, Stanford has to report all changes and violations to the federal government

Maintaining legal status – Full-Time Enrollment

What is a full course of study?

➢ 8 units minimum for graduate students – unless the department requires a higher number of units

➢ 12 units minimum for undergraduates

➢ 3 consecutive quarters of every academic year

Can I take online or distance learning courses?

Sometimes – Student visas require physical presence!
Only 1 online course can be counted in full-time. May take additional courses beyond fulltime or during a vacation quarter

Exceptions to Full-time Enrollment

➢ Final quarter

➢ Medical reasons approved first by the Office of Accessible Education (OAE)

Maintaining legal status – Full-Time Enrollment

Do I need to be enrolled full-time during summer quarter?

Full-time summer enrollment is **not** required by the Federal Government

UNLESS

➢You intend to take fall/spring/winter quarter as vacation

➢Your first quarter at Stanford is in the summer quarter.

Students must request and obtain approval from an
I-Center advisor and their department for the reduced course load **prior** to dropping below the full course of study.

Do NOT take less than a full course of study without contacting an I-Center advisor or you will violate your status.

Maintaining legal status - Employment

Your job is to be a student! Employment (on and off campus) is restricted by visa regulations and Stanford policies. Both apply to you!

Working without prior employment authorization is a violation of your visa status

Types of Employment Available Throughout Your Program
- On campus employment for F-1 and J-1 students
- Off campus Academic Training for J-1 students
- Off campus Curricular Practical Training for F-1 students
- Off campus Pre Completion Optional Practical Training for F-1 students
- Post Completion Optional Practical Training for F-1 students
- STEM Optional Practical Training for F-1 students
- Economic Hardship for F-1 and J-1 students
- Internship with an international organization for F-1 students
- Volunteering and Unpaid Internships for F-1 and J-1 students

Please READ: http://icenter.stanford.edu/students/current/employment.html

Do NOT accept off-campus employment without official permission. Know the regulations about off-campus work **AND** always ask advisors at the I-Center before accepting any off-campus employment.

NOTE: Stanford policy will limit (or prohibit) employment for students receiving full fellowships.

Maintaining legal status – J-1 Employment

J-1 Student Common Employment Options				
Type	**Restriction**	**Requirement**	**Action Needed**	**Common Situations**
On Campus Authorization	Hours*	Must receive OnCampus Authorization through Sponsor	Request Authorization through Axess if Stanford is Sponsor	RA/TAship Other positions
Off-Campus Academic Training	Hours* Fulltime after graduation Limit of 18 months or length of degree program Phd 36months	Must receive AT through Sponsor Must have job offer Must be related to study	Request AT through Axess if Stanford is Sponsor	After graduation Summer Internships

*Hours All employment is restricted to 20hours/week while school is in session and 40 hours/week during vacations

Please READ
http://icenter.stanford.edu/students/current/employment.html

Maintaining legal status – F-1 Employment

F-1 Student Common Employment Options

Type	Restriction	Requirement	Action Needed	Common Situations
OnCampus	Hours* Oncampus	No authorization needed	Obtain SSN if needed	RA/TAship Bookstore,Library Dept.positions
Curricular Practical Training (CPT)	Hours* F1 status min.3qtrs RA/TAship Limitations Limited by fellowships	Related to study Registered in CPT course in dept. Must have Job Offer	Check if dept offers CPT course and dept rules Register for CPT course Obtain employment auth from I-Center	Internships
Pre-Completion Optional Practical Training (OPT)	Hours* F1 status min.3 Qtrs RA/TAship Limitations Limited by fellowships	Related to study Application to USCIS – can take 3 months to process!	Request pre-completion OPT from I-Center Apply to USCIS Wait until EAD is received to work	Internships If choose not to do CPT Self-employment
Post-Completion Optional Practical Training (OPT)	Fulltime only F1 status min3Qtrs	Must completed degree Related to study Application to USCIS	Request OPT I-20 from Icenter Apply to USCIS Wait until EAD is received to work	Employment after graduation

*Hours: All employment is restricted to 20hours/week while school is in session and 40 hours/week during vacations

Please READ

http://icenter.stanford.edu/students/current/employment.html

Travel & U.S. Re-Entry

Visa Renewal

Travel

Domestic Travel

✦ Valid Passport
✦ I-20/DS-2019
✦ Print-off of electronic I-94 record

International Travel

✦ Valid Passport
✦ I-20/DS-2019

   Current and SIGNED

✦ Valid F1 visa
✦ Recommended:
   - Copy of transcript and/or confirmation of enrollment
   - Financial documents

International Travel & U.S. Re-Entry

What is a Travel Signature?

TRAVEL ENDORSEMENT

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Mary Louton	International Student Advisor	X *Mary Louton*	8/11/15	Stanford, CA
		X		
		X		
		X		

Page 2 of the I-20

TRAVEL VALIDATION BY RESPONSIBLE OFFICER

(Maximum validation period is one year*)

*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.

(1) Exchange Visitor is in good standing at the present time

9/24/2014

Date *(mm-dd-yyyy)*

Rolando Villalobos

Signature of Responsible Officer or Alternate Responsible Officer

Page 1 of the DS-2019

Do NOT travel outside the U.S., even briefly, without the proper documents signed for travel.

What if I need to renew my Visa?

You can only renew your visa at an U.S. Embassy abroad.

Must have a valid visa to re-enter the U.S. after international travel.

Beware: An alcohol-related offense can impact future visa renewals

Panel physician evaluation required if visa applicant

- has a single drunk driving arrest or conviction within past 3 years.
- has two or more drunk driving arrests or convictions in any time period
- if there is any evidence to suggest an alcohol problem.

For more information about **Student Alcohol Policy**, please check the website at:
http://alcohol.stanford.edu/

NOTE: Drinking age in the **United States** is **21** years old.

Life at Stanford

Academics - Stanford's Honor Code

The **Honor Code** at Stanford is a **VERY important** aspect of your academic and social life.

- ✦ The **Honor Code** is the University's statement on academic integrity written by students in 1921. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work.

- ✦ Focuses on:
  - The Academic Standard (Progressing toward the degree, Plagiarism, Un-permitted collaboration, Cheating in an exam)
  - The Fundamental Standard (Harassing Speech or Behavior)

- ✦ Violations of the **Honor Code**, even first time, can result in suspension for the student. This can have serious consequences for international students including status termination.

- ✦ Information on the **Honor Code** at Stanford can be found at:

  http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm

Settling in at Stanford

Get your Stanford ID Card

The Stanford ID Card serves as an identification card allowing you to use services for which you have privileges, and to enter facilities.

The Student Service Center is located on the

2nd Floor of Tresidder Union.

Hours: Mon - Fri, 9 a.m to 5 p.m.

Check out the I-Center's Orientation Guide for new student checklist, local transportation, shopping centers, student organizations, and more!

http://icenter.stanford.edu/orientation/orientation_guide.html

Settling in at Stanford

Applying for California Driver's License

✦ Visit a DMV office (make an appointment for faster service - http://www.dmv.ca.gov/)

✦ Pass exam (vision & written)

✦ Pass a driving test (traffic laws and sign test) You may need to bring a CA licensed driver with you for this test. Please check at DMV.

NOTE: A Social Security number is **not needed** to apply for a California driver's license. However, if you qualify for a SSN, you will be expected to include the SSN with your application.

Settling in at Stanford

Social Security Number (SSN) or ITIN

Identifies participants in the U.S. Social Security system.

Official use of the SSN is only for employment and tax purposes. Official use of ITIN is used for filing taxes if you are not eligible for an SSN.

Upcoming Workshops: Friday Sept 11 @ 3:45PM and Friday Sept 18 @ 4:45PM

WHO IS ELIGIBLE for SSN?

+ F-1 Students with either:
    + On-campus RA, TA or other salaried campus work
          -OR-
    + Off-campus work permission
+ F-1 Students with fellowships that require a work component now or in the future (IE PhD)
+ J-1 Students with work authorization
+ J-2 Spouses with work authorization

WHO IS INELIGIBLE for SSN?

+ F-1 Students with no employment and no Stanford funding
+ F-1 Student with fellowship/scholarship no work obligations
+ F-2 Dependents

Settling in at Stanford - Taxes

All international students are expected to file tax returns annually in the spring.

Student Financial Services provides information on taxes and payroll:
https://sfs.stanford.edu/taxes

If you are employed, you will need to obtain an SSN to be paid and to file your taxes in April.

If you receive a fellowship or scholarship and would like to obtain an ITIN, please do so starting in October so you may file taxes April – June.

Important Note: I-Center cannot not offer specific tax advice.

We will have tax workshops by a tax consulate in April as well provide software to help you file taxes.

Timing Issues

Before visiting the SSN office or DMV, you must meet these criteria:

1. Have been in the U.S. at least 10 days in F1/J1 status

2. Have updated your SEVIS US Address in Axess

3. Attended a Maintaining Legal Status session

4. The I-Center validates your SEVIS record

   All records will be validated by October 20. You can wait until after then to obtain your SSN or driver's license OR if you need it earlier:

   Request early validation http://web.stanford.edu/dept/icenter/validation.fb

   We will validate records every Friday from August 21 through October 20.

5. If applying for SSN, you obtain an employment letter & Bechtel Letter first before going to the SSN office.

6. If applying for an ITIN, please start the process in early October as it takes approximately 8 weeks.

For full details – please attend additional workshops during Orientation and read through all the information in your packets and at http://icenter.stanford.edu

Programming @ The I-Center

Community Committee for International Students (CCIS)

The Loan Closet

Social, academic, and cultural events

- ➢ The International Festival
- ➢ Bus Trips
- ➢ Academic Discussions
- ➢ Professional and Personal Development
- ➢ Dance classes
- ➢ International movie series
- ➢ Potluck dinners
- ➢ Holiday celebrations
- ➢ Events hosted by students groups

I-Center Activities

Programs for spouses/partners/families

We have wonderful resources available to spouses/partners/families to enrich your stay here. We invite you and your family member(s) to join us for ongoing programs and activities through the year.

➢ Dance and language classes, cooking lessons, and musical evenings.

➢ Friday Morning Coffee Hour 10am – 12pm

➢ Guest Speakers to address current local and international affairs

➢ We have a multilingual Welcome Committee to help you!

Staying Informed

Subscribe to the I-Center social list by sending a blank email to
    icenter-social-join@lists.stanford.edu

Subscribe to Spouses/Partners/Families by sending a blank email to:
    icenter-spouseprograms-join@lists.stanford.edu

Look at our calendar of events:

    http://icenter.stanford.edu/events/calendar.html

Protect Yourself: Keep documents safe and avoid phishing scams

Attend other sessions offered in International Orientation on Health
    Insurance, Biking, Public Transportation, Banking, and more

Meet with a Community Advisor in the Conference Room

Graduate Orientation and Lunch Info Event – Friday Sept 18 12-2pm!

Bechtel International Center (the I-Center)

General office hours on the 2nd floor of the I-Center
+ Summer Hours: Monday to **Thursday** 10 a.m. to 5 p.m.
(Until Sept 8th)

+ Regular Hours: Monday to **Friday** 10 a.m. to 5 p.m.
+ (Starting September 8th) Note: Sept. 7th is Labor Day / holiday

Walk-in advising is available on (Starting the week of September 8):
+ Mondays, Wednesdays and Fridays 10:00 am to 4:00 pm
+ Tuesdays and Thursdays 1:00 pm to 4:00 pm

General e-mail: internationalstudents@stanford.edu
+ Please do not send repeated e-mails. Your e-mail will be answered within 3 business days.
+ **Note:** Please include your SEVIS ID# and Stanford ID in any communication with our office so we can look up your record easily.

Website: http://icenter.stanford.edu

Thank You!

Please join us on Tuesday September 15th 5:30 – 7:30pm for our Welcome Reception!