Welcome to SMU!

IEP Orientation
Spring 2013
International Student and Scholar Services
MEET OUR OFFICE

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ISSS Mission

The International Student & Scholar Services Staff provides immigration services to students, scholars and professors on F or J visas.

Our office staff coordinates pre-arrival information, current compliance issues and data management.

We are committed to enhancing the experiences of our international community by continuing to provide superior customer service, reporting to the U.S. Federal Government, and providing cultural and educational programming opportunities in order to meet the demands of our global society.
What services does the ISSS team provide?

- Pre-arrival advising
- Immigration Advising on F and J visa and status regulations
- Programming events
- Orientation
- Employment Workshops and Information Sessions
- Advising for Dependents
- Scholar and Professor immigration advising
- Other
INTERNATIONAL CENTER
HOURS

Monday-Friday
8:30 AM – 5:00 PM

12:00 NOON - 1:00 PM CLOSED FOR LUNCH

IMMIGRATION LIBRARY AND INFORMATION
http://smu.edu/international/isss/im_library.asp
MEET AN ADVISOR

WALK-IN HOURS:

– **Monday to Thursday**: 9 am to 11 am & 2 pm to 4 pm
– Appointments available by emailing **isss@smu.edu**

WHEN DO I NEED AN APPOINTMENT?

If you need to apply for **Change of Status by mail**, **Reinstatement by mail**, **Off Campus Work Authorization** or any other personal issue that may require a long visit, you need to schedule an appointment. You can schedule an appointment to see an International Services Specialist by calling **214-768-4475**.
USEFUL TERMS

• ISSS = International Student & Scholar Services
• DSO = Designated School Official
• RO = Responsible Officer
• ARO = Alternate Responsible Officer
• DHS = Department of Homeland Security
• USCIS = United States Citizenship & Immigration Services
• DOS = Department of State
• SEVIS = Student and Exchange Visitor Information System
• ICE = Immigration and Customs Enforcement
• CBP = Customs and Border Protection
MAINTAINING F/J STUDENT STATUS AT SMU
MAINTAINING VALID AND ORIGINAL DOCUMENTS

You are required to maintain the following valid documents as well as carry the originals at all times:

- Passport
- I-94 card
- I20/DS-2019 document.

If you transfer to SMU or transfer out of SMU, you are responsible for completing your transfer and receiving your new I20/DS2019 BEFORE classes begin.
You must maintain a valid passport at all times while in the U.S.

Always keep your I-94 card stapled in your passport.
Your F or J visa is issued for travel purposes only. You must have a valid visa to enter the U.S.

Remember, your visa does not grant status!
MAKING NORMAL ACADEMIC PROGRESS

• Complete your program by end date of your

If you need to request permission to extend the above date, you must apply for an extension one month before the completion date of your I-20 or DS-2019 by completing the “Extension of F-1 or J-1 status Form.”
MAINTAIN A FULL COURSE OF STUDY

You will be enrolled in your classes according to the results of your IEP placement test.

You must follow the attendance policy of the SMU Intensive English Program:

1. Attend all classes.
2. Arrive on time for all classes.
3. Inform your teacher in advance if you know that you will be missing a class.
4. Remember that absences may be considered excused or unexcused.
DURATION OF YOUR F/J STATUS

To be in legal status you must complete your course of study on or before the date stated in Section 5 of your I-20 or Section 3 on your DS-2019.

If you need to request permission to extend the above date, you must apply for an extension one month before the completion date of your I-20 or DS-2019 by completing the “Extension of F-1 or J-1 status Form.”

http://smu.edu/international/isss/im_library.asp

Your legal status in the US is determined by your I-20 or DS-2019:
Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students (OMB NO. 1115-0051)

Please read Instructions on Page 2. This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):
   First (given) Name: ____________________________  Middle Name: ____________________________

   Country of birth: THAILAND  Date of birth (mm/dd/yyyy): 03/01/1984
   Country of citizenship: THAILAND

2. School (School district) name:
   Southern Methodist University
   School Official to be notified of student's arrival in U.S. (Name and Title):
   Susan Bruns
   Administrative Coordinator
   School address (include zip code):
   P.O. Box 75039
   Dallas, TX 75275-0391
   School code (including 3-digit suffix, if any) and approval date:
   DAL214F00016000  approved on 01/30/2003

3. This certificate is issued to the student named above for:
   Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
   MASTER'S

5. The student named above has been accepted for a full course of study at this school, majoring in Legal Research and Advanced Professions. The student is expected to report to the school no later than 08/15/2007 and complete studies not later than 05/20/2008. The normal length of study is 10 months.

6. English proficiency:
   This school requires English proficiency. The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:
   a. Tuition and fees $34,576.00
   b. Living expenses $12,000.00
   c. Expenses of dependents (0) $0.00
   d. Other (specify): Health Ins. $1,250.00
   Total $47,826.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7):
   a. Student's personal funds $0.00
   b. Funds from this school $10,000.00
      Specify type: Scholarship
   c. Funds from another source $56,641.00
      Specify type: Funds from outside the USA
   d. On-campus employment $0.00
      Total $56,641.00

9. Remarks:

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

   Administrative Coordinator
   Susan Bruns
   Date of School Official
   04/25/2007
   Dallas, TX
   Title
   Date Issued

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

   Name of Student
   Signature of Student
   Date
   If student under 18
   Name of parent or guardian
   Signature of parent or guardian
   Address (city)
   (State or Province) (Country)
   (Date)

Form I-20 A-B (Rev. 04-27-88)N
For Official Use Only
Microfilm Index Number
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

1. Family Name: [Name]  First Name: [Name]  Middle Name: [Name]  Gender: FEMALE  N0005916732
   Date of Birth/SSN (mm-dd-yyyy): 06-21-1975  City of Birth: Xinjiang  Country of Birth: CHINA
   Position Code: 219  Position: UNIVERSITY, OTHER

2. Program Sponsor: Southern Methodist University  Exchange Visitor Program Number: F-1-02808
   Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE

3. Form Covers Period: Amend a previous form: Update Biographical Data
   From (mm-dd-yyyy): 01-31-2009  To (mm-dd-yyyy): 06-30-2009

4. Exchange Visitor Category: 72.0801  Subject/Field Code: will do research at our Cox School of Business

5. During the period covered by this form, the total estimated financial support (for U.S. Govt.) to be provided to the exchange visitor by:
   China Scholarship Council: $7,200.00  Total: $7,200.00


7. Claudia Graves  Name of Official Preparing Form
   6185 Airline Road  Suite 216 International Center  Dallas, TX 75277  Title: Alternate Responsible Officer
   Signature of Responsible Officer or Alternate Responsible Officer

8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)
   Effective date (mm-dd-yyyy): 11-01-2009  Transfer of this exchange visitor from program number 2
   to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.
   Signature of Responsible Officer or Alternate Responsible Officer

9. PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PT. 94.4-484, AS AMENDED (See Item (f) of page 2).
   The Exchange Visitor in the above program:
   1. [ ] Not subject to the two-year residence requirement.
   2. [ ] Subject to two-year residence requirement based on:
      A. [ ] Government financing and/or
      B. [ ] The Exchange Visitor Skills List and/or
      C. [ ] PL 94-484 as amended
   (ALL USHEALTH PARTICIPANTS G-3-90263 AND ALL ALIEN PHYSICIANS SPONSORED BY F-1-02808 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

   Name:
   Title:
   Signature of Consular or Immigration Officer
   Date (mm-dd-yyyy):

   THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e).

   TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year)
   *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counsellors and Summer Work/Travel.
   (1) Exchange Visitor is in good standing at the present time
   Date (mm-dd-yyyy):
   Signature of Responsible Officer or Alternate Responsible Officer
   (2) Exchange Visitor is in good standing at the present time
   Date (mm-dd-yyyy):
   Signature of Responsible Officer or Alternate Responsible Officer
   (3) Exchange Visitor is in good standing at the present time
   Date (mm-dd-yyyy):
   Signature of Responsible Officer or Alternate Responsible Officer

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.

Signature of Applicant:
Place:
Date (mm-dd-yyyy):

DS-2019 07-2008  Page 1 of 2
TRAVEL SIGNATURE

You must obtain a new signature on your I-20 BEFORE traveling out of the US. Your travel signature is valid for 6 months.

We will verify that you are an active student by signing Page 3 on your I-20 or Page 1 on your DS-2019.

If you need a Travel Signature, please bring your I-20 or DS-2019 to the International Center. A minimum of 3 days is needed for this process. We will contact you via e-mail as soon as your document is ready to pick up. Make sure you do not have any “holds” on you SMU account.
RECEIVE AUTHORIZATION
(from Immigration Advisers)

- For Reduced Course Load due to medical reasons (less than full-time hours).
- b. To change your degree plan (you will receive a new I-20 for the new program).
- For Concurrent Enrollment (when you are authorized to take a class at another institution while maintaining an I-20 from SMU).
- To transfer to a different school in the US (if you are planning to move to a different US university or institution).
EMPLOYMENT

You can work ON THE **SMU CAMPUS ONLY**.

You are only allowed to work up to 20 hours per week while school is in session.

You are allowed to work up to 40 hours per week **on campus** during breaks (while school is **not** in session).

Before accepting any kind of employment, you must receive WRITTEN AUTHORIZATION from an Immigration Adviser at the International Center.
EMPLOYMENT (continued)

Steps to follow:

a. Find a job (we cannot help you find a job).
b. Ask your employer for a job offer letter.
c. Bring the offer letter to the International Center, and an immigration adviser will give you written work authorization, which you will then take to the SMU Human Resources and Payroll offices.
e. If you need a Social Security number, an International Adviser will give you the necessary paperwork which you will take to the local Social Security office.

You must get authorization if you either change or add a job.
On-Campus Employment Check List

This checklist is available on the ISSS website.
ON-CAMPUS EMPLOYMENT

Have your supervisor complete the top half.

Bring your form to the International Office to have an International Services Specialist approve your work authorization.

HR will complete the last portion of the form and you will return it to your supervisor.
Whenever you change your local US residence address or telephone number, you must update this information in [https://access.smu.edu](https://access.smu.edu).

These changes must be reported within 10 days from the day the changes occurred.

Failure to make such notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.
HOME COUNTRY ADDRESS

If you change your Home Country address, you must report this information to the International Center by sending an e-mail to smuint@smu.edu.

These changes must be reported within 10 days from the time the change occurred.

Failure to make such notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.
Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

12345 Memory Lane
Dallas TX 12345
Dallas

Date new address will take effect: 08/24/2007 (example: 12/31/2000)

SAVE

Return to Current Addresses
CHECK YOUR SMU EMAIL ADDRESS

Please check your SMU email at least once a day!

All official communication between our office and you is conducted **only** through your SMU email account.

We **will not** use any personal e-mail accounts (e.g. hotmail, gmail, yahoo)
HEALTH INSURANCE

F-1 visa holders: you are required to purchase and maintain SMU’s Student Health Insurance Plan as a condition of enrollment. Students may go to www.ahpcare.com/smu to enroll, view benefits, etc.

J-1 visa holders: you are required by law to maintain health insurance at all times. Failure to have health insurance will result in termination of your Exchange Visitor status. A copy of your Health Insurance card must be on file at the ISSS.
HEALTH INSURANCE

Health Insurance for J-1 visa holders must:
Pay for at least $50,000 per accident or illness.
Have a deductible not exceeding $500.00 per accident or illness.
Cover repatriation of remains for $7,500.00.
Cover Medical evacuation for $10,000.00.

Insurance will only be waived for international students sponsored by either the US government or a foreign government recognized by the US.

Questions? Please contact Krista Pruitt at studenthealthinsurance@smu.edu
FEDERAL AND STATE LAWS

You will need a drivers license to operate a motor vehicle. The driver license office will require a letter from the International Center or the IEP director.

You are required to purchase auto insurance if you are planning to buy or drive a vehicle while in the US.

If you get stopped by a police officer, STAY inside the car.

The minimum legal drinking age in Texas is 21 years old.

Do not drink and drive! Driving while under the influence of alcohol is considered a criminal offense and will affect your immigration status.
LEAVING THE COUNTRY

You must leave the country:

- **When you reach the completion date which is stated in Section 5 of your I-20 or Section 3 of your DS-2019.** You have a grace period to prepare for departure, enter a different program at SMU or transfer to another institution:
  
  - F-1= 60 days “grace period”
  - J-1= 30 days “grace period”

- **When you complete your program.** If you complete your program earlier, we will shorten your I-20 or DS-2019 to reflect the new program completion date.

- **If you have ended or suspended your SMU program.** You will need to leave the US within 10 days.

- **Even if your I-20 or DS-1029 document appears valid, you must leave the U.S. if you are no longer in your program.**
TAXES

- Income can be earned through employment as well as certain types of scholarships and grants
- Income earned from assistantships and fellowships is taxable
- Income earned from non-service scholarships/fellowships that exceed qualified tuition and fees is taxable
- Starting in January through March of each year, employers send W-2 or 1042-S forms (tax statements) to current and former employees, telling them how much money has been withheld from their pay or scholarships award checks for tax purposes. Make sure you include any tax forms from your previous schools.
According to the IRS, people are divided into residents and non-resident aliens for tax purposes. This residency status is not related to your visa status.

For more information about how to determine your current IRS status go to:

http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html
Filing for Taxes

• The ISSS office will send an email with information about Glacier Tax prep.
  • The deadline to file for taxes is usually April 15th.
• All international students and scholars must either file forms 1042 or form 8843 if you have not earned any wages.
• The ISSS staff are not certified to provide any advise on tax filings.
University Student Code of Conduct

You are required to comply with the University Student Code of Conduct.

For more information please visit:
http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp
Welcome Fair
Social Security Trip
Texas ID/Drivers License
Target Shopping Trips
SMU Boulevarding (Football Day)
International Day
Employment Information Session
Off-Campus Events
... and more!

LIKE US ON FACEBOOK!

http://www.facebook.com/pages/SMU-International-Student-Scholar-Services/238158462873735
Thank you for your attention and we wish you success during your stay in the US!

A copy of this presentation is available at: http://smu.edu/international/isss/pre_arrival.asp