



International Student Services
New International Students USCIS Packet
(801)863-8778 | www.uvu.edu/iss

INFORMATION ON MAINTENANCE OF USCIS STATUS



I, _____ UVU ID _____

understand and agree that I must do the following in order to maintain my F-1 status. **I will:**

1. Have a valid passport at all times (renew at least 6 months before expiration).
2. Attend the authorized school (UVU) on my I-20.
3. Maintain at least 12 credit hours during all semesters or two consecutive semesters of the school year (i.e. 12 credit hours Summer and Fall Semesters if accepted for Summer).
4. Register 9 of the 12 required credit hours in class instruction courses, not online or distance learning courses.
5. Apply for an extension of program before the expiration date of my I-20. I will check with the International Student Services office. I must currently be in status in order to be eligible. The I-20 CANNOT be extended after the expiration date on SEVIS.
6. Come to the ISS office 10 days prior to my departure in order to get a signature from the advisor when leaving the US.
7. Not work off campus without proper authorization. I will come to the office to get the adequate information regarding CPT or OPT.
8. Change my address, phone number and personal email address on myUVU immediately after any change occurs.
9. Check myUVU and personal emails at least once a week.
10. Follow the proper procedures when transferring from Utah Valley University to another school.
11. Follow proper procedures when transferring from one educational program to another (i.e. ESL to Associate, Bachelors, Masters).
12. Keep all original I-20s issued during academic stay in the US.
13. I will be financially responsible for tuition/school expenses while at UVU. I understand that scholarships and work are not sufficient.
14. Complete the required Tuberculosis Test (TB) immediately.

Signature

Date



REQUIREMENTS:

A student must have the following materials to re-enter the United States after a temporary absence (vacation):

1. A valid passport
2. A valid visa (except for entry from Canada and Mexico if the visit was less than 30 days).
3. A properly endorsed page 2 of form I-20.

PROCEDURE:

1. Go to International Student Services with your form I-20 at least **10 days before leaving the US**. Check with the International Student Advisor to make sure that your I-20 is still valid.
2. You must have been in status during the entire academic stay in order to qualify.

Note: You will need your I-20 signed in order to reenter the U.S. Your I-20 will be terminated if you are out of the U.S. for more than 5 months.

In addition, it is not possible to revalidate an F-1 visa in the United States. If your visa is expired while you are maintaining your F-1 status, continuing in a program and leaving the U.S. for less than 30 days to Canada, or Mexico, or an adjacent island (i.e. Saint Pierre, Miquelon, the Dominican Republic, Haiti, Bermuda, Bahamas, Trinidad, Martinique, or other British, French, and Dutch territories in or bordering the Caribbean) and you are not a citizen of Iran, Iraq, Libya, Sudan or North Korea, you will be able to re-enter the U.S. with your expired visa. If you are absent from the U.S. more than 30 days in any of the above-mentioned countries or for any period of time in any other country and need to obtain a new visa, go to the U.S. Consulate's website of the country.



REGULATION:

1. Student is enrolled in a full-course of study.
* Any classes taken at another institution will not count toward the student's fulltime status and the student may not work during this time.
2. The employment is limited to 20 hours, unless student is eligible for a vacation period.
3. The employment is on the school's premises.

REQUIREMENTS:

At UVU a student **F-1 status** is **eligible** for on-campus employment **if student has obtained permission from the International Student Advisor** and is in good academic standing.

Note: Fulltime employment (up to 28 hours per week) on campus is permissible (at the discretion of hiring department) during the student's annual vacation periods and at other times when school is not in session if the student is eligible and intends to register for the subsequent semester.

PROCEDURE:

1. See the International Student Advisors to determine your eligibility. If you are eligible they will fill out the clearance form in order for the hiring department to verify your eligibility.
2. Check for employment opportunities at the Career & Student Employment Office (LC-409) or online www.uvu.jobs and fill out the application online.
3. Submit to the hiring department:
 - Copy of form I-20
 - Copy of form I-94
 - Copy of Passport
 - Social Security Card
 - Student I.D.



REGULATION: An F-1 student may apply for Off Campus work permit if he/she:

1. Has been a fulltime student for at least one academic year.
2. Is in good academic standing at the University.
3. Has been (for at least 9 consecutive months) and is maintaining lawful F-1 status.
4. The off-campus work permit will not exceed 20 hours per week when school is in session, and up to 40 hours during the vacation periods.
5. The student can demonstrate that accepting off campus employment will not interfere with his/her carrying a full course of study.

REQUIREMENTS:

A student is eligible for an off-campus work permit if he/she can demonstrate economic necessity **due to unforeseen circumstances** after the student's last entry into the U.S.

PROCEDURE:

- A. Check with the International Student Advisor to see if you qualify for off campus employment due to economic necessity.
- B. Download form I-765 from the USCIS website and complete them.
- C. The student will submit Form I-765 together with:
 - \$410.00** check or money order payable to "USCIS"
 - Copy of form I-94, I-20, and any previous EADs
 - 2 photos (ask for instruction)
 - Documentation to show that on campus employment is not available (our office can provide this document)
 - Documentation showing economic necessity: letter explaining unforeseen circumstances & supporting documentation, list of assets, income and expenses, and documentation of such letter from academic advisor on letter head, stating the following: title of your current educational program, your status in the program and date of completion of this program.
- D. The International Student Advisor will check and complete all the necessary paperwork and will send it to the U.S. Citizenship and Immigration Services in Phoenix, Arizona.

If your request for work permission is granted, your EAD will be mailed to your address as indicated on the I-765.
NOTE: A student may work **ONLY** 20 hours a week when school is in session. Working over 21 hours per week is considered to be fulltime employment.

REGULATION: An F-1 student may apply for a Curricular Practical Training (CPT) if:

1. The training is related to the student's field of study.
2. The training is temporary in nature.
3. The student has been lawfully enrolled (in F-1 status) on a fulltime basis for at least 9 consecutive months.
4. The training is an integral part of an established curriculum.

REQUIREMENTS:

A student is eligible for a CPT if he/she is enrolled in Coop. Ed., or any other type of required or optional internship or practicum for the semester or term the student wants to do a curricular practical training.

The student must be in legal status in order to qualify.

PROCEDURE:

1. Check with the International Student Advisor to see if you qualify for a CPT.
2. Obtain a letter from your Coop. Ed. coordinator stating the name and address with zip code of the firm for which you will be working, the nature of the training, and the beginning and ending dates of training and whether the position is part-time or fulltime.
3. Enroll in the Coop. Ed. Class or Internship class.
4. Obtain a letter of recommendation from your academic advisor. The letter must be on letterhead and state the following: title of your current educational program, your status in the program and date of completion of this program.
5. Submit the letters to the International Student Advisor.
6. The designated official in International Student Services will authorize the CPT. A student may begin curricular practical training only after receiving his/her I-20 with the endorsement.

NOTE: Students who have received one year or more of **fulltime** curricular practical training are ineligible for an Optional Practical Training (OPT).

Students who are pursuing a second or more degrees and obtained OPT in the same educational level are ineligible for **fulltime CPT** during the vacation period.



REGULATION: An F-1 student may apply for an Optional Practical Training (OPT) if:

1. It is for the sole purpose of practical training.
2. The training is related to the student's field of study.
3. The training is temporary in nature.
4. The training will not exceed 12 months of fulltime work (fulltime allotted during vacation periods or after completion of studies) or 24 months of part-time work (part-time allotted only while school is in session).

Optional practical training falls into several categories:

1. During the student's annual vacation and at other times when school is not in session if the student is currently enrolled and in status, and intends to register for the next semester (at which time the student may work fulltime)
2. While school is in session, provided that optional practical training does not exceed 20 hours a week
3. After completion of the course of study.

REQUIREMENTS:

A student is eligible for practical training after being enrolled and in status for 9 consecutive months directly before the time of application. If a student is applying for practical training after completion of studies, he/she can apply **90 days prior to the completion of a program (last day of the semester) and prior the end of the 60-day grace period after his/her program date.** This permit cannot be used unless student completes the program. If a student is completing a program in 9 months, he/she cannot apply until 90 days before completion.

PROCEDURE:

1. Check with the International Student Advisor to see if you qualify for an OPT.
2. Obtain form I-765 from the office and complete them.
3. Submit to the office the completed form I-765 together with:
 - a. **\$410.00** check or money order payable to "USCIS"
 - b. Copy of form I-94, I-20 and any previous EADs
 - c. 2 photos (please ask for instruction)
 - d. Letter of recommendation from academic advisor. The letter must be on letterhead and state the following: title of your current educational program, your status in the program and date of completion of this program
4. The International Student Advisor in International Student Services will recommend your practical training and have the appropriate notation made on the form I-20 and mail it to the U.S. Citizenship and Immigration Services.

5. You will pick up the necessary paperwork and mail it to the U.S. Citizenship and Immigration Service at

For U.S. Postal Service (USPS) deliveries:

USCIS
P.O.Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS Attn : AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034



REGULATION: An F-1 student must apply for a transfer if he/she:

1. Is a bona fide nonimmigrant.
2. Will continue to maintain student status.
3. Plans to be a fulltime student at the new school.

REQUIREMENTS:

To be eligible for a transfer, the student must be able to demonstrate financial capability, must have reported to the International Student Advisor at the current institution, and be currently maintaining student status.

PROCEDURE:

1. Inform the International Student Advisor you plan to transfer to a new school and then apply online @ applyinternational.uvu.edu (ISS Portal):
Click on: *Applications/Forms* (or Faculty/Staff)
Click on: *Immigration Procedures*
Click on: *SEVIS Transfer Out*
Select: *Semester*
Follow instructions after that. Don't forget to submit. Required documents: Acceptance letter and transfer certification.
2. Obtain form I-20 from the new school.
3. Enroll at the new school in the first term or semester after leaving UVU.
4. Complete the form I-20 by signing it and submit it to the International Office at the new school no later than 15 days after beginning classes.

If transferring from another school to Utah Valley University:

1. Obtain a form I-20 from the UVU Admissions Office, and sign it **within 15 days of beginning classes**.
2. You must enroll in a full-course of study (12 credit hours two consecutive semesters during the year, beginning the first semester after leaving your previous school).
3. Take your I-20, passport, and I-94 to International Student Services (UVU) in LA114.

Note: If the student has not pursued a full course of study at the school last authorized to attend, the student is not eligible for transfer of schools, but must apply for reinstatement to student status.

Transfer of schools after leaving the United States: A student may be readmitted to the United States to attend a school other than that specified in the student visa, whether or not the transfer procedures have been followed prior to departure. If the transfer procedures have not been followed prior to re-entry, the immigration officer at the port of entry is required to endorse form I-20.



REGULATION: An F-I student must apply for an extension of program, if he/she is unable to complete the program by the date indicated on the form I-20.

REQUIREMENTS:

A student is eligible for an extension of program if he/she is a bona fide nonimmigrant currently maintaining student status is able to, and in good faith, intends to continue to maintain that status for the period for which the extension will be granted.

PROCEDURE:

1. Check with the International Student Advisor to see if you qualify for an extension of program.
2. For a new form I-20, apply online @ ISS Portal: applyinternational.uvu.edu with a **letter from your department**.

The letter needs to state **YOUR NAME, THE TITLE OF THE PROGRAM YOU ARE CURRENTLY ENROLLED IN, GRADUATION OR COMPLETION DATE OF THIS PROGRAM**, an explanation as to **WHY IT HAS TAKEN YOU LONGER THAN THE TIME GIVEN ON YOUR I-20 TO GRADUATE** and must be on letter head. You will need the financial prove to apply.

3. We will process the new I-20 within 5 days. Extension of status will be notified to the Immigration Office by SEVIS. (Extension of F-2 status of spouses and children in will be granted simultaneously.)

NOTE: If an F-1 student is unable to complete studies by the date indicated on the I-20 and is ineligible to apply for an extension, he/she is out of status and must apply for reinstatement. Please see the International Student Advisor for further information.



REGULATION:

An F-1 student who has overstayed his or her authorized period of stay or has otherwise failed to maintain his/her F-1 status may be reinstated to lawful status at the discretion of the U.S. Citizenship and Immigration Services (USCIS)

REQUIREMENTS: An F1 student may apply for reinstatement if he/she:

1. Is currently pursuing, or intends to pursue, a full course of study.
2. Has not been employed without authorization.
3. Establishes that failure to maintain student status was due to circumstances beyond his or her control.
4. Is not deportable on any grounds other than overstaying or failing to maintain status.

PROCEDURE:

1. Check with the International Student Advisor to see if you are out of status and if you need to apply for reinstatement.
2. Submit to the office:
 - A. Form I-539
 - B. \$370 Money Order payable to "U.S. Department of Homeland Security"
 - C. An official transcript
 - D. A written request for reinstatement (explain why you were out of status and why you should be granted reinstatement (circumstances must have been beyond your control & failure to be reinstated will need to cause you severe hardship))
 - E. A valid Form I-20
 - F. Proof of finances
 - G. Copies of your passport
 - H. Original I-94
 - I. Photocopies of all previous original I20s
 - J. Letter from supervisor stating last day of employment
 - K. Form I-901 (SEVIS fee) if applicable
3. The International Student Advisor will send all the paperwork to the appropriate Immigration Office. When your documents are returned to you, you will need to bring them to the International Student Advisor so that copies of them may be kept in your file.



International Student Services

Institutional Record Keeping Requirements

(801) 863-8778 | www.uvu.edu/iss

REGULATION: All F-1 students currently attending Utah Valley University are required by U.S. Immigration to report and keep certain specific information and documents with International Student Services. **Therefore, each student is responsible for furnishing the International Student Advisor with the following documents and information:**

Copy of their passport including visa (no visa required for Canadians).

Copy of I-20.

Copy of I-94.

(The following information is included in the above documents:)

Date of birth

Country of citizenship and country of birth

Date of commencement of studies

Degree program and field of study

Address, this means a residence address and not a post office box number.

Status, fulltime or part-time.

Whether they have been certified for practical training and the beginning and ending dates of certification.

Termination date and reason.

Number of credits completed each semester.



International Student Services

Change of F-1 or F-2 Visa Status
(801) 863-8778 | www.uvu.edu/iss

All F-visa status holders are eligible to change their visa status, if they are in good standing with Utah Valley University, and are bona fide nonimmigrants (one who has no intention of remaining in the U.S., but will return to his/her home country after the F-1 has completed his/her degree).

REQUIREMENTS: The following documents must be provided:

1. New form I-20 from the Admissions Office if you are not currently a student at UVU. New form I-20 from the International Student Advisor if you are a current student (you must sign your new I-20).
2. Form I-94.
3. Form I-539 (download from USCIS website <https://www.uscis.gov>)
4. Proof of financial support.
5. Fee of \$370.

Mail the above to: USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

It will take anywhere from 60-120 days to hear back from the CSC. Normally the approved I-20 and I-797a (new form of I-94) are mailed to your mailing address.

CHANGE FROM F-1 TO F-2: To be eligible to change from F-1 to F-2, you must be:

1. In legal standing with Immigration (must have maintained full time status while in school).
2. A bona fide nonimmigrant.

REQUIREMENTS: The following documents must be submitted to the USCIS office:

1. A photocopy of your spouse's current Form I-20.
2. Photocopy of your original form I-20.
3. Your Form I-94.
4. Photocopy of your marriage license or certificate (if this is not in English, it must be translated).
5. Financial support for both yourself and your spouse.
6. Form I-539
7. Fee of \$370, payable to "U.S. Department of Homeland Security".



REGULATION:

An international student who marries to a U.S. citizen becomes a prospective immigrant if he/she intends to apply for permanent residency and is no longer eligible for non-immigrant benefits (re-entry into the U.S. with an I-20 after a temporary absence, practical training, etc.). Permanent residency becomes available to the student and can be obtained as explained below.

REQUIREMENTS:

To be eligible for permanent residence the marriage must have been valid at the time it was performed. The marriage must still be in existence and the marriage must not have been entered into for the purpose of conferring permanent resident status on the alien.

PROCEDURE:

Obtain the necessary papers by downloading through internet www.uscis.gov.

You will be required to undertake a full physical examination (including X-ray) from a doctor appointed by the USCIS.

Alien spouses of citizens or residents are granted permanent residence **conditionally**, dependent on their remaining married for two years after the granting of residence. You must apply to remove this conditional status within the 90 days before the two-year anniversary of being granted residence or it is automatically terminated! If the alien has been married for two years or more prior to applying for residence the alien is granted **permanent** residency. (Must renew every 10 years.)



REQUIREMENTS:

During the school year an F-1 undergraduate student must be enrolled for at least 12 credit hours per semester.

F-1 students do not have to enroll in school during Summer term in order to maintain status, unless they are accepted to begin during Summer, or they use Fall or Spring Semester as their annual vacation period, at which times they must enroll in at least 12 credit hours.

DEVIATIONS:

F1 students are considered to be maintaining status even if they are not registered for a full course of study in the situations described below:

1. **Vacation.** An F-1 student at an academic institution is considered to be in status during the annual vacation if the student is eligible and intends to register for the next term.
2. **Medical Problem.** If an illness or other medical condition arises that interrupts or reduces a full course of study, the student should obtain a statement from the healthcare practitioner requiring or recommending the interruption or reduction in studies.

*** Total time cannot exceed 12 months per degree program.**

3. **Valid academic reasons for enrolling less than full time.** A student may be enrolled for less than a full course of study when authorized to do so by the International Student Advisor for the following reasons: a) initial difficulties with the English language or reading requirements, b) unfamiliarity with the American teaching methods, or c) improper course level placement.

*** One-time exception only. Must be used in the student's first semester at UVU.**

*** After an approved drop of class, the student must be registered for a minimum of 6 credit hours.**

*** The student must resume a full course of study at the next available semester.**

4. **Undergraduates completing programs during the current term.** An undergraduate student who needs less than a full course of study to complete his/her program is considered to be pursuing a full course of study. (A letter from student's academic advisor is required stating the title of student's current program and program completion date.)

5. **Practical training.** A student on authorized practical training following completion of studies.

6. **A student at a school where school approval is withdrawn.** These students are permitted to complete the current term.

NOTE: Concurrent enrollment (the combined enrollment with other institutions but still under UVU's I-20) won't be considered as the full course of study at UVU.



REGULATION: An F-1 student must apply for a transfer of program if:

1. He/she plans to continue in a different level of education (i.e. **ESL to Associate, Associate to Bachelors**) within Utah Valley University.
2. The student plans to enroll full time in the new program and maintain his/her status.

REQUIREMENTS:

To be eligible for a transfer: A student must have been enrolled full time in the last program and must have been maintaining status.

PROCEDURES:

1. When you are eligible to begin an Associate or Bachelor's program, if you are currently in the ELL program, the ELL department will send notification to the International Student Advisor. Please check to see if this has been done midway through the semester in which you are enrolled in level 6 ELL courses, or your last semester in the ELL program. If you are a new student and you complete the **Michigan Test** with a score of at least **90** or the International **TOEFL** with a score of at least **66 or 6.0 IELTS score**. You are eligible to begin an Associate or Bachelor's program without a recommendation from the ELL department, as long as you submit the original score sheet to the International Student Advisor. You have to transfer your I-20 within 15 days after beginning classes. If you are already admitted to ESL, you need to complete the semester and need a recommendation from the ELL Department. If you wish to begin a **Bachelor's program** you must **obtain admission** to the program from the department in which the degree is offered (you must matriculate into the program), and this **must be documented on the Banner or in a letter from your department advisor**. If you are beginning a Certificate or any other program, please obtain a letter from your academic advisor, on letterhead, stating **the title of your program and date of completion of this program**.
2. Enroll in the new educational program in the first semester following completion of the previous educational program.
3. Fill out the Change of Education Level through ISS Portal @ applyinternational.uvu.edu:
Click on: *Applications/Forms*
Click on: *Immigration Procedures*
Click on: *Change of Education Level*
Select: *Semester*
Follow instructions after that. Don't forget to submit. Required documents: Affidavit of Support (if you have a sponsor), bank statement, if the site requires a recommendation letter and you don't have it (from ELL) just upload one of the financial documents again. If you pay for your education, you only need your bank statement.
4. Approximately 5 days after submitting request for I-20, return and complete I-20 by signing it.
THIS PROCESS MUST BE COMPLETE NO LATER THAN 15 DAYS AFTER THE SEMESTER BEGINS.



International Student Services

How to replace a lost form I-20
(801) 863-8778 | www.uvu.edu/iss

REGULATION:

In order to enter the United States to study, international students must obtain a certificate of eligibility (form I-20) from the institution at which they will enroll. The form is required to apply for a visa, and it will also be required at the port of entry for admission to the U.S.

REQUIREMENTS:

An international student should apply to the International Student Services' Portal to replace a Form I-20 that has been lost, mutilated, or destroyed.

PROCEDURE:

To replace the form I-20, submit the following documents in the ISS Portal @ applyinternational.edu.uvu:

Click on: *Applications/Forms*

Click on: *Immigration Procedures*

Click on: *I-20 Reprint Request*

Follow instructions after that. Don't forget to submit.