Regulations and Rules
you need to know to stay in legal status in the US
• Immigration
• Travel
• Other Rules and Laws
• Work
What do you already know?

What document shows your current legal status in the US?
I-94

What do you need to travel out of the US and return as a student?
I-20/DS-2019 with signature, I-94, Visa

How long are you authorized to stay in the US as a student?
Duration of status

What rules do you need to follow to be a student?
Enroll full-time and no illegal work
WARNING !!!!!

It is YOUR responsibility to know the rules!!

• Consequences for violations include deportation and inability to return to the US!

• Don’t let your friends be your immigration advisors!!!

• RULES CHANGE, SO PAY ATTENTION IF WE SEND YOU EMAIL WITH INSTRUCTIONS!
WARNINGS!!!!!!

- GEO MUST report to Immigration: your enrollment, change of address, change of major and level, drops below full-time
- So...YOU must inform us of address or program information changes and follow messages from our office carefully
- You won’t remember all the rules but when you forget, ask!!!!

Quiz with prizes coming up, so pay attention!!! AND Read along with your handout!
U.S. Government Agencies

• **DOS** = Department of State: Administers consulates and issues visas

• **DHS** = Department of Homeland Security: Responsible for US immigration rules and benefits
Parts of DHS

- **USCIS** = US Citizenship and Immigration Services: Processes applications and provides services to internationals in the US
- **ICE** = Immigration and Customs Enforcement: Enforces immigration regulations (tracks students)
- **CBP** = Customs and Border Patrol: Monitors ports of entry
Student Tracking Program

**SEVIS** = Student and Exchange Visitor Information System
Tracking program to monitor international students and scholars

Schools must report information in SEVIS to be able to give I-20s/DS-2019s
Document Basics

- Always save copies of all immigration documents and tax forms for as long as you plan to remain in the US!

- Keep your documents in a safe place

- Carry immigration documents with you if you travel inside as well as outside of the US (passport, I-94 and I-20/DS-2019)
Key Documents
(on handout)

- Passport
- I-20 for F-1 Students
  or DS-2019 for J-1 Students
- I-94 arrival/departure record
- US Visa in passport
Passport

• Must be valid for six months into the future upon entry to the US
• Must be valid at all times to work
• Renew with your embassy/consulate in the US or at home
• Update myGEO portal when you get a new one!
I-20 or DS-2019

• Document sent to you by the school (J1 students sometimes get this from another organization)

• Used to apply for the visa (F or J)

• Must be valid and correct at all times (update information if it changes)

• End date is just an estimate; permission to stay ends if you end your program earlier!
<table>
<thead>
<tr>
<th>SEVIS ID: N0012857555</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname/Primary Name</strong></td>
</tr>
<tr>
<td><strong>Preferred Name</strong></td>
</tr>
<tr>
<td><strong>Country of Birth</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Form Issue Reason</strong></td>
</tr>
</tbody>
</table>

**School Information**
- **School Name**: University of New Mexico, University of New Mexico
- **School Official to Contact Upon Arrival**: Linda Melville, Senior Operations Manager

**I-20, Certificate of Eligibility for Nonimmigrant Student Status**
OMB NO. 1653-0038

**Class**: F-1

**Academic and Language**
**I-20**

**PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>EDUCATION LEVEL</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER'S</td>
<td>Computer and Information Sciences, General 11.0101</td>
<td>None 00.0000</td>
</tr>
</tbody>
</table>

**NORMAL PROGRAM LENGTH**

36 Months

**PROGRAM ENGLISH PROFICIENCY**

Required

**ENGLISH PROFICIENCY NOTES**

Student is proficient

**PROGRAM START DATE**

05 AUGUST 2015

**PROGRAM END DATE**

12 MAY 2018

Just an estimate. Don’t let it expire!

**FINANCIALS**

<table>
<thead>
<tr>
<th>ESTIMATED AVERAGE COSTS FOR: 12 MONTHS</th>
<th>STUDENT'S FUNDING FOR: 12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$ 16,117</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$ 14,469</td>
</tr>
<tr>
<td>Expenses of Dependents (0)</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 30,586</td>
</tr>
</tbody>
</table>
I-20

**REMARKS**

7b. Includes mandatory student health insurance

<table>
<thead>
<tr>
<th>SCHOOL ATTESTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify under penalty of perjury that all information provided above was entered 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 and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF</th>
<th>DATE ISSUED</th>
<th>PLACE ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Melville, Senior Operations Manager</td>
<td>22 July 2016</td>
<td>Albuquerque, NM</td>
</tr>
</tbody>
</table>

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. 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 program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian and student, must sign if student is under 18.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF PARENT OR GUARDIAN</th>
<th>SIGNATURE</th>
<th>ADDRESS (city/state or province/country)</th>
<th>DATE</th>
</tr>
</thead>
</table>
Any off campus work must be authorized here or it is **not** legal.
Other updates are listed here
<table>
<thead>
<tr>
<th>SCHOOL OFFICIAL</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE ISSUED</th>
<th>PLACE ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>X</td>
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</tr>
</tbody>
</table>

Need signature less than 6 months old from GEO advisor to reenter the US
Get this at least 1 week before you travel!
# DS-2019

**U.S. Department of State**

**CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)**

<table>
<thead>
<tr>
<th>1. <strong>Surname/Primary Name:</strong></th>
<th>Given Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gender:** MALE

**Date of Birth:** [mm-dd-yyyy]  
**City of Birth:**  
**Country of Birth:** PAKISTAN

**Citizenship Country Code:** PK  
**Citizenship Country:** PAKISTAN

**Legal Permanent Resident Country Code:** PK  
**Legal Permanent Resident Country:** PAKISTAN

<table>
<thead>
<tr>
<th>2. <strong>Position Code:</strong></th>
<th><strong>Position:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>UNIVERSITY TEACHING STAFF INCLUDING R</td>
</tr>
</tbody>
</table>

**Primary Site of Activity:** University of New Mexico
1 University of New Mexico
MSC06 3850
Albuquerque, NM 87131-0001

<table>
<thead>
<tr>
<th>2. <strong>Program Sponsor:</strong></th>
<th><strong>Program Number:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New Mexico</td>
<td>P-1-01853</td>
</tr>
</tbody>
</table>

**Participating Program Official Description:**
- PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE

**Purpose of this form:** Updated Form DS-2019 or Name Conversion
DS-2019

Program Info

Start and End Dates

Funding Info

Linda Melville

Global Education Office, MSC06 3850
1 University of New Mexico
Albuquerque, NM 87131

Signature of Responsible Officer or Alternate Responsible Officer

Date (mm-dd-yyyy)
Home residency requirement

Signature from a GEO advisor less than 6 months old to return
I-94
(Print at cbp.gov/I94)

• Also called an arrival/departure record
• Records your entry to the US
• DOWNLOAD a new one each time you reenter (and upload to myGEO portal)
• Shows your current legal non-immigrant status (required for proof of status so carry when out of ABQ)
• Shows the end date of your status
• Students should be D/S = “Duration of Status” – means no fixed end date
Most Recent I-94

Admission (I-94) Record Number: 68625822030
Most Recent Date of Entry: 2015 July 24
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname:
First (Given) Name:
Birth Date:
Passport Number:
Country of Issuance: India

[Get Travel History]

Effective April 29, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

For inquiries or questions regarding your I-94, please click here.

Accessibility | Privacy Policy
US Visa Stamp

- Sticker with picture issued by US consulate
- Gives permission to ENTER the US in a specific immigration status (does NOT say how long you can STAY)
- Permission to ENTER the US with that visa between the date of issue and expiration (some exceptions for travel to Canada or Mexico)
- You do NOT need to leave if your visa expires, but the next time you DO leave the US, you need to get a new to be able to RETURN!
- Update myGEO portal when you get a new one
To maintain student status, ALWAYS...

1. Attend the college/university on the I-20/DS-2019
2. Provide a correct residential address to GEO within 10 days of making a change
3. Maintain full-time enrollment
4. Have a correct & unexpired I-20 or DS-2019
5. Maintain a valid passport
6. Speak with GEO before transferring schools
7. Observe the grace period after completing your program
   - 60-day grace for F students
   - 30-day grace for J students
To maintain student status, NEVER...

8. WORK OFF CAMPUS without prior authorization on your I-20 or DS-2019

9. WORK in “ON CAMPUS EMPLOYMENT” for more than 20 hours per week while school is in session (Fall and Spring) or after you finish your program

10. Take a leave of absence, withdraw from classes, or drop below full-time until you speak with a GEO advisor (no matter what ANYONE tells you!)

Let us know if you will leave at myGEO!
Graduate Students

Full-Time Study

• Graduate students without assistantships must COMPLETE each semester with **9 credit hours**
• Graduate Students with assistantships only need **6 credit hours**
• There are course and grade restrictions that affect this “full-time minimum” number for immigration rules
• Undergraduate students must complete each semester with 12 credit hours
• Those with the Amigo scholarship must complete each semester with 15 credit hours
• There are course and grade restrictions that affect this “full-time minimum” number for immigration rules
Exchange Students

Full-Time Study

• Must complete each semester with 12 credit hours
• If you think you should be considered a “graduate student” please make sure the exchange advisor knows and has authorized you for all graduate classes. Graduates must complete each semester with 9 credit hours
• There are course and grade restrictions that affect this “full-time minimum” number for immigration rules
Courses that **DO count** toward your full-time requirement for immigration purposes:

- standard grade: A, B, C, D, F
- credit/no credit: C/NC
- Incomplete: I

Courses that **DO NOT count** toward the full time requirement:

- “Audit” grade option
- “W” grade (W=withdraw/dropped course)
Full-Time Study

On-line Course Restrictions:

• ONLY 3 credit hours of your minimum full-time can be in “On-Line” courses

• You can take more, but only 3 credits can be counted toward the full-time minimum
Full-Time Study

Summer Vacation Exception

- You **MUST** enroll full-time in fall and spring

- You **do not need to enroll in Summer** unless you begin or end studies in summer
Exceptions to Full-Time

VERY FEW EXCEPTIONS EXIST!
All must be authorized IN ADVANCE by the international advisor!!!

**EXCEPTION TYPES:**

1. Academic (Uncommon and Common Types)
2. Medical
Exceptions to Full-Time

Academic:

**Uncommon exceptions:**
- Initial difficulties with English language, reading requirements or American teaching methods
- Improper course level placement

**Common exceptions (still need to be authorized):**
- Undergraduates in final semester
- Graduates completing the thesis or dissertation
Exceptions to Full-Time

Medical:

• Medical excuse authorized by Medical Doctor or licensed psychologist

• Needs to recommend that you drop classes due to illness
“Grace Period”

Only for students who complete their program:
F students have 60 days/J students have 30 days to...

- Leave the U.S. or
- Get a new I-20 or DS-2019 from a new institution/new program or
- Apply for post-completion student work permission or
- Change to another immigration status

_Students who terminate their program before completing do NOT have a grace period!!!!!_
Work Following Study

- Students can apply for work permission after studies

- You should apply at the beginning of the semester you will finish

- You MUST apply BEFORE you complete the last requirement for the degree to get the work permission in time!!
Work Following Study

- **F1**: No job needed.

- **J1**: Job required. MUST HAVE a job before the DS-2019 expires!

- Once you complete your academic program you are no longer eligible to work on campus unless your work authorization has begun and the job is in your field.
Commercial Break

In a college far, far away, two international students are leaving class...
Professor’s Office
Global Education Office

Later that day
MESSAGE?

I DROPPED BELOW FULL-TIME STATUS

DON'T EVER DO THAT!
Travel Requirements

For Travel in the US (out of ABQ)

- Passport
- I-94
- I-20/DS-2019
- In ABQ copies should be good enough; I-94 is the actual legal requirement
For travel out of the US and return:

- Passport (unexpired)
- US visa (unexpired); (Travel to Canada & Mexico - special 30-day exception for expired US visa in some cases – ask an advisor)
- GEO advisor’s signature from current semester on pg. 2 of I-20 or pg. 1 of DS-2019 form
- Financial proof
- Copy of transcript
Travel Requirements

• Get GEO signature at least one week before you travel
• If you leave the U.S. AFTER you complete your program you CANNOT re-enter on your student VISA!!!!

If you need to apply for a visa to return to the US consult a GEO Advisor before you go
ATTENTION EXCHANGE STUDENTS!

• You have 30 days to travel around the US from the end date on your DS-2019 (grace period)

• If you leave the US during this time OR you want to travel for longer, you will have to take some action! – THIS IS CRITICAL NOW BECAUSE OF NEW REGULATIONS!!!
ATTENTION EXCHANGE STUDENTS!

If you travel out of the US after you complete the exchange and you will reenter the US before you go home, you MUST reenter as a visitor/tourist:

- If you come from a “visa waiver” country you will need to register in the ESTA system before you travel (https://esta.cbp.dhs.gov/esta/)
- If you don’t, you will have to have a tourist visa in your passport to reenter.
ATTENTION EXCHANGE STUDENTS!

If you want to travel around the US for LONGER than 30 days, you have to do **one** of these things:

- Leave the country and re-enter on a tourist visa or by registering in ESTA if you don’t need a visa **OR**
- Apply for a change of status by paying a $390 fee and mailing an application to USCIS

DO NOT STAY AFTER 30 DAYS!!! WITHOUT TAKING SOME ACTION!!!
MESSAGE?

GOT MY I-20 SIGNED

NOW I CAN COME BACK FROM VACATION!