

WELCOME TO SMU

**INTERNATIONAL STUDENT
& SCHOLAR SERVICES
OFFICE (ISSS)**

Staff at the International Center



When you visit or call our office, Mrs. Belen Skertchly will answer your questions and direct you to the person that can help you.



Claudia E. Graves
Director, ISSS Office
cgraves@smu.edu



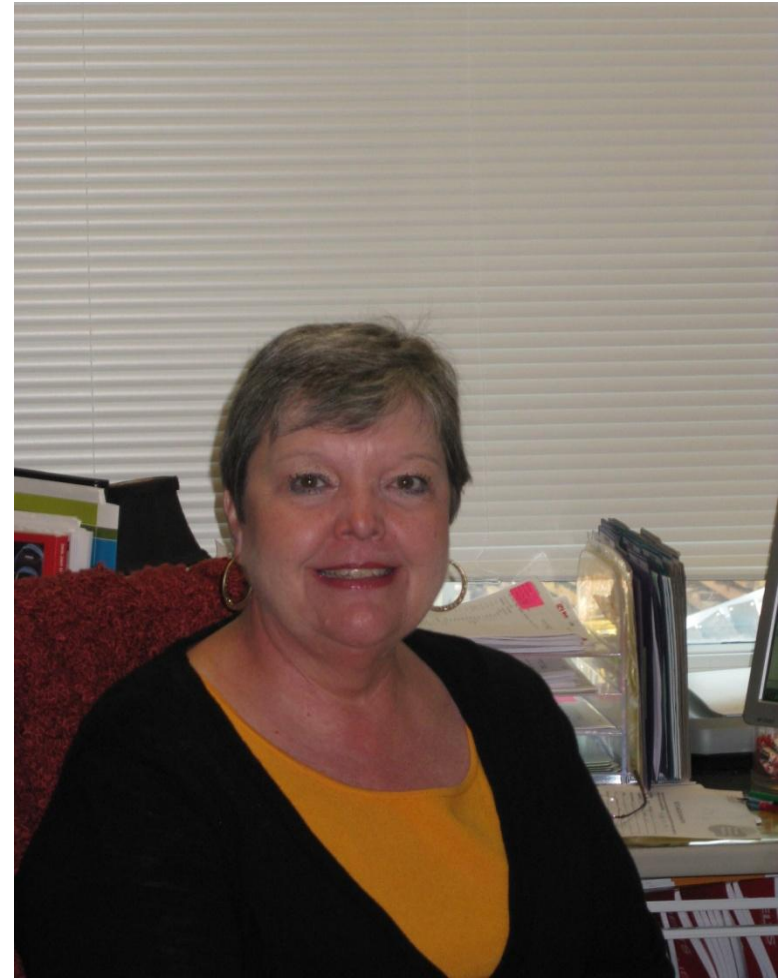
Ana Ruzo
Sr. Immigration Advisor
ruzoa@smu.edu



Anna Jackson

Associate Director, ISSS Office

anna@smu.edu



Sue Brunz

Adviser /IELTS Coordinator

sbrunz@smu.edu

INTERNATIONAL CENTER HOURS

Monday-Friday

8:30 AM – 5:00 PM

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

WALK-IN HOURS

MONDAY Through THURSDAY

9:00 AM TO 11:00 AM &

2:00 PM TO 4:00 PM

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



U.S. Immigration
and Customs
Enforcement



SEVIS

•“The **Student and Exchange Visitor Information System (SEVIS)** is a government, computerized system that maintains and manages data about foreign students and exchange visitors during their stay in the United States.”

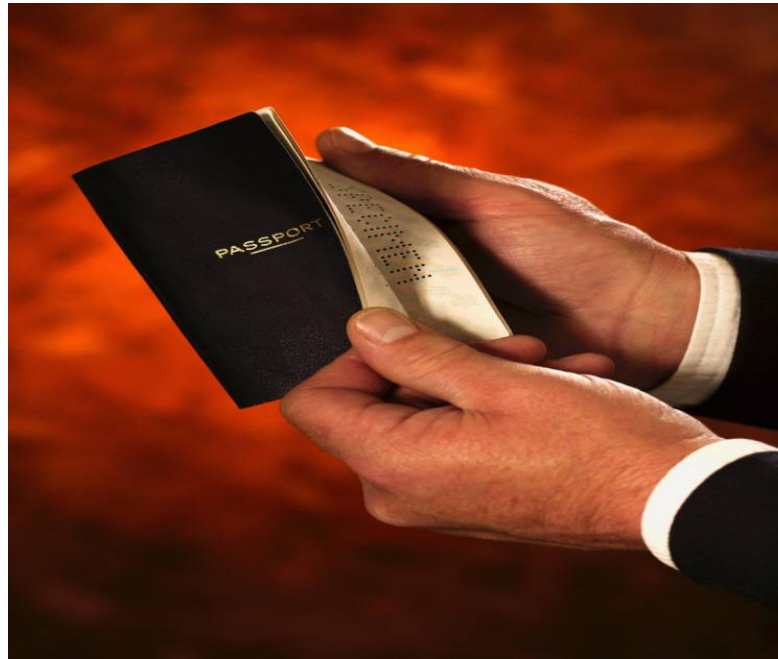


U.S. Immigration
and Customs
Enforcement



- *Who has access to SEVIS?*

The Department of Homeland Security has designated officials in each ISSS Office to work on their behalf. Our office has 4 Designated School Officials who work directly with SEVIS.




**How do I maintain my F-1/J-1
student status in the U.S.?**

1. MAINTAIN A VALID PASSPORT

US Immigration Law states that:

 **You must maintain a valid passport at all times.**

Apply for renewal at least 6 months before the expiration date.


 **Keep your Immigration documents with you at all times** (whether in Dallas or when traveling either within and outside the U.S.).

➤ **Passport**

➤ **I-94**

➤ **I-20 or DS-2019**


2. 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.

3. 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/iss/im_library.asp

 Your legal status in the US is determined by your I-20 or DS-2019:

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

SEVIS

1. Family Name (surname): _____

First (given) Name: _____		Middle Name: _____	
Country of birth: THAILAND	Date of birth (mo/day/year): 01/01/1984		
Country of citizenship: THAILAND	Admission number:		

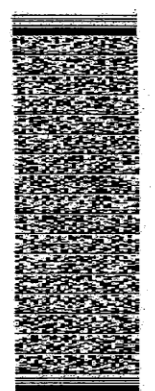
2. School (School district) name:
Southern Methodist University
Southern Methodist University

School Official to be notified of student's arrival in U.S. (Name and Title):
Susan Brunz
Administrative Coordinator

School address (include zip code):
P.O. Box 750391
Dallas, TX 75275-0391

School code (including 3-digit suffix, if any) and approval date:
DAL214F00016000 approved on 01/30/2003

For Immigration Official User	
Visa issuing post	Date Visa Issued
Reinstated, extension granted to:	

Student's Copy


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: <u>Scholarship</u> | |
| c. Funds from another source | \$ 56,641.00 |
| Specify type: <u>Funds from outside the USA</u> | |
| d. On-campus employment | \$ 0.00 |
| Total | \$ 66,641.00 |

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.

_____ Name of School Official	_____ Signature of Designated School Official	_____ Title	_____ Date Issued	_____ Place Issued (city and state)
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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
Name of parent or guardian If student under 18	Signature of parent or guardian	Address (city) (State or Province) (Country) (Date)



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

OMB APPROVAL NO.1405-0119
EXPIRES: 07-31-2011
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Family Name: [REDACTED] First Name: [REDACTED] Middle Name: _____ Gender: FEMALE		J-1
Date of Birth (mm-dd-yyyy): 08-21-1975 City of Birth: Xinjiang Country of Birth: CHINA Citizenship Country Code: CH Citizenship Country: CHINA		
Legal Permanent Residence Country Code: CH Legal Permanent Residence Country: CHINA Position Code: 219 Position: UNIVERSITY, OTHER		
Primary Site of Activity: 440 Fincher Dallas, TX 75205		
2. Program Sponsor: Southern Methodist University Exchange Visitor Program Number: P-1-02905		
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE		
Purpose of this form: Amend a previous form: Update Biographical Data		
3. Form Covers Period: From (mm-dd-yyyy): 01-31-2009 To (mm-dd-yyyy): 06-30-2009	4. Exchange Visitor Category: [REDACTED] SCHOLAR Subject/Field Code: 52.0801 Subject/Field Code Remarks: [REDACTED] will do research at our Cox School of Business	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: China Scholarship Council : \$7,200.00 Total : \$7,200.00		
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Claudia Graves Responsible Officer Name of Official Preparing Form: 6185 Airline Road Suite 216 International Center Dallas, TX 75228 Title: _____ Telephone Number: 214-768-4475 Date (mm-dd-yyyy): 04-30-2009 Signature of Responsible Officer or Alternate Responsible Officer: <i>Claudia Graves</i>
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy) _____, Transfer of this exchange visitor from program number _____ sponsored by _____ 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 _____ Date (mm-dd-yyyy) of Signature _____		
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(c) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____		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 Counselors 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 _____
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (c). 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) _____		

4. 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.

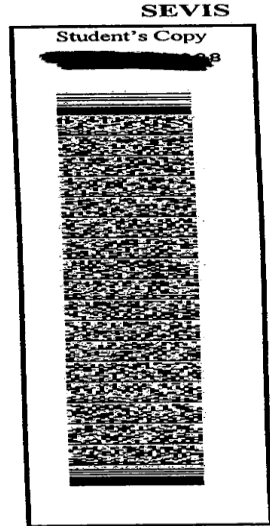
IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: _____ FIRST NAME: _____

Student Employment Authorization:

Employment Status: _____ Type: _____
Duration of Employment - From (Date): _____ To (Date): _____
Employer Name: _____
Employer Location: _____

Comments:



Event History
Event Name: _____ Event Date: _____

Current Authorizations: _____ Start Date: _____ End Date: _____

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.

Name of School Official	Signature of Designated School Official	Administrative Coordinator Title	Date Issued	Place Issued (city and state)
Susan Brunz	<i>Susan Brunz</i>	Administrative Coordinator	04/25/2007	Dallas, TX
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)

5. 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

 On Campus



6. 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.**



SMU

- Date: August 16, 2009
- Name of Student: Anna Jackson
- Student ID: 0000-0000
- Employer: Southern Methodist University
- Employer Identification Number (EIN): 750800689
- Department: International Office
- Supervisor: Todd Chiscano
- Job Description: International Student Adviser
- Employment Start Date: August 16, 2006
- Number of Hours work/week: varies
- Signature of Supervisor: *Claudia Graves*

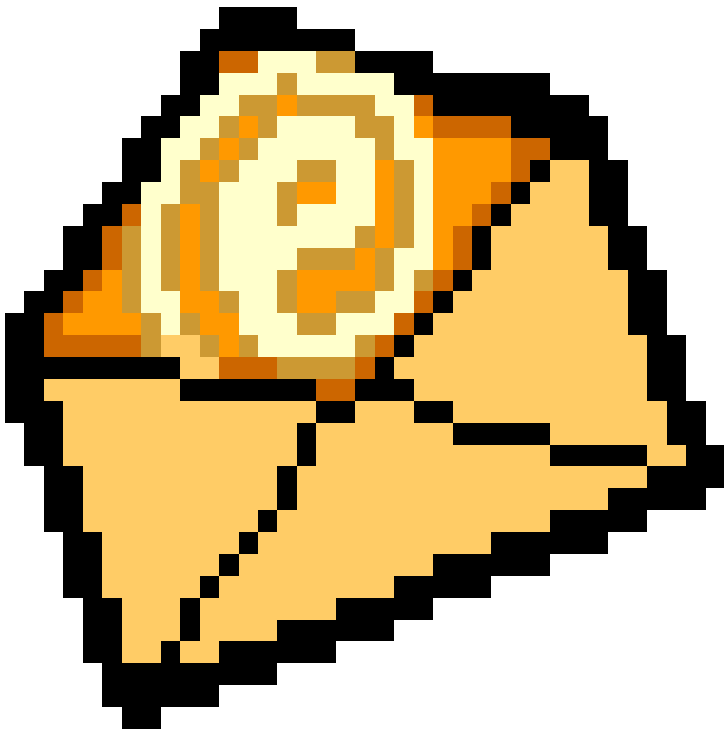
7. ADDRESS/PHONE

- 🐾 Whenever you change your local US residence address or telephone number, *you must update this information in <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.

8. 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.


9. 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)

10. 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 (Continued)

 Health Insurance for J-1 visa holders must:

- a. Pay for at least \$50,000 per accident or illness.
- b. Have a deductible not exceeding \$500.00 per accident or illness.
- c. Cover repatriation of remains for \$7,500.00.
- d. 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? Krista Pruitt at
studenthealthinsurance@smu.edu

11. 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.

12. 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.**



- Who must submit tax forms?
 - What is the deadline?
- Who can help me with my tax forms?

13. TAXES

- 🐎 You must fill out Form 8843 and submit it to the IRS every year. You must submit this form even if you do not earn wages.
- 🐎 If you have earned any wages, you must also submit the tax form 1040 NR, 1040 NR-EZ, or 1040.
- 🐎 You will receive more information on how to report your taxes at the beginning of the calendar year.
- 🐎 April 15 of every year is the day that everyone in the US reports taxes.

- 14: UNIVERSITY STUDENT 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

Thank you for your attention
and
we wish you success during
your stay in the US!