• **Travel outside the United States:**
  - You must update your I-20 or DS-2019 with a travel signature from an OIS advisor. Make sure to request this at least 1 week prior to traveling. Failure to update can result in a rejection of re-entry to the United States. You also must be full-time enrolled in the next semester before a signature will be granted.
  - You must carry proper identification such as passport, visa, and all I-20s or DS-2019s when traveling outside the United States.
  - Your passport must be valid at least 6 months into the future at all times.

• **Automatic Visa Revalidation:**
  Traveling with an expired visa is possible if you are traveling to Mexico, Canada, or one of the islands adjacent to the United States (with the exception of Cuba) for less than 30 days. You are able to return to the United States with an expired visa, as long as you have the proper documents, including an I-20 or DS-2019 with a travel signature, valid passport, I-94, and any change of status documents.

  For more information on travel policies and procedures, visit [http://www.emich.edu/ois/travel.html](http://www.emich.edu/ois/travel.html).

**Reminders**

1. Update your my.emich student account whenever there is any change in your contact information, including home address, phone number, and personal e-mail.
2. Inform the OIS whenever a change of information occurs, such as financial support, major, and employment. When changes occur, the OIS must issue you a new updated I-20 or DS-2019.
3. Give the OIS a copy of your new passport or visa if you obtain a new or renewed one.
If you plan to be under-enrolled, you must submit a Reduced Hours Form BEFORE dropping the course and/or BEFORE the start of your under-enrolled term. When under enrolled, you are not allowed to take only online classes.

- **Concurrent Enrollment:**
  - You may take courses at another institution during your studies at EMU, only with the approval of an EMU Academic Advisor and the OIS.
  - To be approved by the OIS, you must obtain a Concurrent Enrollment Recommendation letter.
  - During the fall and winter semesters, you must enroll in at least half of your full-time credits while enrolling at another university.

  Visit [http://www.emich.edu/ois/forms/Concurrent Enrollment Packet.pdf](http://www.emich.edu/ois/forms/Concurrent Enrollment Packet.pdf) for the Concurrent Enrollment and Guest Student procedure

3. Keep your important documents up-to-date

- **I-20 or DS-2019:**
  Your I-20 or DS-2019 should always list the most current information, including: major, expected graduation date, financial information, and off-campus work authorization. If any of this information has changed, you must inform OIS as soon as possible.

- **Visa:**
  Your visa is an entry document, and is only used to gain entry into the United States. Your visa can expire while you are in the United States. However, if you leave with an expired visa, it must be renewed in order for you to re-enter the United States (with exception of travel to Canada, Mexico, or adjacent Caribbean islands).

- **Passport:**
  Your passport must be valid for 6 months into the future at all times while you are in the United States.

  Always keep your documents, even when they are expired!!

4. Employment

- **On-Campus Employment:**
  - F-1 students are allowed to work on campus during their course of study at EMU for a maximum of 20 hours per week while school is in session (29 hours during vacations).
  - You can go to the Career Services Office in 200 McKenney Hall for assistance in finding an on-campus job, or see [http://www.emich.edu/ois/oncampus.html](http://www.emich.edu/ois/oncampus.html).
  - Once a job offer is obtained, stop by the OIS office to pick up the On Campus Employment & Social Security Number packet for further procedures, or see [http://www.emich.edu/ois/forms/ssn packet.pdf](http://www.emich.edu/ois/forms/ssn packet.pdf).

- **Off-Campus Employment:**
  - F-1 students can only work off campus after 8 months of full-time study in the United States, and the work must be related to the major.
  - 2 types of off-campus employment:
    1. Curricular Practical Training (CPT) – during program
    2. Optional Practical Training (OPT) – after program
  - If you are interested in CPT or OPT, you must attend a CPT or OPT seminar provided by the OIS. Review the seminar schedule online at [http://www.emich.edu/ois/seminars.html](http://www.emich.edu/ois/seminars.html), and sign up to reserve a spot.

*J-1 students interested in employment should consult an OIS advisor. For more information on employment, visit [http://www.emich.edu/ois/employment.html](http://www.emich.edu/ois/employment.html)

5. Travel in and out of the United States

- **Travel within the United States:**
  The OIS suggests you carry proper identification such as passport with visa, state ID, or U.S. driver’s license. We also recommend that you bring your I-20s in case needed.