

Know Your Facts:

The International Student Handbook

Different student visa types:

- **F-1 Student:** Non-immigrant student studying full-time (Document: I-20)
- **J-1 Student:** Exchange visitor studying full-time (Document: DS-2019)

6 Rules to staying in Status:

1. Report arrival
2. Maintain a full course of study
3. Make normal progress toward completing a degree
4. Report change of address and phone contact within 10 days
5. Keep all documents valid (I-20/DS-2019, passport, visa, & I-94)
6. Work only with authorization

1. Report arrival- Immigration Check-in & Orientation

- Immigration Check-in is mandatory at the beginning of a program, including new incoming students, transfer students, change of status and change of level students (from one degree to another degree).
- Students must sign up for a SEVIS Check-in and bring required documents.
Visit <http://www.emich.edu/oiss/checkin.html> for details and to sign up
- Attend Immigration 101 session during orientation.
Visit <http://www.emich.edu/oiss/orientation.html> for details and to sign up.

2. Maintain a full course of study

F-1 and J-1 students **MUST** be enrolled full-time during fall and winter semesters. Summer semester is optional, unless summer is the first or last term at EMU. Number of credits is based on the degree level of your I-20

- **Language Training (ESL)- 18 credits**
- **Undergraduate – 12 credits**
- **Graduate – 8 credits (including Graduate Assistants)**

ONE online class toward minimum course load. No online class at last term if it is the only class.

Visit <http://www.emich.edu/oiss/classes.html> for details

• **Reduced Hours:**

Students must have permission to be enrolled less than full-time.

Reduced Hours can occur for the following reasons:

1. **Academic Difficulties (1 time & must be enrolled at least 50% of minium course load)**
2. **Medical Issues (documentation by a doctor or counselor)**
3. **Last Term of Study (minimum 1 cr hr course)**

Visit "Reduced Hours Forms" at <http://www.emich.edu/oiss/forms.html> for details

Students must submit a **Reduced Hours Form** BEFORE dropping the course and/or BEFORE the start of the under-enrolled term. When under-enrolled, students are not allowed to take only online classes.

- **Concurrent Enrollment:**

- Students can take courses at another institution during studies at EMU, only with the approval of an EMU Academic Advisor and the OISS.
- During the fall and winter semesters, students must enroll in at least half (50%) of the full-time credits while enrolling at another university.

Visit [http://www.emich.edu/oiss/forms/Concurrent Enrollment Packet.pdf](http://www.emich.edu/oiss/forms/Concurrent%20Enrollment%20Packet.pdf) for the Concurrent Enrollment and Guest Student procedure

3. **Make Progress Toward Degree**

- **Maintaing Good Academic Standing**

- Undergraduates must maintain a 2.0 GPA and maintain a completion rate greater than 67%. Students only have 1 semester of probation before dismissal. SEVIS record will be terminated once dismissed.
- Graduate students must maintain a 3.0 GPA. Students have 3 semesters of probation before dismissal. SEVIS record will be terminated once dismissed.

- **Shorten Program**

Apply for shorten program in the semester of graduation if I-20 program end date is after semester of graduation. Academic advisor validates program completion.

- **Program Extension**

Apply for program extension before expiration. Academic advisor or medical professional must validate the compelling reason for extension. Poor academic standing is not a reason for extention.

4. Address & Phone Number- update within 10 days of any change

- All students must have a **permanent** (outside the U.S.) **address**, **local** (in U.S.) **address** and **local phone** number in SEVIS. To update, update my.emich account within 10 days of any change.

5. Keep important documents valid

- **I-20 or DS-2019:**

An I-20 or DS-2019 should always list the most current information, including: major, expected graduation date, financial information, and off-campus work authorization. Inform OISS for a new document if any of this information has changed.

- **Visa:**

Visa is an entry document, and is only used to gain entry into the United States. A visa can expire while student is in the United States. If student leaves with an expired visa, it must be renewed for re-entry (with exception of travel to Canada, Mexico, or adjacent Caribbean islands).

- **Passport:**

Passport must be valid for 6 months into the future at all times while students are in the United States.

6. 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).

For additional information, <http://www.emich.edu/oiss/oncampus.html>.

- **Off-Campus Employment:**

- F-1 students can only work off campus after 8 months of full-time study at Eastern Michigan University, including transfer students from another school, and the work must be related to the major.
- 2 types of off-campus employment for F-1 students:
 1. **Curricular Practical Training (CPT)** –during program
 2. **Optional Practical Training (OPT)** –after program
- Students must attend a CPT/OPT seminar.
- J-1 students:

1. **Academic Training (AT)** J-1 students must have approval from host department and academic advisor.

Travel in and out of the United States

- **Travel within the United States:**

The OISS suggests students to carry proper identification such as passport with visa, state ID, or U.S. driver's license. We also recommend students to bring I-20s in case needed.

- **Travel outside the United States:**

- Students must update the I-20 or DS-2019 with a **travel signature** from an OISS advisor at least 1 week prior to traveling. Failure to update can result in a rejection of re-entry to the United States. Students also must be full-time enrolled in the next semester before a signature will be granted.
- Students must carry proper identification such as passport (must be valid 6 months into the future), visa, and all I-20s or DS-2019s when traveling outside the United States.

- **Automatic Visa Revalidation:**

Traveling with an expired visa is possible if students 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. Students are able to return to the United States with an expired visa with 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/oiss/travel.html>.

Reminders

1. Update my.emich student account whenever there is any change in contact information, including home address, phone number, and personal e-mail.
2. Inform the OISS whenever a change of information occurs, such as financial support, major, and employment. When changes occur, the OISS will issue a new updated I-20 or DS-2019.
3. Submit copy of new passport or visa to OISS.