

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 number within 10 days of the change
5. Keep all documents valid (I-20/DS-2019, passport, visa, & I-94)
6. Work only with authorization

1. Report arrival - SEVIS Check-in

- **SEVIS 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 complete a SEVIS Check-in and submit required documents to the OISS.

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)**

Check the OISS website for information regarding online classes.

3. 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 minimum course load)**
2. **Medical Issues (documentation by a doctor or counselor)**
3. **Last Term of Study (minimum 1 credit hour course)**

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

Students must submit a **Reduced Hours Form** BEFORE dropping the course and/or BEFORE the start of the under-enrolled term.

Concurrent/Guest 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/index.php> for the Concurrent Enrollment and Guest Student Procedure.

4. Make Progress Toward Degree

Maintaining 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.

5. 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.

6. 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 extension.

7. 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.

8. 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.

• Passport

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

9. 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, go to

<http://www.emich.edu/oiss/employment/on-campus-employment/index.php>

• 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.
- There are 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.

10. 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.

For more information on travel policies and procedures, visit

<http://www.emich.edu/oiss/students/travelinfo.php>

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.
4. ALWAYS CHECK your EMICH email.