

# INTERNATIONAL STUDENT PROGRAM



**MAINTAINING  
LEGAL STATUS**



**COLLEGE OF  
SOUTHERN  
IDAHO**

# INTERNATIONAL PROGRAM OFFICE SERVICES



- Student Advising
  - Monday-Friday 8:00 a.m.  
- 5:00 p.m.
  - Or by appointment



# ISP LOCATION

- Location: Matrix Center in the Taylor Building
- Phone: (208) 732-6383
- E-mail: [internationalprograms@csi.edu](mailto:internationalprograms@csi.edu)
- Website: <http://www.csi.edu/international/>



# IMPORTANT U.S. AGENCIES

- **DHS** Department of Homeland Security
  - USCIS- US Citizenship and Immigration Services
  - USICE-US Immigration and Customs Enforcement
  - USCBP- US Customs and Border Protection
- **DOS** Department of State
- **SEVIS** Student Exchange and Visitor Information System



# MAINTAIN YOUR LEGAL STATUS!

## KNOW THE **FACTS**

- **F**inancial Requirements
- **A**uthorization for Employment
- **C**urrent Documents
- **T**ransitions
- **S**tudent



# CSI TUITION AND FEES

- First semester attending CSI, \$2500 due before registering for classes.
- Following the first semester, tuition is due within the two weeks of classes. See CSI catalog for late fees.  
<http://www.csi.edu/catalog/>
- Check your account for balance on myCSI.
  - [http://www.csi.edu/currentStudents\\_mycsi/index.html](http://www.csi.edu/currentStudents_mycsi/index.html)
- Pay in myCSI
  - [http://www.csi.edu/currentStudents\\_mycsi/index.html](http://www.csi.edu/currentStudents_mycsi/index.html)
- Outstanding balance at the end of term results in retroactive disenrollment and registration hold for the following term.
- If you have financial difficulties, meet with an International Program Office advisor to discuss your options.



# ON CAMPUS EMPLOYMENT

- May work up to 19 hours per week while school is in session ( full-time during those periods when school is not in session or during the annual break)
- Students should report their work to the International Programs Office and receive a certification letter to present to the Social Security Administration in order to be able to receive a Social Security number.
- **Important**
  - Do not depend on your part time job as your main source of income.



## OFF CAMPUS EMPLOYMENT

- Any off- campus employment requires special authorization from International Program Office in advance.
- Visit the International Program Office Web Site to learn about off-campus employment authorization and to watch an instructional video and or make an appointment with an advisor. Unauthorized employment is a serious violation of your non-immigrant status!





# SOCIAL SECURITY NUMBER

- Required Documents for Application
  - Valid Passport
  - F-1 visa (or status approval notice)
  - Current I-20
  - I-90 Card
  - Copy of Class Schedule
  - Job verification letter from hiring dept. (CSI campus)
  - Student verification from records/admissions office (CSI campus)
  - Social Security Application
    - <http://www.ssa.gov/online/ss-5.pdf>



## ... CONTINUED

- J-1 Students must have the permission of their Program Sponsor to apply for a social security number.

### Required Documents for Application

- Valid Passport
- J-1 visa (or status approval notice)
- Current DS-2019
- I-94 Card
- Letter from Program Sponsor
- Copy of Class Schedule
- Social Security Application
  - <http://www.ssa.gov/online/ss-5.pdf>



# INCOME TAX

- All F-1/J-1 student and their accompanying dependents must comply with tax requirements regardless of income status in the U.S.
  - <http://www.hrblock.com/>
  - <http://turbotax.intuit.com/>
- April 15 is the tax filing deadline



# CURRENT DOCUMENTS

- Passport
- F-1/ J-1 Visa Stamp
- I-94 Card
- Certificate of Eligibility (Form I-20/ DS- 2019)

Keep all important immigration documents in a safe place, such as a secure location in your home or at school.



# PASSPORT

- Must be valid for six months into the future at all times!
- To renew/extend, contact the consulate of your home country located in the U.S.
- Provide ISP with a copy of renewed passport.



# VISA STAMP

- Document for entering the U.S.
- Does not determine the length of authorized stay in the U.S.
- Can be expired while in the country
- Can be obtained only at a U.S. Embassy/Consulate overseas



# WHY SHOULD I RENEW MY VISA?

- Difficult time re-entering U.S.
- Before making a new entry into the U.S. from outside North America
- When your current visa has expired
- When you have been absent from the U.S. for over five months



## 1/94 CARD ARRIVAL/ DEPARTURE

- Must be annotated “ F-1 (or J-1) D/S”
- “D/S” stands for “duration of status”
- Don’t lose it! Its documents your legal presence and costs \$320 to replace. Make sure it’s stapled to your passport.





# CERTIFICATE OF ELIGIBILITY: FORM I-20/ DS- 2019

- Must remain current at all times throughout your studies
- Apply for program extension prior to expiration if more time is needed for program completion
- Request a new I-20/ DS- 2019 to update name, major, educational level, finances, dependents, etc...



# TRANSITIONS

- Staying in contact with International Program Office at all times
  - Changes in address
  - Traveling outside the U.S.
  - Completion of program/ departure from the U.S.
  - School Transfers



# UPDATE YOUR ADDRESS ON THE WEB

- Go to myCSI web site
  - <https://mycsi.csi.edu/>
  - Click on *personal info*
  - Follow these instructions
    - Biographical Info
    - Click on the pencil that is right after Name and Address



# TRAVEL & RE-ENTRY INTO THE U.S.

- Valid Passport
- Valid visa (exceptions apply)
- Current I-20/DS-2019 with **travel endorsement**
- Financial documentation (e.g. bank statement, assistantship/scholarship letter)
- Your absence from the U.S. can be only for **5 months**; or
  - You will be **out of lawful status**



# TRAVEL TO CANADA, MEXICO, & ADJACENT ISLANDS

Most lawful students can travel to Canada, Mexico, and Adjacent Islands and re-enter the U.S. on an expired visa.

Exceptions:

- Trips over 30 days
- Any students who apply for a new U.S. visa during trip
- Citizens of certain countries designated by the U.S. Department of State



# PROGRAM COMPLETION

- Grace Periods upon Program Completion/  
Authorized Training
  - 60 days for F-1 students
  - 30 days for J-1 students
- Your Options
  - Depart the U.S.
  - Initiate SEVIS school transfer or change of level to begin a new program
  - Change non-immigrant status to remain lawfully in the U.S.



# DEPARTURE FROM CSI

- All students leaving CSI must complete departure notification form with ISP

- **School Transfers**

To transfer to another U.S. school, complete a transfer- out



# FULLTIME STUDENT

- 12 credits for Undergraduate

Only 1 online course can be counted toward the full time requirement

Summer is optional for continuing students





# REQUEST TO ADD/DROP/WITHDRAW

- A registered hold is placed on all F-1/J-1 students
- To add, drop or withdraw from courses, come to ISP in Taylor 236
- Follow the academic deadlines at CSI



# CANCELLATION OF ENROLLMENT

- Cancellation of classes affects your immigrant status.
- In many cases, you must depart the U.S. within 15 days of cancellation
- Discuss your situation with an International Program Office advisor before cancelling your enrollment during the academic year.



**THE END!**

- **WELCOME TO THE COLLEGE OF  
SOUTHERN IDAHO!**

