



Student Handbook 2017

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Summary of F-1 Status Documents

<u>I-20</u>	<u>Questions & Answers</u>
<p><u>Certificate of Eligibility for Nonimmigrant (F-1) Student Status</u></p> <p>Keep your I-20 with your Passport. I-20's can only be issued by a SEVIS authorized school. They indicate admission to an educational program and certify your adequate financial resources to meet educational expenses.</p> <ul style="list-style-type: none"> ➤ Student's signature indicates agreement with conditions of F-1 status ➤ Initial I-20 determines <i>length of program</i> of studies (Extensions need to be requested prior to the expiration of I-20) ➤ Indicates <i>type</i> of educational program ➤ To re-enter the USA your I-20 signature should not be older than 6 months and your F-1 visa must be valid. ➤ Transfers, program extensions, practical training, and eligibility for travel recorded on the back of page 2; <i>new I-20</i> is required in certain cases. ➤ Dependent spouse and /or child(ren) are issued separate I-20s with individual SEVIS numbers and bar codes with the F-1's information on page 1. <p><u>Visa</u></p> <p>An initial U.S. visa may be obtained <u>only</u> at a U.S. embassy or consulate overseas. It gives <i>permission</i> to apply for entry into the U.S. (the right to "knock at the door" at a port of entry).</p> <p>The visa indicates:</p> <ul style="list-style-type: none"> ➤ Type of visa (F-1, B-2, etc.) ➤ Date issued and where issued ➤ Name of school where the student will attend, although the same visa can be used in the future if and when the student transfers to a different school ➤ Number of entries allowed (single, two, multiple, etc.) ➤ Usually date of entry stamped with <i>duration of status</i> (D/S) ➤ May expire while student is in U.S. without consequence—valid visa is needed only for re-entry into the U.S. ➤ IF visa has expired and student will travel, s/he needs a renewed visa for re-entry into U.S. <p><u>Passport</u></p> <p>Issued to the student by home country</p> <ul style="list-style-type: none"> ➤ Must be valid for at least 6 months at time of entry; especially important if student travels ➤ Passport number ➤ Your home consulate in the U.S. can often issue a new one ➤ Usually valid for five years or more from date of issuance 	<p>What is an I-20?</p> <p>When is your I-20 expiration date?</p> <p>If you need more time to finish your degree what must you do?</p> <p>When do you need a new travel signature on page 2?</p> <p>What is your visa type?</p> <p>When is the visa expiration date?</p> <p>Are you out-of-status (illegal) if in the U.S. with an expired visa?</p> <p>Are you out-of-status (illegal) in the U.S. with an expired passport?</p> <p>When should you renew your passport?</p> <p>Where can you renew your passport?</p>

<p><u>I-94 – Arrival and Departure Record</u> Admission stamped at the port of entry (or hard copy stapled in passport)</p> <ul style="list-style-type: none"> ➤ Shows immigration classification ➤ Length of stay = permission to remain in the U.S. continues for the duration of time that they maintain F-1 student status, which is the Program End Date on your I-20 ➤ Duration of Status (D/S) includes the 60-day grace period ➤ U.S. Customs and Border Protection (CBP) provides each traveler with an admission stamp that indicates the date of admission, class of admission and admitted until date. ➤ The electronic arrival/departure record can be obtained at www.cbp.gov/I94. 	<p>What is the I-94?</p> <p>How do you obtain it?</p> <p>When do you need I-94?</p>
<p><u>Maintenance of Status</u></p> <p>F-1 students must meet certain obligations in order to maintain status. Maintaining status is necessary in order to receive the benefits of F-1 status such as on-campus employment, practical training, and can be crucial to a successful application for adjustment of status.</p> <ul style="list-style-type: none"> ➤ Keep 6 months validity on your passport ➤ Attend a SEVIS authorized school ➤ Carry a full course load (12 credits/undergrads, 9 credits/grads*) ➤ Make normal academic progress towards completion of program* ➤ Maximum of 3 non-traditional credits, such as online or modular class or directed studies, is counted toward the full-course load per semester. <p><u>*Full time enrollment (for Graduate students)</u> Immigration law mandates that F-1 students in the graduate program <u>must</u> maintain a full course load in order to maintain their F-1 status. That means you must</p> <ul style="list-style-type: none"> ➤ take at least 9 credit hours/semester (except for the summer semester). ➤ Minimally 6 credits <u>must be</u> traditional on-ground semester format (attending the classroom for the whole semester). ➤ Modular, online, and directed study are considered non-traditional and can be taken, as long as you meet the requirement of the traditional classroom coursework. 	<p>How many credits do you need to take every Fall and Spring to maintain legal F-1 status?</p> <p>How many of the required credits can be done in a non-traditional format, such as online classes?</p> <p>What happens if you drop below a full course load without prior permission from ISO?</p>

<p>Note: credits from modular, online and independent studies courses count toward the semester in which they were registered. Credits from directed study courses, count toward the semester in which the official registration date falls.</p> <p>As for the modular classes: - October and January modulars are considered Fall classes. - March and June modulars are considered Spring classes.</p> <p>The first week of each semester you must complete a SEVIS Registration on Moody’s International Student webpage; be sure to calculate <u>all</u> of the credits you will be taking.)</p> <p>Students who fail to maintain a full course load – either not enrolling for enough credits, dropping classes without permission, or enrolling in too few on-campus courses jeopardize their immigration status and may lose their status.</p> <ul style="list-style-type: none"> ➤ Complete transfer and program extension procedures in a timely manner, when necessary ➤ Refrain from unauthorized work ➤ When traveling aboard, always return in proper F-1 status ➤ If status not maintained, then student is “out of status” and must apply for reinstatement ➤ Fulfill the reporting requirements to DSO and SEVIS in timely manner; <ol style="list-style-type: none"> 1. Report the SEVIS registration within 15 days in the beginning of <u>every</u> Fall and Spring semester 2. Apply program extension prior to the program end date 3. Notify reduced course load prior to the start date of the requested semester (esp. last semester) 4. Submit a change of personal information such as change of name, address and etc. within 10 days 5. Inform completion of program within 21 days prior to program end date on I-20 6. Depart from the U.S. in a timely manner (60 day-grace-period) ➤ Obey all state and federal laws <p>* Exceptions to full course of study are; (still requires of at least half-time enrollment; unless it is due to medical reasons)</p> <ul style="list-style-type: none"> ➤ Academic difficulty, such as initial difficulties with English language or unfamiliarity with U.S. teaching methods, improper course level placement) 	<p>How many days do you have at each new semester to fill out the SEVIS immigration registration form?</p> <p>By when must you apply for a program extension by?</p> <p>By when must you report a change of address?</p> <p>By when must you leave the country after the graduation?</p> <p>What are the exceptions to full course load rule?</p>
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- Medical problem (documentation from appropriate medical official is required; not exceed 12 months)
- Final semester of a program of study (must be approved by DSO prior to the start date of the requested semester)

Study abroad: If the student participates in a study aboard program with Moody, he/she will be allowed to maintain the F-1 status from overseas (An advance notice to ISO is required).

Transferring Schools

- Student notifies present school of intent to transfer and provide the current DSO with class start date at new school with new DSO’s contact # to set the I-20 release date.
- The DSO can transfer the student at any time during the student’s enrollment at the “transfer-out” school and during the 60-day grace period after completion of a program
- The students must begin classes at new school within 5 months
- The student must report to the new DSO within 15 days of the program start date as listed on the new I-20

Travel: Re-entry to the U.S. after Travel Abroad

To Avoid Problems for student re-entering the U.S., make sure that s/he has the following items:

1. Valid passport
2. Valid F-1 visa
3. I-20 with an International student advisor (DSO)’s **signature that is less than 6 months old**. Please note that the I-20 says that each signature is good for one year but in practice it is best to get it signed within 6 months. Plan ahead.
4. Proof of finances (optional but recommended)
5. Unofficial transcript or proof of class registration (optional but recommended)

In case you forget to get the I-20 signed or forget to carry the I-20 with you when traveling, you may contact ISO to mail you another copy of I-20 (you will be responsible for the mailing fee and there is an extra fee for misplaced I-20.) In some cases, Control and Border Patrol (CBP) may allow you to enter the country with the I-515A form, which you must fill out and mail back to them within 30 days.

What happens to your status if you study abroad?

What must you do to transfer to another school?

What do you need to have at the airport to re-enter the U.S.?

What happens if you attempt to re-enter the U.S. without your I-20 or forget to update the signature?

F-1 Visa Renewal (more detail on page 15)

In addition to the above items, also carry with you:

- visa renewal support letter issued by ISO

Note:

- You **cannot** obtain a new visa while in the U.S. Visas are issued only at U.S. consulates **outside** the United States.
- Third country issuance of visas carries some risk.
- Find out how long it will take to get a visa application appointment at a U.S. consulate and schedule an appointment ahead of time, if possible. Go to <http://usembassy.state.gov>
- **Automatic Visa Revalidation** allowed in certain cases; Short trips (30 days or less) to Canada, Mexico, and the Caribbean islands other than Cuba do not require an unexpired F-1 visa for re-entry into the U.S. As long as you do not attempt to renew your visa, you will be qualified to enter the USA. (Please note that some students may need a visitor visa to enter the country of Canada, Mexico or Caribbean islands. Please check first). (See page 19)

Duration of Status (D/S)

An F-1 student is admitted to the United States for a period known as “Duration of Status” which is recorded on his/her entry documents (I-94 and I-20) with the notation “D/S.” It refers to:

1. The time during which you are pursuing a full course of study and making normal progress toward completing that course, plus
2. The time you may be working in authorized “practical training” after you complete studies (if you qualify and are so authorized), plus
3. **Grace-period/** 60 days to depart the country for the normal process with completion of study; 15-day is applicable to student with authorized withdrawal: If student fails to obtain authorization prior to withdrawing classes, s/he is required to depart the U.S. immediately or you may be subject to 3 to 10-year bar).

Note: If you are unable to complete your program of study by that date, consult with your international student advisor (DSO) before the indicated program end date on old I-20. If you are eligible for an extension of your time limit, DSO will assist you to comply with extension requirements.

Extension

The student who has maintained the legal F-1 status, make a normal progress toward completing the education program,

What do you need from school to renew your visa?

When may you re-enter the U.S. with an expired passport?

What is a grace period?

How long do you have to leave the U.S., if you are dismissed from school?

<p>but are unable to finish the degree by the date originally given on the I-20 may apply for the I-20 extension.</p> <ul style="list-style-type: none"> ➤ Print out the <u>Program extension recommendation form</u> ➤ Fill out part A and bring the form to an academic advisor (from Academic Records). They will indicate the new expected program completion date ➤ International Student Office will issue a new I-20 with the new program end date <p>Note: The student must apply for the I-20 extension prior to the end date on the I-20. If extension is not filed in time, student is ineligible for F-1 benefits, including class enrollment and employment (on and off campus). An immediate consultation with International Student Office is necessary.</p>	<p>Where can you locate the program extension form?</p>
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After the program completion date, which should reflect correctly on the I-20, the students have a few options to choose from within the 60 days of the grace period.

- Pack and leave the country (Note: The last day of the on-campus work is your program end date. Please notify your employer ahead of time of your departure. If unsure, please check with ISO)
- Transfer to a higher level of study (from BA to MA at Moody)
- Transfer to another school
- Apply for a change of status to another status (PR, H1B, R-1, etc.)

Important: If the program end date on your I-20 is incorrect (too late or too early), please notify ISO and fill out the proper form to make a correction. Otherwise, it may negatively affect your immigration status and work eligibility.

Overview of Employment for Students in F-1 Status

Eligibility and Application Requirements

A basic requirement for all types of employment is that you must maintain continuous and lawful F-1 status.

Definition of “Employment”

“Employment” is work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. If you receive no pay or other benefit for an activity, it may be considered to be “volunteer work” instead of employment.

Categories of F-1 Student Employment

On-Campus Employment “Incident to Status”

Work on your campus is usually permissible if it meets certain requirements. Immigration regulations state that this employment is automatically authorized for any student in lawful F-1 status.

<ul style="list-style-type: none">➤ May work 20 hours per week while school is in session; full time during vacation periods➤ On campus or on school’s premises; including on-location commercial firms providing on-campus services, off-campus location which is educationally affiliated with the school and integral part of the student’s educational program, such as the Moody Bookstore➤ Not permitted after completion of program except for practical training, if approved by HR	How many hours are you allowed to work?
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Off-Campus Employment

An F-1 student may be authorized to work off-campus on a part-time basis after having been in F-1 status for one full academic year provided that the student is in good academic standing as determined by the international student advisor. It is limited to no more than twenty hours a week when school is in session. Students may work full-time during holidays or school vacation. The employment authorization is automatically terminated whenever the student fails to maintain status. :

There are four categories under off-campus employment:

1. Internship with an International Organization

If you are maintaining lawful F-1 status and want to participate in an internship with a recognized international organization, such as the *United Nations* or the *World Bank*, you may obtain written permission to engage in this work. You must maintain your F-1 student status while employed by such an organization.

2. Severe Economic Hardship

If other employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student’s control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student’s source of support, medical bills, or other substantial and unexpected expenses.

3. Curricular Practical Training (CPT)

Some work experiences that are an important part of your study program may be considered “CPT.” It can be defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. The student must have an offer of employment before applying for CPT. It can be done on a part-time basis (no more than 20 hours per week) or a full-time basis (40 hours per week or more). Any student who works for one year or more in full-time CPT is not eligible for OPT.

4. Optional Practical Training (OPT)

You may be eligible to be employed in a job, which is directly related to your major field of study for up to one year. Such employment may take place at any location in the United States. It falls into two main categories: (1) pre-program completion OPT in which employment is done while you are still in school; and (2) post-program completion OPT in which employment is done after you have completed your study program.

How long must you have studied before you can apply for any of these four work authorizations? What are the four types of off-campus employment?

Caution

While immigration regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with international student adviser before taking up any employment. It is your responsibility to comply with all immigration regulations that apply to F-1 students. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

Employment for F-2 Dependents

Immigration regulations prohibit all employment or business for F-2 dependents (spouses and children of F-1 students). Failure to observe this requirement will place you out-of-status. Also, employers may be cited, fined, and/or imprisoned for hiring persons ineligible for employment or maintaining employees who are no longer authorized to be employed.

Employment Eligibility Verification

When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (Form I-9), which the employer retains and apply for social security number.

Tax Concerns

Your earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or **before April 15** of each year. Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld. A Tax workshop will be offered in February and March by ISO (for Chicago campus) and one time via LifeSize for Spokane campus.

Note: The amount of scholarships that cover beyond the tuition and fee will also be taxed.

If you are from Canada, Mexico, South Korea and India and have a non-working spouse and children, you may be able to claim a tax benefits from them. To do so, you must apply for Individual Tax Identification Number with IRS prior to the tax season.

On-Campus Employment, School Transfer and Completion of Study

If you intend to enroll at the new school for the next regular academic term or session, you may continue on-campus employment at your first school until your current I-20 is release to the new school. You can begin employment at transfer-in school immediately SEVIS I-20 is released and 30 days prior to the start of classes. Please note that if you do not intend to continue further study in the United States, you may not be employed on campus after you have completed a program of study unless you have applied for and been granted with OPT.

Severe Economic Hardship

The USCIS considers severe economic hardship to be employment authorization resulting from situations that are unforeseen and beyond your control. It may include loss of financial aid, a significant devaluation of your home currency, or unexpected changes in the financial condition of your main sources of support, the death of financial sponsor (8C.F.R§ 214.2(f) (9) (ii) (c)).

Eligibility	<ul style="list-style-type: none"> ▪ Have been in F-1 for one full academic year, be in good academic and legal standing, and carry a full course of study ▪ Demonstrate evidence of unforeseen economic hardship and that on-campus employment opportunities are not available or insufficient ▪ Establish that the employment will not interfere with full-time study
Location	<ul style="list-style-type: none"> ▪ Off-campus employment but no specific prohibition on on-campus
Duration	<ul style="list-style-type: none"> ▪ Granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter ▪ Authorization ends if a student transfers schools
Hours per week	<ul style="list-style-type: none"> ▪ Limited to 20 hours/week while school is in session ▪ Can be full-time during official school breaks
Field/Level of work	<ul style="list-style-type: none"> ▪ Can be in any job, not necessarily related to program of study
Offer of employment	<ul style="list-style-type: none"> ▪ Not required
Effect on Other work	<ul style="list-style-type: none"> ▪ None
Approval Process	<ul style="list-style-type: none"> ▪ Must apply for EAD ▪ May begin employment after receiving EAD
What to submit	<ul style="list-style-type: none"> ▪ Proof of unforeseen hardship ▪ Unavailability or insufficiency of on-campus employment ▪ 2 passport photos ▪ Form I-765 ▪ Application fee of \$380 ▪ New SEVIS I-20 with a DSO's recommendation for employment ▪ Copy of I-94, passport ID page ▪ Submit to the USCIS Service Center with adjudication

Curricular Practical Training (CPT)

The regulation states that curricular practical training must be “an integral part of an established curriculum.” They define CPT as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” (8 C.F.R. § 214.2(f) (10) (i))

Eligibility	<ul style="list-style-type: none"> ▪ Have been in lawful status as a full-time student for one full academic year, unless the student’s graduate program requires an immediate CPT experience ▪ The training is a requirement of the program and/or receive course credits
Location	<ul style="list-style-type: none"> ▪ Student may engage in CPT only for the specific employer location and period approved and recorded by the DSO in SEVIS
Duration	<ul style="list-style-type: none"> ▪ Depends on the specific period granted by the DSO ▪ No cumulative maximum
Hours per week	<ul style="list-style-type: none"> ▪ Limited to 20 hours/week while school is in session ▪ Can be full-time during official school breaks
Field/Level of work	<ul style="list-style-type: none"> ▪ Must be an integral part of an established curriculum, in the student’s course of study (related to student’s field of study)
Offer of employment	<ul style="list-style-type: none"> ▪ Must have an offer of employment from a specific employer offering work that qualifies as CPT
Effect on Other work	<ul style="list-style-type: none"> ▪ Use of full-time CPT for one year (365 days) or more eliminates eligibility for OPT
Approval Process	<ul style="list-style-type: none"> ▪ Must receive written authorization from DSO in SEVIS ▪ Must receive new I-20 with notation before work begins
What to submit	<ul style="list-style-type: none"> ▪ Employment verification letter on employer’s letterhead ▪ Academic advisor’s form or a letter from the department head ▪ Copy of class registration for current semester (internship credits enrollment)

Sample CPT / OPT Offer Letter

Best Company, Inc.¹

1234 Main Street, City, State Zip
Tel: 312.123.4567 Fax: 312.765.4321
E: YoureTheBest@BestCompany.org
www.BestCompany.org
[Month Day, Year]

[Student's Name]²
[Student's Address]
[City], [State] [Zip]

RE: Offer of [Summer/Fall/Spring] Internship
[Student's Full Name], [Student's ID Number], [Student's SEVIS Number]

³The Best Company Corporation offers [Student's Name] a [full-time/part-time] internship position according to the below information.

Employer Name:	[Best Company, Inc.]
Employer EIN No.	[9-digit number]
Student's Supervisor:	[Student's direct supervisor's name and title]
Supervisor Contact Info:	[Student's direct supervisor's phone, email, address if different from above]
Hours Per Week:	[??]
Job Site:	[if different from letterhead - 1234 Job Street, City, State, Zip]
Internship Start Date: ⁴	[MM/DD/YYYY]
Internship End Date: ⁵	[MM/DD/YYYY]
Internship Job Title:	[??]
Student's Program of Study:	[??]

Explain how job duties are related to student's course of study:

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

[John Smith]⁶
[Senior Pastor]

¹ Offer must be made on the organization's **official letterhead**

² Offer must be addressed to the **specific student**.

³ This is a sample merely identifying the information needed; can be written in paragraph format if preferred.

⁴ **Program Start Date** must fall within the Academic Semester in which the student is enrolled.

⁵ **Program End Date** must fall within the Academic Semester in which the student is enrolled.

⁶ Offer must include an **actual signature**; may be same or different than student's direct supervisor.

Optional Practical Training (OPT)

OPT is temporary employment for practical training **directly related to the student's major of study**, for a maximum 12 months per educational level. Its purpose is to complement your academic work.

Eligibility	<ul style="list-style-type: none"> ▪ Have been in lawful status as a full-time student for one full academic year ▪ Available both before and after completion of a degree
Location	<ul style="list-style-type: none"> ▪ The employment may occur anywhere in the United States
Duration	<ul style="list-style-type: none"> ▪ Cumulative maximum of 12 months per educational level ▪ Part-time training counts at one-half the full-time rate (For example, if you work for 10 hours per week for two months, you will have used one month of OPT) ▪ If the program of study is in Science, Technology, Engineering and Mathematics (STEM), the student may be eligible to extend OPT to 29 months in total. ▪ If the student applies for the change of status to H1B, he/she will be qualified for Cap Gap extension.
Hours per week	<ul style="list-style-type: none"> ▪ Limited to 20 hours/week during the student's studies ▪ Full-time during official school breaks and after course-completion
Field/Level of work	<ul style="list-style-type: none"> ▪ Must be directly related to student's field of study and commensurate with the student's educational level
Offer of employment	<ul style="list-style-type: none"> ▪ No job offer is required, however, the student will be subjected to 90 days of unemployment after OPT starts.
Approval Process	<ul style="list-style-type: none"> ▪ Submit the application as early as 90 days before the program completion date or within 30 days afterwards. ▪ Must apply for and receive an EAD from USCIS before work begins
What to submit	<ul style="list-style-type: none"> ▪ Complete internal school OPT request forms <ol style="list-style-type: none"> 1. Academic advisor's OPT recommendation form 2. Student information sheet ▪ Two passport photos ▪ I-20 with DSO recommendation for OPT ▪ Completed form I-765 ▪ Application fee of \$380 ▪ Copy of passport ID page, I-94, old I-20's ▪ Previous EAD (if applicable; photocopy) ▪ Submit them to the USCIS Service Center with jurisdiction

Authorization May Not Be Rescinded or Deferred. Once authorization to engage in OPT is granted and the EAD is issued, it may not be rescinded, canceled, or deferred. This means that after OPT is authorized, unexpected delays in completing degree requirements, inability to find an appropriate job, or loss of a job may reduce the time you have available for work.

F-2 Spouse and Minor Children

I-20

The F-2 spouse and minor children of an F-1 student shall each be issued an individual SEVIS Form I-20.

Employment

The F-2 may not accept employment in any circumstances.

Education

The F-2 spouse of an F-1 student may not engage in full time study, and the F-2 child may only engage in full time study if the study is in an elementary or secondary school (kindergarten through twelfth grade). The F-2 spouse and child may take class and pursue a degree as long as it is not in a full-time basis.

An F-2 desiring to engage in full time study, other than that allowed for a child, must apply for and obtain a change of nonimmigrant classification to F-1, J-1, or M-1 status.

An F-2 spouse violates his or her nonimmigrant status by engaging in illegal employment or full-time study may be subjected to reinstatement or deportation.

Temporary Driver's license

The spouse of student (F-2) may apply for the U.S. temporary visitor driver's license (TVDL)

Requirement:

- Have to be non-US citizen
- Have authorization by USCIS
- Visa has to be current
- Not eligible for Social security number (a letter from SSN office stating that they are not eligible for SSN)
- Authorized to be here (in the USA) at least one year and have at least 6 months remaining
- Valid passport
- I-94
- Pass written test and road exam

Location: Secretary of State Facility, Chicago West, 5301 W. Lexington St. Chicago, IL 60644 (Tuesday and Friday only) Call 312-793-1010. For other location, call the facility ahead of time or go to

http://www.cyberdriveillinois.com/departments/drivers/drivers_license/tempvisitordl.html

Limitation: Only 90 days before expiration to renew, no earlier (you must redo it all over again). Good for 6 months to 3 years (depending on the D/S). When status change occurs, things may become complicated, even the pending application. It may be delayed if they have problems verifying the applicant's status.

How to Renew a Visa at a Border Post

Any third country national (TCN) present in the United States who wishes to apply for a non-immigrant visa at any of the border posts in Canada or Mexico must plan far ahead for visa interviews. It can take months to get an appointment. Also plan a few **extra days** for the return trip.

First, check the Consulate website for any restriction(s) before scheduling a visa appointment <http://mexico.usembassy.gov/visas.html> and https://usvisa-info.com/en-CA/selfservice/ss_country_welcome. U.S. Consulates are located in Calgary, Halifax, Montreal, Ottawa, Quebec City, Toronto, Vancouver, Ciudad Juarez, Matamoras, Tijuana and more. Students from some countries are required to apply for a visa to travel to Canada first (Temporary resident visa) before applying for the U.S. F-1 visa renewal in Canada. For more information, please go to <http://can-am.gc.ca/detroit>. To schedule the F-1 visa application in Canada, you may also call 877-341-2441.

Applying for the new F-1 visa in Canada

Applicants can also book appointments via the Internet at <http://canada.usvisa-info.com>. Each appointment costs \$160 USD, which will be charged to a major credit card. Applicants are advised to have their credit card information handy. Please note the passport/visa return will be done via DHL—2-3 days after the visa interview.

Applying for the new F-1 visa in Mexico

Please note that the U.S. Consulates in Mexico do not accept people who have changed status from B-1, B-2 or VWP (visa waiver) to any other nonimmigrant classification (such as F-1).

Who can be Issued a Visa at a Border Post

Individuals who have ever been out of status in the United States because they overstayed their Duration of Status are not eligible to apply at a border post. In other words, if they have remained in the United States longer than the period authorized by the immigration officer when they entered the United States in any visa category, they must apply in the country of their nationality. Consular officers at border posts will deny visas whenever they believe there are fraud indicators present, or their lack of knowledge of local conditions and familiarity with third country documents prevents them from properly adjudicating the case.

What to bring (This information can also be found on the U.S. consulate website)

You must present the following when you apply for a visa, regardless of your age.

1. A Confirmation letter from International Student Office
2. Form DS-160, electronic application for nonimmigrant visa
3. An MRV Fee receipt to confirm payment of the Visa Application Fee (\$160)
4. One photograph (2 inch square)
5. Passport which is **valid for at least six months**.
6. Your I-20 (with updated travel signature)
7. Proof of continued enrollment at Moody and/or an unofficial transcript
8. Proof of financial documents
9. Proof that you have paid your SEVIS Fee (receipt of I-901 fee payment from the past)
10. Documents that demonstrate your “nonimmigrant intent” such as proof of ties/residence in country outside the U.S.
11. Any previously issued I-20, older passports containing previous visas/ Documents substantiating previous legal status in U.S.

Illinois Driver's License

No known legitimate "international driver's license," though some costs \$5-500. However, there are **international driver's permits**, which provide a translation of the valid home country Driver's license. You still need to carry along **the original driver's license**.

- International driving permits are obtained in the driver's home country. While lack of a translation does not invalidate a home country license, having one makes it easier for law enforcement to assess the home country DL's validity.
- The law states that people can drive on their country driver's license, until it is expired. (Vice versa, U.S. students get translation of U.S. driver license when traveling overseas.) Check with your country consulate and see where you can get it translated. Notary public is not enough.

1. To apply:

Moody student may apply in person at the Chicago Central facility:

100 West Randolph St., Concourse level, Chicago, IL 60601 Monday thru Friday 8:00 AM to 5:00 PM.

The basic fee for Driver's License is \$30.00.

For more information please check

http://www.sos.state.il.us/departments/drivers/drivers_license/home.html

2. You are required to take 2 exams:

1. **A written exam** (plus a vision screening)—study the road/rule book beforehand
2. **A driving exam** (AKA Road test), done at suburb facilities

Here are the websites of which you can obtain the rules and more guidelines

- <http://www.cyberdriveillinois.com>
- http://www.cyberdriveillinois.com/departments/drivers/drivers_license/home.html
- http://www.cyberdriveillinois.com/publications/rules_of_the_road/rrtoc.html (the road/rule book)
To request a free road book, contact 312-814-2975 or [ziberdriveillinois.com](http://www.cyberdriveillinois.com)

Note: Since late '90, there are three countries with special treaty agreement (waive testing, both written and road test). They still need the SSN and a vision test. Citizens of **Germany, Italy and France** must go to the consulate and get a letter head and a zeal verifying a valid driver license and that this individual is here for temporary basis—study, work/business. The **Canadian students** will need their: I-94, Passport and the I-20

3. Items to bring for the DL application:

First time IL driver's license card applicant must present:

Group A--Written Signature

- USCIS Form (I-20)

Group B--Proof of Date of Birth

- Valid passport

Group C--Social Security Number

- Social security card (Note: a denial letter from Social security office is not acceptable).

Group D--Residency/Personal Data (Bring two documents)

- Example of residency may be, but are not limited to the following: Lease agreement, utility bill, vehicle registration card, a letter from Res Life.

How to apply for Social Security Number

Social Security Number is useful for F-1 students when they want to rent an apartment, sign a contract, sign up for a credit card, apply for a driver's license, etc. One can live and study in the US without having to have this number.

Only F-1 students who secure an on-campus employment can apply for SSN. Please refer to International Student Office for the instruction of how and where to apply. The student will need some documents from the school to show the proof of employment.

The applicant should bring his/her passport, I-20 document and the letters from the school to the suggested Social Security Office. The SSN card will be mailed to the given address approximately 1-2 weeks after the application date. It is important that the student applies for the SSN soon after he/she secures the job (Moody HR will not allow you to start working until after you apply for SSN). However, the student must wait at least 15 days after the first entry to the country before applying for the SSN.

Other Services

In addition to the basic immigration assistance, we offer other services:

- ISO Newsletter (monthly)
- Winter Clothes shopping for new students
- Flag ceremony Founder's week/Missions conference
- Culture Fair
- Essay Contest
- Support raising workshop
- Job search workshop
- OPT Info Session (Sep and Jan)
- Tax Info Session (Feb)
- Graduation/End of year party
- Going Home/ Reverse Culture shock workshop
- Annual field trip
- Support of ISF/MuKappa student activities
 - Orientation
 - Chapels
 - Movie Night
 - Outings
 - Soccer Camp
 - Etc.

Future project: Speakers Bureau: sharing with Chicago schools and churches

Please contact ISO if you need assistance with:

- Adjusting to the U.S. culture
- Adjusting to the U.S. classroom
- Finding a church
- Finances
- Host homes during the holidays
- A Listening ear
- Prayer support



Graduation party



Field Trips



Tea Party
(Haiti presentation)



Thanksgiving Dinner



Social Events