

HELPFUL CAMPUS NUMBERS

All numbers are in the 516 area code and have 299 as a prefix, except where noted.

Main Switchboard	x2000
Admissions, International	x2900
Bookstore	x2639
Bursar	x2323
Bank—Credit Union	x2766
Career Center / Cooperative Education Center	x2435
Dining Facilities:	x3666
Cafeteria, Hillwood Commons	x2473
Winnick Student Center	x2641
Facilities Services	x2277
Hillwood Commons Information	x2611
Information Technology Office	x2281
Interfaith Center	x2416
International Student Services	x1451
Learning Support Center	x3057
Personnel	x2253
The Pioneer	x2619
Pratt Recreation Center (Information Desk)	x3250
Public Safety:	
General publicsafety@cwpost.liu.edu	x2214
EMERGENCY	x2222
Radio Station, WCWP/88.1 FM:	
Monday-Friday, 9 a.m. to 5 p.m.	x2683
After 5 p.m. Mon-Fri and weekends	x2626
Registrar post-registrar@liu.edu	x2756
Residence Life residencelife@cwpost.liu.edu	x2326
Student Government Association	x2807
Student Health and Counseling Services	x2345
Student Life and Leadership Development	x2800
Tilles Center Box Office	x3100
Writing Center	x2732

MAINTAINING F-1 STATUS

**INTERNATIONAL
STUDENT
SERVICES
HANDBOOK**

LIU
Post

International Student Services

POLICY PERIOD

- 8/15/year-8/15/year for students enrolled in Fall semester
- 1/1/year-8/15/year for newly-enrolled Spring students
- 5/15/year-8/15/year for summer students

Coverage will remain in effect for the period for which premium has been paid, even if your student status changes. Insurance ID cards will be issued after the waiver deadline unless you elect to use the Early Enrollment option described below. Once you have used the plan, you will no longer be eligible to waive the insurance, and you will be responsible for payment of premium.

FAILURE TO COMPLY WITH THE WAIVER PROVISIONS WILL RESULT IN THE INSURANCE FEE BEING RETAINED ON YOUR BURSAR BILL AND WILL BE YOUR RESPONSIBILITY.

WAIVER

Students can log into their **MyLIU account** at **www.liu.edu** and click on the "Student Health Insurance" link from the Student Center Home Page to voluntarily enroll in the Plan, waive coverage, add spouses or dependents, purchase the buy-up plan to increase plan maximums, print temporary ID cards, and file or check claims.

Questions regarding school health insurance requirements should be directed to the Office of Student Finances of LIU at 516-299-2553.

The ISS Student Handbook is prepared by the International Student Services Office. Updated information is available at our website, www.liu.edu. Please call (516) 299-1451 regarding any revisions or corrections. LIU Post administration reserves the right to change any of the terms of this Handbook in any section at any time.

HEALTH CARE

Getting sick when you are away from home can be a traumatic experience. Being informed about health care in LIU Post area before getting sick can make the experience a lot less difficult.

HEALTH INSURANCE

Medical care in the United States is extremely costly, so most people have health insurance to cover the high cost of health care. At LIU Post medical insurance is mandatory for all F-1 students. Students will pay the semester premium for mandatory insurance through their registration. The students purchase insurance for the fall semester and for the spring/summer semester.

Be sure to carefully read the policy so you know exactly what is covered and what is not.

If you have your own insurance with similar or better coverage, you have the opportunity to waive the insurance fee.

Waiver & deadline information

All resident students and/or international students will automatically be billed for the university-sponsored health insurance plan on their bursar account. You have an opportunity to waive this charge by complying with the waiver procedures outlined below.

DEADLINES

The health insurance fee may be waived only if the student complies with the waiver provisions. Please note that there is a waiver deadline set for each semester, typically within the first few weeks of the start of the semester. For the most updated deadline sets, please refer to the LIU Post-LIU website (www.liu.edu).

No adjustments will be made to your bursar bill unless the waiver is received on or before these deadlines.

TABLE OF CONTENTS

Office Hours and Location	Page 2
Our Mission	Page 3
F-1 Non-Immigrant Status.....	Page 5
Work Authorization Rules.....	Page 18
Traveling Outside the US.....	Page 29
Getting a Social Security Number.....	Page 32
Health Insurance.....	Page 37
Helpful Campus Numbers.....	Page 40

OFFICE INFORMATION

International Student Services is located in the lower level of Post Hall.

Our address is:

LIU Post- Long Island University

720 Northern Blvd.

Brookville, NY 11548

Our Contact Information is:

Phone: (516)299-1451

Fax: (516)299-1450

E-mail: post-iss@liu.edu

Website: www.liu.edu/CWPost/iss

Facebook: LIU Post International Student Services

OFFICE HOURS

Monday-Friday 9am-5pm

LIU POST MISSION STATEMENT

At its core a liberal arts institution, the LIU Post Campus of Long Island University is dedicated to meeting the needs and expanding the horizons of all our students, whether in the arts and sciences, or professional schools or through life-long learning. We at LIU Post are committed to providing highly individualized educational experiences in every department and program from the freshman year through advanced doctoral research in selected areas. The emphasis on the student learner is evident; in our faculty's devotion to excellence in teaching, our intensive advisement system, and our encouragement of experiential learning through cooperative education, internships, practica, community service, study abroad, research projects, and artistic performance. Our students benefit as well from the Campus's participation in one of the nation's largest private university systems, and from our ability to draw on the unparalleled cultural and professional resources of New York City and Long Island. Graduates of LIU Post will have developed strong critical and expressive abilities, civic responsibility, and a mature understanding of the ideas, events and forces shaping the modern world.

STUDENT LIFE ON CAMPUS

Student Life and Leadership Development encourages you to get involved during your college years. There are more than 75 registered clubs and organizations on the LIU Post Campus. These clubs and organizations are funded through your student activity fee to provide programs for the student body. If you are interested in forming a new organization or wish to find out about any listed organization, please contact Student Life and Leadership Development . New organizations are formed every semester, and the office makes every effort to provide the type of organizations that fit your interests. Be sure to ask about our new clubs, or to inquire about starting a new one! Make the most of your college career by participating in one of these exciting clubs and organizations. Be a part of "POST PRIDE" and get in on the FUN!

Are there special income tax rules for nonimmigrant students?

Yes. The IRS divides aliens into residents and nonresidents for tax purposes. (These rules are different than the DHS rules governing immigration status.) Generally speaking, aliens who are in the United States for more than 183 days in any three-year period are considered resident aliens for tax purposes and are taxed in the same way as U.S. residents.

However, there is an exception available to students if they:

- Do not intend to reside permanently in the United States
- Have substantially complied with the immigration laws and requirements relating to their student non-immigrant status
- Have not taken any steps to change their non-immigrant status in the United States to become a permanent resident of the United States; and
- Have a closer connection to another country than to the United States

To claim the exception for students on an income tax return, students should attach Form 8843 to their Form 1040NR or 1040NR-EZ along with an attachment explaining their eligibility for the closer connection exception. See <http://www.irs.gov/businesses/small/international/article/0,,id=129255,00.html> for more information.

INTERNATIONAL STUDENT HANDBOOK

The purpose of this handbook is to provide students with a guide to the regulations and benefits regarding their immigration status. This handbook serves as a guide to the university's policies and procedures when utilizing any of the benefits or following any of the laws set forth by USCIS and any other immigration office.

All students, including international students, are responsible for complying with Campus and University policies, rules and regulations that are described in the LIU Post Student Handbook. This handbook is available online at www.liu.edu/cwpost search Student Handbook.

INTERNATIONAL STUDENT SERVICES MISSION

The mission of **International Student Services (ISS)** is to ensure the quality of the international student experience at LIU Post, from the initial issuance of the I-20 to the continuous provision for the personal and academic growth and development of international students throughout their tenure at LIU Post. Specifically, ISS is responsible for conducting the New International Student Orientation Program, liaising with federal government offices to ensure university and student compliance with federal regulations for F-1 students, offering workshops for international students regarding adjustment issues, employment, and taxes, and providing social and educational programming to promote student development and facilitate student adjustment to the United States.

The ISS Office attends to the specialized needs of international students. These needs include communication of relevant information and services to both students and staff; quality advising in all appropriate areas of international education, including U.S. F-1 immigration regulations, policies and procedures; and social, cultural, and educational programs.

Where students who have problems with Social Security payments go for information?

SOCIAL SECURITY INFORMATION	
General information on Social Security for nonimmigrant students	http://www.socialsecurity.gov/pubs/10181.html
If Social Security payments are being input correctly	http://www.ssa.gov/mystatement/ for information on how to access their account
How to get a refund for Social Security or Medicare paid in error	http://www.irs.gov/faqs/faq-kw196.html
Where to report changes of immigration status	http://www.ssa.gov/pubs/10002.html#immigration
How to replace a Social Security card with an error	http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/popup_adp.php?%3C?%20print(%22p_sid=\$p_sid&p_lva=\$p_lva&p_li=\$p_li%22)%20?%3E&p_faqid=330&p_created=959901604
What to do for name changes	http://www.ssa.gov/pubs/10002.html#identity
How to replace a lost or stolen Social Security card	http://www.ssa.gov/pubs/10002.html#lost

Where can I find more information about U.S. income taxes for nonimmigrant students?

The IRS has a Web site at <http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html> specifically to answer

IMMIGRATION ADVISOR

The ISS office provides a personal international student advisor to each student. Your advisor is determined by your last name.

To find out your international student advisors name visit the ISS office in Post Hall, email post-iss@liu.edu or visit our website www.liu.edu/ISS.

Your advisor is available to assist with

- F1 Visa questions
- Employment approval and questions
- Academic assistance
- Personal issues or concerns
- Travel signatures
- Change of status
- Updating your I-20

F-1 NON-IMMIGRANT STATUS

It is your responsibility to maintain your F-1 nonimmigrant status while you are in the U.S.

The International Student Services (ISS) office at LIU Post is available to help you understand the various immigration laws and regulations that affect you as an international student in the U.S. If you have any questions about your visa or your status, please make an appointment with the Designated School Official (DSO) in the ISS office.

Do I need a social security number to apply for a bank account, to have a cell phone or to rent an apartment, etc.?

Non-immigrant international students are not required to have a social security number, as you are exempt from social security taxes and tax on interest income. You will most likely have to process Form W-8 BEN to show tax-exempt status.

Does the Social Security card for a nonimmigrant student look different than that for a U.S. citizen?

Yes. Nonimmigrant students with work authorization get a card that shows the person's SSN and the notation, *Valid For Work Only With DHS Authorization*.

For more information, see: <http://www.ssa.gov/pubs/10002.html>.

Are nonimmigrant students required to file U.S. income tax forms?

Nonimmigrant students that have any of the following types of income need to file a special form 1040NR or 1040NR-EZ:

- A scholarship or fellowship, which is not partially or totally a Tax Free Scholarship or Fellowship as defined by the IRS
- Income partially or totally exempt from tax under the terms of a tax treaty; and/or

Any other income, which is taxable under the Internal Revenue Code. See the IRS Web site at <http://www.irs.gov/businesses/small/international/article/0,,id=129239,00.html> for more information

SEVIS QUESTIONS AND ANSWERS—Social Security

Are nonimmigrant students allowed to work?

Nonimmigrant students may work in certain circumstances and with your approval or recommendation. Working without permission violates student status. For more information, see the sections on employment in the [FAQ section](#) of the SEVP Web site.

Do all nonimmigrant students need Social Security numbers?

No, F-1 or M-1 students do not need a Social Security number, **unless they are employed.**

After I have a job, how soon can I apply for a SSN?

For student applying for a SSN based on F-1 on campus employment or CPT employment, the Social Security Administration will not process an application for a SSN if it is more than 30 days in advance of the scheduled employment start date.

For students applying for a SSN based on OPT employment, the employment start date on your EAD card (which you will receive from USCIS after you apply) must be reached before the Social Security Administration will process the application for a SSN.

Where do I apply for a social security number?

You must apply at the Social Security Administration Office closest to where you live. For students living on campus, the office is located at 211 Station Road, 5th floor, in Mineola. The office hours are Monday-Friday 9:00am—4:00pm.

ESSENTIAL DOCUMENTS

You should have the following documents:

- **PASSPORT**
- **VISA**
- **FORM I-94 (ARRIVAL/DEPARTURE RECORD)- You can print it at www.cbp.gov/I-94.**
- **FORM I-20 (After February 15, 2003 all new students must have a SEVIS I-20 form. Continuing students will be required to have a SEVIS I-20 by August 1, 2003)**

If you are missing any of the above documents or if they are incorrect, please contact the ISS office immediately.

SEVIS FEE

United States Department of Homeland Security (DHS) requires F-1 visa applicants to pay a one-time fee of \$200 to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). The following information specifically addresses fee issues for F-1 students.

Who pays the SEVIS fee?

- Prospective students with "initial attendance" I-20s dated on or after 9/1/2004 who are applying for an "initial" F-1 visa from outside the US
- Prospective students with "initial attendance" I-20s dated on or after 9/1/2004 who are applying for a change to F-1 status from another visa category
- Current F-1 students in the US filing for reinstatement and who are using an I-20 issued

PASSPORT

Your passport must be valid at all times during your stay in the U.S. For passport renewal, contact your consulate. Do not wait until your passport expires!! When you update your passport please bring a copy to ISS.

FORM 1-20

The Form I-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic Students, is the document you received from LIU Post when you were officially admitted to our university. You used the Form I-20 to apply for an F-1 visa at a U.S. Consulate or Embassy abroad or to transfer from the previous school, college or university you were attending in the U.S. The SEVIS I-20 Form has three parts--- Page 1 has all of the information that is put in SEVIS concerning your stay at LIU Post. Page 2 is the instructions and page 3 is for travel and employment endorsement.

Entrance into the US with Form I-20

Item #5 of the I-20 Form indicates the date you are expected to report to LIU Post to begin your studies. Normally, you may enter the U.S. as early as 30 days before the school reporting date in order to give yourself time to find housing, get oriented to the area, etc. before beginning your studies at LIU Post. If you are unable to arrive in the U.S. by the reporting date noted on your I-20 Form, it is possible that the US Immigration and Customs Enforcement (USICE) will not let you into the US. If you are a transfer student with a transfer SEVIS I-20 you may enter before the 30 day period.

If you are entering the U.S. to attend a school for the first time, the USICE official at your port of entry must stamp your I-20 Form in the upper right-hand corner. This stamp indicates that you have been inspected for admission into the U.S. and have been authorized to attend the school whose name appears on your I-20 Form. Note: you **must** attend the school listed on the I-20 Form you used to enter the United States and, if you do not, you will be in violation of your F-1 status.

GETTING A SOCIAL SECURITY NUMBER (SSN)

As of October 13, 2004 no international student can be issued a Social Security card without the offer of lawful employment. Social Security Numbers are only issued to students who are employed. International Students may only be employed on-campus for their first academic year as an F-1 student. After one full academic year in status, international students have two options for off-campus employment, only with the prior written authorization of the ISS office and/or USCIS. Accepting off campus employment without prior authorization is a serious violation of a student's F-1 visa status. Please note: a Social Security number does not authorize employment.

To apply for an SSN you **must** have **one** of the following:

1. Evidence of an offer for On-Campus employment;
2. Authorization to engage in Curricular Practical Training (CPT) on page 3 of the I-20 form;
3. An Employment Authorization Document (EAD) issued by USCIS (United States Citizen & Immigration Services)

Steps to apply for a social security number:

1. Find an on-campus job
2. Apply for a Work Authorization letter in the ISS office
3. Pick up a blank Employer Form from the ISS office. Bring this form to your employer and have them complete it.
4. Return the completed Employer Form to ISS and request a Social Security letter.
5. Go to the Social Security office closest to where you live and apply. You will need to bring the following documents with you:
 - a. Valid Passport
 - b. Valid I-94 card
 - c. Current I-20
 - d. All previously held I-20 forms
 - e. Evidence of an employment offer*
 - f. ISS Social Security Letter

International students do NOT need Social Security numbers to get a drivers license, to open bank accounts or even to rent apartments. We can assist you by providing you with the documentation you need to help you get what you want.

FREQUENTLY ASKED QUESTIONS

Q: How often should the third page of my I-20 be endorsed?

Your I-20 should be signed by one of the "designated school officials" at the ISS office at LIU Post in order for you to be permitted to reenter the U.S. after you travel outside the U.S. An endorsement is valid for one academic semester, however, it is recommended to have your I-20 signed every time you travel. **Keep in mind that if you remain out of the U.S. for more than 5 months, you will need to request a new I-20 for reentry.**

Q: If the visa stamp in my passport expires while I am in the U.S., must I leave the country to renew it?

The visa stamp in your passport is an "entry permit" only, so you need not be concerned if it expires once you have already entered the U.S., unless you plan to travel out of the U.S. and reenter. In that case, you will need to go to the U.S. Embassy or Consulate (preferably in your home country) and apply for a new visa stamp. When you go to the Consulate to apply for the new visa stamp, you must bring with you your endorsed I-20. It must be endorsed on the back by one of the designated school officials at the ISS office. It is also recommended that you bring proof that you have the funding to cover your tuition and living expenses.

Q: I have a newly reissued passport. While I am in the United States, is it possible to change my unexpired visa stamp from my old passport to my newly reissued passport?

No, it is recommended that you keep both passports and you may use the visa in the old passport. If you leave the U.S., you may get a new visa stamp in your newly issued passport from the U.S. Consulate/Embassy abroad.

Extension of time on your I-20

Your LIU Post I-20 Form indicates the normal length of study for your degree, however we realize that, occasionally, it may take you more than the time indicated on your I-20 Form to complete your program at LIU Post due to various circumstances. If your I-20 is going to expire soon, you may apply to ISS for a "program extension" within the last 30 days before the expiration date. If you are granted a program extension, you will be issued a new I-20 Form reflecting the additional time you need to complete your course of study. **If your I-20 Form expires before you have completed your course of study, you will be out of status and you will need to apply to USICE for reinstatement. A DSO cannot grant an extension once the I-20 has expired.**

* When you complete your studies in the U.S. and return to your home country you should keep your I-20-IDs from all the schools you have attended in your permanent records---you may need to use them as supporting documents for a future application for a visa.

VISA

Your visa is the multi-colored stamp entered on a page of your passport at a U.S. Embassy or Consulate abroad.

The visa is used to authorize your entry into the U.S. for a certain number of entries until the visa expires. It may be authorized for multiple entries (often indicated on your visa with the letter "M"), or once (single entry, indicated on your visa as "S"), two entries (indicated on your visa as 2 or "two"), etc.

The visa type (F-1, B-2, B-1, M-1) indicates what type of activities you will be pursuing in the United States. An F-1 visa, for example, is used to enter the U.S. to study at an academic or language school; a B-2 visa (visitor for pleasure) is used to enter the U.S. as a tourist.

Expiration of Visa While in the U.S.:

Your entry visa may expire while you are in the U.S. ---this is okay since your visa must only be valid at the time you enter the U.S. If you leave the U.S. after your visa has expired, however, you must go to a U.S. Consulate or Embassy abroad to obtain a new visa in order to be able to re-enter the U.S.*. **Note: you cannot obtain a new visa from inside the U.S.**

FORM I-94 (ARRIVAL/DEPARTURE RECORD)

CBP will no longer require international non-immigrant visitors to fill out a paper Form I-94 Arrival/Departure Record upon arrival to the U.S. by air or sea. The agency will gather travelers' arrival/departure information automatically from their electronic travel records. Foreign visitors arriving in the U.S.—only via air or sea—who need to prove their legal-visitor status—to employers, schools/universities or government agencies—will be able to access their U.S. Customs and Border Protection arrival/departure record information online. If travelers need the information from their Form I-94 admission record to verify immigration status or employment authorization, the record number and other admission information will be available at CBP.gov/I94. Because advance information is only transmitted for air and sea travelers, CBP will still issue a paper form I-94 at land border ports of entry.

With the new CBP process, a CBP officer will stamp the travel document of each arriving non-immigrant traveler. The admission stamp will show the date of admission, class of admission, and the date that the traveler is admitted until. Travelers will also receive on arrival a flier alerting them to go to CBP.gov/I94 for their admission record information

Travelers will not need to do anything differently upon exiting the U.S. CBP will record the departure electronically via manifest information provided by the carrier or by CBP.

The USCBP official's stamp notes the date you entered the U.S. and says, "Admitted (visa status) until (expiration date of authorized period of stay)".

Travel while on Post-Completion OPT

The ISS Office does not recommend that you travel from the moment you apply for OPT until the end of your OPT period. Traveling during this time can be risky.

However, if you are planning to travel while on Post-Completion Practical Training (OPT) you will need the following documentation:

- An I-20 Form endorsed within the last 6 months by a Designated School Official;
- Employment Authorization Document (EAD);
- Letter from your employer verifying your job and that s/he knows why you are traveling and when you will return;
- Valid F-1 visa stamp.

For more information and advice on how to avoid complications, please visit the ISS office before leaving the United States. Do not travel while your application for Post-completion Optional Practical Training is still pending.

Travel while on Severe Economic Hardship

If you have been authorized for economic need work permission, you must see your International Student Advisor before leaving the United States. Travel during that time is not recommended.

INFORMATION REGARDING TRAVEL OUTSIDE THE U.S.

If you are leaving the U.S. on an emergency or on vacation and plan to return to the C.W, Post to continue a course of study, you must have your I-20 endorsed (signed) for reentry into the U.S. before you leave. If you fail to do this, you will have trouble reentering the U.S.

The authorization for reentry is the required signature on page 3 of your I-20. You must submit your I-20 at least two weeks prior to your date of departure to the ISS office. **DO NOT WAIT UNTIL THE LAST MINUTE OR WE MAY NOT BE ABLE TO SIGN IT IN TIME.**

The LIU Post designated staff will **not endorse** the back of your I-20 for reentry into the U.S. if 1) you have failed to maintain your status or 2) if you do not intend to return to LIU Post to continue a course of study.

If you leave the U.S. to travel abroad and your intention is to return to the U.S. to, for example, travel for pleasure and you do not plan to continue a course of study at LIU Post or at any other school, college or university in the U.S., you must apply for a B-2 tourist visa at a U.S. Consulate or Embassy in the country you plan to visit to be able to reenter the United States (unless you already have a B-2 visa in your passport and it has not expired or you qualify to enter the U.S. on the WT visa waiver program).

If you are leaving the U.S. to travel to countries other than your home country, you must contact the nearest consulate of the country you plan to visit (see list of nearby consulates). Consulates may take one or two days to process and issue a visa. When traveling to other countries, make sure you bring with you as many documents as possible to prove citizenship, home residence and most importantly; **proof of financial resources**. These documents may be demanded at the port of entry of the country you plan to visit and upon reentry to the U.S.

DIFFERENCE BETWEEN F-1 STUDENT VISA AND F-1 STUDENT STATUS

Once you have been admitted to the U.S., you are considered by LIU Post and immigration service as having **F-1 status** (not an F-1 visa).

Think of your visa as a key to open a door. When you arrive in the U.S. you will use your key (F-1 visa) to open the door. However, your F-1 status is what allows you to remain in the U.S. (Your F-1 visa will probably expire before your F-1 status, which is OK.)

The status designation is marked on a student's visa and passport stamp is usually the same as the visa type, such as an F-1 student visa and an F-1 status designation on your passport. It is possible to be admitted to the U.S. with a different visa status and then apply to the USCIS for a change of status to F-1 (student). USCIS must approve such a change. If this is your case, please contact the ISS office immediately for further assistance.

DURATION OF STATUS

As noted on the Form I-94, F-1 students are admitted to the U.S. until "D/S" ("duration of status"). This means that students **who are maintaining F-1 status** are authorized to stay in the U.S. until:

- the completion of all educational goals at one or various schools, colleges or universities
- the completion of any periods of authorized training - plus a 60 day grace period following the **successful** completion of the course of study or authorized training. The 60 day grace period is to be used for the following purposes:
 - To prepare for departure from the U.S.
 - To transfer to another school, college or university
 - To change status from F-1 (student) to another non immigrant status

If you want to travel in the U.S. longer than 60 days after the completion of your course of study, you will need to apply to the USCIS for a change of status from F-1 (student) status to B-2 (tourist) status. Contact the ISS office for information about applying to the USCIS for a change of status.

*** CHANGE OF ADDRESS REQUIREMENT ***

*YOU ARE REQUIRED AT ALL TIMES TO MAINTAIN AN UP-DATED ADDRESS WITH THE COLLEGE. YOU MAY **NOT** USE A POST OFFICE BOX. PLEASE COME TO THE ISS OFFICE TO CHANGE YOUR ADDRESS WHENEVER YOU MOVE. IF YOU FAIL TO DO THIS YOU WILL BE **OUT OF STATUS.***

MAINTAINING F-1 STATUS

Although you are not likely to have much direct contact with the various immigration services, you should be fully aware of the primary conditions imposed by the US Immigration and Customs Enforcement for you to retain your F-1 status. Violation of any of these conditions could lead to serious trouble in the form of investigations, hearings, or even deportation:

1. You are not permitted to accept employment off campus without prior authorization;
2. You must be a full-time student; You must successfully earn full-time credits each semester (graduate students must attempt and earn 9 credits and undergraduates must attempt and earn 12 credits);
3. If you are transferring from another school or changing level, you must complete the transfer or change of level procedure within 15 days after the start of classes.
4. You must maintain an updated address with the college at all times. A post office box is not acceptable.
5. **You MUST inform the DSO at LIU Post whenever you are leaving LIU Post indefinitely. If you are leaving to transfer to another school you must tell us what school that is so that we can release your Form I-20. You must also inform us if you are leaving the US and do not plan on returning to LIU Post .**

Hours I can work?	PART TIME CPT (while classes in session or during breaks) < 20 hours/ week FULL TIME CPT (Only during vacation periods) > 20 hours/week	PRE-COMP OPT (can be part time or full time—please see ISS) < 20 hours/ week POST COMP OPT is always full time.
Enrollment?	PART TIME CPT Requires full time enrollment FULL TIME CPT (Only during vacation periods) Determined by department	PRE-COMP OPT (can be part time or full time—please see ISS) POST COMP OPT Should no longer be enrolled in classes
Academic Advisor / PEP role	-Determines if CPT is appropriate -Determines enrollment requirements -Recommends CPT	PRE-COMP OPT Verify completion of all required courses POST COMP OPT Verify expected program completion date
ISS Role	-Determines if CPT is appropriate -Verify eligibility -Authorize CPT in SEVIS	-Verify eligibility -Recommend OPT in SEVIS
Denial reasons	Not able demonstrate CPT as an integral part of program of study	-Do not apply prior to program end -incomplete application

Chart adapted from Washington State University website

DIFFERENCES BETWEEN CPT AND OPT?

	CPT	OPT
What it is?	Allows F-1 student to engage in off campus internship/employment, which is an integral part of program completion	Allows any eligible F-1 to engage in internship/employment within major area of study mostly when program ends
Eligibility	-Full time enrollment for one full academic year -Requires a job offer -12+ months full time CPT makes student ineligible for OPT	-Full time enrollment for one full academic year -Does not require a job offer -Grad/Doc students who have complete all required courses are eligible to start pre-completion OPT
How much time? (per degree level)	No maximum but becomes ineligible for OPT is use more than 12 months full time	Maximum of 12 months full time
Granted by	ISS (you will receive a new CPT I-20)	USCIS (you will receive and EAD card from immigration)
Application fee	\$0	\$340
Processing time	2 weeks	Can take up to 3+ months

Chart adapted from Washington State University website

FULL-TIME STATUS

USICE regulations require you to pursue a “full course of study” at LIU Post. A full course of study is defined as at least **12 academic credits per semester for undergraduates and at least 9 academic credits per semester for graduate students**. You are required to see a DSO at the ISS office before dropping below the 9 or 12 credits regardless of your reasons.

If you do not see a DSO before dropping below the 9 or 12 credits you will be considered immediately out of status. You must check with a DSO to see if you have a valid reason to be below full-time credits. If it is your last semester at LIU Post and you are finishing a program or transferring you are allowed to be below 12 units if you do not NEED 12 to complete your program. HOWEVER, you MUST receive permission from your DSO prior to dropping any classes.

FALLING OUT OF STATUS AND REINSTATEMENT TO F-1 STUDENT STATUS

Reasons an F-1 student may fall out of status :

- did not pursue a full course of study (graduates 9 credits and undergraduates 12 credits)
- did not complete the transfer of schools or change of level procedure within the 15 days after the start of a new school or program.
- Accepted & took part in unauthorized off-campus employment.
- Did not maintain a current address with the college.

If you fall out of status, you have two options:

- 1) you may apply to the USCIS for reinstatement;
- 2) travel and reenter the U.S. with a new I-20 and your status starts all over again. If you feel you are out of status, please go see the DSO in the ISS office immediately and we will explain what your options are regarding being out of status.

CHANGE OF STATUS

An F-1 student may want to change status to B-2 tourist for the following reason: after completion of a program a student would like travel in the U.S. for more than the 60 days grace period authorized by USCIS.

If the student has received a change of status approval notice from the USCIS and he or she leaves the U.S., the student will need to apply for a visa at a U.S. Embassy or Consulate abroad to be able to reenter and resume that new status (except when traveling to contiguous territory).

SCHOOL TRANSFER

To be eligible to transfer to another school, college or university you must have maintained your F-1 status. Students who are transferring from another U.S. school, college or university to LIU Post will need to contact the current program they are in to have them release the student records to LIU Post. If the student is out of status at the previous school, he or she must talk to a DSO at LIU Post to see what his or her options are for coming to LIU Post as an F-1 student.

SEVIS QUESTIONS AND ANSWERS

Since January 30, 2003, all schools who admit international students will be required to report all F-1 students' records directly to the USICE through the Student and Exchange Visitor Information System (SEVIS.) There have been major changes in immigration law resulting in the F-1 students taking much more responsibility for their status. Here are some questions and answers that we think might help you to understand the changes in the laws that affect you.

OPTIONAL PRACTICAL TRAINING (OPT):

When am I eligible for OPT?

Students must be in good academic and immigration standing for one full academic year prior to applying for OPT. However, most students use their OPT once they have complete their coursework.

How can F 1 students find out the status of their employment authorization applications?

They can check online at <https://egov.uscis.gov/cris/Dashboard.do> using their application receipt number.

How long does it take to approve my OPT application?

USCIS approves your OPT application. They can take anywhere from 1-3+ month to approve your application.

How much does it cost to apply for OPT?

The fee for applying for OPT is \$340. Payment must be made by check or money order made out to DHS.

How many hours a week can I work?

Part time employment is defined as less than 20 hours per week. Full time employment is defined as more than 20 hours per week.



SEVIS QUESTIONS AND ANSWERS (cont.)

Q. What is non-immigrant status and how does an F-1 student maintain it so that they may remain in the US legally?

1) F-1 international students are admitted into the United States by the USCIBP for the sole purpose of studying and acquiring a degree or specific knowledge or training. An F-1 student must be a full-time student making regular progress towards their academic goal. At LIU Post this means, undergraduates taking and earning a minimum of 12 credits and graduates taking and earning a minimum of 9 credits. Students must contact a DSO if they feel they cannot do this.

2) An F-1 student cannot work illegally. In all cases they must have approval from the Designated School Official (DSO) or the USCIS. The DSO's in the ISS office of LIU Post are the only people who can approve any work. You must also be eligible to work in order to apply. A student must come to the ISS office to determine if they are eligible to work. Under no circumstances can an F-1 student work legally without approval.

Q. Under what circumstances can I take fewer than full-time credits (12 credits for undergraduates and 9 credits for graduates)?

In all cases a student must get permission from the DSO **BEFORE** dropping below full-time credits. USICE allows students to drop below full-time credits for the following reasons **ONLY** and with **PRIOR** permission from the DSO:

1) Student is having difficulty adjusting to the new educational system. (Only can be used the first semester in school in the United States.)

2) Student is having language difficulties. (Usually only the first semester will this reason be acceptable.)

How does my employer determine my start and end dates of employment?

CPT is based on academics and curriculum. Therefore, CPT start and end dates should generally follow the university's academic semester schedule.

How much does it cost to apply for CPT?

There is no cost to apply for CPT.

How many hours a week can I work?

Part time employment is defined as less than 20 hours per week. Full time employment is defined as more than 20 hours per week.

When am I eligible for CPT?

Students must be in good academic and immigration standing for one full academic year prior to applying for CPT.

SEVIS QUESTIONS AND ANSWERS (cont.)

3) Student has medical problems and proof from a doctor that they should take below full-time credits. A student is allowed medical reasons to be below full-time credits for a total of two semesters ONLY. If a student is sick longer than two semesters for whatever reason they may not be below full-time credits and must leave the United States because they are not making regular progress towards their degree. Student must have medical proof (from a doctor, osteopath, psychologist or psychiatrist ONLY) for both semesters and must show DSO each semester.

4) It is the student's last semester and he or she needs fewer than 12 credits for undergraduate or 9 credits for graduate to complete their program.

Q. What do I have to do when I finish a program and I want to transfer or go home?

Whenever a student finishes a program or is going to leave for any reason they must let the DSO know. If the student is transferring he or she must let the DSO know to which school they will be transferring to so that the DSO can release the records to the new school. AGAIN, when the student leaves the school for ANY reason they must inform the DSO of that school. **An F-1 student is allowed to remain in the US only 60 days after completing a program or post completion practical training.**

Q. How early can an international student enter the US?

A student may enter 30 days before the program start date. This is for initial entrance to the US. If you have a transfer I-20 you may enter earlier.

cannot begin employment until you receive approval and a new I-20 from the ISS office.

How can I be approved for CPT?

There is a two step approval process for CPT.

The first step is through your advisor, as part of your required curriculum or through you Career counselor (Academic and Career Planning Office, Kumble Hall) as part of an EEE course.

The second step is to bring your approval from the first step to the ISS office and follow the ISS application process listed below.

What is the ISS application process for CPT?

STEP 1: Read and review CPT information in application

STEP 2: Seek and receive an employment offer

STEP 3: Obtain an original offer letter from your employer on company letterhead. The letter must include the following:

- Student Name
- Employer's Company Name
- Company's complete address
- CPT start date and CPT end date
- Number of hours/weeks of work
- Brief description of the work

STEP 4: Complete CPT Application Form (see ISS)

STEP 5: Bring CPT Recommendation Form (page 4)

for your Advisor to complete. Reminder: Your Advisor must include a copy of the course description as it appears in the LIU Post Bulletin.

STEP 6: Once you have completed step 1 through 5, contact the ISS office to make an appointment to receive employment approval and a new I-20.

*You must submit all documents and receive approval at least two weeks prior to the start date of the internship.

What are the guidelines for off-campus employment of F 1 students based on severe economic hardship?

Off-campus employment is a case-by-case exception made for students who can show that new, unexpected circumstances beyond the student's control have created severe economic hardship. These may include:

- Loss of financial aid or [on-campus employment](#) – if it is not the student's fault;
- Large increases in tuition or living costs
- Substantial decrease in the relative value of currency the student depends upon to pay expenses;
- Unexpected changes in the financial conditions for his or her sources of financial support;
- Unexpectedly large medical bills not covered by insurance; or
- Other substantial, unexpected expenses.

F 1 students must have been enrolled for at least one academic year and be in good academic standing before they can be authorized to work off-campus.

They must be unable to get on-campus employment or the pay from available on-campus employment must be insufficient to meet the student's financial needs.

CURRICULAR PRACTICAL TRAINING (CPT):

When can I apply for CPT?

CPT is generally based on the academic semester schedule. The best times to apply for CPT are at the beginning of the academic semester. CPT will only be approved one semester at a time.

How long does it take to approve my CPT application?

The ISS office requires two weeks notice prior to approving a CPT application. Approval may be delayed due to incorrect or incomplete application. Remember that you

Q. What happens if an emergency happens and an international student has to leave the US?

The student should tell the DSO that they must leave. They will be allowed to drop all classes with authorization. They **must leave within 15 days** of when they dropped their classes. College policy dictates that only students dropping during the first two weeks of class are eligible for a refund. This is the case regardless of the reason for leaving. PLEASE NOTE: Short term and late start classes have different deadlines for dropping and receiving a fee refund.

Q. How much time do I have between programs?

An F-1 student must be admitted to another program within 60 days of successfully completion, IF THEY ARE PLANNING ON STAYING IN THE UNITED STATES BETWEEN PROGRAMS. The maximum amount of time a student is allowed to remain in the US in between programs (end of one and start of next) is FIVE MONTHS. For example, if an international student completes a program on February 3, they must start a program by July 3 or they will be considered out of status by USCIS.

Q. What does an international student do if they fall out of status?

If a student falls out of status he or she comes to the ISS office to discuss if reinstatement or travel and reentry to regain status is a possibility. Reinstatement is when a student applies to USCIS and requests that they be reinstated to status. A student MUST apply for reinstatement within 5 months of falling out of status. **IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF AND TO MAINTAIN HIS OR HER STATUS.** Usually reinstatement is only granted when a student's reason for falling out of status is something that is completely out of their control. Travel and reentry allows the student to leave the US obtain a new I-20 and regain status upon reentering the US.

Q. How many online courses can international students now take?

The new law states that international students may take one course or three credits of online or distance education per semester while in the United States. Of course, if the student is outside the United States they may take as many as they like.

Q. What if I cannot finish my program by the "program completion date" on my I-20?

If a student is unable to finish a program on time he or she must ask the DSO for an extension of program. However, if the delay has to do with academic problems such as failing or withdrawing from classes without permission no extension can be given. A student must ask for an extension BEFORE the "program completion date" on the I-20. After that day no extensions can be granted.

Can F 1 students work on-campus during the grace period after their program end date?

No. The 60 day grace period after graduation or post-completion OPT is for the student to prepare to leave the United States.

Can F 1 students work on-campus if they enroll in a new program of study?

Yes. If an F 1 student finishes one program (such as a Bachelor's Degree) and starts another program at the same campus, he or she may continue on-campus employment as long as he or she plans to enroll for the next term.

F 1 students cannot work on-campus after graduation unless they are continuing their education at the next program level at your school.

SEVIS QUESTIONS AND ANSWERS–Off campus jobs

ECONOMIC HARDSHIP:

When is off-campus employment available?

F-1 students are allowed to enter the United States for academic studies. They are required to show that they will be able to afford the costs of school and living expenses prior to entry and should not plan on being allowed to work off-campus. Off-campus employment is authorized only in cases of severe economic hardship occurring subsequent to a student's enrollment in an academic program or in [emergent circumstances](#) as defined by DHS.

What are emergent circumstances?

Emergent circumstances are also referred to as Special Student Relief. When there is a world event that impacts a group of non-immigrants, the Secretary of DHS may publish a special notice in the Federal Register and grant special relief. The notice will give details on who is included in the group and the eligibility requirements. The Secretary can waive any restrictions on F 1 student employment.

Where can on-campus jobs be located?

The job has to be physically located on the school’s campus or off-campus at the site of an [educationally affiliated](#) organization.

Do students have to wait one academic year before they can start working on-campus?

No.

Can F 1 students work at more than one on-campus job?

Yes, however, their total work hours for all jobs cannot exceed 20 hours while school is in session. They may work full-time during those periods when school is not in session or during the student’s annual break.

Can F 1 students work on-campus if they are participating in practical training (OPT or CPT)?

Yes, but only if it is pre-completion OPT or CPT and their total work hours for all work do not exceed 20 hours while school is in session. They may work full-time during those periods when school is not in session or during the student’s annual break.

F 1 students cannot work on-campus after graduation unless they are continuing their education at the next program level at your school.

How long can F 1 students continue to work on-campus?

As long as they are enrolled in school, maintaining their status, and following the guidelines for on-campus employment, F 1 students can continue to work. They should keep you informed of any changes in employer and hours.

F-1 STUDENTS

ON-CAMPUS EMPLOYMENT:

This is an automatic privilege The only requirement is that the student is in F-1 status. F-1 students can only work on the LIU Post campus and must have a form filled out by the DSO indicating they are in-status before they can begin employment. They must also acquire a Social Security number.

OFF-CAMPUS EMPLOYMENT:

***DO NOT BEGIN EMPLOYMENT WITHOUT PRIOR APPROVAL FROM ISS AND/OR USCIS. STUDENTS MUST COME SEE A DSO IN ORDER TO APPLY FOR ANY OF THESE TYPES OF EMPLOYMENT.**

ECONOMIC HARDSHIP:

- A student must be able to demonstrate unforeseen severe financial problems. This is very difficult to do.
- Requirements: 9 academic months in F-1 status.
- Approval is granted by USCIS

CURRICULAR PRACTICAL TRAINING (CPT):

- Requirements: 9 academic months in F-1 status.
- Must be required for program completion or offered as an optional course through Cooperative Education.
- Must have a job offer before applying.
- The work must be in the student’s area of study as indicated on the I-20 from.
- Approval is granted by ISS.

OPTIONAL PRACTICAL TRAINING (OPT):

Definition: any type of work performed or service provided in exchange for money, tuition, fees, books, supplies, room, food, or other benefits.

Requirements: 9 months in F-1 status. Practical training is available only to students in college level programs.

Types of Practical Training:

1. Vacation Period Practical Training. A student may work more than 20 hours per week during the summer vacation or during the break between semesters;
 2. While school is in session (pre-completion practical training). A student may work up to 20 hours per week while attending a program of study;
 3. Post-Completion Practical Training. A student must work more than 20 hours per week after the completion of a program. **Student must apply through the DSO beginning 90 days before the end of their program or within the 60 day grace period or their request will be denied by USCIS.**
- A student is limited to 12 months full-time practical training per educational level (BA, MA, PhD.)
 - Approval is granted by USCIS.

A student who believes they are eligible for 'practical training or work based on economic hardship must see the DSO in the ISS office for approval of employment request and for information on how to complete the appropriate paperwork. You cannot work on or off campus without approval.

OPT STEM Extension (17 Months)

DHS established a new interim final rule on OPT, which took effect upon publication of the rule in the U.S. Government's Federal Register of April 8, 2008. This rule provides for the extension of OPT for students in specific degree programs, known as STEM (science, technology, engineering, mathematics), for an additional 17 months. **For more OPT information and STEM eligibility questions please visit:**

<http://www.uscis.gov/portal/site/uscis/>

SEVIS QUESTIONS AND ANSWERS-On campus jobs

What are the guidelines for on-campus work?

- F-1 students may work at any [qualifying on-campus job](#) that does not displace a U.S. citizen or lawful permanent resident (LPR).
- A student can work part time up to 20 hours per week while school is in session.
- A student may work full-time during those periods when school is not in session or during the student's annual break.
- F 1 students should report their work to the DSO and receive a certification letter to present to the Social Security Administration in order to be able to receive a social security number.

Not complying with these guidelines for on-campus employment may be a violation of status that could result in the student having to leave the United States.

What type and locations of on –campus employment meet immigration requirements?

1. On-campus employment for F-1 students is work that takes place either at LIU Post campus or at an off-campus location that is educationally affiliated with LIU Post. This work could be for an on-campus commercial business, like a bookstore or cafeteria, as long as the work directly provides services for students.
2. Employment located on-campus that does not directly involve services to students (such as construction work) does not qualify as on-campus employment. However, work with an employer that is contractually affiliated with the school is considered on-campus employment even if the work site is not located on the campus (such as a research lab affiliated with your school).
3. [Educational affiliation](#) means the job is associated with the school's established curriculum or is part of contractually funded research projects at the postgraduate level.