



The City University of New York

International Students Office

Division of Student Affairs

Phone: (212) 772-4864

F-1 VISA LEGAL OBLIGATIONS TO THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES

- Keep your passport **valid for at least six months** into the future
- Maintain full-time status each semester (You should register for no less than 12 credits for Spring and Fall semesters)
- **Do not** accept employment without proper authorization
- **Do not** transfer to another school without following appropriate transfer procedure
- **Do not** let the completion date of studies, as indicated on item 5 of your SEVIS I-20, to expire
- If you are a transfer student from another university, contact the Office and complete the transfer procedures. Failure to do so will result in you falling out of status.

IMPORTANT REMINDERS

- Keep copies of **all** documents relating to your immigration status
- **Always** bring a copy of your passport, Visa Stamp, I-94, Original SEVIS I-20 with you to the International Students Office.
- Keep **Proof of Financial Support** up-to-date (you may be asked for financial documents when you travel outside the U.S. or if you request documents from the International Students Office).
- **Do not** contact the United States Citizenship and Immigration Services (U.S.C.I.S.) **without first** consulting the International Student Advisor
- Follow proper procedures to continue from one degree to another
- You must file a tax return, even if you did not work.
- You should have proper endorsement on your SEVIS I-20 at least two weeks before traveling

IF YOU HAVE CHANGED YOUR ADDRESS OR PHONE NUMBER, YOU MUST MAKE THE NECESSARY CHANGES IN THREE PLACES

1. Notify the International Students staff about your new address or/and phone number, via e-mail, intlss@hunter.cuny.edu
2. You should also update your address and/or phone number with the OASIS/Registrars office http://registrar.hunter.cuny.edu/forms/change_address_name_form.pdf
3. You must also notify USCIS about your new address within 7 business days. Please download the USCIS change of address form at <http://www.uscis.gov/files/form/ar-11.pdf> or you can do the change of address electronically at: <https://egov.uscis.gov/crisgwi/go?action=coa>

Tips on how to fill out the USCIS change of address form

- For Port of entry and Date of entry into the U.S. please check your I-94 (white card inside your passport).
- My stay in the U.S. expires on: your answer for this should be **D/S** for duration of status

Please note that it is your own responsibilities to maintain your status with U.S.C.I.S. while staying in the United States. This means you are responsible for familiarizing yourself with the legal obligations and maintain your legal status. If you allow yourself to fall "out of status" it may be extremely difficult to reinstate yourself into F-1 status. Please also note that it is **extremely important** to attend immigration workshops hosted by the International Student Advisor. <http://www.hunter.cuny.edu/student-services/is>

Financial Support

Financial support must be kept current.

F-1 STUDENT RULES AND REGULATIONS - QUICK REFERENCE

DOCUMENTS	QUICK REFERENCE
PASSPORT	Must be kept valid for at least 6 months into the future
VISA	Obtained only at the United States Consulates overseas. Used only for entry to the United States
I-94	Record of your arrival, departure and current status. The I-94 number is also known as the Admission number. Duration of Status (D/S) means you may stay in the United States for the duration of your status as a student.
I-20	Your permission to stay in the United States for study. It is a record of all your activities: Initial entry, expected date of completion, traveling abroad, transfer and employment authorization. Keep all your I-20s ever issued to you.

MAINTAINING STATUS

Transfer recommendation form must be completed by the student and the International Student Advisor at your most recent school.

You must confirm your attendance at the new school within 15 days of beginning classes, at the latest.

Change of Status: Discuss your situation with an International Student Advisor first. In the meantime, if you would like to read some materials pertaining to changing your status, please go to the following websites: <http://uscis.gov/graphics/formsfee/forms/files/i-539.pdf> and <http://uscis.gov/graphics/formsfee/forms/files/i-566.pdf>

Reinstatement: If you fail to maintain F-1 status, for any reason, you are ineligible for F-1 benefits until after reinstatement is granted by U.S.C.I.S. Reinstatement is not granted, if you have worked illegally.

TRAVEL AND REENTRY

Documents: Valid passport, visa and an endorsed page 3 of your I-20 for reentry to the United States after travel.

New Entry Visa

- If your entry visa has expired, you must apply for a new visa at the U.S. Consulate in your country of Citizenship.
- You must have an original bank letter that is less than six months old from the date issued, showing you or your sponsor(s) have at least the total amount indicated on your SEVIS I-20 (item #8) or more in their account.
- One month before you expect to travel, request a new SEVIS I-20 from the International student office staff. Present your passport, previous SEVIS I-20s and current documentation of financial support, if you are obtaining or renewing your visa.
- To make an appointment with the U.S. Consulate in your country of citizenship, go to www.travel.state.gov . If you are a citizen of Canada or Mexico, please go to www.nvars.com
- If you are not a Canadian citizen but would like to renew your visa in Canada, you must make a request and ask for a written permission from the person you contacted to renew your F-1 visa there. For Canada, the website is www.nvars.com as well.

If you are required to pay a SEVIS Fee (I-901 form), go to www.fmjfee.com

REMINDERS FOR F-1 STUDENTS

TRAVEL

Student planning to travel outside of the United States, you must have page 3 of your Hunter College SEVIS I-20 – continued attendance endorsed by Ms. Iris M. Aroyewun or one of the authorized International students office staff, two weeks prior to your departure date from the U.S.

- Do not forget to carry your most recent passport, visa and I-94 with you.
- Always bring current proof of financial support with you, if you are going to renew/obtain your F-1 Visa. Note that these documents should be in English and in U.S. currency.

OPTIONAL PRACTICAL TRAINING

Students completing their program in the current semester may apply for Optional Practical Training at the International Students Office (ISO). The earliest you can apply for OPT is 2 months before graduation date and within two months counting from the last day of classes. The form for OPT can be obtained here <http://www.uscis.gov/files/form/I-765.pdf> and the whole package with instructions, at this website. <http://www.hunter.cuny.edu/student-services/is/repository/files/OptionalPracticalTraining.pdf>

PROGRAM EXTENSION

Avoid falling out of status by applying for a program extension on time in the International Students Office. Check the date of your completion of studies under item 5, on your current SEVIS I-20. If you are maintaining student status and need more time to complete the degree requirements, it is preferable that you apply for a program extension 60 days before the expiration date of your SEVIS I-20 but definitely no later than 7 days before your I-20 expires.

Please bring with you proof of “compelling academic or medical reasons” which caused the delay of your graduation. We will notify USCIS of the program extension.

If the date of your completion of studies has already expired, you should apply for REINSTATEMENT immediately. Your reinstatement application will be filed with USCIS for adjudication. If you failed out of status and apply for Reinstatement, it will take 6 months or more to finally get the result whether your reinstatement to F-1 status is approved or denied. So, the best alternative is avoiding falling out of status altogether.

If you have completed a degree level (i.e. bachelors’ degree) and would like to pursue another degree level (i.e. Second degree, Masters’ degree, PhD) you must apply for a new SEVIS I-20 at the I.S.O.

TRAVEL DURING OPTIONAL PRACTICAL TRAINING

You may not travel while your Optional Practical Training is in process. You must wait until you receive your OPT Employment Authorization Documentation (E.A. D.) card. When traveling, you MUST obtain a signature for travel from the International Students Office staff and you MUST carry your E.A.D. card with you to present to the immigration inspector when you re-enter the United States.

HUNTER COLLEGE

INTERNATIONAL STUDENT FACT SHEET

OVERSEAS APPLICANTS

You must present your SEVIS I-20 along with your Hunter College letter of acceptance, evidence of financial support, and your passport to the U.S. consular office in your country of citizenship.

The F-1 student visa will be in your passport, once approved, and your SEVIS I-20 will be returned to you. You will be asked to surrender your SEVIS I-20 to a USCIS Officer at the U.S. port of entry. Please make sure that the officer has stamped your SEVIS I-20 before returning them to you.

CHANGE OF STATUS FROM B1/B2 OR F2 TO F-1

1. If you are planning to do a change of status in the United States, as opposed to traveling back to your country of citizenship to apply for an F-1 visa, you must be physically in the United States for 90 days (3 months) before even applying to any school.
2. If you are in the U.S. on a B1/B2 visa and wish to change to F-1 status, you must complete the following steps:
3. You must apply to Hunter College after 90 days physically in the United States and receive an acceptance letter
4. Complete the Certificate of Eligibility form. Bring it or mail it to

**Hunter College
International students Office, 1109 HE
695 Park Avenue
New York, NY 10065**

5. You must also complete an I-539 form (application to extend/change non-immigrant status). <http://www.uscis.gov/files/form/I-539.pdf>
6. You **MUST not** register for classes until you have been granted an F-1 status approval from U.S.C.I.S.

Your application should include:

- SEVIS I-20 and I-539 form including your original I-94 card (arrival/departure record). SEVIS I-20 (page 1) must be signed by the student.
- Financial documents, less than 6 months old, on which the issuance of the I-20 was based. Be sure to send the documents by certified mail return receipt requested to the United States Citizenship

and Immigration Services together with an application *fee of \$300.

- A SEVIS fee receipt. You can pay for your SEVIS fee (I-901 form) online at: www.fmjfee.com . For the paper SEVIS fee payment go to <http://www.ice.gov/doclib/sevis/pdf/I-901.pdf> page 4.
- If you are paying your SEVIS fee online, make sure your computer is connected to a printer for you'll need to print the receipt that it will generate.

You must type a letter explaining why you entered on a tourist visa. You should take care to establish that you entered as a B1/B2 and actually engaged in the pursuits for which that status was intended. Then carefully, you should attach an explanation of how you came to change your mind to study in the United States.

Application for change of status is to be mailed certified mail returned receipt requested to:

**United States Citizenship and Immigration Services
75 Lower Welden Street
St. Albans, VT 05497-0001**

F-1 STUDENTS IN THE UNITED STATES

We strongly advise you to submit mandatory documentation: copy of your passport page containing your biographical information and date of expiry, F-1 visa stamp or F-1 status 8 ½ x 11 sheet, I-94 (front and back) and any previous SEVIS I-20s, to:

**Hunter College
International students Office
695 Park Avenue, 1109 HE
New York, NY 10065**

Before class starts or the latest, within fifteen days of the first day of classes.

Transfer students

You must be released from your previous school/language training to: The City University of New York, Hunter College, School code **NYC214F00812008**

You must show sufficient financial documentation first before you can obtain a SEVIS I-20 from us. For more detail information on the procedure, please contact our office via e-mail intlss@hunter.cuny.edu

IMPORTANT LINKS

International Students office (website)

<http://www.hunter.cuny.edu/studentservices/is>

Registrar's office

<http://registrar.hunter.cuny.edu/subpages/forms.shtml>

Bursar's office

<http://www.hunter.cuny.edu/bursar/repository/files/Tuition%20only%20Charge%20Table%209-09.pdf>

Hunter College phonebook

<http://www.hunter.cuny.edu/directory>

Change of status

<http://www.uscis.gov/files/form/i-539.pdf>

A, G, NATO changing to F-1 status, should also fill out

<http://www.uscis.gov/files/form/i-566.pdf>, <http://www.uscis.gov/files/form/i-566instr.pdf>

Optional Practical Training form

<http://www.uscis.gov/files/form/i-765.pdf>

Reinstatement form

<http://www.uscis.gov/files/form/i-539.pdf>

Change of address form (U.S.C.I.S.)

<http://www.uscis.gov/files/form/ar-11.pdf>

Change of address or/and phone number change form (for Hunter College)

http://registrar.hunter.cuny.edu/forms/change_address_name_form.pdf

For address or/and phone number change, just e-mail us the new address or/and phone number.

International Students office (e-mail)

intlss@hunter.cuny.edu

Medical Office (Hunter North 307) – Immunization form

<http://registrar.hunter.cuny.edu/forms/immunizationform.pdf>

I-94 replacement (lost card) form

<http://www.uscis.gov/files/form/i-102.pdf>

Affidavit of support form

<http://www.uscis.gov/files/form/i-134.pdf>

SEVIS FEE (I-901 form)

<http://www.ice.gov/doclib/sevis/pdf/I-901.pdf> page 4 (paper based)

www.fmjfee.com (online)

Fees for some of these forms are subject to change at any time. Therefore, before you mail any documents to U.S.C.I.S. Please visit their website to obtain the fee for the respective form.

<http://www.uscis.gov/portal/site/uscis> and click on the immigration forms tab and look for the respective form number to obtain the fee.