WELCOME TO BAYLOR UNIVERSITY

PLEASE COMPLETE THE ARRIVAL FORM, AND PLACE IT WITH YOUR OTHER TRAVEL DOCUMENTS IN THIS ORDER:

Arrival Form

Your I-20

Your Passport

Your F-1 Visa

Your Most Recent I-94

WE WILL MAKE COPIES OF YOUR DOCUMENTS AND RETURN THE ORIGINALS TO YOU AT THE END OF THIS IMMIGRATION SESSION.
Important Facts You Must Know to **Remain in Status** with the **UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICE (USCIS)**
WHAT IS A DSO?
A DESIGNATED SCHOOL OFFICIAL

The DSO is authorized by Baylor University and the United States Citizenship and Immigration Service (USCIS) to handle your immigration issues and questions.

THERE ARE 4 DSOs IN THE INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS) OFFICE.

Your DSO
• Issues and signs I-20s
• Advises you and assists you with all questions regarding immigration and staying in status.
• Approves on-campus work requests and CPT
• Assists with OPT Applications

WHEN YOU HAVE IMMIGRATION QUESTIONS:
DON’T ASK YOUR FRIENDS ... ASK YOUR DSO
DSOs IN ISSS

• **Dr. Mark Bryant, Director of ISSS**

• **Alexine Burke, International Student Advisor** – Generally handles issues for Grad Students...OPT, CPT, I-20s, on-campus work requests

• **Treva Hall, SEVIS Coordinator** – Works with J-1 Scholars and Students.

• **Leslie Hicks, International Student Advisor** - Generally handles issues for Undergrad Students...OPT, CPT, I-20s, on-campus work requests.

• **Delores Melendez, Records Management Associate** - Works at the front desk, and signs I-20s before you travel.

THE ISSS OFFICE IS OPEN MONDAY THROUGH FRIDAY.

YOU MAY MEET WITH A DSO DURING WALK-IN HOURS
Monday – Thursday from 2:00 to 4:30

OTHERWISE, PLEASE MAKE AN APPOINTMENT IF YOU NEED TO MEET WITH A DSO.
NEED TO MEET WITH YOUR DSO FACE-TO-FACE?

WALK-IN HOURS ARE:
Monday through Thursday
2:00 – 4:30

AT OTHER TIMES, PLEASE MAKE AN APPOINTMENT DATE AND TIME TO MEET WITH A SPECIFIC DSO.

BRING YOUR BAYLOR ID CARD WITH YOU WHENEVER YOU VISIT ISSS.
QUESTIONS
ABOUT DSO OR ISSS?
UNDERSTANDING YOUR TRAVEL DOCUMENTS
The passport is proof of your citizenship and is issued to you by your home country.
After you are admitted and have financially qualified for the I-20, your DSO will issue it, enabling you to apply for the Visa at the Consulate.
• After you received the I-20, you paid the SEVIS fee, and applied for the visa at a U.S. Consulate.

• The Visa, along with your I-20 and Passport, enabled you to enter the U.S. when you arrived at a U.S. Port of Entry.
This on-line form is generated each time you enter the U.S. and is a record of your arrival. It will contain your Alien Registration Number and arrival information. You will be able to download the I-94 at [www.cbp.gov/I94](http://www.cbp.gov/I94).
QUESTIONS ABOUT THE DIFFERENCES IN YOUR PASSPORT, I-20, VISA, OR I-94?
IT IS **YOUR RESPONSIBILITY** TO REMAIN IN STATUS WITH USCIS AND BAYLOR

What does **“STAY IN STATUS”** mean?
STAYING IN STATUS

Obey all local, state, and federal laws.
STAYING IN STATUS

Don’t let your Passport expire. Check with your home country’s Embassy website at least 6 months before expiration to find out how to renew the passport.
STAYING IN STATUS

Keep Your I-20 Current.
#1. **HOW TO DETERMINE IF YOUR I-20 IS CURRENT**

Be sure the top section shows “Continued attendance...”.

*IF YOUR I-20 DOES NOT MEET THE ABOVE REQUIREMENT, CONTACT A DSO.*
HOW TO DETERMINE IF YOUR I-20 IS CURRENT

#2.
Be sure the “Program End Date” in the 3rd section shows a future date.

If your I-20 does not meet the above requirement, 
contact a DSO.
#3. **HOW TO DETERMINE IF YOUR I-20 IS CURRENT**

Be sure the DSO signature on page 2 is less than 12 months old.

*If your I-20 does not meet the above requirement, contact a DSO.*
KEEPING YOUR I-20 CURRENT

NOTIFY THE ISSS OFFICE

- If you change your major
- If you will graduate earlier or later than originally planned.
- Any changes to your name.

UPDATE BEAR WEB IF YOU MOVE TO A NEW ADDRESS OR GET A NEW PHONE NUMBER

KEEP COPIES OF ALL YOUR I-20s, EVEN IF THEY’RE EXPIRED...

YOU MAY NEED THEM IN THE FUTURE!
STAYING IN STATUS

• Your Visa is only used when you enter the U.S.

• As long as your I-20 is current, it’s fine to have an expired visa.

• If you leave the U.S., and your visa is expired, it must be renewed before you re-enter the U.S.

• Consult with a DSO well in advance of departure for assistance in obtaining an I-20 for visa renewal.
ABOUT YOUR VISA

If leaving the U.S., be sure your visa will not expire before you return.

CONSULT A DSO BEFORE LEAVING THE U.S. IF YOUR VISA NEEDS TO BE RENEWED.
STAYING IN STATUS

Maintain the minimum number of hours required each semester and make normal progress toward your degree.
WHAT DOES “MAKE NORMAL PROGRESS TOWARD YOUR DEGREE” MEAN?

• ATTEND CLASSES

• CONTINUALLY MOVE FORWARD TOWARD OBTAINING YOUR DEGREE
  ➢ Don’t have multiple extensions of your graduation date.
  ➢ Don’t have multiple changes to your major field of study.

• FOLLOW THE REQUIREMENTS AND ESTABLISHED GUIDELINES IN A TIMELY MANNER.

• DO YOUR BEST TO MEET ACADEMIC STANDARDS
  • MAINTAIN AN ACCEPTABLE GPA

SUSPENSIONS FROM BAYLOR
... FOR ACADEMIC REASONS OR MISCONDUCT ...
MAY NEGATIVELY IMPACT YOUR STATUS WITH THE U.S. GOVERNMENT
AND YOUR ABILITY TO REMAIN IN THE U.S.
What is “Minimum Enrollment”? 

UNDERGRADUATES MUST MAINTAIN A MINIMUM COURSE LOAD OF 12 HOURS EACH SEMESTER. There are some exceptions to this, but never drop below 12 without first consulting your DSO. MAKE NORMAL PROGRESS TOWARD YOUR DEGREE.
GRADUATES
MUST MAINTAIN A MINIMUM COURSE LOAD OF
9 HOURS EACH SEMESTER
There are some exceptions to this, but never drop below 9 without first consulting your DSO

MAKE NORMAL PROGRESS TOWARD YOUR DEGREE
Abide by the rules of the University.
NOTIFY YOUR DSO OF IMPORTANT CHANGES, SUCH AS

A DECREASE IN YOUR FINANCIAL ABILITY OR FUNDING SOURCE

F2 DEPENDENT CHANGES:

- If you marry or get divorced
- If you have a child
- If your spouse or child returns to the home country
QUESTIONS ABOUT STAYING IN STATUS?
• Be sure your passport is current and will not expire before you come back to the U.S.

• Be sure your visa is current and will not expire before you come back to the U.S.

• Be sure your I-20 is current.

• We recommend you have your I-20 signed by a DSO at least every 6 months.
WORKING WHILE IN F-1 STUDENT STATUS

You may work on campus.

You must complete an on-campus work request each semester that you want to work.

Work Request Form is on-line.

There is a 3-week waiting period in the fall before you can begin working.

IMPORTANT: YOU ARE NOT ALLOWED TO WORK OFF CAMPUS!!

CURRICULAR PRACTICAL TRAINING (CPT)

If your degree or a specific course require you to do an internship, you may qualify for CPT.

Consult a DSO or the ISSS Office for more information.

OPTIONAL PRACTICAL TRAINING (OPT)

Generally, OPT is done after graduation. It allows the F-1 student to remain in the U.S. for 12 months and work in a job to gain practical experience in their major field of study.

Consult a DSO or the ISSS Office for more information.

DO NOT WORK WITHOUT PROPER AUTHORIZATION FROM YOUR DSO.
IT IS YOUR RESPONSIBILITY TO STAY IN STATUS WITH BAYLOR UNIVERSITY AND THE UNITED STATES GOVERNMENT

CONSULT YOUR DSO IF YOU HAVE ANY QUESTIONS YOUR DSO IS HERE TO HELP YOU!!
your_name@baylor.edu is your OFFICIAL EMAIL

• READ YOUR BAYLOR EMAIL AT LEAST ONCE A DAY.
• DO NOT IGNORE EMAILS FROM ISSS OR OTHER DEPARTMENTS ON CAMPUS.
• WE ARE NOT RESPONSIBLE FOR READING EMAIL COMMUNICATIONS FROM ANY OTHER SOURCE.

READ THE BU WORLD WEEKLY IN YOUR BAYLOR EMAIL EVERY MONDAY FOR IMPORTANT NEWS AND ANNOUNCEMENTS.
QUESTIONS?
WHAT’S THE DIFFERENCE?

**BEAR ID** - THIS IS YOUR NAME, OR A NICKNAME YOU HAVE CHOSEN TO BE KNOWN BY WHEN USING BAYLOR EMAIL.
EXAMPLE: first name_last name@baylor.edu

**BAYLOR ID** - THIS IS A 9 DIGIT NUMBER SPECIFICALLY ASSIGNED TO YOU, TO IDENTIFY YOU FROM OTHER STUDENTS. IT’S ALSO PRINTED ON YOUR BAYLOR ID CARD.
COMING THIS FALL...
A brand new, on-line system for communication between International Students and the ISSS.

YOU’LL BE ABLE TO:
• Request a new, updated I-20
• Request a letter to be written
• Request on-campus employment
• Request CPT & OPT
• And much, much more!

READ THE CGE WORLD WEEKLY AND YOUR BAYLOR EMAIL FOR MORE ABOUT THIS EXCITING NEW PROGRAM!