IMMIGRATION MATTERS

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**, Assistant Director of ISSS
- **Alexine Burke**, International Student Advisor – Generally handles issues for Grad Students ...OPT, CPT, I-20s, on-campus work requests
- **Leslie Hicks**, International Student Program Coordinator – Works with J-1 Scholars and Students.
- **Treva Hall**, SEVIS Coordinator – Works with J-1 Scholars and Students.
- **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.

If you have this version, don’t worry. It’s still valid until next summer, but you will receive an updated version this fall.
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.
I-94

Your I-94 needs to be marked as “F-1” when you enter the U.S.

The I-94 should be marked as “D/S”. This stands for “Duration of Status” and indicates the I-94 is good until you depart the U.S. on a future date.

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.
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.
HOW TO DETERMINE IF YOUR I-20 IS CURRENT

#1.

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

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

In the older version of the I-20, it was in Section 3:

3. This certificate is issued to the student named above for:
   Continued attendance at this school.
HOW TO DETERMINE IF YOUR I-20 IS CURRENT

#2.

Be sure the “Program End Date” in the 3\textsuperscript{rd} section shows a future date.

\begin{verbatim}
PROGRAM OF STUDY

EDUCATION LEVEL  MAJOR 1  MAJOR 2
BACHELOR'S       Biochemistry 26.0202 None 00.0000
NORMAL PROGRAM LENGTH PROGRAM ENGLISH PROFICIENCY ENGLISH PROFICIENCY NOTES
48 Months        Required                      Student is proficient

PROGRAM START DATE  PROGRAM END DATE
14 AUGUST 2012  20 MAY 2016
\end{verbatim}

\textbf{IF YOUR I-20 DOES NOT MEET THE ABOVE REQUIREMENT, CONTACT A DSO.}

In the older version of the I-20, it was in Section 5:

5. The student named above has been accepted for a full course of study at this school, majoring in \textit{Marketing/Marketing Management, General}. The student is expected to report to the school no later than \textcolor{red}{01/09/2013} and complete studies not later than \textcolor{red}{05/16/2015}. The normal length of study is \textcolor{red}{48} months.
#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.

In the old version of the I-20, it was on page 3.
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!
• 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
STAYING IN STATUS

Abide by the rules of the University.

KEEP CALM and FOLLOW THE RULES
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?
BEFORE YOU GO HOME TO VISIT ... OR BEFORE YOU TRAVEL OUTSIDE THE U.S.

• 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.**

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