

IMPORTANT IMMIGRATION INFORMATION UPDATE FOR SPRING 2008 for F-1 & J-1 degree-seeking students only

Welcome

The entire staff of the International Student Office (ISO) would like to welcome new and continuing students as you begin the Spring 2008 semester. Please take a moment to read all ISO Messages we will send you from hereon. It is of utmost importance to review deadlines and plan ahead according to your individual circumstances to avoid immigration/visa problems. We highly recommend that you print a copy of the emails for future reference.

ISO Matters

1. If you need any immigration related information or advisement it is highly recommended that you email isoeadvisor@asu.edu first before making an appointment. Emails are responded to between 1-3 working days. You will be directed to meet an advisor if necessary.
2. The processing time at the ISO for an I-20 signature, letter of certification, or other routine document is 7-10 full working days. Other document requests and transactions may require more time. Incomplete documents will not be processed and will take more time. Please plan accordingly.
3. Please remember to always check your ASU email account to watch for future immigration updates and programming announcements from the ISO.

ENROLLMENT ADVISORY

Important! By January 20th, the published drop-add deadline, students must be enrolled full-time! Students not enrolled in a full course of study by this date without prior ISO authorization or who withdraw from class/es without contacting the ISO will be placed on administrative hold to prevent future registration at ASU and SEVIS record will be TERMINATED for failure to maintain status. Terminated records are subject to US Immigration and Customs Enforcement review which could result to deportation.

1. Students must be registered full-time at all times. Full-time is 12 credit hrs for undergraduates/ 9 credit hrs for graduates or 6 credit hrs with an assistantship (unless the department or college requires more).
2. No more than 3 credit hrs from any online/distance learning course may be applied towards the full-time requirement each semester.
3. AUDIT grades are not counted towards full-time enrollment.
4. Students who will be enrolled in "late start" courses (i.e. courses in which the start date of the course fall after the established Spring 2008 start date [January 14th]) to meet the full-time requirement must register for the late start courses within the published drop/add period and no later than January 20, 2008. Failure to comply will cause you to be terminated in SEVIS.
5. Undergraduate students who are approved for concurrent enrollment at a community college for Spring 2008 semester must submit:
 - proof of registration by close of business day by January 18, 2008
 - final grade report by May 22, 2008
6. Classes taken at the local community college with concurrent enrollment must start no later than January 18, 2008 to be counted towards the full-time requirement.
7. Students must submit the COMPLETION OF COURSEWORK FORM or other appropriate form to receive ISO approval for exceptions to the full-course-of-study requirement by January 18, 2008 and/or PRIOR to dropping below full-time for any reason. These forms often also require

faculty and/or advisor signature so please plan accordingly. Requests after close of business day Friday, January 18, 2008 will not be processed.

SEVIS

1. ALL NEW & TRANSFER students must report to the ISO for SEVIS initial registration processing. To facilitate this, students must bring to the ISO copies of their validated I-20/DS-2019, I-94 card, passport pages with name, photo and expiration date, US visa and print-out of the updated local and SEVIS addresses from ASU Interactive website www.asu.edu/interactive
2. DEADLINE to report to the ISO for SEVIS initial registration is January 18th. Failure to report in a timely manner will result in the loss of your F-1 status and your SEVIS record will be TERMINATED. Terminated records are subject to US Immigration and Customs Enforcement review which could result to deportation.
3. J-1 students must report to the Alternate Responsible Officer/Responsible Officer who signed their respective DS-2019 for SEVIS program validation.
4. All continuing students who have continually maintained full-time status will be automatically registered in SEVIS for Spring 2008 semester. There is NO NEED to report to the ISO for this transaction.
5. SEVIS registration verifies maintenance of student status. Failure to maintain student status at the time of SEVIS registration will cause you to be terminated in SEVIS. For complete information about maintaining your visa status, please refer to p. 2 of your I-20/DS-2019 or visit the ISO website at www.asu.edu/iso
6. Periodic reporting to SEVIS occurs for the following events: dropping below full-time without ISO authorization, personal biographical information changes, address information changes, degree level and program changes.

MAINTAINING STATUS

1. Check the validity dates of your I-20/DS-2019 and Passports. Apply for an I-20/DS-2019 extension within 60 days BEFORE the expiration date. An expired I-20/DS-2019 will result in the loss of your status. Contact the ISO for extension application details.
2. Check the degree program level and major information in your I-20/DS-2019. If the information does not match your current degree level and major, please send an email to isoadvisor@asu.edu so we can verify if your I-20/DS-2019 will be updated.
3. If you have made any change to your academic programs, (i.e. switched degree options, major change, change of education level, etc) this Spring 2008 semester, please send an email to isoadvisor@asu.edu so we can verify if the change has affected your status and/or if you need to request for an I-20/DS-2019 update.
4. Passport must be valid at least 6 months into the future. Contact your respective country embassy within the US for passport renewal processes.
5. Students who have pre-approved insurance coverage through their government or official sponsor must request, obtain and submit an insurance waiver to Campus Health Service every semester no later than two weeks after classes start to avoid paying the ASU insurance.
6. Students completing their program this Spring 2008 semester who want to apply for the Optional Practical Training (OPT) benefit must apply at least 90 days prior to the completion date

to get the full 12 months of OPT. Deadline to apply for OPT is 3 weeks prior to completion date to the ISO. The OPT application must be received by the USICS before COMPLETION of degree program. Failure to meet the deadline will result in the loss of your OPT benefit.

7. If you have received a Notice of Action from USCIS regarding a change of your immigration status or entered the US in a different visa status, please contact the ISO immediately to get your record updated in SEVIS.

8. Students who are currently on OPT must pay attention to the I-20 expiration date. If degree is not completed by the expiration date of the I-20, you must contact ISO for further advisement. Failure to do so will cause termination of your SEVIS record.

9. Anytime you move, update your address information on ASU Interactive Online Services within 10 days at www.asu.edu/interactive . For your LOCAL address use your home in Tempe/Phoenix area; and for your SEVIS address use your home country address. Students on OPT must also remember to keep their contact information current. Addresses must be a residence and PO BOX is not acceptable for both local and SEVIS address.

10. If you plan to travel, Travel Advisory can be found at this ISO webpage. Please check the site for information including determining the validity of your I-20/DS-2019 travel endorsement before your scheduled trip to avoid delays www.asu.edu/international/travel.html .

11. Students subject to SPECIAL REGISTRATION should remember all entry and exit requirements to avoid delays. For additional information or specific questions on special registration, go to the USICE website link www.ice.gov/pi/specialregistration/index.htm or contact USCIS National Customer Service Center 1-800-375-5283.

12. J-1 students with J-2 dependents must provide ISO proof of valid insurance of the dependents. Failure to do so will cause you to lose your J-1 status.

We look forward to a successful semester and wish you all a happy Spring semester!

The International Student Office
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