

# **International Student Office**



**AND THE  
ENGLISH LANGUAGE INSTITUTE**

**IGNATIUS HALL G07**

# International Student Office

## Policies and Procedures

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## **INTRODUCTION**

The International Student Office (ISO) at Wheeling Jesuit University will be one of the most important offices for any F1 student. The ISO consists of an International Student Coordinator, the English Language Institute Coordinator, and the ELI Graduate Assistant. The coordinators can help with any immigration needs, including your Form I-20, passport, and F1 visa.

The ISO partners with the Globalization Student Specialist (Swint Hall 206) to bring the international students additional support at WJU. International students have the opportunity to communicate with domestic students, go on shopping trips, and participate in special programming on campus. If you have transportation, medical, or event questions this is the office to see.

## **SEVIS**

### **What is SEVIS?**

Created by Immigration and Naturalization Services, SEVIS is an internet-based method for keeping track of international students and scholars as well as their dependents in the United States. All U.S. colleges and universities are required to use SEVIS to issue I-20s to F-1 students. As part of SEVIS, schools also will be required to report certain personal, academic, employment-related data on international students to INS. Thus, SEVIS will link Wheeling Jesuit's data on international students electronically to INS and the Department of State.

## What are the student responsibilities?

A violation of any visa-related regulation (intentionally or unintentionally) must be reported to INS and the State Department. Consequently, a violation could result in the loss of your F-1 visa status. And, regretfully, loss of your visa status ultimately could lead to deportation from the United States. (Should we not report the violation, Wheeling Jesuit University could lose its permission to enroll international students.)

Additionally, if any student should do/need any of the following they should contact the ISO at Wheeling Jesuit University: (1) need a new visa to re-enter the US, (2) change their majors or go from an undergrad to a master's program at WJU, (3) change sources of funding, (4) work off-campus (including practical and academic training), (5) transfer to another US college or university, (6) need to file a Maintaining Valid F-1 Status, (7) lose their current I-20.

Students entering the U.S. using an I-20 form should be admitted in F-1 status. As such, they must follow specific INS regulations that pertain to the F-1 category. Students, not the school or the IS advisor, are legally responsible for maintaining their status by understanding and complying with these regulations. If you are unsure how to maintain your status, consult with the IS advisor.

Upon arrival in the U.S., students should confirm that their documents were properly processed by the INS inspector at the border. The inspector should have returned the I-20. They should also have stamped and written “F-1” and “D/S (duration of status)” on the F-1 visa inside your passport and returned it to the student. These forms indicate the type of status, the length of time authorized to stay in the country and the authorized school of attendance. Be sure to keep these documents in a safe place during your stay in the U.S.

F-1 students should adhere to the following guidelines in order to maintain legal status:

- Students must register every semester (except summer) at Wheeling Jesuit University. If not registered, students will automatically lose their legal F-1 status.
- Students must register as full-time students every semester. Full-time for undergraduates means minimum of 12 credit hours each term. For graduate students, full-time means at least 9 credit hours per term, unless coursework has been completed and the student is registered for thesis research. NOTE: Only three online or distance learning credit hours per semester can count towards the student’s full-time status.
- Students must contact their IS advisor if they plan to drop below the minimum number of required hours. F-1 students should not depend on their professors or academic advisors for information about immigration

regulations and course loads. Immigration regulations **take precedence** over academic policies. Also, failure to maintain full-time status will make students ineligible for any work privileges or permission to travel.

F-1 students are eligible to work on-campus 20 hours/week during the academic year and 40 hours/week during official school breaks. Students cannot seek employment off-campus without written authorization. They must see the International Student advisor for information on how to become authorized to work.

If needed, students must apply for an extension of stay before the expiration date of the I-20 form. Students must notify the International Student advisor whenever there is any change in their academic program, including a change in program level, major or leave of absence. If students are moving from one academic institution to another, they must report to their new international student advisor within the first 15 days of classes at their new school. Students must inform their IS advisor of a change of address within 10 days of such a change. Until they receive a SEVIS I-20, they must also inform the INS of such a change via form AR-11. Students who have been subject to Special Registration must complete the AR-11SR even after they have received a SEVIS I-20.

INS will consider students who do not follow all F-1 regulations, as “out of status,” meaning in violation of their immigration status. Penalties for violating status can be serious and may affect a student's entire academic career.

### **Change of Address Regulations**

All internationals in the United States (including permanent residents) are required to provide INS with their current U.S. address. You should report your current address to INS. Although unlikely, you could be (1) arrested, (2) fined \$200, (3) jailed for 30 days and/or (4) deported from the United States in the future should you not report your address with INS.

Reporting your address is easy. F Visa students should report their change of address to the International Student Office (ISO). The IS advisor will then update your SEVIS record to reflect your new address.

## **What is Wheeling Jesuit University required to report?**

Federal law requires that Wheeling Jesuit University report information on international students via SEVIS on an on-going basis to both INS and the State Department. This information includes, but is not limited to:

1. Student, scholar and dependents names and current U.S. addresses;
2. Visa classifications (F-1, F-2);
3. Dates visa issued or classification granted;
4. Recent dates- and ports-of-entry;
5. Current enrollment status (full-time, part-time or not enrolled) as well as hours enrolled;
6. Academic majors;
7. Beginning and ending dates of study
8. Sources of funding;
9. Program extensions (should a student not finish their studies by the anticipated completion date recorded on the Form I-20 or DS-2019);
10. Practical training beginning and ending dates;
11. School transfers; and
12. Any change in the student's personal information or academic status including (but not limited to) disciplinary action by the school resulting in a suspension or expulsion, change of address, change of the student's or dependant's name, or early graduation.

Additionally, the International Student Office will have 21 days to report any changes in this information to INS and the State Department via SEVIS. All of this information will be transmitted electronically via the World Wide Web to INS and the Department of State.

## **On-Campus Employment for F-1 Students**

This summarizes on-campus employment regulations for non-immigrants in F-1 student status. Students may obtain more detailed information regarding employment regulations from their international student advisor.

*IMPORTANT NOTE: If you are a student in F-1 visa status and you intend to work on-campus, you will need to request a verification letter of your F-1 status from the International Student Office. You will also need to obtain a social security number from the U.S. Social Security Administration. Wheeling Jesuit University's Business Office will not issue paychecks to students who are unable to provide verification of visa status and a valid social security number.*

A student in valid F-1 status may participate in on-campus employment. This employment may total no more than 20 hours per week while classes are in session. On-campus employment, however, may be full-time during any official school breaks or vacation periods, such as the summer session.

On-campus employment means work performed on the premises of Wheeling Jesuit University. This includes employment with Wheeling Jesuit University, the National Technology Transfer Center, the Center for Educational Technology or with any on-location commercial firms which provide direct services for students on-campus, such as Parkhurst Dining Services. It does not, however, include employment on the school's premises with commercial firms that provide indirect services to students, such as employment with a firm constructing a new building on-campus.

## **Off-Campus Employment for F-1 Students**

This summarizes the four off-campus employment authorization categories available to non-immigrants in F-1 visa status. F-1 students may obtain more detailed information regarding off-campus employment regulations from their international student advisor.

*IMPORTANT NOTE: Students must apply for written employment authorization from the international student advisor prior to engaging in any employment activity. Unauthorized employment will result in a loss of immigration status.*

In order to work in the U.S., you must obtain a social security number. For help in your job search, go to the Financial Aid Office

## Optional Practical Training (OPT)

**What is OPT?** OPT is job that allows an F-1 student to work off campus before or after graduation in a position which is related to their field of study. Students are not required to receive academic credit for Pre or Post Completion Optional Practical Training employment experiences, but training must be related to their field of study.

### What is the difference between Pre and Post Completion OPT?

*Pre-completion OPT* takes place before the student has completed his/her programs of study. Pre-completion OPT must be part time while school is in session, but can be full time during school breaks. *NOTE: All periods of pre-completion OPT will be deducted for the allotted one year of post-completion OPT.*

*Post-completion OPT* takes place once the student has finished their program of study. Post-completion OPT must be full-time.

**When can the student participate in OPT?** Optional Practical Training may take place:

- while school is in session, provided that it does not exceed 20 hours per week,
- during the summer recess, either full or part-time,
- during thesis research or equivalent, either full or part time, or
- after completion of program, full-time only.

**Who is eligible for OPT?** F-1 students who have been in status for one academic year and who are in good academic standing are eligible, with the recommendation of an international student advisor and the authorization of the INS. All Optional Practical Training must be completed within 14 months of a student's completion of program.

*NOTE: Students in certain fields of study may be eligible for the [17-month STEM extension](#). For more information see your International Student Advisor.*

**When can a student apply for OPT?** A student can apply for OPT up to 90 days prior to graduation and 30 days past the program completion.

### How do the students apply for OPT?

1. Schedule an appointment with the International Student Advisor (ISA)
2. Fill out [Form I-765](#).
3. Copy ALL old I-20s (it is important to keep any I-20s that you are ever issued)
4. Copy your passport and F1 visa
5. Get two photos that meet [passport photo specifications](#)
6. Copy the front and back of your I-94 card, or print out the electronic version.
7. Bring a check or money order made out to "U.S. Department of Homeland Security" for \$380.00 (make sure the date on the check matches the date on your application)
8. Fill out [G-1145 Form](#) (optional) to receive an email or text message that your application arrived at USCIS.
9. Take all of the above documents and information to your meeting with the ISA

**Can the student return home before starting OPT?**

If you are graduating and are planning to use the OPT benefit, you must apply for Optional Practical Training **before** you complete your studies and receive the EAD work authorization **before** traveling outside the U.S.

**In order to return to the United States**

You must have:

1. Your EAD
2. Form I-20 signed for re-entry
3. Valid F-1 visa
4. Valid passport
5. Letter from your employer, stating that you are returning to the U.S. to resume employment. *NOTE: While you don't need a job to apply for OPT, you do need proof of employment if you wish to travel and reenter the U.S. during OPT.*

**Should you leave the U.S. during Optional Practical Training and require a new F-1 visa to return to the U.S., please understand that Consular Officers often reject F-1 visa applications made by students on Optional Practical Training. Working in the U.S., in this case, may be viewed as a step towards permanent residency. The law prohibits issuing an F-1 visa to anyone who is taking steps towards U.S. permanent residency while their OPT applications are pending.**

## Curricular Practical Training (CPT)

### **What is CPT?**

CPT is alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

### **Who is eligible?**

An F-1 student who has been in status for one academic year and who is in good academic standing is eligible, with the authorization of his/her international student advisor, to work off-campus in a position which is an **integral part** of the student's curriculum. *NOTE: Graduate students required to engage in a practicum may obtain eligibility in less than one academic year.*

### **How many hours can a student work for CPT?**

CPT authorization may be granted for employment, either full or part-time during summer recess or part-time (not to exceed 20 hours per week) while school is in session. *NOTE: Students are not limited in the amount of curricular practical training they may utilize, but those students who receive twelve months or more of full-time employment authorization, will forfeit eligibility for Optional Practical Training. The application process takes four to five days once the application is submitted to the International Student Office.*

### **When can a student apply?**

F-1 students can apply for CPT after they have been in status for one academic year, and have been hired for a job or internship.

### **How do you apply for CPT?**

You can apply with the International Student Coordinator in the International Student Office (Ignatius G07).

## **Employment for Economic Necessity**

This type of employment authorization may be granted **only** to students facing severe economic hardship and unforeseen financial difficulties. To be eligible, students must be in good academic standing and must have been in F-1 student status for at least one academic year. Students must also exhaust all other employment options prior to applying for Economic Necessity employment authorization. Authorization is limited to 20 hours per week when school is in session.

*PLEASE NOTE: INS will not tolerate abuse of this employment category and has instituted additional eligibility requirements not listed here to restrict its use.*

In order to obtain employment authorization under this category, the student must file an Application for Employment Authorization (\$380 fee) with the Immigration and Naturalization Service (INS). The application process may take up to 90 days once the application is submitted to the INS, although normal processing times currently run eight to ten weeks. Upon approval, the student will receive an Employment Authorization Document, otherwise known as an EAD card. Employment may not begin until the EAD card is issued and has been received.

## Legal Issues

### Immigration Problems

Students or scholars facing immigration problems of any kind (such as loss of immigration status) should talk with the International Student Coordinator to explore options and clarify regulations. If necessary, the International Student Coordinator will recommend that students and scholars seek legal counsel. Using a lawyer may cost several hundred dollars and many problems can more simply be solved by the International Student Coordinator. If you want to speak with a lawyer for guidance, make it very clear that you only want to pay for a consultation. This assures that you will only pay the lawyer for one hour's consultation, usually between \$100.00 and \$150.00 per hour. You are under no obligation to use the lawyer's services after the consultation meeting unless contracts have been drafted, agreed upon and signed. Please visit with the ISO and speak with someone for more information about how to look for an attorney.

### Abiding by U.S. Law

Everyone present in the U.S. is subject to its laws. Obviously, laws in the U.S. may be quite different from laws in other countries; therefore no one should take any chances. International visitors should remember that ignorance of the law is not a valid excuse for breaking it. If students or scholars find themselves in trouble with the police or with any other legal problem, they should contact the International Student Office immediately. The International Student Coordinator will provide basic advice about legal rights or help locate a lawyer if necessary. *NOTE: If any student of WJU (domestic or international) does not follow the WJU Handbook they could face repercussions from the school. Be sure to always abide the WJU Student Code of Conduct.*

## **Transfers**

### **Transferring Out to another Institution**

If students or scholars decide to transfer to another institution for any reason, they should contact the ISO at Wheeling Jesuit to begin the transfer process.

The student transferring out will need to:

1. Fill out the Transfer Form from the school they are transferring to
2. Provide the WJU International Student Office with a copy of your acceptance letter from the school you are transferring to.
3. Meet with the international advisor at WJU.

**Students must complete the transfer within 15 days of beginning classes. Scholars must complete the transfer prior to beginning their program at the new institution.**

### **Transferring In from another Institution**

1. [Apply to WJU](#)
2. Once you are accepted fill out the Transfer form! (*See Appendix IV*)

## Travel Outside of the U.S.

### F-1 Students

In order to return to the U.S. after a temporary absence, F-1 students will need to present certain documents to the immigration inspector at the port of entry upon their return to the U.S.:

- a valid passport (valid 6 months into the future);
- a valid F-1 entry visa stamped in the passport;
- a complete I-20 form with a travel signature from an IS advisor within the preceding 5 months;
- original financial documentation (especially if applying for a new visa);
- a copy of their academic transcript
- SEVIS I-901 Fee Receipt
- if on post-completion OPT, their EAD card and letter from their current employer.

Before students travel outside the U.S., they should bring their I-20 form to the International Student Office to request a travel signature. **Requests for travel signatures should be submitted one week prior to travel.**

If the F-1 entry visa stamped in their passport has expired and students plan to travel outside the U.S., students must return to a U.S. consulate or embassy abroad to obtain a new F-1 visa. F-1 visas may not be renewed inside the U.S. Students must ask the international student advisor to write them a letter to verify the students enrollment at Wheeling Jesuit. Consular officers will not issue visas without this confirmation. Students may need to allow 2-3 weeks for usual processing and up to 3 months for the security clearance. Students on OPT should be aware that it can be very difficult to renew an F-1 visa during OPT.

When students reenter the U.S. and present their passport, entry visa and SEVIS-issued I-20, the immigration inspector will stamp the visa in place of the previously issued I-94 cards. Students are strongly encouraged to carry evidence of continued attendance at Wheeling Jesuit University (such as pre-registration documents and a copy of their transcript) and financial documents so that if asked, they can present this proof to the consular officers or inspectors at the airport's immigration desk upon arrival.

*Please note that students may be subject to INS Special Registration at the airport upon their return. (See Appendix III)*

## Appendix I

### Glossary of Immigration Terms

**AR-11 Alien's Change of Address Card:** This form should be used to register your address with the INS and notify the INS of a change of address within 10 days of a move. The international student advisor should also be notified if any of your contact information changes.

**AR-11SR Alien's Change of Address Card for Special Registrants:** For those individuals who have gone through Special Registration, this form should be used to notify the INS of a change of address within 10 days of a move. Your IS advisor should also be notified if any of your contact information changes.

**Diversity Visa Lottery:** The Diversity Visa Lottery program grants 50,000 permanent resident green cards annually to persons from countries with low rates of immigration to the U.S. The lottery program is usually held in October/November. Winners for Diversity Visas are chosen by a computer-generated random lottery drawing.

**DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status:** This document is used to apply for a J-1 exchange visitor visa at a U.S. consulate abroad, to facilitate travel and reentry to the U.S., to extend the period of stay in the U.S., and to transfer from one school to another. This form is used by both students and visiting scholars. This was formerly called IAP-66 form.

**D/S Duration of Status:** Students and scholars in F-1 and J-1 status are allowed to stay in the U.S. for the duration of their program of study, research or teaching, as long as they maintain their status at all times. Duration of Status (D/S) refers to the period during which the student or scholar possesses a valid I-20 or DS-2019 form and pursues full-time studies, research, teaching or authorized work. F-1 students are permitted up to 60 days after the completion of their studies before they must leave the U.S. J-1 students and scholars are permitted up to 30 days after the end of their program before they must depart the U.S. F-2 and J-2 dependents are also admitted for D/S.

**Extension of Stay:** If the authorized period of stay is about to expire, students and scholars must apply for an extension through their IS advisor prior to the ending date found on their I-20 or DS-2019 form; if not, they may become subject to severe penalties imposed by the federal government.

**I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status:** This document is used to apply for an F-1 student visa at a U.S. Consulate abroad, to authorize travel and reentry to the U.S., to extend the period of stay in the U.S., and to transfer from one school to another. An I-20 certifies that a student has applied and been accepted to a full course of study at a school in the U.S.

**I-94 Arrival-Departure Record:** The I-94 Arrival-Departure Record is an electronic record which international visitors receive upon arrival to the U.S. It contains an eleven digit arrival/departure number, the person's name, birth date, citizenship, the date of entry into the U.S., and the immigration status given. This important document is used to establish the duration of the legal status in the U.S. Individuals in F or J status should have "D/S" written on their I-94 cards. This refers to the legal expiration date of their stay in the U.S. (See D/S Duration of Status.) Visitors can print out a copy of their record at [www.cpt.gov/i94](http://www.cpt.gov/i94)

**IAP-66 Certificate of Eligibility for Exchange Visitor (J-1) Status:** The name of this form has been changed to DS-2019. See DS-2019 in the glossary.

**Immigration Status:** This is the classification the INS gives international visitors when they enter the U.S. (for example, F-1 student or J-1 exchange visitor status). This classification corresponds with the visitor's primary purpose for entry to the U.S. The status is written on the I-94 card (see above). Under certain circumstances, individuals can apply for a change of immigration status within the U.S. Student or scholars who wish to change their status should consult with their IS advisor.

**ISEAS (Interim Student & Exchange Visitor Authentication System):** Before consular officers can issue F-1, F-2, J-1 or J-2 visas, the International Student Office must confirm that you are a student or exchange visitor at Wheeling Jesuit University in the ISEAS system. If you are going to apply for a new visa, please let the international student advisor know.

**National Security Entry-Exit Registration System (NSEERS):** Nonimmigrants from certain countries, as well as other individuals whom the INS or DOS designate on a discretionary basis, are required to be processed under Special Registration procedures, as part of the National Security Entry-Exit Registration System.

**SEVIS (Student & Exchange Visitor Information System):** SEVIS is an internet-based application for electronically tracking and reporting of international students and scholars as well as their dependents in the U.S. SEVIS enables schools and program sponsors to transmit data electronically to the INS and Department of State (DOS) throughout a student's, dependent's or exchange visitor's program in the U.S. All U.S. colleges and universities will be required to participate in SEVIS by January 30, 2003. All students, scholars and dependents must be entered into SEVIS by August 1, 2003.

**Visa:** A visa is either a multicolored stamp or computerized document affixed to a page in the passport by a U.S. consular office abroad. An international visitor may use the visa to enter the U.S., as long as the visa is valid. The purpose of the visa is simply to permit entry to the U.S. It does not determine how long a visitor may stay in the U.S. There are many different categories of visas, which correspond to the different reasons why a foreign national might enter the U.S.

## Appendix II

### Tips for filling out Form I-765

Item 3: Your Receipt Notice and Employment Authorization Document (EAD card) will be mailed to the address you provide. In most cases, we recommend you use our ISS office address:

316 Washington Ave  
International Office  
Wheeling, WV 26003

If you will move soon, note that government mail will not be forwarded, even if you file a change of address request with the U.S. Postal Service. Our office will need a photocopy of your EAD card. If you use our office address, we will automatically make the photocopy after receiving the EAD and will email you to pick up your card. If it is mailed to your address, you must provide us with a copy. If you have your EAD mailed to ISS, and you might move from the Seattle area, see "Frequently Asked Question" number 10 (below) for mailing options from ISS to your new address.

Item 10: Use the number from your I-94 card (the small, white card in your passport). It is an 11-digit number.

Item 11: Check "yes" only if you have previously received an EAD card from USCIS. Curricular Practical Training (CPT) does not require a "yes" answer because CPT is not authorized by USCIS.

Items 12,13,14,15: Use the information from your I-94 card. In some cases you may have made recent short trips to Canada or Mexico, which are not reflected by your current I-94 card. This is standard and it will be fine to use the information from your I-94 card anyway. If you have changed to F-1 status within the U.S., include a copy of your Approval Notice.

Item 16: Use the applicable code:

Pre-completion OPT: (c)(3)(A)

Post-completion OPT: (c)(3)(B)

STEM: (c)(3)(c)

Item 17: Leave blank unless you are a STEM major applying for the 17-month OPT extension.

Certification: Sign the form in blue ink.

## Appendix III

### WHO IS SUBJECT TO THE SPECIAL REGISTRATION REQUIREMENTS?

The special registration procedures currently apply to 3 main categories:

#### Category I:

Nonimmigrant aliens who are citizens or nationals of countries specified in notices published in the Federal Register; this category includes:

- Nonimmigrants subject to special registration at the Port of Entry at the time they enter the United States.
- Nonimmigrants already in the United States who are "called in" to report to INS for special registration

#### Category II:

- Nonimmigrant aliens who a consular officer or an inspecting officer has reason to believe are nationals or citizens of a country designated by the Attorney General, in consultation with the Secretary of State, by a notice in the Federal Register.

#### Category III:

- Nonimmigrant aliens who meet pre-existing criteria, or who a consular officer or the inspecting officer has reason to believe meet pre-existing criteria, determined by the Attorney General or the Secretary of State to indicate that such aliens presence in the United States warrants monitoring in the national security interests or law enforcement interests of the United States.

**\*Category I.** Nonimmigrant aliens who are citizens or nationals of countries specified in notices published in the Federal Register.

Nonimmigrants in Category I are divided into 2 groups: Those who are subject to special registration at the Port of Entry (POE) upon arriving in the U.S.; and those who are "called in" for special registration after they've already arrived:

#### **Nonimmigrants subject to Special Registration at Ports of Entry (POEs) at the time of entry to the U.S.**

Currently there is only one group listed in the Federal Register that is subject to special registration upon entry to the United States: All nonimmigrant aliens who are nationals or citizens of Iran, Iraq, Libya, Sudan, or Syria, including dual citizens, or who a consular officer or an inspecting officer has reason to believe are nationals or citizens of such

countries, and who are applying for admission to the United States on or after September 11, 2002 in a nonimmigrant category other than A (diplomatic) or G (international organization).

[source: 67 Fed. Reg. 57032 (September 6, 2002)]

**Call-In Group 1.**

[source: 67 Fed. Reg. 66765 (November 6, 2002)]

Any nonimmigrant except A (diplomatic) and G (international organization) nonimmigrants who:

1. Is a male who is 16 years of age or older;
2. Is a national or citizen of Iran, Iraq, Libya, Sudan, or Syria, including dual citizens
3. Was inspected by the Immigration and Naturalization Service and was last admitted to the United States as a nonimmigrant on or before September 10, 2002 and
4. Will remain in the United States at least until December 16, 2002.

Nonimmigrant aliens (other than asylum applicants or grantees, A (diplomatic) and G (international organization) in this group originally had to report to a designated INS District Office for special registration no later than December 16, 2002.

Note: On January 16, 2003, INS reopened the registration period for this group, to allow them to report for special registration between January 27, 2003 and February 7, 2003 [68 Fed. Reg. 2366].

If a nonimmigrant in this group who missed the original registration period registers during these dates, he or she will be considered as having complied in a timely fashion with the original notice.

**Call-In Group 2. [source: 67 Fed. Reg. 70525 (November 22, 2002)]**

Any nonimmigrant except A (diplomatic) and G (international organization) nonimmigrants who:

1. Is a male who was born on or before December 2, 1986;
2. Is a national or citizen of Afghanistan, Algeria, Bahrain, Eritrea, Lebanon, Morocco, North Korea, Oman, Qatar, Somalia, Tunisia, United Arab Emirates or Yemen, including dual citizens;
3. Was inspected by the Immigration and Naturalization Service and was last admitted to the United States as a nonimmigrant on or before September 30, 2002; and
4. Will remain in the United States at least until January 10, 2003.

Nonimmigrant aliens in this group must report to a designated INS District Office for special registration no later than January 10, 2003. This special registration requirement does not apply to lawful permanent residents, to individuals that have applied for asylum on or before November 22, 2002, or have been granted asylum, or to A and G nonimmigrants.

Note: On January 16, 2003, INS reopened the registration period for this group, to allow them to report for special registration between January 27, 2003 and February 7, 2003 [68 Fed. Reg. 2366]. If a nonimmigrant in this group who missed the original registration period registers during these dates, he or she will be considered as having complied in a timely fashion with the original notice.

**Call-In Group 3. [source: 67 Fed. Reg. 77642 (December 18, 2002), which rescinded 67 Fed. Reg. 77135 (December 16, 2002)]**

Any nonimmigrant except A (diplomatic) and G (international organization) nonimmigrants who:

1. Is a male who was born on or before January 13, 1987 (i.e., is age 16 or older as of that date.
2. Is a national or citizen of Pakistan or Saudi Arabia, including dual citizens;
3. Was inspected by the Immigration and Naturalization Service and was last admitted to the United States as a nonimmigrant on or before September 30, 2002; and
4. Will remain in the United States after February 21, 2003.

Nonimmigrant aliens in this group must report to a designated INS District Office for special registration beginning on January 13, 2003, and no later than February 21, 2003. This special registration requirement does not apply to lawful permanent residents, to individuals that have applied for asylum on or before December 16, 2002, or have been granted asylum, or to A and G nonimmigrants.

**New! Call-In Group 4. [source: 68 Fed. Reg. 2363 (January 16, 2003)]**

Any nonimmigrant except A (diplomatic) and G (international organization) nonimmigrants who:

1. Is a male who was born on or before February 24, 1987 (i.e., is age 16 or older as of that date);
2. Is a national or citizen of Bangladesh, Egypt, Indonesia, Jordan, or Kuwait, including dual citizens;
3. Was inspected by the Immigration and Naturalization Service and was last admitted to the United States as a nonimmigrant on or before September 30, 2002; and
4. Will remain in the United States after March 28, 2003.

Nonimmigrant aliens in this group must report to a designated INS District Office for special registration beginning on February 24, 2003, and no later than March 28, 2003. This special registration requirement does not apply to lawful permanent residents, to individuals that have applied for asylum on or before January 16, 2002, or have been granted asylum, or to A and G nonimmigrants.

### **WHAT ARE THE SPECIAL REGISTRATION REQUIREMENTS?**

Individuals subject to special registration requirements must:

- Register with INS, which includes INS taking the individual's fingerprints and photograph;
- Be interviewed by INS (within 30 - 40 days of entering the United States, for those who are subjected to special registration at the port of entry; during the registration period specified in the Federal Register for "call-in" groups);
- Be interviewed again by INS one year after entering the United States or, for call-in groups, one year after reporting for call-in registration;
- Continue to be interviewed by INS on the annual anniversary date of their last admission to the United States or call-in reporting date;
- Inform INS within 10 days of any change of address, change of employer or change of school, using Form AR-11SR.
- Depart the United States from an officially-designated port of departure only and report to an INS officer at such airport prior to departure. Important note: simply departing from a designated port of departure is not sufficient to comply with the special registration requirements; a special registrant must actually contact the INS officer designated for special registration at the port of departure prior to leaving the U.S.

Please note that a new address change form is to be used for special registration reporting (Form AR-11SR), which has a different mailing address than the standard AR-11.

For more information on Special Registration, go to the INS Special Registration website.



International Student Office

**STUDENT STATUS FORM  
FOR INTERNATIONAL U.S. TRANSFER STUDENTS**

Each international applicant to Wheeling Jesuit University who is attending another U.S. college or university MUST submit this Student Status Form. Please give this form to the International Student Advisor at the school in which you are currently enrolled or most recently attended. Please have this form submitted **BEFORE** the beginning date of the semester you are intending to enroll at WJU.

Name (please print): \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(family) (first) (month/day/year)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(country code)

Semester you wish to enter WJU: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(please sign) (month/day/year)

**TO BE COMPLETED BY INTERNATINAL STUDENT ADVISOR:**

STUDENT STATUS: \_\_\_\_\_ Does the student have an F1 visa? \_\_\_\_\_

Has the student maintained F1 status? \_\_\_\_\_ If no, explain \_\_\_\_\_

What is the reason for transferring? \_\_\_\_\_

Has the student had any disciplinary/ behavioral/ academic problems at your institution? \_\_\_\_\_

Has the student met all financial obligations?  Yes  No

SEVIS ID#: \_\_\_\_\_ SEVIS Record Release Date: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_ to \_\_\_\_\_

Name of School Official (please print): \_\_\_\_\_

Signature of School Official: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to Sunnie McCabe, International Student Coordinator, by mail or fax to (304) 243-2441. When doing the "Transfer Out" procedure, please note that this school's code is **PH1214F10101000**.

Sunnie McCabe  
International Student Coordinator  
International Student Office  
316 Washington Ave., IG-13  
Wheeling, WV 26003

Phone: 304-243-2412  
Fax: (304) 243-2441  
E-mail: smccabe@wju.edu