

INTERNATIONAL STUDENT CHECK-IN

Please read the following document carefully. **Initial each box** as confirmation that you have read and understand what is written regarding steps to maintain legal immigration status. This is required for all students with an I-20, even if you are enrolling online from your home country.

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Other:	<input type="text"/>
Semester:	<input type="text"/>	Year:	<input type="text"/>	NU Student ID:	<input type="text"/>

- A Valid Passport is required at all times.
- Do not let the I-20 expire prior to completing your degree requirements (see program end date on I-20). The I-20 document will **automatically complete** upon completion of degree requirements (not graduation ceremony) **or** on the **program end date, whichever comes first. Once it completes, we are unable to make any changes to the document.**
- Extensions to I-20s** must be requested at least 60 days prior to the program end date appearing on the I-20 and must have a valid extension reason and documentation for us to submit to the government. (Change of major, medical, etc.)
- Full time registration is required** (GR-9 cr hrs; UG-12 cr hrs). The **only** semester you do not need to be full-time is your FINAL semester if you do not need full-time credits in order to complete your program requirements. You can only have one FINAL semester. Contact Sarina in International Relations/Brennan Center if a situation arises that will drop you to part-time **before dropping classes!**
- Online courses:** You may enroll for at least one online course towards the minimum full-time requirement (12 credit hours-UG; 9 credit hours- GR). If registered beyond the minimum full-time requirement, you can take an additional online course. You must maintain full time registration (see above). If you are unclear about these requirements, seek advisement from Sarina immediately.
- Canadian Part-time border commuter students** must apply for a new I-20 with new financial documents each semester. (Canadian Nationals ONLY)
- Off-campus work is NEVER allowed** in the U.S. (except with approved CPT & OPT work specifically related to your major).
- On-Campus work:** Full-time students are allowed to work on campus up to 20 hours per week when school is in session but may work full time when school is on break and/or during a holiday (**CND part-time students** are not eligible for on-campus work benefits in the U.S.)
- Change of address** must be reported to International Relations/Brennan Center within 10 days of the move. NU will notify USCIS.
- Name change** must be reported to International Relations/Brennan Center with revised passport. A new I-20 will be issued.
- Dependents:** If you are bringing a dependent into the U.S. to live with you, you must apply for a Dependent I-20 document.
- Curricular Practical Training (CPT):** You must apply to International Relations/Brennan Center for CPT approval prior to starting any internship/practicum or work experience, paid or unpaid, including student teaching (observation of classroom does not require CPT)
- Optional Practical Training (OPT):** You must apply to the U.S. Government for Post Completion OPT approval. Ask for information and deadlines at the beginning of your final semester. (Pre-completion OPT is also available – inquire if interested)
- Requests for any I-20 changes/approvals take time to process. Important time-sensitive requests (such as OPT and I-20 extensions) must be submitted to us promptly to allow for unexpected delays. Failure to do this may result in falling out of status.
- Keep all copies of all I-20s: The government may request them, especially if you apply for OPT, H1B, Permanent Resident, etc.
- Change of level (i.e.: undergraduate to graduate): You must apply for and be issued a new I-20 within 60 days of completing your current program if you will be starting a new program at NU for the next semester start date (new financial documents required).
- Transferring to another university: If you are transferring to another U.S. institution, you must request (in writing) to have us transfer your SEVIS record to the other school and provide us with a copy of your acceptance letter to that school. You will need to apply for a new I-20 and show new financial capability to the new school. Doing this transfer will save you another \$350 SEVIS fee.

I-94 ARRIVAL/DEPARTURE

If you entered U.S. by land border: The I-94 card is a small white card stapled to your I-20 or in your passport. When leaving the U.S., the I-94 should be turned into a customs agent as you are entering another country. (Read the back of I-94 card). Canadian

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commuters are not required to turn their card in daily but should turn their I-94 card into Canadian Customs after the completion of your program, or after the completion of OPT. **IMPORTANT:** Turning in the card lets the U.S. government know you have departed the US and are no longer in F1 student status. Otherwise, you appear to overstay status. (If you are applying for OPT, do not turn the I-94 in!)

If you entered U.S. by air: An electronic I-94 was issued - Anytime you enter the U.S. by air, you are issued an electronic I-94. If you are also departing the U.S. by air on a commercial carrier, your departure will be recorded electronically as well. If you arrived by air, but are not leaving the U.S. by air, please see us before departure.

The student holds sole responsibility of maintaining immigration status.

We make every attempt to assist international students, however, Niagara University, and its employees, are not responsible for the immigration status of its students. Staff members in International Relations/Brennan Center are not immigration attorneys or legal representatives. Any information provided by these offices should not be construed as legal advice. Each student is responsible for knowing and understanding the regulations governing their own immigration status in the U.S. and making appropriate decisions to maintain that status. Students are encouraged to seek legal advice from a licensed immigration attorney regarding their personal immigration matters. My signature below certifies that I have read, understood, and accepted the contents of this form.

PERSONAL DATA			
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
		Other:	<input type="text"/>
Cellphone:	<input type="text"/>	NU Email:	<input type="text"/>
		Email (other than NU):	<input type="text"/>
Current Residence:	<input type="checkbox"/> Resident Hall	<input type="checkbox"/> Remote	<input type="checkbox"/> Local US Address
			<input type="checkbox"/> Commute from Canada
ON-CAMPUS			
Resident Hall:	<input type="text"/>	Room Number:	<input type="text"/>
US ADDRESS			
Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
<small>Street Address</small>		<small>Apt, Suite, Unit, Building, Floor, etc.</small>	City: <input type="text"/>
State:	<input type="text"/>	ZIP:	<input type="text"/>
		Phone:	<input type="text"/>
FOREIGN ADDRESS			
Home Address:	<input type="text"/>		Phone: <input type="text"/>
Program:	<input type="text"/>	Major:	<input type="text"/>
<small>Undergraduate/Masters</small>		Minor:	<input type="text"/>
		Enrollment Type:	<input type="text"/>
Expected Completion:	<input type="text"/>	Final Semester:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> I know I need to apply for change of level w/i 60 days if pursuing another program at NU.			
<input type="checkbox"/> I know I need a SEVIS TR w/i 60 days if continuing w/ a program at another U.S. school.			
<input type="checkbox"/> I know about Optional Practical Training (OPT) and the application deadline.			
<input type="checkbox"/> I know about turning in the I-94 if I am not applying for OPT			
I have read and understand the information provided in this document and that I am responsible for my own immigration status in the U.S. I certify that the information I have provided above is accurate and true.			
Signature:	<input type="text"/>		Date: <input type="text"/>

Upon completing the check-in form, please email:

Ms. Sarina Beccari
sbeccari@niagara.edu
 or
 Mrs. Erin Plantone
erinplantone@niagara.edu