

HAMPTON UNIVERSITY
INTERNATIONAL STUDENT HANDBOOK

International Office
Armstrong-Slater Building, 1st Floor
757-728-6914



Hampton University
Hampton, Virginia 23668

International Office
Armstrong-Slater
Building, First Floor
757-728-6914

Dear International Student:

Welcome to Hampton University!

This handbook is designed to help you adjust to life at Hampton University, an American University with a unique and distinguished history. The first international students were enrolled when Hampton University was founded in 1868. We hope that your years with us in our "Home by the Sea" will be educationally, socially and culturally rewarding for you. We are grateful that your presence in our community will continue to enrich and broaden our multi-cultural environment.

The handbook clarifies many of the regulations and procedures that apply to you as an international student. Please pay particular attention to the Federal Regulations affecting your program of study (8 CFR 214.2(f)), as well as your right to work while studying in the United States. Among other areas, Federal Regulations affect the following important aspects of your study program:

- The length of your program of study;
- The number of courses in which you are required to enroll each semester;
- The procedure to follow when changing institutions or programs of study;
- When and where you may work.

Please review the regulations carefully and regularly, as they are subject to modifications. Contact the HU International Office if you have any questions.

Be sure to check-in as soon as you arrive on campus with the HU International Office, Armstrong-Slater Building, 1st Floor. Our telephone number is 757-728-6914. We look forward to seeing you!

Very cordially,

The International Office

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I. HAMPTON UNIVERSITY INTERNATIONAL OFFICE

Overview

The Hampton University international community includes over 150 students, staff, and faculty, from numerous foreign countries and five continents.

The International Office oversees all matters related to U.S. immigration regulations for international students (handled by the Inbound Immigration Specialist), as well as international study abroad programs for local students (handled by the Outbound Programming Specialist).

The International Office houses the Designated School Official (DSO) to assist international students in complying with regulations of the United States Citizenship and Immigration Services (USCIS). Special orientation programs and workshops for international students will help you maintain status as you pursue your degree. Topics will include enrollment requirements and the time frame for completing your program of study, special registrations that may be required from time-to-time, permission to work under certain authorized circumstances, travel regulations, tax information, and other important matters.

The International Office serves as a one-stop service facility for the entire Hampton University campus focused on coordinating educational outreach, social activities and academic enrichment opportunities for all international students, faculty and the community at-large. In addition, the International Office offers referrals on related issues such how to obtain a U.S. Driver License, Social Security Number (SSN), and overall assistance with the many cultural aspects of studying and living in a foreign country.

The Inbound Immigration Specialist/DSO is here to assist you with maintaining and complying with your F-1 status. The Inbound Immigration Specialist interprets and implements U.S. immigration laws and regulations with regards to international students. The DSO processes requests for I-20 extensions, travel endorsements, changes in session start and end dates, reduced course load (CRL) requests, transfers to another SEVP school. The DSO also authorizes requests for Curricular Practical Training (CPT), Optional Practical Training (OPT), STEM OPT Extension, and on-campus and off-campus employment. Your DSO also helps you with loss of status and reinstatement issues. The Inbound Immigration Specialist also assists Hampton University international faculty under H-1B or J-1 visa.

Contact Information

Location: Hampton University
International Office
Armstrong-Slater Building
1st Floor

Phone: 757-728-6914 or 757-637-2081

Emails: internationaloffice@hamptonu.edu: International Office Secretary
laura.tanganelli@hamptonu.edu: Inbound Immigration Specialist

Website: international.hamptonu.edu.

Check the International Students tab on the Hampton University International website, where important documents, this handbook, special announcements and other information are posted.

Note: International Students are required to have a valid Hampton University email address for all HU correspondences.

Social Medias:

Facebook: Hampton University - International Office

Instagram: hu_international

Twitter: @HamptonUAbroad

Please follow us on social media for the latest U.S. immigration news, international students' activities, and much more!



II. MAINTAINING YOUR F-1 STATUS

Please read page two of your I-20 carefully before you sign it. All international students in F-1 status are obligated to follow regulations of the United States Citizenship and Immigration Services (USCIS) in order to maintain their lawful immigration status during their stay in the U.S. The student is responsible for maintaining F-1 status. When you complete and sign section 11 of the I-20, you certify that you have read and understood all of the terms and conditions of the F-1 status and agree to abide by them.

Students who fail to comply with the requirements listed below will have their F-1 status **terminated**, and be “out-of-status.” In order to maintain lawful F-1 immigration status, it is your responsibility, as a student, to follow the following guidelines.

1. CHECK-IN AT THE INTERNATIONAL OFFICE AT THE BEGINNING OF EACH SEMESTER.

It is important to check-in at the International Office at the beginning of every semester (session start date). If you fail to check-in with us within 30 days from your session start date, your SEVIS record will be terminated. The HUIO will schedule a check-in date at the beginning of every semester. Please attend at the date and time provided. Please bring with you the following documents at check-in at the beginning of each semester:

- Most Recent I-20
- Passport
- F-1 Visa
- Most recent travel I-94 (can be obtained online at <https://i94.cbp.dhs.gov/I94/#/home>)
- Proof of health insurance
- Current semester class schedule
- Completed Student Data Card (with updated information).

Remember, not checking-in with us affects your F-1 status!

2. REMAIN IN A FULL-TIME COURSE OF STUDY.

You can only attend the school you are authorized to attend as noted on your I-20 (section 2). A student who attends Hampton University without an I-20 issued by this university, or who fails to comply with proper USCIS transfer procedures, is considered to be out-of-status and should consult the HU International Office immediately

You must maintain full-time enrollment each semester and make normal progress towards the completion of your course of study (degree). Full-time enrollment is defined as **12 credit hours** for all undergraduate students including students in programs of the Department of Continuing Education, and **9 credit hours** for graduate students. **Do not allow your course load to drop below this minimum.** Exceptions are made for the summer vacation and holidays.

A few exceptions can be made to this full-time rule, but only with **prior written approval** from the Hampton University International Office. Students who fail to obtain a **reduced course load (RCL)** approval on a new I-20 from the HU International Office before dropping below full-time enrollment will be in violation of F-1 status, and have their SEVIS record terminated.

In order to qualify for a reduced course load (RCL), you must meet one of these exceptions:

- Academic difficulties: if you either have (a) initial difficulty with the English language, (b) unfamiliarity with the U.S. teaching methods, or (c) improper course placement. Can only be used for your initial semester. **IMPORTANT: you must still be enrolled in a half course load to maintain status, i.e. six (6) credit hours for undergraduates, and three (3) credit hours for graduates. To maintain status, you also must resume a full-course of study at the next semester.**
- Medical Condition: you can obtain either a RCL or a no-course load at all. In order to qualify, you must provide proper medical documentation. You are allowed only a total of 12 months aggregate per program level (freshman, junior, senior).
- Completion of Course: Final Semester: can only be used for your final semester if you only need one class or RCL in order to complete your program. If you fail your final class(es), you can obtain a 2nd semester at RCL for completion of course, but not a 3rd – you will have to resume to a full-time course load if you fail your final class(es) two times. *Thesis/Dissertation*: for graduate students who completed all required coursework and are writing their thesis or dissertation, which needs to be submitted to complete their program.

Note: If you are notified that you are on **academic probation** and must withdraw from classes, contact the HU International Office **immediately** and follow correct procedures. A student who is placed on academic probation may be ineligible to enroll at Hampton University and may **automatically lose F-1 status**. Please read the section on Termination of Status & Reinstatement for more information. If you are not allowed to register for classes, you are required by law to leave the country within two weeks. You may need to reapply for admission to the University. Be prepared to return home in order to take the next steps to continue your studies. Failure to comply with regulations could result in denial of permission to resume your studies or to transfer lawfully to another institution.

3. TRAVEL ENDORSEMENT & RENEWING YOUR VISA.

International students enrolled at Hampton University who plan to travel outside the U.S. should first inform the International Office, and be aware of the following issues.

i. Travel Advisories:

Please visit before travelling to a foreign country:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

Due to political, environmental, or security instabilities, you are not recommended to travel to certain countries. U.S. CBP officers can deny you entry back to the U.S. if you travel to countries listed “Level 4: Do Not Travel.”

ii. List of Documents for Re-Entry in the U.S.:

a) I-20:

- You must have the **original** (not a copy!) of your **most recent I-20**. If you lost your original, please inform your DSO immediately. It is your responsibility to make sure you have your original I-20 in hands before you leave the U.S. to avoid issues at re-entry! If you do not have your original I-20 with you at the time of re-entry, please see procedure for re-entry under Form I-515A: <http://usgraduatesblog.com/no-i-20-while-entering-usa/>
- You must have a valid **travel endorsement** on page 2 of your current I-20 for travel. The travel signature is valid for one year and multiple entries for those studying. It is valid for 6 months for those on post-completion OPT. Please stop by the International Office prior to travelling abroad in order to obtain the proper travel endorsement from your DSO.

b) **Passport:** The passport should be valid for 6 months beyond the date you plan to re-enter the U.S.

c) **A valid U.S. visa.** Your F-1 visa must be valid at the time of re-entry. If your F-1 visa has expired, you must renew your F-1 visa at the U.S. Embassy in your home country. For more information, see below. You do not need a valid visa to travel inside the United States, including any U.S. islands.

d) **Copy of your Class Schedule or Transcripts.** The U.S. Department of Homeland Security also recommends students to have their transcripts or copy of class schedule for the school listed on their most current I-20.

e) **Proof of Financial Support.** The U.S. Department of Homeland Security also recommends students to have proof of their financial support with them at time of re-entry, including evidence of approved scholarship or other funds.

f) **For OPT/STEM OPT Students:** You must have all the above (except d. and e.) plus your current EAD Card, and job offer letter for current employer.

iii. Renewing your F-1 Visa:

If your F-1 visa expired or will expire before you reentry in the U.S., you must apply for a new visa at the U.S. Embassy in your home country.

- Visit the U.S. Embassy's website for your home country to see the procedure. Every country have different procedures, so make sure you know the steps to follow. Also visit <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html> for more information.
- Complete and submit your new Form DS-160 Online Nonimmigrant Visa Application at: <https://ceac.state.gov/genniv/>. Make sure to write down your Application Number to return to your application.

- c) Upload your digital photograph. Visit for more information on photograph requirements: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
- d) Pay the DS-160 Nonimmigrant Visa Fee. Current fee: \$160 (subject to change). In order to pay the fee, you must create an account at: <https://ais.usvisa-info.com/> and pay online. Follow instructions on your home country U.S. Embassy if they use a different procedure.
- e) Schedule your Embassy Interview. You will select your interview date on the same website at <https://ais.usvisa-info.com/> after you paid your visa fee.
- f) Attend your visa interview with all the documents. See below some important information to keep in mind for your visa interview.

Renewal in a third country: Some students wish to renew their visa in Canada, Mexico or another country rather than returning to their home country. Know that U.S. embassies are not required to review visa applications from third country applicants (students who are not citizens of the country where they apply for the visa). If the application is denied, the student will not be able to re-enter the U.S.

Visa with the name of another institution: If you obtained a visa to attend another institution and then transferred to Hampton University, you may continue to use the visa as long as it is valid, provided you have an I-20 proving that you are in lawful status at Hampton University.

Letter of Recommendation: You can stop by the International Office to request a letter of recommendation to present at your embassy interview attesting that you are still a student in good standing at Hampton University.

Ten Points to Remember when Applying for a Nonimmigrant Visa

1. TIES TO YOUR HOME COUNTRY: *Under U.S. law, all applicants for nonimmigrant visas, such as student visas, are presumed intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your homeland: job, family, financial prospects that you own or will inherit, investments, etc. The interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans and career prospects in your home country. You are recommended to bring with you at your interview documents evidencing strong ties with your home country, including but not limited to: (1) letter under penalty of perjury that you have no immigrant intent (see example attached in Appendix); (2) bank statements from bank accounts owned in your home country; (3) mortgage or property title to real property; (4) any other documents that you deem necessary to show strong ties to your home country. If you have immediate family members (parents, siblings) in the U.S., be prepared to explain why they are here, what they are doing in the U.S., their current visa or status. Be prepared to demonstrate that even though you have family members in the U.S., you still intend to return home upon completion of your studies.*

2. **DOCUMENTATION**: Evidence of sufficient funds to cover expenses may be requested. Make sure to include your letter of acceptance from Hampton University, along with your original most recent I-20. Read instructions on your embassy interview confirmation on what specific documents to bring with you.

3. **LANGUAGE**: Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview, but do not prepare speeches.

4. **SPEAK FOR YOURSELF**: Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor (under age 18) and need your parents there, for example about funding, they should wait in the waiting room.

5. **KNOW THE PROGRAM AND HOW IT FITS YOUR CAREER PLANS**: If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the U. S. relates to your future professional career when you return home.

6. **BE BRIEF**: Because of the volume of applications received, consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point and remember to speak clearly.

7. **NOT ALL COUNTRIES ARE EQUAL**: Applicants from countries with a history of terrorist activities may encounter additional scrutiny. Countries suffering economic problems or applicants from countries where students have remained in the U.S. as immigrants may have more difficulty obtaining visas. If you are from such a country, you may be asked about job opportunities at home after your study in the U.S.

8. **EMPLOYMENT**: Your main purpose in coming to the United States should be to study, not for the chance to work after graduation. While a number of students do work over the course of their studies, such employment requires authorization and is incidental to the main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program.

9. **APPLY IN YOUR HOME COUNTRY**: Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to obtain a visa outside the country of permanent residence.

10. **MAINTAIN A POSITIVE ATTITUDE**: Do not engage the consular officer in an argument. If you are denied a student visa, **request the reason you were denied in writing and ask the officer for a list of documents to bring in order to overcome the denial.**

4. WORK AUTHORIZATION.

F-1 students may not work off-campus during their first academic year (with some exceptions for certain graduates or internships), but may accept on-campus employment subject to certain conditions and restrictions. After the first academic year, F-1 students may engage in five types of off-campus employment:

- Off-Campus Employment for Severe Economic Hardship
- Off-Campus Internship with an International Organization
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT) (pre-completion or post-completion)
- Science, Technology, Engineering, and Mathematics (STEM) Optional Practical Training Extension (OPT)

i. On-Campus Employment

F-1 Students may work on-campus (subject to certain conditions and restrictions). On-campus employment is work performed on the premises of Hampton University, including at the Student Center, Library, and any on-site commercial entities that directly serve students.

F-1 Students do not require authorization from the U.S. government for on-campus employment, but must inform the International Office of such employment within 10 days from your starting date.

International students may begin on-campus positions no more than 30 days prior to their Form I-20 program start date.

The employment cannot interfere with your studies! The on-campus job **cannot be more than 20 hours per week** during required academic terms. However, you are allowed to work full-time (more than 20 hours per week) on campus during official Hampton University breaks of **at least one week** (Winter Break, Spring Break, and Summer Break) as long as you intend to enroll in a full-time course of study for the following semester.

You may not work on campus without authorization after the termination or completion of your academic program (in which case, you will have to apply for OPT).

You should apply for a Social Security Number (SSN) as soon as possible upon receiving the job offer. F-1 Students should wait approximately 2-3 days after check-in at the HUIO before the Social Security Administration will recognize their F-1 status as “active” for this semester in SEVIS. Information on how to obtain a SSN is provided in this handbook. You will need a certification letter from your DSO, as well as a job offer letter from your employer.

ii. Off-Campus Employment for Severe Economic Hardship

If other employment opportunities on-campus are not available or are otherwise insufficient, an eligible F-1 student may request employment authorization based on severe economic hardship

caused by unforeseen circumstances beyond the student's control. These circumstances may include:

- loss of financial aid,
- loss of on-campus employment without fault on the part of the student,
- substantial fluctuations in the value of currency or exchange rate of the currency you depend upon,
- large increases in tuition and /or living costs,
- unexpected changes in the financial condition of the student's source of support,
- unexpected large medical bills, or
- other substantial unexpected expenses.

You are eligible to apply for employment based on severe economic hardship if you have been in F-1 status for **one full academic year**, are in good academic standing, and are taking a full course load. The employment cannot interfere with your studies! The off-campus job **cannot be more than 20 hours per week** during required academic terms. However, you are allowed to work full-time (more than 20 hours per week) during official Hampton University breaks of **at least one week** (Winter Break, Spring Break, and Summer Break) as long as you intend to enroll in a full-time course of study for the following semester.

Please inform the International Office as soon as possible as your DSO must recommend your request for off-campus employment due to severe economic hardship in SEVIS, and issue you a new I-20 reflecting such request.

Please bring a sworn statement describing the unforeseen hardship situation and, if possible, attach backup documentation; for example, news articles, a letter from home telling of a change in family circumstances or proof of a currency devaluation in your country, etc.

You will need to obtain a **work authorization document from USCIS** before you can start working. Once you have requested a Severe Economic Hardship Employment recommendation from your DSO and received your new I-20, you will need to prepare and submit the following application and supporting documents to USCIS:

- Form I-765 Application for Employment Authorization (see attached) – please visit: <https://www.uscis.gov/i-765>. Your work category will be **(c)(3)(iii)**.
- Check for filing fee (currently, \$410 – subject to change).
- A copy of the new I-20 with the employment recommendation
- Copies of your previous I-20(s)
- Copy of your most recent Form I-94 (can be obtained online at <https://i94.cbp.dhs.gov/I94/#/home>)
- Copy of your passport
- Copy of your F-1 visa, or [Form I-797](#) (approval of change of status to F-1), if applicable
- Two passport style photos.
- The personal statement, along with any other supporting documents if available.
- Completed [G-1145 Form](#) (to put on top of your application, to receive email/text message notification when your application is received by USCIS) – see attached.

You should attach the fee and the photo envelope on the top of the application (on the upper left-

hand corner). Please do not staple the fee and the photos, use a binder clip to keep all together.

Mailing to USCIS (for this type of application ONLY – filing addresses are subject to change, please visit USCIS website for updated information).

For U.S. Postal Service (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

For FedEx, UPS or DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

***NOTE:** It is recommended to send your application via FedEx so you can have confirmation when your application has been delivered by checking your package tracking number.*

If your application is approved, USCIS will issue you an “**EAD Card**” (Employment Authorization Document). Your EAD Card can be granted for up to 1 year only. If you want to renew your card, you will need to re-submit an application, with fees, at least 90 days before expiration of your current EAD Card. If the application is denied, you will be notified by USCIS in writing. If you **change of address**, you must notify the International Office, and update it on USCIS website within 10 days: <https://egov.uscis.gov/coa/displayCOAForm.do>.

IMPORTANT: You **cannot** start working when your I-765 application is pending! You must have your valid EAD Card in hands before being allowed to work.

iii. Off-Campus Internship with an International Organization

As an international student, you are also allowed to intern for an International Organization. The public International Organization must fall within the International Organization Immunities Act. See list of eligible International Organizations here: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=edb9d252b0726531a7b4a652659a213b&r=SECTION&n=8y1.0.1.3.68.0.1.14>

You do **not** need to be enrolled for one full academic year before starting an internship with an International Organization (another big exception!). You **can also work full-time** (another big exception!) i.e. more than 20h/week. You still need to be enrolled in a full course load.

Please inform the International Office as soon as possible as your DSO must recommend your request for off-campus internship with an International Organization in SEVIS, and issue you a new I-20 reflecting such request.

You will need to send the same I-765 application as in paragraph ii. above. Your work category will be **(c)(3)(ii)**. You must only attach your job offer letter from the International Organization who hired you as an intern (on their official letterhead). There is no need to consider economic hardship, and the internship does **not** need to be related to your field of study (huge exception

here!). This employment will not take away from your CPT/OPT time limits. Please visit for official up-to-date information: <https://www.ice.gov/sevis/employment>. If you **change of address**, you must notify the International Office, and update it on USCIS website within 10 days: <https://egov.uscis.gov/coa/displayCOAForm.do>.

iv. Curricular Practical Training (CPT)

F-1 students may work off-campus by applying for a Curricular Practical Training (CPT) subject to certain conditions and restrictions.

CPT is a temporary work authorization for "practical training." It must be directly related to your major field of study. "Practical training" include employment or internship experience (paid or unpaid). It is not uncommon for students to confuse unpaid internships with volunteering (and therefore conclude that no work authorization is necessary for engaging in an unpaid internship). However, there is a difference between volunteering and engaging in an unpaid internship. Volunteering refers to donating time with an organization whose primary purpose is charitable or humanitarian in nature, without remuneration or any other type of compensation. Internships, both paid and unpaid, are primarily offered by the private sector and related to the intern's major field of study.

You can apply for CPT during the regular academic year and during summer vacation (but you must remain a full-time student).

You can work either part-time (less than 20h/week) or full-time (more than 20h/week). It is though recommended that CPT remains part-time (20 hours per week or less) or less than 12 months full-time (more than 20 hours per week) in order to keep your eligibility for Optional Practical Training (OPT).

You must have been in F-1 status for **one full academic year**, except if you are a graduate. If you are a graduate, you can apply for CPT during your first year of study, with prior authorization.

Please inform the International Office as soon as possible as your DSO must recommend your request for off-campus internship with an International Organization in SEVIS, and issue you a new I-20 reflecting such request.

You must bring your job offer letter from your employer to the HU International Office, as well as submit a **CPT Request Form**. See attached in Appendix. You do not need to submit a work authorization application to USCIS for CPT.

v. Optional Practical Training (OPT)

Optional Practical Training (OPT) is temporary employment that is directly related to your major field of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

- **Pre-completion OPT (not recommended):** You may apply to participate in pre-completion OPT after you have been enrolled on a full-time basis for **one full academic year**. If you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session. If you participated in pre-completion OPT, USCIS will **deduct** that amount of time from your post-completion OPT authorization period. For example, if you participated in 10 months of pre-completion OPT, you would be eligible for only up to 2 months of post-completion OPT. If you have used the full 12 months of full-time CPT during your current course of study, you will **not** be able to apply for OPT. Therefore, we recommend that you use CPT or other forms of authorized employment prior to your graduation so you can then apply for OPT after graduation, which allows you to stay and work in the U.S. for an additional year after graduation.
- **Post-completion OPT:** You may apply to participate in post-completion OPT **after graduation**. If you are authorized for post-completion OPT, you may work part time (20 hours or less per week) or full time. For purposes of this handbook, we will focus on the post-completion OPT as this is the most used by international students. In order to apply for post-completion OPT, you must:
 - Complete and submit the OPT Request Form to the HU International Office (see form attached in Appendix).
 - Complete and submit a work authorization application I-765 to USCIS. See instructions above. Your work category will be **(c)(3)(B)**.
 - You must apply within the period of 90 days prior to graduation or up to 60 days after graduation.

Important facts to consider:

- You may **not** work until you receive an Employment Authorization Document (EAD) from USCIS.
- The card will be valid for up to **12 months** ONLY. See STEM OPT Extension and Cap-Gap Extension for options after your OPT ends.
- Once your EAD card has been approved, you are given a maximum of **90 days of unemployment** from your EAD card start date. It is up to you to keep track of your unemployment period. To stop the unemployment clock, you must report your OPT employment on your **SEVP Portal** or to the International Office.
If you fail to report your OPT employment within 90 days, SEVIS may automatically terminate your record, which will end your legal presence in the U.S. and forfeit your remaining OPT time.
- If you **change of address**, you must notify the International Office, update it on your SEVP Portal & USCIS website within 10 days: <https://egov.uscis.gov/coa/displayCOAForm.do>.
- Report every 3 months to the HU International Office to confirm name, address and employment information.
- At the end of your OPT, you will be given the same **60 days grace period** to either leave the U.S., adjust your status (for example to STEM-OPT Extension, H-1B, green card, or other immigration status etc.), or re-enroll in school.

What if you do not received your EAD card before your current I-20 expires? As long as USCIS has received your application within the period of 90 days prior to graduation or up to 60 days after graduation, your legal status in the U.S. will be automatically extended until you receive a decision from USCIS regarding your request. However, you are **not** allowed to work until you receive your

EAD Card.

Can you travel abroad when you OPT application is pending and your current I-20 is expired? No. It is not recommended that OPT students travel during the period after their I-20 has expired and before they received their new EAD card. You should wait for your new EAD card to arrive in the mail before travelling.

vi. STEM-OPT Extension

Students in certain degree programs in Science, Technology, Engineering and Mathematics (STEM) may extend their OPT for an additional 24 months.

Only students whose majors are listed on the official STEM program can request the STEM-OPT Extension. See official list at the link below. The STEM List is also included in this Handbook's Appendix.
<https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>

To qualify for the 24-month STEM OPT extension, you must:

- Be in F-1 status;
- Be currently working in a period of post-completion OPT;
- Have a bachelor's degree or higher degree in an eligible STEM field (see list above),
- Have a **paid** job offer (unlike the 12 month OPT, unpaid work is not permitted under the 24 month STEM OPT Extension regulation);
- The job is with an employer enrolled in the USCIS **E-Verify** program (double-check with your employer to see if they are enrolled in E-Verify: <https://www.e-verify.gov/>);
- The job offer is for a **full-time employee position** (at least 20 hours of paid work per week).

Attention: Jobs paid by the hour are usually not considered an employee position, but independent contractor. Since a 1099 contractor is generally considered self-employed, this position will not qualify for STEM-OPT Extension approval. You need to be a W-2 employee to ensure compliance with the bona fide employer-employee relationship requirement. Unauthorized types of employment under STEM Extension include unpaid or volunteer positions, employment through a temporary or staffing agency, and self-employment.

When to apply: within 90 days before your current EAD expiration date. How to apply:

Step 1: Requesting your New I-20 with STEM-OPT Extension from the DSO:

Documents you will need to bring to our office to process your request:

- Job Offer Letter from your employer (including company's name, job site, hours of work, salary, contact information of immediate supervisor, and description of duties).
- Completed Form I-983 Training Plan by your employer (see form and instructions attached in Appendix). Sections 3, 4 and 6 to be completed by employer, Section 5 to be completed by student and employer. Do not complete page 5 (see reporting requirements when self-evaluations are due at: <https://studyinthestates.dhs.gov/students-stem-opt-reporting-requirements>).
- Employer's E-Verify company identification number.

Note: It will usually take up to 10 business days for the SEVIS system to issue the new I-20.

Step 2: Apply for your Work Authorization Document (EAD Card):

Same as for other work authorizations above, once your new I-20 is issued, you must complete [Form I-765](#) (your work category will be (c)(3)(C)) and submit the following supporting documents:

- Copy of your newly issued Form I-20 with your signature and the STEM Extension endorsement by your DSO
- Copy of your official school transcript and diploma showing STEM major
- Copy of your most recent Form I-94 (which can be obtained at <https://i94.cbp.dhs.gov/i94/#/home>)
- Copy of your current EAD card (front and back)
- Two passport-style photos (lightly write your name and A-number on the back of each photo)
- Check for filing fees in the amount of \$410 made payable to the order of “U.S. Department of Homeland Security”
- Completed [G-1145 Form](#) (clip to the front of your application, to receive email/text message notification from USCIS when your case has been received).

Note: the I-983 Training Plan does not need to be submitted to USCIS. You should keep the original of the training plan for your own records, and your employer and DSO also keep a copy for compliance.

What if you do not receive your new STEM-OPT EAD card before your current EAD card expires? As long as USCIS has received your application prior to your current EAD card end date, your legal status and work authorization in the U.S. are automatically extended until you receive a decision from USCIS regarding your request. As such, you are allowed to start or continue working for your current employer during the pendency of your case. The Receipt Notice (I-797) will serve as proof of your extended status, and will be required by your employer in order to complete Form I-9. That exception applies for STEM-OPT Extension only.

Can you travel abroad when your STEM OPT Extension is pending and your current EAD card is expired? No. It is not recommended that OPT students travel during the period after their EAD card issued for the regular 12-month OPT has expired and before they have the new EAD card for STEM OPT. You should wait for your new EAD card to arrive in the mail.

!/ MANDATORY REPORTING REQUIREMENTS FOR STEM-OPT STUDENTS:

The Federal Regulations have strict reporting requirements for students under the STEM-OPT Extension. Please see details on the following links:

<https://studyinthestates.dhs.gov/students-stem-opt-reporting-requirements>

<https://studyinthestates.dhs.gov/employers-stem-opt-reporting-requirements>

Some of these requirements include:

- You must **update your employment** in your **SEVP Portal within 10 days**, as well as provide us with a **new completed Form I-983 training plan** for your new employer. Your new employer must qualify under the same STEM OPT requirements (full-time paid position, and E-Verify employer). If you **change of address**, you must notify the International Office, update it on your SEVP Portal & USCIS website within 10 days: <https://egov.uscis.gov/coa/displayCOAForm.do>.
- You must **submit your annual self-evaluation 12-months after your employment start**

date, and/or your final evaluation upon termination of your employment (page 5 of Form I-983).

- You must keep us informed **every 6-months** to confirm name, address, and employment information.

Note: You are allowed to work for concurrent (multiple) employers under the STEM OPT extension, as long as both positions are full-time paid positions (at least 20h/week), all employers are enrolled in E-Verify, and all employers submit Form I-983 training plan.

Under the STEM OPT extension, you receive an **additional 60 days allotment to be unemployed** giving you a **total of 150 days of unemployment during your entire OPT time.**

At the end of your STEM OPT Extension, you will have the same **60-day grace period.**

5. UPDATE YOUR INFORMATION & MAINTAIN CONTACT.

- i. **Keep your passport valid** at all times. If you obtain a new passport, provide the HU International Office with a copy. Passports can be reissued in the U.S. by the embassy of the country that issued your passport. Students should apply for a new passport about 7-8 months PRIOR to the date of expiration. Keep your new passport stapled to the old one that still contains your F-1 visa.
- ii. **Keep your I-20 valid** at all times. Students should check sections 4, 5 and 8 of the I-20 on a regular basis and notify the HU International Office immediately about any changes/declarations of major, degree level, or financial support. If you drop out of classes or below a full time course of study, your I-20 automatically becomes invalid. Students should also notify the HU International Office about any errors or misspellings on the I-20. Failure to maintain a valid and accurate I-20 can result in serious immigration problems. Your I-20 records are maintained on a State Department website (SEVIS) that must be up-to-date in order for you to maintain status.
- iii. **Keep Originals of ALL I-20s:** You will need to produce your original and/or copies of all of the I-20s that have ever been issued to you to change of status or reinstate status in the U.S. Every time you are issued a new I-20, clip it to the old ones as a permanent record of updates to your F-1 status. Keep all your I-20s in a safe folder, and in a place you can remember.
- iv. **Report any changes of address/name and phone number** to the Hampton University International Office **within 10 days** of any change as this is required to be updated in SEVIS. **Please note that the University is required by law to keep this information up-to-date for all international students.** Students with an EAD card must also update their change of address on USCIS website within 10 days: <https://egov.uscis.gov/coa/displayCOAForm.do>.
 - ▶ In addition, you must notify the University Registrar's Office (the Hampton University International Office cannot do this for you). Include both your physical address and your mailing address and phone number.

- v. **Notify** the HU International Office about any **change of degree level** (from a bachelor's to a master's degree, etc.), or any changes or declarations within your major, and **apply for a new I-20 within 30 days** after completing your first degree or changing/declaring your major. You must also notify the Hampton University International Office of any other changes such as an extension of your program (i.e., the date when you expect to graduate) or an interruption of your program of study for academic or other reasons.
- vi. **Maintain contact with the Hampton University International Office and the USCIS website to learn about any announcements, changes in USCIS regulations, mandatory USCIS registration requirements or other matters affecting international students in the United States.** Check your Hampton University email at least once a week for any important notices and sign up for the International Students Association email list (see International Students Association below).
- ▶ All immigration request forms (such as Request for CPT, Request for RCL, Request for a Dependent I-20, etc.) can also be obtained electronically on our website and are included with this handbook.
 - ▶ Periodic email messages and announcements via the Hampton University student email system will contain important immigration information that you will need to know about maintaining your lawful F-1 status, so you are expected to read them very carefully. If, for some reason, you are not receiving the email messages, it is your responsibility to inform the HU International Office immediately.
 - ▶ If you have any questions or uncertainties about your responsibilities for maintaining your lawful F-1 status, about the new federal reporting requirements, or if you think you may need to apply for a reinstatement to lawful status, it is your responsibility to visit the HU International Office as soon as possible.
 - ▶ If you apply to change to another status such as H-1B, you should work closely with the Hampton University International Office and notify the office when the change of status is approved, so that your SEVIS records can be updated.

6. **TRANSFERRING TO ANOTHER SEVP SCHOOL.**

If you wish to transfer to another SEVP school, you must notify the HU International Office immediately.

You must maintain status at Hampton University until the transfer release date, which means you must attend classes until the transfer release date. You **cannot** transfer in the middle of a term and stop classes. If you do so, your F-1 status will be immediately terminated. Transfers can only be effectuated for the next upcoming semester.

Please complete the Transfer Out Form with the Name of the school you will be attending, their SEVIS Code, their DSO contact information, and which semester you intend to transfer (**acceptable transfer release date**) and provide it to the HU International Office. Follow instructions for transferring your SEVIS records from one institution to another and for obtaining a new SEVIS I-20 from the new school.

You must report to your new institution's Designated School Official (DSO) **within 15 days** of beginning attendance. Failure to do so is a violation of the F-1 status, and your new school will have to terminate your F-1 status for no-show. You will have to depart the U.S. immediately.

For off-campus employment, you will need to submit a new work authorization application, with fees, and your new I-20 from your new school.

7. WITHDRAWAL FROM SCHOOL, LOSS OF STATUS AND REINSTATEMENT.

Students must notify the HU International Office before they interrupt or terminate their studies at the University without completing their degree and will have **15 days** to depart the U.S.

Students who do not notify the Hampton University International Office before terminating their studies must depart the U.S. **immediately** and could face serious immigration problems if they are found to be in the United States during the academic year without being enrolled in an approved program of study.

As an F-1 student, you are expected to comply with immigration regulations. If you fail to do so, you will be considered "out of status." You can lose your F-1 status if:

- You are absent from the U.S. for a period of 5 months or more;
- You engaged in unauthorized RCL, or exceeded your authorized RCL;
- You withdrew from school;
- You were expelled or suspended from school (including academic probation);
- You failed to enroll in a full-course of study within the allotted time;
- You were a no-show at Check-In at the HU International Office within 30 days from your current semester start date;
- You were a no-show at your transfer-in school within 15 days; or
- You otherwise failed to maintain status as explained throughout this Handbook.

Reinstatement: If you lose your F-1 status, there are potentially two ways you could get reinstated:

- (1) Apply for reinstatement of your status while in the U.S., or
- (2) Leave the country and re-apply for an F-1 visa abroad.

For reinstatement in the U.S., you must file Form I-539 with your Form I-20 endorsed with a reinstatement recommendation from your DSO, together with supporting documents. Please visit for more information: <https://www.uscis.gov/i-539>

A request for reinstatement while in the U.S. may only be considered if you:

- Have not been out of status for more than 5 months at the time of filing the request for reinstatement (or demonstrate that the failure to file within the 5 month period was the result of exceptional circumstances and that you filed the request for reinstatement as promptly as possible under these exceptional circumstances).
- Do not have a record of repeated or willful violations of USCIS regulations.
- Are currently pursuing, or intending to pursue, a full course of study in the immediate future at the school, which issued the form I-20.

- Have not engaged in unauthorized employment.
- Are not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Act; and
- Establish to the satisfaction of USCIS by a detailed showing, either that:
 - a. The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster, or inadvertence, oversight, or neglect on the part of the DSO, but do not include instances where a pattern of repeated violations or where a willful failure on the part of the student resulted in the need for reinstatement; or
 - b. The violation relates to a reduction in the student's course load that would have been within a DSO's power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student.

You will need to submit the following documents to apply for reinstatement to F-1 status:

- **Form I-539** Application to Extend/Change Nonimmigrant Status, with fees (currently set at \$455 with biometrics fee, subject to change). See <https://www.uscis.gov/i-539> for more information.
- Copy of your Form I-20 issued with reinstatement recommendation, and copy of your dependent(s) if applicable
- Copy of Form(s) I-94 (can be found online at <https://i94.cbp.dhs.gov/I94/>)
- If you have been out of status for more than 5 months, you must provide an explanation (see above), repay the SEVIS fee and submit the fee receipt. See instructions on how to pay the SEVIS fee at: <https://www.fmjfee.com/i901fee/index.html#>.
- Copy of passport, all U.S. visas, visa stamps, and previous I-20's
- A cover letter explaining the circumstances that led to the violation, and listing schools you have attended in the U.S. in chronological order
- An official transcript sealed in the envelope and a letter from your department or academic advisor to verify that you are in good academic standing
- Financial resources documentation that demonstrates your ability to pay for your studies and support yourself while you are in the United States, such as a bank statement, an offered scholarship letter, etc.
- Completed G-1145 Form (clip to the front of your application, to receive email/text message notification from USCIS when your case has been received).

Where to file: (subject to change)

For U.S. Postal Service (USPS):
 USCIS
 P.O. Box 660166
 Dallas, TX 75266

For FedEx, UPS and DHL deliveries:
 USCIS
 ATTN: I-539
 2501 S. State Highway 121 Business
 Suite 400
 Lewisville, TX 75067

While your I-539 is pending, you can continue and should continue to attend your full-time program of study. During the pendency of your case, you cannot travel outside the U.S. (if you exit, refer to procedure to re-apply for an F-1 visa). You also cannot work on campus, and cannot apply for any F-1 student benefits until your petition is approved by USCIS.

If your request for reinstatement is approved, USCIS will endorse your copy of Form I-20 to indicate that you have been reinstated and will return the form to you. If your request for reinstatement is denied, you must leave the U.S. immediately! No grace period allowed.

Those who remain in the U.S. while out of lawful immigration status, and do not take appropriate steps to apply for reinstatement, may be subject to arrest. They may be barred from reentering the U.S. for up to 10 years or may suffer other permanent restrictions on their right to obtain visas for entry into the United States. This regulation applies to students placed on academic probation who are not eligible to enroll for classes. Please see the HU International Office if you have any questions or uncertainties about maintaining your lawful immigration status.

8. GRADUATION & OPTIONS AFTER GRADUATION.

The program end date listed on your I-20 will be considered your official graduation date for immigration purposes, and so the end of your studies in the U.S. After graduation, you will be granted a 60-day grace period to do one of the following options:

i. Leave the U.S.

You will be granted a 60-day grace period after your graduation date (program end date) to leave the U.S. During this 60-day grace period, you are allowed to travel inside the U.S., but if you leave the U.S. you cannot re-enter on your grace period (you will need to re-apply for a visa). You also cannot work on your 60-day grace period after the end of your program. This 60-day grace period is designed to allow you time to move-out of the U.S.

ii. Extend your Program End Date.

Extension of Program: USCIS allows students in F-1 status to apply for a program extension under certain circumstances, if you are unable to complete your program before the program end-date listed on your I-20 (section 5) because of:

- a. compelling medical needs such as documented illnesses, or
- b. academic reasons such as changes of major or research topics or unexpected research problems.

Apply for an F-1 program extension at least 30 days before the program expiration date on your current I-20 if you cannot complete your degree by the date listed in section 5 of your current I-20. F-1 program extensions can only be granted prior to the date of expiration on the I-20. It is essential to consult with the HU International Office in advance and take the proper steps to maintain status. Your DSO will issue you a new I-20 with a new program end date.

iii. **Apply for OPT Extension (see above)**

See above for more information on working in the U.S. after graduation, including OPT and STEM-OPT Extension.

iv. **Apply for the Cap-Gap Extension**

Both OPT and STEM-OPT Extension students can qualify for the Cap-Gap Extension at the end of their authorized training.

What is the Cap-Gap Extension? An F-1 student who is the beneficiary of a submitted H-1B petition and request for change of status that is filed on time (on April 1st of the applicable year) may have his or her F-1 status and any current employment authorization extended until the start date of their adjustment of status (October 1st of the applicable year).

The “cap-gap” period starts when an F-1 student’s status and work authorization expires and ends on October 1, the required start date of their approved H-1B employment.

The Cap-Gap occurs because an employer may not file, and USCIS may not accept, an H-1B petition submitted before April 1 of each fiscal year, for an employment start date not before October 1 of same fiscal year. As such, there is a 6-months gap between the time of application and the time of authorized employment start date.

Here is an example on how to qualify: your employer applies for an H-1B on April 1, 2020 and your case is either pending or has been approved for an adjustment of status date beginning October 1st. With this extension, if your EAD card expires before October 1, 2020, you will still be able to stay in the U.S. (but not work, unless your EAD card is still valid) until October 1, 2020. However, you will not qualify for the Cap-Gap extension if your EAD card and 60-day grace period **expires before the H-1B petition is submitted** on April 1, 2020. If this is the case, you will have to leave the U.S. and apply for an H-1B visa abroad.

Important: the cap-gap provision applies only to beneficiaries of cap-subject H-1B petitions, not to beneficiaries of cap-exempt H-1B petitions. Cap-exempt employers can submit an H-1B petition at any time.

Please visit for more information: <https://www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/extension-post-completion-optional-practical-training-opt-and-f-1-status-eligible-students-under-h-1b-cap-gap-regulations>

<https://studyinthestates.dhs.gov/h-1b-status-and-the-cap-gap-extension>

You must inform HU International Office as soon as your employer submitted your H-1B petition so we can update your status in SEVIS for the Cap-Gap Extension.

v. **Adjust Status**

During your 60-day grace period, you are allowed to adjust status. This will include applying for OPT after graduation (remember you can submit your application after graduation within

your 60-day grace period), or adjust to STEM OPT Extension before your current EAD card end date.

You can also adjust to another nonimmigrant status (H-1B, L-1, O-1 etc.) – you will need to submit Form I-539 Application to Extend/Change Nonimmigrant Status with fee (see <https://www.uscis.gov/i-539>) together with your visa petition. You can also adjust status to an immigrant category (Green Card). You should consult with an attorney regarding the immigration options available for you under your circumstances at the time. You must inform Hampton University International Office of any change of status immediately in order for our office to update your SEVIS record.

Please note: cap-exempt employers can submit an H-1B petition at any time of the year, without quota. Cap-exempt employers only include institutions of higher education, nonprofit organizations related to institutions of higher education, or nonprofit research organizations or governmental research organizations.

vi. Re-Enroll in School

If none of the above options are available, you are always allowed to re-enroll in school in the U.S. If you want to enjoy the same F-1 student's benefits, including the ability to apply for OPT after graduation, you must re-enroll in a higher field of education, for example: from undergrad to graduate school, or from a master degree to a doctoral degree. If you re-enroll in school and have your new I-20 issued before the end of your 60-day grace period, you do not need to apply for reinstatement, and you do not need to pay a new SEVIS fee.

III. IMPORTANT RESOURCES

1. IMPORTANT FACTS.

Passport: The U.S. government requires you to keep your passport valid at all times. Check the expiration date on your passport. If your passport will be expiring within the next six months, you should request an extension or renewal. Only your own country's government can renew your passport. You will need to contact your Embassy or Consulate here in the U.S.

(www.embassy.org) and ask about the forms, fees, procedures, and the time necessary to extend or renew your passport. If your U.S. visa is still valid, keep your expired passport with your new one so that the valid visa can be used for reentry to the U.S. Otherwise, you will need to apply for a new visa the next time you leave the U.S. **A photocopy of the validity dates and number of your passport must be provided to the HU International Office and updated when you obtain a new passport.**

Visa: The visa is the stamp placed in your passport with your photo, which allows you to enter the U.S. It is for re-entry into the country ONLY (it is a travel document only). Only your I-20 and I-94 confirm your **legal status** while studying in the U.S. Some visas are valid for the entire duration of your studies, and some visas are issued for a shorter time. It is **not** necessary to maintain a valid visa while you remain within the U.S., but you must have a valid visa to reenter and continue your studies after travel abroad. An F-1 visa (or any visa for that matter) cannot be obtained or renewed within the U.S. An F-1 visa can only be obtained at the U.S. Consulates/ Embassies outside the country. Please see above for more information on renewing your visa. **A photocopy of your visa should be provided to the HU International Office and updated each time you renew your visa.** If you entered the U.S. on another type of visa and changed to F-1 status, you must apply for an F-1 visa the next time you travel abroad in order to reenter the country.

I-94 Arrival/Departure Record: This online printable document can be found at <https://i94.cbp.dhs.gov/i94/#/home>. This very important document contains your name, date of birth, country of citizenship, immigration status, the date you entered the U.S., the amount of time you can remain in the U.S., and your “Admission Number;” which is used to keep record of the dates you leave and reenter the U.S. F-1 students are admitted into the U.S. until “D/S” or “Duration of Status.” For F-1 students, Duration of Status is defined as the period of time for which you are pursuing a full course of study with a valid I-20, and any authorized period of practical training, plus a 60-day grace period during which you have to depart the U.S. For other classifications, the length of stay will depend upon the terms of the program. **A copy of your most recent I-94 record should be provided to the HU International Office.**

I-20 (Certificate of Eligibility): The I-20 is the document that is used to obtain the F-1 visa abroad, to enter the U.S., and to transfer from one school to another. This very important document also serves as evidence of your **legal status** while here in the U.S. This document is created by the institution on the SEVIS website operated by the State Department and the USCIS. On this document, the school certifies your academic level, major field of study, expected completion date, financial ability, and reporting date. This information can be checked and verified by USCIS or State Department Officials anywhere. After the end of your program, if you stay in the U.S. for work under OPT or STEM OPT Extension, both your last I-20 and your current EAD Card will

serve as evidence of your legal status.

A new SEVIS I-20 must be requested from Hampton University:

- a. when you begin a new level of study (such as moving from a master's to a doctorate degree, etc.);
- b. when changing or declaring your major;
- c. when requesting authorization to work off-campus, CPT, or OPT;
- d. when preparing to leave the U.S. for vacation periods or necessary travel (in most cases, the DSO will endorse your current I-20, but a new one may sometimes be required);
- e. when extending beyond your original program end date, or shortening your program end date;
- f. when submitting a Reduced Course Load request if you need to drop below full time enrollment (prior authorization from the DSO is required for this),
- g. if you are re-admitted to Hampton University after an approved leave of absence or a period of academic probation.

EAD: (Employment Authorization Document): This is a card issued by the USCIS allowing a student to work off campus for a specified period of time. It does not grant permanent residency and is not a "Green Card." For further information, see work authorization section above.

2. IMPORTANT WEBSITES.

USCIS Website: The U.S. Citizenship and Immigration Services (USCIS) replaced the Immigration and Naturalization Service (INS) early in 2003. It is under the new federal Department of Homeland Security. The USCIS is responsible for administering the regulations concerning all immigrants and nonimmigrants in the United States. It provides frequent updates and announcements on its website www.uscis.gov/portal/site/uscis/. In addition, all the necessary forms are available for downloading in PDF format. Before using or submitting any of the forms, be sure to check with the HU International Office for the latest USCIS/SEVIS procedures and fees, and bring your completed application for review.

Department of State Website: For all current information about student visa requirements, including procedures for students from certain countries, please see the Department of State Website <https://travel.state.gov/content/visas/en.html> and review all the information and requirements carefully, well in advance of your first student visa application or application to renew your visa.

Department of Homeland Security "Study in the States" Website: Please review this website carefully <https://studyinthestates.dhs.gov/> for any questions, compliance, and procedure regarding your F-1 status and work authorization.

SEVP Portal: The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets students on post-completion OPT and STEM OPT meet their legal reporting requirements, <https://sevp.ice.gov/opt/#/login>. Students are responsible for reporting changes to their address and phone number, and changes to their employment. Students can use the SEVP Portal to report these changes, or they can ask their designated school official (DSO) to report it for them.

3. IMPORTANT INFORMATION.

i. Obtaining a Social Security Number

You must obtain a social security number (SSN) before being able to work anywhere in the U.S., even on campus. Please note: The Hampton University Identification Number (HUID) is not a Social Security Number! Once accepted at Hampton University, the Registrar will assign you a unique student identification number. You may use this number to identify your records throughout your studies. However, it is not a U.S. Social Security number and you may not use it to work. Please refer to the appendix for current information about applying for a U.S. Government Social Security Number.

The nearest Social Security Administration Office is located at 1521 Hardy Cash Drive, Hampton, VA 23666, which is approximately 5 miles from campus. The telephone number is (866) 592.2669.

A larger office that deals more frequently with international students is located in Newport News:

11706 Jefferson Avenue
Newport News, VA 23606
Phone: (800) 772-1213
(757) 873-3914

Hours: check their website for current working hours Monday - Friday

For additional information about this government agency, see the Social Security Administration official website: www.ssa.gov/. Also, see Appendix for more information.

ii. Obtaining a Driver's License

Before driving, it is necessary to have a driver's license from the Department of Motor Vehicles (DMV). Please see the Appendix for the most recent instructions. Check with the HU International Office for any changes to these procedures before applying for a Driver's License.

The *Virginia Department of Motor Vehicles* (866) 368-5463 is located at 8109 Roanoke Avenue, Hampton, VA – Note: See the Hampton University International Office **first** for any new procedures and documentation requirements, since these procedures are constantly changing.

In Virginia, you may use a driver's license from your home country for one year provided you are not employed, and have a valid international driver's license. Please ask your local DMV for any changes in this policy. Applying for a Virginia Driver's License will take some time and requires special documentation. Please contact the Hampton University International Office before going to the DMV. As of December 2003, you do not need to have a social security number to qualify for a Virginia Driver's License. However, you will need precise instructions on the current procedures, which frequently change. Some of the documents must be sent directly to the DMV by Hampton University and local government agencies.

A few notes about acquiring an automobile:

When purchasing a car, there are a number of procedures that must be followed. Car insurance must be purchased before the car itself is bought. Consult several agents when inquiring about the cost of insurance. Many insurance companies require that you already hold a valid Virginia driver's license before beginning the application process. Once the car is bought, registration tags (which must be renewed annually) should be purchased from the DMV. The car must always have a current State Inspection sticker (renewed yearly) displayed on the windshield. You can have the car inspected at one of many service stations for a small fee. Personal property tax is imposed on all car owners at a rate of the current book value of the car. You will automatically be billed semi-annually once you have registered your car with DMV. You must also display a current City decal (renewed annually) on your windshield; available from the City Treasurer's Office.

University Police (757-727-5259) Whipple Barn – HU information on-campus vehicle registration and parking permits.

Treasurer's Office (757-727-6374) 1 Franklin Street, Hampton, VA – Sells city decals, which are required for all vehicles registered in the City of Hampton.

iii. Income Tax Return Filing Requirements for F-1 Students

All F-1 international students who work in the United States are expected to file a tax return regardless of whether they had income or owe taxes. For assistance with this process, please see the School of Business. A professor who is experienced in tax matters is available to help with filing the income tax return.

All tax returns are due on **April 15 (Tax Day)** of the following fiscal year for income earned the year prior: e.g., the deadline to file your income tax return for income earned in 2019 will be April 15, 2020. You can request a tax filing extension for up to October 15 of the fiscal year, but all unpaid taxes from April 15 to October 15 will be accumulated with accrued interest rate.

Withholding Tax: All students who work are advised that a percentage of their employment/assistantship/scholarship funds may be subject to tax withholding laws unless they are entitled to, and apply for a tax exemption each and every calendar year in the Payroll Office.

Income Tax Withholding Exemptions and Tax Treaty Forms: Many countries have negotiated a tax treaty with the United States, which could exempt their citizens from tax liabilities for a period of time while studying in the United States. If you work on campus, the Payroll Office will help you find out whether any tax treaties might exist with your country and will provide you with the necessary paperwork in order to apply for the treaty benefit.

Treaty benefits from tax withholding must be applied for each year; they are not granted automatically. Taxes will be withheld automatically unless treaty exemptions are applied for in advance of receiving payment. The Payroll Office cannot provide any tax refunds after the taxes

are withheld. All refunds for taxes withheld must be applied for when completing the Income Tax Return each spring.

You can find more information about how foreign students pay income tax on the Internal Revenue Service website:

<https://www.irs.gov/individuals/international-taxpayers/foreign-students-and-scholars>

<https://www.irs.gov/individuals/international-taxpayers/aliens-which-form-to-file>

<https://www.irs.gov/forms-instructions>

For requirements concerning the State of Virginia income tax requirements, please see the Payroll Office. Forms are also available on website of Virginia State Government:

<https://www.tax.virginia.gov/forms>

IV. HAMPTON UNIVERSITY AND THE COMMUNITY

1. IMPORTANT FACTS ABOUT THE UNIVERSITY CALENDAR.

Check the website: Important information about the University is available on the University website www.hamptonu.edu.

Obtain an official Hampton University email address: All students are required to obtain a Hampton University email address as soon as they register for classes. Official communications from the University, especially the Hampton University International Office, will come to that email address. Below are some details that may be helpful to new international students when they first arrive, prior to orientation and registration.

Pay close attention to important dates on the University Calendar, posted on the Website <http://registrar.hamptonu.edu/calendar.cfm>

Students should familiarize themselves with important dates, such as periods of time when the residence halls are closed and deadlines for changing their academic programs each semester.

American universities set deadlines after which students may not withdraw from the courses in which they enroll. Early in each semester there is a deadline to change (i.e. drop and add classes) without the changes appearing on their academic record. Please remember that F-1 students may not drop below 12 credits for undergraduate and 9 credits for a graduate student. After the middle of the semester, students may not drop a course under any circumstances. Students who have not attended a class and are unable to catch up with the required work may not drop the class. Instead, they will receive an "F" in any such class. **Attend class and keep up with your work!**

The residence halls close during the Christmas Break. All students must arrange for a place to stay during those times, either with friends or relatives, or with a host family in the

community. Please see the HU International Office as soon as possible if you have difficulty arranging for a place to stay during the Christmas Break.

Traditional American Holidays

The university is closed on those marked *

*Martin Luther King Jr. Birthday (3rd Monday in January) – A Baptist minister and passionate fighter for civil rights through non-violent action, King was assassinated in 1968. No classes are held, but campus observances are scheduled on that day.

Valentine’s Day (February 14) – Not a legal holiday. A day to celebrate love. In the U.S., cards are often given to close friends and loved ones as well as to sweethearts.

President’s Day (Third Monday in February) – This national holiday honors U.S. Presidents. Government offices and banks are closed.

Easter Sunday (March or April) – A Christian holiday widely observed in the U.S., it celebrates the resurrection of Jesus. The secular Easter tradition is to dye eggs different colors and give baskets of candy to children.

*Memorial Day (Last Monday in May) – This national holiday is dedicated to the memory of all those who died during wars. Government offices, banks and the university are closed.

*Independence Day (July 4) – A national holiday celebrating the signing of the American Declaration of Independence. Most stores, government offices, banks and the university are closed.

*Labor Day (First Monday in September) – This national holiday honors the country’s working people. Most stores, government offices, banks and the university are closed.

Veteran’s Day (November 11) – A day set aside to honor all men and women who served in the Armed Forces of the U.S. Government offices, banks and some businesses are closed.

Halloween (October 31) – A traditional day for children (and adults) to dress in costumes and have parties. Children go “trick or treating” to homes for candy.

*Thanksgiving Day (Fourth Thursday in November) – Established as a National Holiday by Abraham Lincoln, it honors the first settlers and is a day set aside to give thanks for the good things in our lives. Large family dinners are common. Classes stop on Wednesday and restart on the following Monday.

*Christmas Day (December 25) – The celebration of the birth of Christ in the Christian faith. Families decorate their homes with Nativity mangers, Christmas trees and exchange gifts. The American Christmas tradition is that Santa Claus brings gifts to good children. The University closes during the 3rd week in December and reopens on the first Monday after New Year’s Day

with classes beginning one week later. If you live on campus, the dorms will close during Christmas Break. Please inform the International Office ASAP if you will require accomodation over the Christmas Break.

2. TRANSPORTATION FOR THE CITY OF HAMPTON.

Airports

The area is served by most major U.S. airlines, including Delta, United, USAir, Continental and a variety of regional carriers. Connections are available to all major U.S. hubs (Washington, New York City, Chicago, Philadelphia, Atlanta, etc.) and from there to destinations around the world. Groome Transport Service provides limousine service from the airports to any address in the City of Hampton.

Norfolk International Airport (ORF), 1.5 miles east of I-64, 2200 Norview Avenue, Norfolk, VA (757-857-3200). Visit <http://www.norfolkairport.com/>.

Newport News-Williamsburg International Airport (PHF), 900 Bland Boulevard at Jefferson Avenue, Newport News, VA (757-877-0221). <https://flyphf.com/>.

Trains

Amtrak – National rail passenger service provides service to the Hampton area with connections in Richmond and Washington, D.C. The nearest Amtrak station is about ten miles from the University at 9304 Warwick Blvd., Newport News, VA (757-245-3589). www.amtrak.com.

Bus

Nationwide bus service is provided by *Greyhound Bus Service* - The Hampton Station is about two miles from the university at 2 W. Pembroke Avenue, Hampton, VA (757-722-9861). www.greyhound.com. Students can apply for a discount program.

City Bus Service:

Hampton Roads Transit (HRT) - Hampton Transportation Center, 2 W. Pembroke Avenue, Hampton, VA (route information 757-723-3344 or visit gohrt.com or www.hrtransit.com) serves Hampton, Newport News, Norfolk, and Yorktown seven days a week. Bus Routes 2 and 9 run near Hampton University. Transfers, available at Hampton Transportation Center and other transfer locations, are required to change buses and continue to your destination.

3. ACCOMMODATION.

Hotels

For students arriving with their families prior to the opening of the residence halls, the only hotel

within walking distance is the Hampton Marina Hotel, located on the harbor overlooking the university at 700 Settlers Landing Road, Hampton, VA 23669 (757) 727-9700 or www.hamptonmarinahotel.com/ (rates from \$89 per night). A wide range of accommodation is available in the area, but a car or taxi is required to get to the university. A list of hotels serving the Hampton area may be found at <https://www.visithampton.com/stay-listings>. Most are located near Peninsula Town Center, a major shopping area about four miles north of the University on Interstate 64. These include the Hilton Garden Inn, 1999 Power Plant Pkwy, Hampton, VA 23666 (rates from \$99), Springhill Suites by Marriott, 1997 Power Plant Pkwy, Hampton, VA 23666 (rates from \$89 per night), Extended Stay America, 1915 Commerce Dr, Hampton, VA 23666. Still others in the vicinity include Best Western, Courtyard by Marriott, Holiday Inn Express, and Red Roof Inn, all in the same area.

Housing

The University offers services to help you in choosing among available housing on campus and the community. A reminder: Notify the Hampton University International Office and Registrar's Office whenever your address changes.

On campus, the Dean of Women (757-727-5486) and the Dean of Men (757-727-5303) provide support services such as housing, counseling, guidance, residential programming, social and cultural values training, and are the keeper of the student locator system for all students of the University.

The Off-Campus Housing Office (757-727-5681), located in McGrew Towers, provides students with updated listings of apartments, townhouses and condominiums available for rent, lease or sale.

Hampton Harbor Apartments, 8A Harbor Avenue (757-723-0559), offers two bedroom apartments with two full baths, private patio or balcony, mini-blinds, formal dining room, washer/dryer hook-ups, central air-conditioning and fully equipped kitchen. These apartments are in walking distance of the campus and located close to shopping, dining and laundry/dry cleaners. NOTE: Hampton Harbors is independently operated and is not a subset of University housing services.

You may also consult the classified section of the local newspaper (The Daily Press) for housing. If you have a community host or student host, ask for assistance when considering housing choices.

Information for Renters (Leasing, Utilities, Rental Policies)

Before making any verbal commitment or signing any agreement, ask questions. Request 24 hours to review the contract before returning with a response. Never be afraid to ask questions concerning housing, details about the lease and all related information that is not clear to you. Before renting a room or apartment it is useful to ask the following:

What are the terms of the Lease?

Is the Apartment furnished? If not, consult "Furniture-Renting and Leasing" in the Yellow Pages of the phone book.

Is there a damage or security deposit? How much is it? When will it be refunded? What is the interest rate of the deposit?

When is the rent due?

What are the cooking facilities?

What utilities (such as electricity, gas, heat, telephone) are included in the rent, if any?

What is the average monthly utility cost not covered in the rent? (Sometimes utility companies will keep records of the highest and lowest bills for the house or apartment).

What are the restrictions on children or pets?

Is the area safe at night, especially for walking?

Is parking available? Where is the nearest bus line?

Is it possible to sublet?

Are there any special rules or regulations set up by the landlord?

→ Ask to see the house or apartment first before agreeing to rent.

A lease is a binding legal document, an agreement between the tenant and the landlord specifying the obligations of each. A lease is designed to protect both the tenant and the landlord. Before signing a lease, be sure that you have inspected the premises (report any damages present on your move-in date) and that you understand all terms of the lease.

Utilities - Utility companies usually charge a deposit and/or connection fee that may vary depending on credit and whether or not you previously had service.

Local Utility Services:

Cable TV: Cox Communications 757-224-1111 (there are also other local providers such as Verizon, Direct TV, etc.)

Electricity: Dominion Energy 1-888-667-3000; <https://www.dominionenergy.com/>

Gas: Virginia Natural Gas 757-873-1322

Water, Sewer, Trash Collection: Waterworks 757-247-8421

Telephone: Verizon 757-954-6222 and other providers such as AT&T, Cox, etc.

Telephone –The billing policy for individual calls depends on your choice of service. It is quite acceptable to call locally from another person’s home although it is not appropriate to make long distance calls unless you have the permission of the tenant/homeowner. Phone numbers preceded by “1-800”, “1-888” and “1-866” are free of charge and are often available for services requiring long distance phone calls.

If you are having problems with your on-campus telephone, take it to the campus operator located on the first floor of the Stone Building near the Mail Room. If you are having problems with an off-campus phone, call your telephone provider. Using a pre-paid telephone card or cell phone can help you remain aware of how much you are spending on long distance calls. It is not appropriate to use a cell phone during classes, meetings, or events on campus. Cell phones are not allowed in examination rooms.

Moving out of a room or apartment – If you wish to move out before the end of the lease, consult the landlord. It may be possible to find someone to sublet your apartment from you. Written approval from the landlord might be required. Fulfill all terms of the lease by moving

out when your lease is up.

The premises should be clean, including the refrigerator and the oven, to insure the return of the security/damage deposit. Feel free to remind the landlord to return the deposit to you. Ask questions about any money withheld from the deposit and the reason why it was withheld. Consult your list of damages signed by the landlord (which you read before signing the lease).

Notify the post office to forward mail to your new address. You can request the change of address in person or online at: <https://moversguide.usps.com>. First class mail can be forwarded overseas for a period of time. Also, notify the Hampton University International Office and the Dean of Men or Women of changes of your address and/or phone number. You should also notify the Office of the Registrar and your major departments of these changes.

If you have time in between leases or if you are in University housing during the academic year and are traveling for the summer, you may need a place to store your furniture and clothes. For information on storage holding, consult the Yellow Pages of the phone book under “Storage-Household and Commercial”.

Postal and shipping services – The United States Postal Service (USPS) provides a variety of services, including air and sea mail, parcel post, express mail, registered mail, money orders, stamps, postage and information.

Local United States Post Offices

Olde Hampton Station, 89 Lincoln Street Hampton, VA 23669 ph. 757-722-1903
Main Post Office, 809 Aberdeen Road Hampton, VA 23669 ph. 757-826-7585
Phoebus Station, 102 E. Mellen Street Hampton, VA 23663 ph. 757-723-0121

All mail coming to Hampton University will be received at the University Mail Room located on the first floor of the Stone Building. Mail boxes are available through the mail room. Postal services are not provided. You can purchase stamps at the Collegiate Bookstore at Hampton Harbors. Telegrams, Moneygrams and Mailgrams are provided by Western Union. To find out about services, fees and locations call 1-800-325-6000.

Shipping – See “Freight Forwarding” and “Air Cargo & Package Express Service” in the Yellow Pages of the phone book.

U.S. Postal Service (USPS) – www.usps.com 1-800-222-1811.

Federal Express (FedEx) – www.fedex.com/us/ 1-800-238-5355.

United Parcel Service (UPS) – <https://www.ups.com/> 1-800-742-5877 (HU Central Warehouse (757-727-5242) offers UPS shipping services.)

DHL Express – www.dhl.com 1-800-225-5345.

4. BANKING.

U.S. banks offer many kinds of financial services, including checking and savings accounts, foreign currency conversion, bank drafts, money orders, credit cards, loans, traveler’s checks and safe deposit boxes for valuables. A complete listing of banks and their location can be found at

<https://www.usbanklocations.com/hampton-banks-va.htm>. There are two Bank of America ATMs: one is located outside the Collegiate Bookstore at Hampton Harbors and the other is in the Student Center across from the Student Activities office. Most banks offer similar services, but there may be minor differences such as the amount of interest earned in various types of accounts and services to accommodate currency exchange and the overseas transfer of money. It is important to investigate the differences before choosing a bank.

Opening a Bank Account: To open a bank account, you will usually need (1) a valid ID (e.g. driver's license, passport), (2) a proof of residency (e.g. lease agreement, bill statement), and (3) a social security number. If you do not have a social security number, you can still open a bank account by providing an Individual Taxpayer Identification Number (ITIN). If you do not have a U.S. government-issued SSN or ITIN, some banks and credit unions will simply accept your foreign passport. Visit different banks and credit unions to find out what types of accounts they offer, and what types of documents they accept to open an account.

To get an ITIN, please visit <https://www.irs.gov/forms-pubs/about-form-w-7>. You must complete Form W-7, and submit it with supporting documents to the IRS either:

By USPS:

Internal Revenue Service
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

By FedEx or UPS:

Internal Revenue Service
ITIN Operation Mail Stop 6090-AUSC
3651 S. Interregional, Hwy 35
Austin, TX 78741-0000

In-Person (By Appointment Only):

903 Enterprise Pkwy.
Hampton, VA 23666
Monday-Friday - 8:30 a.m.-4:30 p.m.
(Closed for lunch 12 noon - 1 p.m.)
To Make an Appointment, call: [844-545-5640](tel:844-545-5640)

There is usually a minimum requirement for a deposit (the amount varies with the bank). In addition to your passport, also bring your Hampton University ID number with you; if you do not yet have an ID card, call the University Police Department at 757-727-5258.

A checking account allows the convenience of paying for things without carrying cash with you. Money can be deposited in various forms: cash, a bank draft, personal check, cashier's check, or traveler's check, all payable in U.S. dollars. You can withdraw cash at what is called an "ATM." ATMs are usually open 24h/7. If you write a check and do not have enough money in your account to cover it, the check will be returned to the bank for "insufficient funds" (also called a "bounced check") and a fee is imposed, both by the bank and the merchant, of up to \$50.00 each per returned check.

A savings account allows you to reserve funds while earning interest (interest rates vary from bank to bank). Many people have a checking account for daily expenses and a savings account for reserve funds. Money may be transferred from one account to the other.

International Wire Transfer: Most banks offer overseas transfer of money, usually for a fee.

Keep this in mind when opening an account, and inquire about bank fees for international wire. The process can sometimes be long and complicated. To wire money from a foreign bank to a U.S. bank, you will need the U.S. bank SWIFT Code, Routing Number, and Account Number.

When receiving or sending funds, first contact your home bank to find out the best way to transfer money. Find out which is the Hampton's bank correspondent bank in the country from which the money is coming. If receiving money ask the sender to send the money through the correspondent bank. This will save time. Ask the sender to be specific when transferring money. Include the receiver's complete address, telephone number, name of bank and any specific instructions.

Using your Credit Card While Abroad: When using your home credit card while abroad, ask your bank what is their bank partner in the country you are travelling to. This will allow you to withdraw cash and pay with your card without fee, or at a reduced fee. For Bank of America overseas bank partners, please visit <https://locators.bankofamerica.com/international.html>.

Credit Card and Credit History: In the U.S., building a "credit history" is very important. Many merchants, including landlords, will run what is called a "credit check" on you before deciding to rent you an apartment, or before you can buy a car. As such, it is important from the very beginning to open a credit card and start building your credit history in the U.S. You must also maintain a good "credit score" as interpreted by the financial institutions. To check your credit score for free go to: <https://www.creditkarma.com/>

5. SHOPPING.

Hampton offers a wide variety of shopping. In order to get the best value, you must "shop around" and consult friends such as a Host Family or Student Host for current information and suggestions.

In the United States, one does not "bargain" for a price in a store, but rather we "shop around" and compare to find the best price before making a purchase. In some cases, such as a garage sale or yard sale, where used goods are sold privately, or in the case of purchasing a used car or used furniture from an individual rather than a store, "bargaining" is acceptable.

What's in a Store?

Drugstore/Pharmacy carries non-prescription and prescription ("over the counter") medicine, first aid supplies, personal health needs, film and film developing, cosmetics, candy, magazines, cards, stationery, etc. Many now also offer passport photographs. Most common pharmacy stores: CVS, Walgreens, Rite Aid.

Department stores carry almost everything! Clothes, jewelry, shoes, gifts, kitchen appliances/utensils, luggage, books, records, tapes, hair care products, notebooks and many other useful items. Most common department stores: Macy's, Nordstrom, JCPenney, Target, Walmart.

Chain stores (i.e., 7-11; Wawa) have a limited selection of food and basic health items, etc. They are open longer hours and are more expensive.

Grocery stores/supermarkets have a full range of basic health aids, household supplies and food products, both fresh and processed (canned, frozen, dried). Foods are dated for freshness. Labels list product ingredients. Often a bakery and/or pharmacy is located in the store. Most common grocery stores: Food Lion, Kroger, Walmart.

Specialty stores are smaller than a department store and sells a particular type of item, for example, a ladies' clothing store, children's clothing, bookstore, appliances, furniture, etc.

Second hand stores/thrift shops have clothes, housewares, etc. and often benefit a specific charity, such as a hospital. Try the Children's Hospital of the King's Daughters, the Disabled American Veterans, Goodwill and the Salvation Army, all located in Hampton or Newport News.

Malls

Peninsula Town Center
1800 W. Mercury Blvd.
Hampton, VA

Patrick Henry Mall
12300 Jefferson Avenue
Newport News, VA

Department Stores

Wal-Mart
1900 Cunningham Drive
Hampton, VA
757-826-6377

Peebles
227 Fox Hill Road, Ste.19
Hampton, VA
757-851-4207

Target (located in the Peninsula Town Center)
5001 Holt Ave.
Hampton, VA
757-951-2300

Grocery Stores

Farm Fresh (Phoebus)
608 E. Mercury Blvd.
Hampton, VA
757-723-0771

Lidl
2000 W Mercury Blvd.
Hampton, VA
844-747-5435

Food Lion
3855 Kecoughtan Road
Hampton, VA
757-23-8802

Aldi
1980 Saville Row
Hampton, VA
855-955-2534

Check online for other store listings in the Hampton area.

6. THE CITY OF HAMPTON, HISTORY AND ATTRACTIONS.

Located at the Southern Tip of the Virginia Peninsula on Hampton Roads, a historic waterway opening into Chesapeake Bay, the City of Hampton is the oldest continuously occupied English-speaking community in the New World. It is rich in history, from the earliest colonial period through the Revolutionary and Civil Wars to the contributions of the modern aerospace industry.

The area offers residents and visitors an historical adventure, ranging from our colonial beginnings to America's 20th-century adventures in space. You will also find cultural activities, a wealth of scenic beauty and a vast variety of outdoor activities.

Air Power Park and Museum (<http://hampton.gov/1187/Parks-Recreation>) – 413 W. Mercury Blvd., Hampton, VA (757-727-1163). Contains an impressive collection of missiles, rockets and authentic vintage jets.

Buckroe Beach, end of Pembroke Avenue – For gentle surf, clean sand and excellent fishing, Hampton's Buckroe Beach is the perfect location. Bordering the Chesapeake Bay, Buckroe offers wide beaches and seasonal lifeguards. A new pavilion hosts concerts and other events during the summer. Picnic shelters are available for a nominal fee and reservations may be made by calling 757-850-5116. Open daily, year round. Official season is Memorial Day through Labor Day. Free admission

Bluebird Gap Farm (www.hampton.va.us/bbgf/) 60 Pine Chapel Road, Hampton, VA (757-727-6739) – This unique city park, designed to resemble a working farm, this 60- acre site featuring barnyard animals, petting zoo playground, picnic areas and recreational facilities. Open year round. Wednesday – Sunday, 9:00 a.m. – 5:00 p.m. Closed Monday, Tuesday, Thanksgiving, Christmas and New Year's Day (also closed Wednesday when a major holiday falls on Monday or Tuesday). Free admission

The Casemate Museum of Fort Monroe (<http://www.fmauthority.com/visit/casemate-museum/>) 20 Bernard Road Hampton, VA (757-727-3391). - Constructed in the 1800's, Fort Monroe is the largest stone fort ever built in the United States with emphasis on its importance as a strong hold during the Civil War and the only moat-encircled fort still in active use. Within the posts historic walls in the Casemate Museum, the focal point is the cell in which Confederate President Jefferson Davis was imprisoned after the Civil War. Open year round. 10:30 a.m. – 4:30 p.m. Closed Thanksgiving, Christmas and New Year's Day. Free admission

Charles H. Taylor Arts Center, (www.hamptonarts.net/) 4205 Victoria Blvd., Hampton, VA (757-722-ARTS) - The Center, housed in a colonial-style building (1925), also serves as headquarters for the Hampton Arts Commission, which produces and presents highly acclaimed Great Performers Series each year. Open year round. Tuesday – Friday 10:00 a.m. – 6:00 p.m.; Saturday – Sunday 1:00 p.m. – 5:00 p.m. Closed Mondays and major holidays. Admission is free. Admission charged for Great Performers Series Concerts.

Downtown Hampton Walking Tour – Brochures detailing a self-guided walking tour of Downtown Hampton are available from the Hampton Visitor Center, 710 Settlers Landing Rd.

(1-800-800-2202 or 757-727-1102). This tour guides visitors along the City's waterfront and past several of Hampton's attractions and historical sites, including the Virginia Air and Space Center, the Hampton Carousel, St. John's Church, First United Methodist Church and Mill Pont Park. The tour begins at the visitor center and follows a circular route. Approximate time of tour is 30 minutes without stops. The Hampton Historical Museum opened in a new building in Summer 2003.

Fort Wool (757-727-1102) – Reached by Hampton Harbor Cruises. This artificial island in the middle of Hampton Roads Harbor is accessible either by private boat or via the Hampton Harbor Tour Ship, April – October. This important fort, completed by Robert E. Lee before the Civil War, is where President Lincoln watched federal troops retake Norfolk. Abandoned by the Army in 1967, Fort Wool's remaining fortifications include cannon casemates dating back to the Civil War and placements for disappearing guns from World War I. Partially constructed under the direction of Lt. Robert E. Lee, the fort offers a spectacular view of the Chesapeake Bay and Hampton Roads Harbor at the mouth of Hampton Roads, one mile south of Fort Monroe. See Hampton Harbor Tours for dates, times and fees. For pleasure boaters, the island is open year-round; no admission. April – October, pleasure boaters must vacate the dock during those times when the City's harbor boat tour is at the island. Call 1-800-800-2202 or 757-727-1102 for approximate times when the dock will be closed to pleasure boaters.

Hampton History Museum (757-727-1610) www.hampton.va.us/history_museum/ – 120 Old Hampton Lane. The purpose of the newly completed museum is "to increase the awareness and understanding of the history of Hampton by maintaining an educational and research center for the collection, exhibition, interpretation, preservation and promotion of the vast historic resources of the City. Colorful galleries help visitors to relive 400 years of American history, starting with the Native Americans and their relationship with the natural environment and continuing with the history of the oldest continuously occupied English-speaking community in North America from the 17th to the 21st century. Visit with the museum staff, some of whom proudly point out their own family heirlooms in the collection.

Hampton University Museum (757-727-5308) <http://museum.hamptonu.edu/> – Located in the Huntington Memorial Building, on the grounds of the Hampton University campus. As you pass through the doors you enter the oldest African American museum in the United States and one of the oldest museums in Virginia. With over 9,000 objects including traditional art from Africa, Native America, Asia and Oceania: African American fine arts; and objects relating to the history of the University, there is something for everyone. The Museum offers an array of educational initiatives including permanent and changing exhibitions, lecturers, symposia, internships and quest lectureships, art workshops, school partnerships, and the publication of the International Review of African American Art (IRAAA), the only periodical publication devoted primarily to African American art. The Museum Store carries a unique array of handcrafted ethnic works of art, together with jewelry, children's books and games, art books, note cards, postcards, art prints and other interesting items. Open year round. Monday – Friday 8:00 a.m. – 5:00 p.m.; Saturday Noon – 4 p.m.; closed on Sunday major holidays. Free admission

7. UNIVERSITY HEALTH SERVICES.

The Student Health Services Center

[Http://www.hamptonu.edu/studentservices/health/](http://www.hamptonu.edu/studentservices/health/) has a professional staff composed of a full-time medical director, part-time physicians, nurses, a laboratory technician, a consulting dentist and consulting specialists. It provides the following services for students:

The annual physical examination required of all freshman students must be submitted before entering the University. All first year students must submit an updated immunization record including evidences of immunizations against diphtheria, measles, rubella, tetanus, mumps, PPD and polio. Failure to submit the physical examination form may result in suspension or dismissal from the University. Prior to registration, each first year or transfer student is required to submit a medical examination form completed by a physician of the student's choice. The medical examination form is provided by the Health Services and is sent to all students applying for admission to the University for the first time. These forms are screened, and whenever indicated, the students are requested to report to the Health Services upon arrival at the University. This procedure has proven most valuable in detecting possible contagious diseases and in alerting the Health Services to special conditions that may require later care. In cases where it is deemed necessary to safeguard the health of the University community, the Health Services may require additional physical examinations. However, this rule will not apply to those who voluntarily withdraw from the University.

The Health Center is open Monday – Friday from 8:00 A.M. to 5:00 P.M. during the academic year and summer sessions. The health fee and student insurance limitations vary, so be sure you know under what conditions you will be expected to pay for services. All students at Hampton University must have insurance.

Emergency Care: For those living off campus, dial **911** for emergencies. On campus students **must** contact the University Police through the residence hall director or staff.

See the Health Center website <http://www.hamptonu.edu/studentservices/health/> for further information about services.

Students are urged to carry adequate health insurance to protect against the possibility of serious illness or injury requiring hospitalization or expensive mediations and/or treatment. The University offers a supplementary student insurance plan designed to cover some of the items not included in the health fee and to supplement any other health or accidental insurance that the student may have. All students who do NOT wish to enroll in the group hospital insurance program with the University must so indicate on the cards (waiver cards) provided them via mail or at the time of registration. Otherwise, students will be automatically enrolled under this plan and the appropriate charge added to their accounts. Full information regarding costs, benefits, etc., may be obtained from the Business Office shortly before or during registration periods or upon request. Students should also check to see if they are covered by any individual or family policy.

8. MEDICAL INSURANCE FOR ACCIDENT AND EMERGENCY MEDICAL CARE.

Medical Insurance is a necessity. There is no national health program in the U.S. All medical costs must be paid for the individual or by private health care insurance. Most Americans enroll in private insurance plans to help pay for their hospital and emergency medical costs. Since medical care in the U.S. is extremely expensive, it is vital that all international students and their families subscribe to such insurance plans. **All international students and dependents are required by law to have insurance coverage.** **Full-time students are required by the University to enroll in an insurance plan;** many options are available.

In an insurance program, you pay a set amount of money called a “**premium**”. In case of an accident which necessitate hospitalization, the insurance company “covers” (pays for) a large percentage of the cost, but usually not the totality based on the amount of “**deductible**” you chose. This relieves the insurance holder of an overwhelming financial burden. You should also be aware that *medical insurance never covers ALL the costs*. You are usually required to pay a “**co-pay**” depending on the medical visit sought. Usually insurance policies cover emergency care, accidental injuries and prolonged illness; but usually *DO NOT pay for* eye and dental services (you may need to enroll in an additional vision or dental plan). When choosing a plan, be sure to find out exactly what the insurance does and does not cover. ***Ask questions!***

Insurance companies issue an identification card to all members of their insurance plans. Carry this card with you at all times. If you are taken to the hospital or go to see a doctor, this card is proof that you are “covered” by an insurance company. For more information and enrollment forms call or visit Student Health Services.

Insurance options: All students at Hampton University are required to buy insurance. Researchers, faculty and family members must have insurance coverage as well. Student Council sponsors a low cost insurance plan that is available to all students and their families. Many other private plans are specifically designed for internationals or visitors.

Medical Terminology:

Allergist – One who treats patients with a severe sensitivity to the environment (i.e., dust, pollen, germs); a physician specialist; M.D.

Chiropractor – Treats pains by manipulating body joints, especially the spine (Not medical doctor).

Dermatologist – Physician (medically licensed doctor or M.D.) who treats skin diseases.

Family Physician – Medical Doctor who treats all family members (adults and children) for general illnesses.

Internist – Medical Doctor who treats illnesses of adult patients.

Nurse-Midwife – Person who assists a childbirth (licensed by the state).

Neurologist – Treats conditions of the nervous system (but does not perform operations); M.D.

Nurse – Provides a variety of health services and health education.

Obstetrician/Gynecologist – Medical Doctor who treats pregnant women and reproductive systems of women and reproductive systems of women in general.

Orthopedist – Medical Doctor who treats the skeletal system (casts broken bones, etc.).

Otolaryngologist – Medical Doctor who specializes in the ear, nose and throat areas.

Pediatrician – Medical Doctor who treats children from birth to teenage years.

Physician – A medically licensed doctor; M.D.

Psychiatrist – Treats mental/emotional problems; medically licensed M.D.

Psychologist – Treats mental problems; holds an academic, not a medical degree.

Urologist – Treats the urinary tracts of men and women and the male reproductive system; M.D.

Dentist – One who treats the teeth; holds doctor of dentistry usually.

Dental Hygienist – Dentist’s assistant; cleans teeth.

Oral Surgeon – Surgeon who operates on the teeth and gums.

Orthodontist – Treats badly-shaped teeth and mouth structure.

Ophthalmologist – Treats eye diseases and injuries. Examines the eye and prescribes glasses; M.D. specializing in eye problems.

Optometrist – Examines the eye and prescribes glasses.

9. PERSONAL SAFETY.

Take Safety Precautions - Hampton University is an attractive and pleasant environment and most people are friendly. The campus police have recently increased the security systems and procedures on the campus. However, it is important to remember that, despite these precautions, the university campus is still comparatively open. Non-university people can still enter the grounds, University buildings and apartment areas. Members of the University are vulnerable to the same crime problems that residents of any city encounter. In spite of the congenial atmosphere here, the opportunity for crime does exist, and students and scholars should be aware

of this possibility, although they need not live in fear. Those who choose to live off campus should take the same safety precautions that they would in any large city after dark. If you follow normal safety procedures, avoid areas where trouble could occur, and keep your belongings secure, you can minimize your chances of being the victim of a crime.

Safety at Home - Lock all doors at all times, especially at night. It is a good precaution to keep the inside door securely locked. Never open a door until you know who is there. Do not admit a salesperson, repairman, or delivery person unless they are expected. Ask to see a service person's identification card. If you lock yourself out of an apartment or room by mistake, a building superintendent can reopen the door.

Safety Away from Home - Take note of the blue emergency telephones located throughout the university grounds. They are directly connected with Hampton University Police. After dark DO NOT walk alone. Walk only on lighted pathways and streets, on the side of a sidewalk closest to traffic, and avoid isolated areas. Do not leave valued belongings unattended in classrooms or study areas (if you do forget an item in a classroom, check in the desk at the front of the room or with the University Police Office. Keep checking, since an item might be turned in some time after it is found).

University Police - Police officers are on duty 24 hours a day to provide protection and assistance in emergencies. They offer safety seminars throughout the year and distribute crime prevention booklets.

10. CHURCHES AND RELIGIOUS ACTIVITIES.

The Hampton Roads community offers churches, synagogues, temples, meditation groups and Islamic centers serving members of almost every one of the world's great religions, including catholic and protestant churches of almost every denomination. If you have difficulty locating an institution to serve your spiritual needs, please contact the Office of the University Chaplain at 727-5340. The HU International Office also has a list of religious centers in the greater Hampton Roads area, not only in Hampton, but also in Newport News, Williamsburg, Norfolk and other area cities.

11. THE INTERNATIONAL STUDENT ASSOCIATION & OTHER STUDENTS' ASSOCIATIONS.

The International Student Association (ISA) was founded in 1973 to provide a social, intellectual and recreational body for foreign students attending Hampton University. Citizens of other countries and residents of U.S. territories are automatically members unless they decline to participate. Native Americans may participate in this organization as associate members. The Advisor to the International Students Association is the HU International Office. The Director also interacts and serves as a liaison with the larger community, students, faculty, administrators, other persons and embassies.

Meetings and events will be announced on the International Students Blackboard site.

There are over 100 student organizations on campus that may help you to orient yourself, meet other students and gain a better understanding of American culture while sharing your own culture with others. The Office of Student Activities/Student Union has the responsibility for coordinating co-curricular activities for students. You will find descriptions of these organizations in your official Student Handbook, *Living and Learning at Hampton University*.

Student organizations are placed within the following categories: Religious, International Students, Pre-Alumni Association, Women's Senate, Men's Association, Organization of Graduate Students, Honor Societies, Fraternities, Sororities, Departmental Clubs and Organizations, Class Related Organizations and Social clubs. Pay particular attention to those closely related to your major and honor societies for which you become eligible by maintaining outstanding grades.

For more information, contact the Student Activities Office. Your individual department, academic advisor, and student leaders are also additional resources of information you may find helpful.

12. ADJUSTING TO A NEW CULTURE.

Cross Cultural Adjustment – Even though each person will have a different reaction and may find that one stage of the adjustment process will last longer or will be more pronounced than the others, experts have found certain common patterns in the adjustment process of people who enter a new culture. You may facilitate your adjustment by understanding the following stages and recognizing that they are normal reactions to your new situation.

Stage One – You have first entered a culture and everything about you is new and exciting. You are enjoying discovering the differences between the host culture and the culture that you consider your own.

Stage Two – After a period of time, you begin to feel uncomfortable in your new environment and homesick. The excitement has lessened. The differences are a source of irritation and you may miss certain aspects of your home culture. You may feel isolated, depressed or uncomfortable and may even experience physical illness as your body adjusts to change. You will find it stressful to have so many new things to adjust to and may become irritated by difficulties.

Stage Three – At this point, you may be making broad generalizations about the host culture. You may feel that your culture is far superior. You also may want to withdraw or surround yourself with people who share your cultural experiences. This may be comforting to you and relieve the stress of the many adjustments you have to make in adapting to university life.

Stage Four – As your understanding grows, you will begin to see both the positive and the negative sides to the host society. You may even gain insight into your own culture. You will begin to feel more comfortable in your new environment in spite of momentary irritations and misunderstandings. You will have friends from your own and from other cultures.

Stage Five – Eventually, you will be able to interact with ease within the new environment. You may find it increasingly easy and enjoyable to move between cultures, appreciating many things about both your host culture and your home culture.

Suggestions to ease adjustment – Plan from the outset to develop multicultural understanding and cultural competence by:

- Spending time with American friends so that you are able to see beyond stereotypes.
- Spending time with people from a similar background may also be very important to you. They may be able to give you advice on how they were able to adjust to live in the U.S. However, overly criticizing Americans may make your adjustment more difficult.
- Talking with your community or student host. Discuss your reactions to American society in depth.
- Keeping a journal of your daily moods and thoughts. This may help you understand your reactions to the new environment as you are writing, as well as, when you reread the journal at a later point.
- Establishing a time when you can ask questions about American idioms and cultural idiosyncrasies. The opportunity to learn more about American speech and culture. At the same time, you can share information about your culture with others.
- Reading more about life in America.
- Giving yourself extra time to rest as you adjust to the rapid pace of change in your new environment.

V. CONCLUSION: A FEW FINAL THOUGHTS ABOUT LIFE IN THE UNITED STATES.

As an international person in the United States, you may notice certain patterns in American culture. We would like to encourage you to use the information below as a starting point as you begin to learn more about life in the United States.

American Culture Values

Robert Kohls, formerly of Meridian House International in Washington, D.C., developed a list of American cultural values. Please remember that the list includes generalizations and will not apply to all Americans. In fact, Americans pride themselves on being unique and may not acknowledge that they share basic cultural traits with other members of U.S. society. In general, the values that are listed below carry very positive connotations within this society.

Individualism – The individual is highly valued and his/her needs are, in general, more important than those of the group. Everyone needs a certain amount of privacy.

Self-Reliance – Americans believe that each individual should care for him/herself. If you need help, you should ask for it.

Control of Time – Following schedules and being on time is very important in the U.S. “Wasting time” has negative connotations.

Directness – When speaking with an American, even if you are giving unpleasant news, it is important to speak honestly and directly. Americans appreciate having people make eye contact with them when speaking to them.

Informality – Informality is appropriate in many situations and is not seen as disrespectful or rude in many cases.

Change – Change indicates development, progress and growth, all of which are highly valued by Americans. Traditions are important at Hampton University, yet progress and change are expected of students and faculty.

Equality – All people should have equal opportunities regardless of race, gender or religion.

Future – Americans spend a great deal of time thinking about and planning for the future including retirement. The past and present are often devalued in comparison.

This is a simplified description of very complex cultural traits. You can explore each one of these cultural values in depth during your time in the United States. You may want to talk with the HU International Office, with faculty in Modern Foreign Languages or other faculty who have international experience, or with friends as you examine your own experiences in relation to the list above. We wish you the best time and life experience living the “American Dream.” We encourage you to travel and explore the wonders the U.S. has to offer.

Once again, welcome to Hampton University! Please enjoy your new
"Home by the Sea!"

The Hampton University
International Office Team

APPENDIX

F-1 Student Responsibilities

- Be enrolled in a full course of study at the beginning of every session (excluding authorized break periods)
- Consult with the Designated School Official (DSO) before dropping below a full course of study for any reason, and obtain authorization for a reduced course load
- Report address change to their DSO within 10 days of the change
- Report any changes in sources of financial support to their DSO
- Seek the approval of the DSO and United States Citizenship and Immigration Service (USCIS) before engaging in employment or practical training
- Report any changes in program of study to their DSO
- Report any change in academic status to their DSO
- Notify their DSO prior to traveling outside the United States
- Notify their DSO upon applying for change of non-immigrant status
- Notify their DSO upon approval of an adjustment of status to an immigrant
- Consult with their DSO to shorten or extend their program
- Notify their DSO if they intend to transfer to another SEVP school
- Notify their DSO about changes in dependent status

International Student Life Cycle {F-1/M-1}



U.S. Immigration and Customs Enforcement

0 Apply to a Student and Exchange Visitor Program (SEVP)-Certified School

Student applies *and* is accepted to an SEVP-certified school.



Receive a Form 1-20, "Certificate of Eligibility for Nonimmigrant Student Status"

A student's Student and Exchange Visitor Information System (SEVIS) record is created and the student is then issued a Form 1-20 by the designated school official (DSO) at the SEVP-certified school they have chosen to attend.



e Pay the 1-90:1 SEVIS Fee

Student must pay the 1-901 SEVIS Fee at FMJFee.com.



0 Maintain Status During Program Study

Student must take a full course of study, not work without prior authorization and speak with their DSO if they cannot finish classes before their program end date, or have any other concerns about maintaining lawful status.



e Arrive in the United States

Student arrives no more than 30 days before their program start date and presents their Form 1-20 and valid student visa to U.S. Customs and Border Protection at the port of entry.



0 Apply for Student Visa

Student brings their Form 1-20 and other required documents to apply for a student visa from the U.S. Department of State.



Work Requirements (F-1 Students Only)

An F-1 student may work only when authorized, including:

- On campus
- Off campus, if financially needed and with authorization from USCIS
- Curricular practical training integral to their program of study
- OPT-related to the student's major and with authorization by USCIS.

Explore Post-Graduation Opportunities

A student has the option to transfer schools, change education levels (e.g., undergraduate to graduate), or if eligible, apply to U.S. Citizenship and Immigration Services (USCIS) for post-completion Optional Practical Training (OPT) opportunities.



C, Depart the United States

An F-1 student has 60 days to depart the United States after completion of their program of study or OPT. An M-1 student has 30 days after completion of their program of study to depart.

TEMPLATE JOB OFFER LETTER FOR ON-CAMPUS EMPLOYMENT

[The job offer letter must be on letterhead, and include the school's department or on-site company name and full address.]

Date

Dear **Student Name**,

Name of Department/Company at Hampton University is pleased to offer you a **Position** at **Job Location** (*include full address*). Your schedule will be from **_AM to_ PM Monday to Friday**. You will be working **Number of Hours** per week, beginning on **Date**, and ending on **Date**. For this position, you will be paid an hourly rate of **Amount**.

For this position, your major duties will include **Brief Description of Job Responsibilities**. Your supervisor will be **Name, Supervisor's Position**. **His/Her** phone number is **Phone Number**, and his/her email is **Email**.

In addition, it is our understanding that you will be authorized to accept this employment under the Department of Homeland Security regulations governing non-immigrant international students. We certify that this employment is work performed on the premises of Hampton University. The **Company/Department** is an on-site entity that directly serve students.

We understand that you cannot be working more than 20 hours per week during the required academic terms. However, you are allowed to work full-time (more than 20 hours per week) on campus during official Hampton University breaks of at least one week (Winter Break, Spring Break, and Summer Break) as long as you intend to enroll in a full-time course of study for the following semester. We also understand that you may not work on campus without authorization after the termination or completion of your academic program.

Sincerely,

/Signature/

Company/Department Official



Curricular Practical Training Authorization Information

Under federal regulations governing F-1 students, you are not allowed to work off-campus without express authorization from the US Citizenship and Immigration Services (USCIS). The regulations state:

(i) Curricular practical training programs.

An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be 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. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement. (Revised effective 1/1/03; 67 FR 76256).

If you are found by immigration authorities to be working without this authorization, you will immediately lose your F-1 status and could be subject to severe penalties including deportation. I have read and understand this statement: _____

Step One: All of the following documents must be part of your file in the HU International Office:

1. Copy of your current and previous I-20s.
2. Copy of your passport.
3. Copy of your visa.
4. Copy of your most recent I-94
5. Your current address in your home country.
6. Your complete current U.S. address and phone number while enrolled at Hampton University.
7. Current Class Schedule as confirmation that you are currently enrolled in a full-time course of study (12 hours for undergraduates or 9 hours for graduates)

Step Two: In addition, you must submit:

1. **The attached CPT Authorization Form**, signed by your advisor or department chair explaining why the practical training is curricular. Curricular practical training must be (1) a required internship that is needed for your degree program and stated in the university catalog, or (2) a cooperative work/study associated with your program of study, based upon a prearranged agreement between the university and the employer, and part of a course for which you will be earning credit.
2. **The attached CPT Responsibilities Form**, initialed and signed by you.
3. **An Internship Offer Letter from your employer** stating the beginning and ending dates of the offer of employment, the address of the company for which you will be working, the number of hours per week, that this is an internship position, unpaid or hourly rate, and your duties. The letter should be submitted on the company letterhead, with original signature.

To confirm approval of the curricular practical training, a new I-20 will be prepared and endorsed for the specific curricular practical training experience. Note: it can take up to 10 business days to issue your new I-20.



Curricular Practical Training Authorization Form

SECTION A (TO BE COMPLETED BY STUDENT):

1. First Name: _____ Last Name: _____
2. SEVIS #: _____ HUID: _____
3. E-mail: _____ Phone No.: _____
4. Level: Bachelor Master Ph.D. Major: _____
5. This is: my graduating semester a summer semester fall or spring, but not my graduating semester.
Expected Graduation Date: _____
6. Has this above information changed since your last I-20? Yes No.
7. Employment Start Date: _____ Employment End Date: _____
8. This CPT is: Full-Time Part-Time.
9. Employer's Name: _____ EIN: _____
Employer's Address: _____
City: _____ State: _____ Zip Code: _____
Employer's Phone Number: _____ Employer's E-mail: _____

I understand that I may not engage in any other off-campus work except for my Curricular Practical Training employer listed above without prior authorization from USCIS. I also understand that my CPT employment is limited to 20 hours per week when classes are in session. I further understand that I must reapply for approval of any future CPT. I also understand that any full-time CPT subtracts from the year of full-time post-completion OPT for which I may be eligible.

Student's Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY ACADEMIC ADVISOR):

1. Please describe the curricular nature of this employment. This is:
 A required internship for the student's degree program as stated in the catalogue, or
 An optional internship as part of a prearranged work/study agreement between the university and the employer for which the student will receive credit.
2. Is the internship that is directly related to the student's major field of study: Yes No.
3. Please indicate the specific goals of this internship that are relevant to the student's coursework and/or program of study: _____

Academic Advisor's Name: _____ Phone No.: _____ E-mail: _____

Academic Advisor's Signature: _____ Date: _____

This form must be submitted to Hampton University International Office for approval.



CPT RESPONSIBILITIES FORM

Curricular Practical Training (CPT) applicants must ensure they have met all Immigration-mandated responsibilities to be sure their status is maintained. Please INITIAL EACH SECTION in the space provided to indicate your understanding of the items below.

I understand that:

INTERNSHIP VS. LONG-TERM JOB: CPT is a class and internship; it is not meant for long-term employment. If I wish to explore longer-term arrangements, I will pursue OPT or another visa status. ____

PRE-REQUISITE ENROLLMENT: I must have completed two full-time semesters (one academic year) before being eligible to do CPT, unless if I am a graduate student and my program requires an internship. ____

PART-TIME/FULL-TIME CPT: Part-time CPT is 20 hours or less per week and full-time CPT is 21 hours or more per week. Any full-time CPT subtracts from the year of full-time post-completion OPT for which I may be eligible. ____

GRADUATING SEMESTER: There is only one graduating semester; if I request CPT for my final semester but do not graduate, I will only have OPT as an option. ____

ON-CAMPUS EMPLOYMENT: When school is in session, I can work with either CPT or on-campus employment (including assistantships), or a combination of both, but the total employment cannot exceed 20 hours per week. If I have been approved for a full-time CPT as a required part of my degree program during a fall or spring semester, I cannot combine on-campus employment. ____

CPT DATES: The earliest possible start date is the first day of classes and the latest possible end date is the last day of exams. As CPT is a class, I understand that I may not work between semesters. ____

OPT APPLICATION: Once I have applied for OPT, I cannot apply for CPT. ____

PROCESSING TIME: Processing may take up to 10 business days once a complete and correct application has been submitted. Upon submission of my application, the requested start date will be 10 business days in the future. ____

NEW OR UPDATED CPT: If I need to extend or change my CPT in any way, I will have to submit an entirely new application (including for change of employer). All I-20s must be kept safe even after CPT is completed. ____

REQUIRED ADDRESS UPDATES: I must keep all of my required addresses current (U.S. Physical Address, U.S. Mailing Address, and Home Country Address) with HUIO. Any changes will be submitted within 10 days. Out-of-date addresses are a violation of my visa status and may make me ineligible for CPT or OPT. ____

IF AN INTERNSHIP IS REQUIRED FOR MY PROGRAM: I will make an appointment with the HUIO to discuss my department's requirements and the proposed internship. On-campus required internships are limited to 20 hours per week. ____

CPT AUTHORIZATION: If I report to my internship site before I have my CPT I-20 in-hand, I am in violation of F-1 regulations and may be subject to losing ALL F-1 benefits, including CPT and OPT. ____

POLICY UPDATES: This responsibilities form is valid for current HUIO policies and U.S. Immigration regulations. I will follow any updates to either by contacting HUIO and/or visiting the USCIS website. ____

I have read and agree to follow these regulations, policies and procedures.

Student's Name: _____ Student's Signature: _____ Date: _____

CPT INTERNSHIP OFFER LETTER TEMPLATE

CPT Internship offer letters must be on letterhead and include the company's name and full address. A new letter must be submitted for each request.

Date

Dear **Student Name**,

Name of Organization is pleased to offer you an internship educational opportunity at our **Job Location** facility. Your schedule will be **Number of Hours** per week, beginning on **Date** and ending on **Date** (as per the dates of your semester classes). For this position, you will be paid an **hourly** rate of **Amount**. **[PLEASE NOTE: As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.]**

For this position, your major duties will include **Brief Description of Job Responsibilities**. Your supervisor will be **Name**, **Supervisor's Position**. **His/Her** phone number is **Phone Number** and his/her e-mail is **E-Mail**.

In addition, it is our understanding that you will be authorized to accept this employment under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrant students. I certify that this position is not meant to be long-term employment for you but an internship position to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue permanent employment for you, there are viable options to easily achieve this (Optional Practical Training and H-1B visa).

Finally, we understand that there is a certain amount of time – approximately ten days -- needed to process your CPT request with Hampton University and that you may not report to our company/organization until you have received your new I-20 with the CPT authorization on it.

Sincerely,

[signature]

Company Official

Internship Offer Letter Requirements

Information NOT to be included in the internship offer letter:

- Benefits
- Insurance
- Retirement
- Incorrect or open-ended dates

Summary of Required Info for Offer Letter Template

- Student name
- Internship start date
- Internship end date
- Company name
- Company address
- Work location address (if different)
- Duties
- Hours per week
- Paid or unpaid
- Hourly rate
- Supervisor name
- Supervisor contact



Optional Practical Training Application Instructions

Under federal regulations governing F-1 students, you are not allowed to work off-campus without express authorization from the US Citizenship and Immigration Services (USCIS).

Optional Practical Training (OPT) is temporary employment that is directly related to your major field of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

- **Pre-completion OPT (not recommended):** You may apply to participate in pre-completion OPT after you have been enrolled on a full-time basis for **one full academic year**. If you are authorized to participate in pre-completion OPT, you must work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session. If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post-completion OPT authorization period. For example, if you participated in 10 months of pre-completion OPT, you would be eligible for only up to 2 months of post-completion OPT. If you have used the full 12 months of full-time CPT during your current course of study, you will not be able to apply for OPT. Therefore, we recommend that you use CPT or other forms of authorized employment prior to your graduation so you can then apply for OPT after graduation, which allows you to stay and work in the U.S. for an additional year after graduation.

To qualify for **optional practical training prior to graduation (not recommended)**:

- i. You can apply for OPT if the work you wish to do cannot be approved as Curricular Practical Training. Please consult the International Office Coordinator to see if it is worth your while to apply. The process is expensive and time-consuming. Therefore, OPT prior to graduation is not recommended.
- ii. You must complete all the steps below regarding post-completion OPT, including payment of the fee.
- iii. You must apply at least 80 days prior to the date when you wish to start the optional work.
- iv. Work is limited to 20 hours per week while classes are in session unless you have completed all your coursework. OPT may be full time during summer vacation. It is automatically canceled when you next enroll in classes.

- **Post-completion OPT:** You may apply to participate in post-completion OPT **after graduation**. If you are authorized for post-completion OPT, you must **at least 20 hours per week**.

To qualify for and maintain **optional practical training for the year after graduation**, you must meet the following requirements (please consult with the HUIO for pre-completion OPT request):

A. Requirements:

- The proposed employment is in your field of study. (See attached qualifying employments).
- You do not need to have a job offer to apply for OPT. However, you must start work within 90 days of approval or lose your OPT and F-1 status. You may not be unemployed for more than 90 days during your OPT period.
- You have been enrolled as a full-time student for at least one full academic year prior to applying.
- You have not completed twelve months of full-time curricular practical training (CPT). If you have used a full twelve months of CPT during your current course of study, you will not be approved for OPT.
- You may not work until you receive an Employment Authorization Document (EAD) from USCIS.
- You must apply within the period of 90 days prior to graduation or up to 60 days after graduation. The card will be valid for up to one year.
- You must keep the HU International Office informed of your address, any name change, and any changes in your employment situation throughout the period of OPT, or risk cancellation.
- You must read and sign the OPT Statement of Understanding (Waiver).

B. Application:

Step One: All of the following documents must be part of your file in the HU International Office:

1. Copy of your current and previous I-20s.
2. Copy of your passport.
3. Copy of your visa.
4. Copy of your most recent I-94
5. Your current addresses (Home Country, U.S. Physical, and U.S. Mailing addresses).
6. Your current phone number, and personal e-mail address (as your HU email may be disconnected after graduation).

Step Two: In addition, you must submit to HUIO:

1. **The attached OPT Eligibility Form**, signed by your advisor or department chair explaining why the practical training is related to your field of study.
2. **The attached OPT Responsibilities Form**, initialed and signed by you.
3. **The attached OPT Travel Advise Acknowledgment**
4. **The attached OPT Statement of Understanding**
5. **A Job Offer Letter from your employer** stating the beginning and ending dates of the offer of employment, the address of the company for which you will be working, the number of hours per week, your position, unpaid or hourly rate, and your duties. The letter should be submitted on the company letterhead, with original signature. If you do not currently have an employment offer, please submit your job offer letter as soon as possible but no later than 10 days after beginning employment so we can update your SEVIS record as employed to stop your 90 days unemployment period.

To confirm approval of the optional practical training, a new I-20 will be prepared and endorsed for the specific OPT period. Note: it can take up to 10 business days to issue your new I-20.

Step Three: Requesting your EAD Card with USCIS:

IMPORTANT: Your EAD Card Application must be received by USCIS within **30 days** from issuance of your new I-20 with your OPT request. If not, your OPT request will be denied.

1. Go to <https://www.uscis.gov/i-765>. Download the current instructions for filing the I-765 and the form I-765 itself.
2. Print out and complete the application form (I-765).
3. Bring the form with the following supporting documentation to the International Office Inbound Immigration Specialist:
 - The completed application form I-765.
 - A check or money order for the application fees, made to the order of the “US Department of Homeland Security” (currently \$410, subject to change).
 - Copy of your new I-20 with the OPT request endorsement (Note above: must be dated 30 days or less from the time the application is received).
 - Copy of your most recent Form I-94 (can be obtained online at <https://i94.cbp.dhs.gov/I94/#/home>)
 - 2 passport-style photos. Lightly write your name and A-number on the back of each photo.
 - Any previous EAD that you have received (if applicable).
 - Completed [G-1145 Form](#) (download online at : <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf> to put on top of application, to receive email/text message notification when you application is received by USCIS)

Step Four: Once your file has been reviewed and approved by the Inbound Immigration Specialist, you must mail all documents to:

Via U.S. Postal Service (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

Via FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

C. After submitting your application:

- Please allow 2 to 5 months before receiving your EAD Card. To check the current USCIS time processing, visit <https://egov.uscis.gov/processing-times/>: select “Form I-765; Potomac Service Center.”
- If you change of address while your application is pending, you must update your new address within 10 days via: <https://egov.uscis.gov/coa/displayCOAForm.do>. You must also inform HUIO of your change of address to update your SEVIS record.
- You should receive an email/text notification, and letter confirming your case has been received within 2-3 weeks after filing. This letter will contain your Receipt Number. You must provide this Receipt Number to HUIO within 10 days of receipt. You can check the status of your case online at: <https://egov.uscis.gov/casestatus/landing.do>.
- Request for Evidence (RFE): USCIS may send you a document requesting additional information or evidence in order to process your application. You must respond to this request by the deadline indicated or your case will be cancelled. See the International Office Inbound Immigration Specialist for assistance in responding to an RFE.
- Remember: you cannot start working until you receive your EAD Card.

- Remember: you cannot travel internationally after your I-20 expired and before receiving your EAD Card.

D. After approval:

- Notify the HU International Office and provide a copy of the EAD Card (front and back). If SEVIS has not updated your record to show that your OPT has been approved, the HUIO must make sure that is taken care of right away.
- If you change of address while your application is pending, you must update your new address within 10 days via: <https://egov.uscis.gov/coa/displayCOAForm.do>. You must also inform HUIO of your change of address to update your SEVIS record.
- If you change of employer (or if your current employment terms changes, e.g. change of hours), you must report to HUIO as soon as possible but no later than 10 days after beginning employment so we can update your SEVIS record.
- If your employment is terminated, you must also inform HUIO no later than 10 days after termination. Remember: you are only allowed up to 90 days of unemployment under OPT.
- If you do not intend to carry out an entire year of your OPT because you plan to re-enroll in school in a graduate program, check with the HU International Office in how to cancel your OPT, and how this could affect any future post-completion OPT eligibility. Even though your OPT will automatically be canceled in SEVIS when you re-enroll for classes or on the date your records are transferred to another U.S. institution, it is important to inform USCIS of such change or risk of violation of status.
- If USCIS checks with SEVIS or your employer and finds records indicating that you are not employed or have been unemployed for more than 90 days, you will have to prove you were actually employed or out of the country on an approved leave, in order to avoid cancellation of OPT status.
- If you travel outside the U.S. while under OPT, you must (1) obtain a travel endorsement from your DSO on your I-20; (2) have an unexpired visa (or re-apply for a visa while abroad); (3) have your unexpired EAD Card; (4) have your job offer letter from your current employer; (5) have an approved leave letter from your employer or travel-for-work letter to avoid the time out to be counted as unemployment. P.S.: U.S. Embassies can decline to renew your F-1 visa if you do not have the proper documentation.

E. Extension of OPT:

- STEM OPT Extension: OPT recipients with diplomas in STEM fields who are employed by approved employers may apply for a renewal of their OPT for up to 24 months.
- Cap-Gap Extension: OPT recipients who have a pending H-1B cap petition filed on April 1, with an approval start date of October 1, will have their status extended until their H-1B start date (however, you cannot continue working until your H-1B start date).
- All other OPT recipients have a 60-day grace period after expiration of their EAD card in which they can either (1) leave the country; (2) re-enroll in school, or (3) adjust status to another immigration status. Note: you cannot work during your grace period. Also, if you leave the U.S. during your grace period, you cannot reenter (unless you reapply for a visa, or re-enroll in school.)



Optional Practical Training Eligibility Form

SECTION A (TO BE COMPLETED BY STUDENT):

1. First Name: _____ Last Name: _____
2. SEVIS #: _____ HUID: _____ Phone No.: _____
3. Personal E-mail: _____ HU E-mail: _____
4. Level: Bachelor Master Ph.D. Major: _____
5. Expected Graduation Date: _____
6. Has this above information changed since your last I-20? Yes No.
7. Type of OPT requested: Pre-Completion Post-Completion
8. Period of time requested: Spring semester Summer semester Fall semester Entire Year (12 months)
9. Employment Start Date: _____ Employment End Date: _____
10. This OPT is: 20 hours or less/week 20 hours or more/week.
11. Do you currently have a job offer? Yes No. (Please be aware of the 90 days unemployment rule).
12. If yes: Employer's Name: _____ EIN: _____
Employer's Address: _____
City: _____ State: _____ Zip Code: _____
Supervisor's Name: _____ Supervisor's E-mail: _____
Supervisor's Phone No.: _____ Your Position: _____
How this optional training is related to your program of study:

I agree to keep my address and employment information updated throughout my OPT.

Student Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY ACADEMIC ADVISOR):

1. Please confirm the student's major program and expected graduation date: _____
 2. If prior to graduation, how many hours per week will the student work? _____
- Academic Advisor's Name: _____ Phone No.: _____ E-mail: _____
- Academic Advisor's Signature: _____ Date: _____

This form must be submitted to Hampton University International Office for approval.



OPT RESPONSIBILITIES FORM

Optional Practical Training (OPT) applicants must ensure they have met all immigration-mandated responsibilities to maintain their status. Please INITIAL EACH SECTION in the space provided to indicate your understanding of the items below. **I understand:**

PRE-REQUISITE ENROLLMENT: I must have completed one academic year before being eligible to do OPT. ____

RELATED FIELD OF STUDY: The proposed employment is in my field of study. I can work for any employer, as long as the training relates to my major course of study. ____

WORKING HOURS: I am allowed to work either part-time (at least 20 hours per week) or full-time (40 hours per week) under post-completion OPT. For pre-completion OPT, I must work part-time (20 hours a week or less) when school is in session. ____

PRIOR FULL-TIME CPT: Any full-time CPT period I engaged during my program will subtract from the year of full-time post-completion OPT for which I may be eligible. ____

OPT EMPLOYMENT DATES: For pre-completion OPT, the earliest possible start date is the first day of classes and the latest possible end date is the last day of exams. For post-completion OPT, the earliest possible start date is the day after graduation (program end date listed on my I-20), and the latest possible end date is 12 months after my start date. ____

OPT APPLICATION: I must send my OPT application with USCIS within the period of 90 days prior to graduation or up to 60 days after graduation. My I-20 with the OPT request must be dated no more than 30 days from the time USCIS receives my application. The EAD card will be valid for up to one year. ____

PROCESSING TIME: Processing time for my EAD card may take up to 5 months. I cannot start working until I receive my EAD Card. If I report to my employment site before I have my EAD Card in-hand, I am in violation of F-1 regulations and may be subject to losing my status, including OPT. ____

REQUEST FOR EVIDENCE (RFE): USCIS may send me a document requesting additional information or evidence in order to process my application. I must respond to this request by the deadline indicated or my case will be cancelled. ____

EMPLOYMENT UPDATES: If I change of employer (or if my current employment terms changes, e.g. change of hours), I must report it to my SEVP Portal, or to HUIO, no later than 10 days after beginning employment, to update my SEVIS record. ____

UNEMPLOYMENT: I am only allowed up to 90 days of unemployment under OPT. I must start work within 90 days of approval or lose my OPT and F-1 status. If my employment is terminated, I must report it to my SEVP Portal, or to HUIO, no later than 10 days after termination to update my SEVIS record. ____

ADDRESS UPDATES: I must report to my SEVP Portal, or to HUIO, any changes of address (U.S. Physical Address, U.S. Mailing Address, and Home Country Address), email address, or phone number changes within 10 days. Out-of-date addresses are a violation of my status. I must also submit any address changes (U.S. Physical and U.S. Mailing addresses) to USCIS within 10 days. ____

SEVP PORTAL: I can report any changes of address, phone number, and changes to my employment on the SEVP Portal directly to meet my legal reporting requirements, or ask my DSO to report it for me in SEVIS. If I report the changes myself on SEVP, I must still inform my DSO of any changes, as well as to obtain a new I-20 with updated employment information. ____

TRAVEL WHILE ON OPT: I understand the "Travel While on OPT Chart" and signed the Travel Advice Form from HUIO. ____

RE-ENROLLMENT IN SCHOOL: If I decide to re-enroll in school while on OPT, I must consult with HUIO on how to cancel my EAD Card. I am eligible for a new 12 months OPT authorization if I change to a higher education level. ____

POLICY UPDATES: This responsibilities form is valid for current HUIO policies and U.S. Immigration regulations. I will follow any updates in policies by contacting HUIO and/or visiting the USCIS website directly. ____

I have read and agree to follow these regulations, policies and procedures.

Student's Name: _____ Student's Signature: _____ Date: _____

Date:
Name:



Optional Practical Training(OPT)Statement of Understanding

I, ----- acknowledge that I have read and understood Hampton University's protocol concerning Optional Practical Training (OPT). I understand that OPT is not guaranteed to me and that the application fees to United States Citizenship and Immigration Services (USCIS) are non-refundable. I will not hold Hampton University or any of its affiliates liable, should USCIS deny me to participate in OPT.

Should I refuse to sign this document, I understand that Hampton University is going to uphold the approval or denial decision made by USC&S. concerning my OPT application and that no contestation will be made on my behalf.

Signature

Student ID Number



HAMPTON UNIVERSITY - INTERNATIONAL OFFICE
Armstrong-Slater Building, First Floor
200 William R. Harvey Way, Hampton, VA 23668
Phone: 757-728-6914
Email: INTERNATIONALOFFICE@HAMPTONU.EDU

OPT TRAVEL ADVICE ACKNOWLEDGEMENT FORM

I, _____, acknowledge that the International Office has advised me not to travel internationally while awaiting approval for Optional Practical Training (OPT). By signing this form, I also acknowledge that if I choose to leave the country, I am traveling at my own risk and may potentially be unable to re-enter the country.

International Student Signature

Date

SEVIS ID NUMBER

HU ID NUMBER

Travel While on OPT

Status	Travel Recommended?	Travel Risk Level	What You Will Need
Applied for OPT. Application is pending and you are still a student (the program end date on page one of your I-20 has not yet been reached)	Yes	None, as long as you re-enter the country at least a couple of weeks before the end date on your I-20.	<ul style="list-style-type: none"> • Travel endorsement on your I-20 • Valid passport & visa
Applied for OPT. Application is pending and you are no longer a student (the program end date on page one of your I-20 has been reached)	No	Moderate to high, if OPT application is approved while you are away you may be denied re-entry to the country	<ul style="list-style-type: none"> • Travel endorsement on your I-20 • Valid passport & visa
Application for OPT is approved, you have your EAD card, but you do not have a job offer	No	High, if you decide to travel you should have proof that you are actively looking for a position (proof that you submitted resumes, e-mail correspondence, upcoming interviews, etc.) Even if you have proof, you may be denied re-entry into the country	<ul style="list-style-type: none"> • Travel endorsement on your I-20 • Valid passport & visa • EAD Card • Proof that you are actively looking for a job
Application for OPT is approved, you have your EAD card, and your job offer but have not begun to work	Yes	Moderate to low, if you decide to travel make sure that you take your job offer letter on office letterhead and that it includes your expected start date	<ul style="list-style-type: none"> • Travel endorsement on your I-20 • Valid passport & visa • EAD Card • Job offer letter on official letterhead
Application for OPT is approved, you have your EAD card, and you have begun to work	Yes	Very low, if you decide to travel request a letter from your employer indicating that they approve your travel and list the date that they expect you to come back to work	<ul style="list-style-type: none"> • Travel endorsement on your I-20 • Valid passport & visa • EAD Card • Job offer letter on official letterhead • Letter from your employer authorizing travel

• We do not recommend travel if you do not have active employment

• We do advise that you keep a file with your pay stubs, bank statements, and W-2 tax forms during your time on OPT!



WHAT TYPE OF WORK CONSTITUTE EMPLOYMENT UNDER OPT?

Government Links: https://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf
<https://www.ice.gov/sites/default/files/documents/Document/2018/bcm-1805-01.pdf>

(1) How many hours does a student need to work per week during post-completion OPT to be considered employed?

A student must work at least 20 hours per week in a qualifying position to be considered employed. If a student has a variable schedule, within a month, it should average out to at least 20 hours per week.

(2) What types of employment are allowed for regular pre- and post-completion OPT?

All OPT employment, including post-completion OPT, must be in a job that is related to the student's degree program. This employment may include:

- **Paid employment.** A student may work part time (at least 20 hours per week when on post-completion OPT) or full time.
- **Multiple employers.** A student may work for more than one employer, but all employment must be related to the student's degree program.
- **Short-term multiple employers (performing artists).** A student, such as a musician or other type of performing artist, may work for multiple short term employers (gigs). The student should maintain a list of all gigs, the dates and duration.
- **Work for hire.** This is also commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.
- **Self-employed business owner.** A student on OPT may start a business and be self-employed. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program.
- **Employment through an agency or consulting firm.** A student on post-completion OPT must be able to provide evidence showing he or she worked an average of at least 20 hours per week while employed by the agency.
- **Unpaid employment.** A student may work as a volunteer or unpaid intern, where this practice does not violate any labor laws. The work must be at least 20 hours per week for a student on post-completion OPT. A student must be able to provide evidence acquired from the student's employer to verify that the student worked at least 20 hours per week during the period of employment. Volunteer positions that are not directly related to your course of study do not qualify as optional practical training (OPT) and must not be listed as OPT employment. Reporting non-qualifying volunteer opportunities as OPT employment will be deemed a violation of your reporting requirements and subject you to removal from the United States. Non-qualifying volunteer positions do not stop the accrual of unemployment which is limited to a total of 90 days during OPT. Accordingly, if you have been unemployed for more than 90 days, you must leave the United States or be subject to removal even if you have volunteered while unemployed.

(3) How does travel outside the United States impact the period of unemployment?

Time spent outside the United States during post-completion OPT counts as unemployment against the 90 days limit, unless the student is either:

- Employed during a period of leave authorized by an employer; or
- Traveling as part of his or her employment.

(4) What is the effect on a student's status if the student exceeds the period of unemployment?

A student who has exceeded the period of unemployment while on post-completion OPT has violated his or her status unless he or she has taken one of the following actions:

- Applied to continue his or her education by a change of education level or transferring to another SEVP-certified school;
- Departed the United States; or
- Taken action to otherwise maintain legal status.

A student may be denied future immigration benefits that rely on the student's valid F-1 status if DHS determines that the student exceeded the limitations on unemployment. Additionally, ICE/SEVP may examine SEVIS data and terminate a student's record if it fails to show that the student maintained the proper period of employment.



F-1 / I-20 EXTENSION OF PROGRAM END DATE REQUEST

As an F-1 student, you are admitted in the United States for “D/S” as indicated on your I-94. D/S, or “Duration of Status”, means that you may remain in the U.S. as long as you maintain lawful full-time student status. However, the USCIS requires that you finish your program of study by the expected completion date noted in section 5 of your I-20. If you will not complete your program by the expected completion date, you must file for an extension **BEFORE your program end date on your current I-20**. Failure to file a timely application will result in loss of F-1 status. I-20 Extensions are granted in a maximum of 12-month increments.

To be eligible for an extension of stay you must:

- Have continually maintained full-time F-1 status, AND
- Have extenuating academic or medical reasons that causes the delay in completion.

For Example:

1. Change of major or research topic
2. Unexpected research problems
3. Loss of credits upon transfer to Hampton University
4. Documented illness

Please Note: Delays due to academic probation or suspension do not qualify for extension!

Your I-20 must be extended **prior** to the program end date or you will have to apply for reinstatement with USCIS, which involves filing fees, and may disqualify you from future employment authorization.

A) To apply for an extension submit the following to the International Office:

1. This signed I-20 Extension Request.
2. Your current original I-20.
3. Academic Adviser’s recommendation (on next page)
4. Letter of support from your department (if you are receiving financial support)

B) Upon favorable review of your application for extension the International Office will endorse and issue a new I-20 for you, which you will have to sign.

By signing this document, I certify that I understand the procedure for my I-20 program end date extension.

First Name: _____ Last Name: _____

SEVIS #: _____ HUID: _____ Phone No.: _____

U.S. Address: _____

Address in Home Country: _____

Program Level: Bachelor Master Ph.D. Major: _____

Current Graduation Date (Program End Date listed on I-20): _____

Desired New Graduation Date (New Program End Date): _____

Student Signature: _____ Date: _____

**ACADEMIC ADVISER'S RECOMMENDATION FOR EXTENSION OF PROGRAM
END DATE**

Student's First Name: _____ Student's Last Name: _____

HUID: _____

Academic Adviser: This form is provided to facilitate the communication of certain information required by the Department of Homeland Security (DHS). Its completion is necessary for a student in F-1 status to request an extension of the time limitation placed by DHS upon the student's current program of study. Please contact the Hampton University International Office at 757-728-6914 regarding any questions you may have. Please complete this form in full and return it to the student.

1. This student is expected to complete requirements for his/her program on: ___/___/____
(Give current graduation date)

2. However, this student has not yet completed the current program of study due to (please respond to all reasons that apply):

- Delay caused by a change in major field of study from _____ to _____
- Delay caused by a change in research topic from _____ to _____
- Delay caused by unexpected research problems: Explain:

- Delay cause by lost credits upon transfer to Hampton University. Explain:

- Delay caused by compelling medical needs or documented illness. Explain:

- Other. Explain:

3. I therefore recommend that this student be allowed additional time to complete his/her program until: ___/___/____ (Give new graduation date).

Academic Advisor's Name: _____ Phone No.: _____ E-mail: _____

Academic Advisor's Signature: _____ Date: _____

Department's Chair's Name: _____ Phone No.: _____ E-mail: _____

Department's Chair's Signature: _____ Date: _____

This form must be submitted to Hampton University International Office for approval.



REDUCED COURSE LOAD REQUEST

Do not enroll for less than a full course load or drop below a full course load without PRIOR approval from the International Office. The following form must be completed before reducing your course load (RCL) below full time hours. Read the instructions on the reverse side of this form before completing it.

SECTION A (TO BE COMPLETED BY STUDENT):

1. First Name: _____ Last Name: _____
2. SEVIS #: _____ HUID: _____ Date of Birth: _____
3. E-mail: _____ Phone No.: _____
4. Level: Bachelor Master Ph.D. Major: _____
5. Semester for which you are requesting a reduced course load: Fall Spring Year: _____
6. Total number of credits you will be taking during the requested semester: _____
7. Reason for your reduced course load request:
 - Academic difficulties (please indicate):
 - Initial difficulties with the English language
 - Initial unfamiliarity with U.S. teaching methods
 - Improper course level placement.

Please explain: _____

Medical reasons. Please explain: _____

Final semester and less than a full course load needed to graduate. Please explain: _____

Working on Thesis or Dissertation or Preparing for Preliminary Examinations. Please explain: _____

I have read and understand the instructions on the reverse of this form.

Student's Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY ACADEMIC ADVISOR):

As the Academic Advisor, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's exception from the full-course of study be approved. I am aware of the legal implications that will affect the student's non-immigrant status if the information on this form is misrepresented.

Academic Advisor's Name: _____ Phone No.: _____ E-mail: _____

Academic Advisor's Signature: _____ Date: _____

This form must be submitted to Hampton University International Office.

FULL COURSE OF STUDY REQUIREMENT

Immigration regulations require that all F-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic adviser as well as the HU International office and must be pre-approved. **Dropping below a full course of study without PRIOR approval from HU International Office may result in a loss of legal status.**

TO REQUEST A REDUCED COURSE LOAD:

1. Determine if you need to submit a Reduced Course Load form. Read the section titled "General Registration Information" below.
 2. Determine if your situation is acceptable for a reduced course load. Read the section "Acceptable Reasons for a Reduced Course Load" below. If your reason does not match one of those listed, you are NOT eligible for a reduced course load and you must enroll full-time.
 3. Complete this form and select the reason for your reduced course load.
 4. Submit the form to your academic adviser for signature.
 5. If you have selected reason #2 (Academic Difficulty), request a support letter from your academic adviser.
 6. If you have selected reason #3 (Medical Reason), request a letter from your doctor.
 7. Come to the HU International Office with your completed reduced course load form (RCL), and any necessary support letters. If accepted, an HU International office adviser will sign your form and return the original to you for your records.
- The deadline for submitting a request for reduced course load is the first day of the semester.
 - If you plan to drop below the full course minimum during a semester in progress, you must submit this form to HU International office **PRIOR** to withdrawing from your course(s). Dropping below full-time without **PRIOR** approval from HU International office constitutes a loss of legal status.

GENERAL REGISTRATION INFORMATION

- **Minimum credit requirements** for:
Graduate School Students: 9 credits per term
Undergraduate Students: 12 credits per term
- **Summer Session Enrollment:** Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer **MUST** enroll full-time during the summer of admission.
- **Thesis credits** DO count toward your full course of study requirement.
- Students with F-1 status may include a maximum of 1 course of not more than 3 credits of **Distance Learning** in their full course requirement.
- Audited courses do NOT count toward your full course requirement. The audit grade basis for courses means you do not earn credit for the course.
- Enroll for all of your credits at the beginning of the term. If you plan to split your enrollment between the first and second half of the semester, you must enroll for ALL courses at the beginning of the term. You may not wait until mid-term to enroll for second-half courses.

- **You are responsible for your enrollment.** If your department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs at the beginning of each semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you may lose your legal status.

ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD

1. **ACADEMIC DIFFICULTY** due to:
 - a. Improper course level placement
 - b. Initial difficulty with English language requirements
 - c. Unfamiliarity with US teach methods
- May be used only for your **initial (first) semester only**.
 - May be used once per degree level.
 - Requires a supporting letter from your academic adviser.
 - Student must **maintain half-time enrollment** during the semester of reduced course load due to academic difficulty (**6 credit hours for Undergraduate students, or 3 credit hours for Graduate students**).
 - Student must **resume** a full-time course of study at the following semester.
2. **MEDICAL REASON**
- Limited to 12 months of reduced course load per degree level.
 - Can be **reduced course load, or no course load at all** (0 credits possible) as recommended by physician.
 - Requires supporting documentation from a licensed medical doctor, doctor of osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.
3. **FINAL SEMESTER**
- For undergraduate and graduate students who will complete their degree at the end of the term for which the reduced course load is requested, and only need one class or reduced course load in order to complete their program. **Must register for at least one on-campus course credit hour.**
 - Only allowed for the final semester. If student fail classes, he/she can submit a second reduced course load, but not a third (will have to resume full-time course load if fail final classes two times).
4. **DISSERTATION/THESIS/FINAL EXAMINATIONS**
- Available for graduate students only, who have completed all required coursework, and are now working on their thesis or dissertation, or preparing for their preliminary examinations. No course load, but **must register for at least one thesis credit hour.**



Hampton University International Student Transfer-Out Information

If you are intending to transfer to another educational institution, you must complete the SEVIS Transfer-Out Form. Note that this is only a transfer of your immigration record and *not* of your academic record.

When can I transfer to another school? You cannot transfer in the middle of a term and stop classes. If you do so, your F-1 status will be immediately terminated. Transfers can only be effectuated for the next upcoming semester. You must attend classes at Hampton University until the transfer release date.

How is my SEVIS record transferred to a new school? Your SEVIS record will be transferred electronically through the federal database known as Student and Exchange Visitor Information System (SEVIS). Your SEVIS record can only be transferred to ONE school, so you must decide which school you will attend before requesting a transfer.

What does Hampton University need to transfer my SEVIS record to another school? The attached SEVIS Transfer-Out Form. Each section is required to be completed. You will also need an official letter of admission from the new school. You must contact the new school to see if they require a Transfer Verification Form (a form to be filled out by The HU International Office and faxed to new school to confirm your immigration status).

Do transfer students have to pay the I-901 SEVIS fee again? No. You are considered a continuing student in SEVIS.

Do transfer students have to apply for a new visa? No. If your F-1 visa is still valid, you do not need to get a new visa. If your visa is expired, you will need to apply for a new F-1 visa before returning to the U.S. after traveling abroad.

How long do F-1 transfer students have to transfer to another school after graduating from Hampton University or after the end of post-completion OPT Employment authorization? Students must have their SEVIS record transferred from Hampton University to the new school within the 60-day grace period following program completion or OPT. Therefore, the SEVIS Release Date that you choose must fall within that grace period.

Once my SEVIS record is transferred, when I can start classes at the transfer-in school? You must begin classes at the new school within 5 months of your transfer release date, your program completion date, OR your OPT end date, whichever is earlier. You must also report to your new school DSO within 15 days of your program start date. Failure to do so is a violation of your status, and your F-1 status will be terminated for no-show. You will have to depart the U.S. immediately.

When must I stop working part-time on campus at Hampton University if transferring to another school? You are only authorized to work on the campus of the school that holds your SEVIS record. You must end on-campus employment at Hampton University on the SEVIS Transfer Release Date. Once the record has been electronically transferred, it will be only with the new school, making you ineligible for work at Hampton University. Please inform your department of your intent to transfer, especially if you have an assistantship.

If I am on CPT or post-completion OPT, when must I stop working? You must stop working on the SEVIS release date or the end of your CPT or OPT authorization, whichever is earlier.

Can I change my mind about transferring to another school *BEFORE* my SEVIS Transfer Release Date? Yes. You will need to contact the Hampton University International Office as soon as possible.

Can I change my mind about transferring to another school *AFTER* my SEVIS Transfer Release Date? This gets more complicated and can result in a delay in your plans. Please contact your academic advisor.



International Student SEVIS Transfer-Out Form

You may be applying to many schools but your SEVIS record can only be released to **ONE** school. When you are certain about which school you will be transferring to, complete this form and return it to the International Office.

Student Information

Name: _____

SEVIS ID: _____

Phone: _____

Email: _____

Dates of Enrollment at Hampton University: _____

I authorize Hampton University to release my SEVIS record to the school listed below. I understand that I can only transfer my record to one school and it is the school listed below.

Signature: _____

After the release date that you list below, your SEVIS record will be available to the school listed below and only to that school. We cannot transfer it to a different school. You are responsible for obtaining an I-20 from the new school you list on this form. Hampton University will no longer be able to access your SEVIS record after the release date.

New School Information

Name of School: _____

Phone: _____

F1 SEVIS School Code: _____

Reason for transfer: _____

SEVIS Transfer Release Date:

Program Start Date: _____

For Hampton University International Office use only:

Make a copy of form for student. Place original form in student file after SEVIS is updated.

SEVIS updated on _____ by _____ with a transfer release date of _____.

Hampton University International Office



Social Security Number Application

Anyone who plans to work (on- or off-campus) will need a Social Security Number (SSN) for payment and tax purposes. Social Security Numbers are only granted to those with valid work authorization.

Applying for a Social Security Number:

- You must wait at least **2-3 days** after your check-in at the International Office to apply for a SSN number; this will allow your SEVIS record to be updated.
- You must submit as part of your SSN application:
 1. A **Job Offer Letter from your Department or On-Campus Company** in order for you to apply for a number (see template attached);
 2. A **Letter from your DSO at the HU International Office**;
 3. A completed **Application for a Social Security Card (SS-5)** (see attached);
 4. Your **Passport**, current **I-20**, **F-1 Visa**, **I-94 record**, and your last **Admission Stamp**.
- There is no fee to apply for the social security number.
- It usually takes about 2-3 weeks for your card to arrive in the mail. Please visit the International Office if the process takes longer than 3 weeks. The SSN Administration does not require you to have your SSN before you start work. However, the IRS requires employers to report wages using a SSN. While you wait for your SSN, your employer can use a letter from the SSN Administration stating that you applied for a number.
- The Social Security Application Form must be submitted in person at the Social Security Office. There is a social security office about ten minutes from campus, at 1521 Hardy Cash Drive, Hampton, VA 23666. The second closest office is in Newport News at 11706 Jefferson Ave, Newport News, VA 23606.
- All documents must be originals. No copies are accepted.
- Once you receive your Social Security Card, keep it in a safe place. The number will be valid for the rest of your life, but it can be very difficult to retrieve it if you lose your card.



**FORM FOR DSO'S LETTER TO REQUEST
SOCIAL SECURITY NUMBER TO WORK FOR F-1 STUDENT**

DATE OF REQUEST: _____

STUDENT'S NAME: _____

EMPLOYER'S NAME: _____

YOUR POSITION: _____

PART-TIME FULL-TIME

STARTING DATE (MM/DD/YY): _____

ENDING DATE (MM/DD/YY): _____

ON-CAMPUS

OFF-CAMPUS CPT OPT

IF OFF-CAMPUS, CPT, OR OPT, PLEASE PROVIDE EMPLOYER IDENTIFICATION
NUMBER (EIN): _____

EMPLOYER TELEPHONE NUMBER: _____

STUDENT'S IMMEDIATE SUPERVISOR: _____

STUDENT'S SIGNATURE: _____

REQUEST WILL BE PROCESSED WITHIN FIVE BUSINESS DAYS FROM DATE REQUEST
IS RECEIVED IN INTERNATIONAL OFFICE.

CALL BACK PHONE # _____ EMAIL: _____

NOTE:

MAKE SURE TO HAVE THE FOLLOWING DOCUMENTS ON HAND WHEN REQUESTING A
SSN FROM SOCIAL SECURITY ADMINISTRATION OFFICE:

- INTERNATIONAL OFFICE REQUEST FOR SSN LETTER
- EMPLOYER'S LETTER
- MOST CURRENT I-20 FORM IF OFF-CAMPUS, CPT, OR OPT EMPLOYMENT IS SOUGHT
- MOST CURRENT I-94 FORM
- PASSPORT, VISA, AND LAST ADMISSION STAMP
- HU STUDENT ID



International Students and Social Security Numbers

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant **F-1**, **M-1**, or **J-1** student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you don't have a Social Security number, the college or school should be able to give you another identification number

Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign a number to you just to enroll in a college or school.

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you're eligible to work on campus and can give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.**

In general, only noncitizens who have DHS' permission to work can apply for a Social Security number. We suggest you wait 48 hours after reporting to your school before you apply for a Social Security number. This waiting will help ensure we can verify your immigration status with the DHS.

To apply for a Social Security number at your local Social Security office

- Complete an Application for a Social Security card (SS-5); and
- Show us documents proving your:

- Work-authorized immigration status;
- Age; and
- Identity.

Immigration status

To prove your immigration status, you must show us a current admission stamp in your unexpired foreign passport and *Arrival/Departure Record* (Form I-94), if available. If you're an F-1 or M-1 student, you must also show us your *Certificate of Eligibility for Nonimmigrant Student Status* (Form I-20). If you're a J-1 exchange visitor, you must show us your *Certificate of Eligibility for Exchange Visitor Status* (Form DS-2019).

Work eligibility

If you're an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that

- Identifies you
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you're an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page completed and signed by your school's designated official

If you're an F-1 or M-1 student and have a work permit (Form I-766) from the DHS, you must present it.

If you're a J-1 student, student intern, or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your work permit from the DHS (Form I-766) is a future date.

Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If you can't present your foreign birth certificate we can consider other documents, such as your passport or a document issued by the DHS, as evidence of your age.

Identity

We can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information, and preferably, a recent photograph. Social Security will ask to see your current unexpired foreign passport with DHS issued immigration documents.

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your admission stamp in the unexpired foreign passport as proof of both work eligibility and identity.

We don't require you to have a Social Security number before you start work. However, the Internal Revenue Service (IRS) requires employers to report wages using a Social

Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at www.socialsecurity.gov/employer/hiring.htm.

Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit www.socialsecurity.gov. There, you can: apply for benefits; open *my* Social Security account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement SSA-1099/1042S; obtain valuable information; find publication ; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today
and tomorrow

Social Security Administration
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International Students and Social Security
Numbers Produced and published at U.S. taxpayer
expense

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Applying for a Social Security Card is free!

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- **Change or correct information on your Social Security number record**

IMPORTANT: You **MUST** provide a properly completed application and the required evidence before we can process your application. **We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application.** For assistance call us at 1-800-772-1213 or visit our website at www.ssa.gov.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have OHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to *prove* your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. **If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name.** If you were born outside the U.S., you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. **Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.**

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-22-1213. You can also find your nearest office or Card Center in your local phone book.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name and provide biographical information (your date of birth, age, or parents' names) and physical information (photograph, or physical description, height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you *may* provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (OHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify OHS. See page 3, item 5 for more information,

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 1/2" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
6. 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. WHO CAN SIGN THE APPLICATION? If you are age 16 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/ap/J2S6z/EOI,,Q/!Q.IIQJ.J&p> to find the Social Security office or Social Security Card Center that serves your area.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. **DO NOT** carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card: e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you do not initiate,

PRIVACY ACT STATEMENT Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, authorize us to collect this information. The information you provide will be used to assign you a Social Security number and issue a Social Security card.

The information you furnish on this form is voluntary. However, failure to provide the requested information may prevent us from issuing you a Social Security number and card.

We rarely use the information you supply for *any* purpose other than for issuing a Social Security number and card. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and
4. To facilitate statistical research, audit or investigative activities necessary to assure the integrity of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

Complete lists of routine uses for this information are available in System of Records Notice 60-0058 (Master Files of Social Security Number (SSN) Holders and SSN Applications). The Notice, additional information regarding this form, and information regarding our systems and programs, are available on-line at www.socalsecurity.gov or at any local Social Security office.

This information collection meets the requirements of 44 U.S.C. §3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate to: SSA-6401 Security Blvd., Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.

SOCIAL SECURITY ADMINISTRATION

Application for Social Security Card

1	NAME		Full Name	
	TO BE SHOWN ON CARD		Full Name at Birth	
	OTHER NAMES USED			
2	Social Security number previously assigned to the person listed in Item 1		1-1-1-1-1-1-1-1-1-1	
3	PLACE OF BIRTH	City	State	DATE OF BIRTH
	(Do Not Abbreviate)		Country	MM/DD/YYYY
5	CITIZENSHIP		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Naturalized Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Alien Not Allowed	
6	ETHNICITY	7 RACE	<input type="checkbox"/> Non-Hispanic or Latino <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Unknown	
8	SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female	
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		1-1-1-1-1-1-1-1-1-1	
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER, S...		unknown	
10	A. PARENT/ FATHER'S NAME		1-1-1-1-1-1-1-1-1-1	
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER, S.....		unknown	
11	Has the person listed in Item 1 or anyone living on his/her behalf ever filed for or received a Social Security number card before?			
12	Name shown on the most recent Social Security card issued for the person listed in Item 1			
13	Enter any difference of birth if used on an earlier application for a card			
14	TODAY'S DATE	15	DAYTIME PHONE NUMBER	
16	MAILING ADDRESS			
17	YOUR SIGNATURE		18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:	
DON'T WRITE BELOW THIS LINE (FOASSA USE ONLY)				
NPN		IOOC		CAM
P8C		IEVt		M'IR
EVIDENCE SUBMITTED		IEVA		IDNR
		IEVC		IUNIT
		IPAA		EqS REVIEW H
				EVIDENCE AHOORCONCOCTING INTEVIEW
				OCL
				1E

Obtaining a Virginia Driver's License or Identification (ID) Card



Required Documents

One proof of identity

One proof of legal presence

Two proofs of Virginia residency

- Two from the primary list, or
- One from the primary list and one from the secondary list

One proof of your social security number, if you've been issued one

Current driver's license if you are applying to exchange one issued by another U.S. state, territory or jurisdiction for a Virginia driver's license

Most commonly used documents

Proof of Social Security Number

1. Social Security card (Individual Taxpayer Identification Numbers not accepted)
2. U.S. Internal Revenue Service tax reporting W-2 form
3. Payroll check stub issued by employer that shows full Social Security number

Primary Proof of Virginia Residency

1. Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
2. U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
3. Utility bill, not more than two months old, issued to the applicant (cell phone bills are not accepted)

Secondary Proof of Virginia Residency

1. Postmarked mail displaying the applicant's name and current address
2. Official document or correspondence from a federal, state, or local government agency displaying the applicant's name and current address (DMV-issued documents without postmarked envelopes are not accepted)
3. Billing statement or other official document from a recognizable business displaying the applicant's name and current address

U. S. citizens

Proof of Identification and Legal Presence

1. Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital; notifications of birth registration; and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)
2. Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
3. U.S. Certificate of Citizenship or Certificate of Naturalization

Non-U.S. citizens

Proof of Identification and Legal Presence

1. Unexpired foreign passport with an unexpired U.S. visa and unexpired I-94 or entry stamp
2. Unexpired Employment Authorization Document (I-766) AND USCIS form I-797 displaying applicant's name (depending on the nature and purpose of the form, the I-797 may not be accepted)
3. Unexpired Permanent Resident Card

Temporary documents and photocopies will not be accepted. All documents must be originals. **All documents will be subject to verification with the issuing entity, which may delay the issuance of your credential.** If you have official documentation, not listed below, that you believe meets DMV requirements, please present it to your local DMV office for review.

This list of acceptable documents may change without prior notice.

Note: You may redact (blackout/whiteout) your sensitive financial information.

Your Name

Make sure your name appears the same on all proof documents. If your middle name is not displayed, or only your middle initial appears on some of your documents, they may still be accepted. Nicknames will not be accepted. **If your name appears differently on your proof documents, you will be asked to present additional documentation to connect the names such as a marriage certificate, divorce decree or court order.**

Proof of Identity

Document(s) submitted as proof of identity must show your full legal name and date of birth.

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- Unexpired foreign passport with ONE of the following:
 - Unexpired U.S. visa and unexpired or expired I-94 or entry stamp
 - Unexpired I-551 stamp on a foreign passport, an unexpired or expired U.S. immigration visa, or an I-94
- Unexpired Employment Authorization Document (EAD-Form I-766)
- Consular Report of Birth Abroad (FS-240)
- Certificate of Birth Abroad (FS-545)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Valid, unexpired permanent resident card (Form I-551)
- REAL ID compliant driver's license or ID card

Proof of Legal Presence Documents

All first time applicants must present proof of legal presence. Applicants whose Virginia credential has expired or been suspended, revoked or canceled will need to provide proof of legal presence prior to obtaining a new license or ID card. Documents presented as proof of legal presence must show your full legal name and date of birth. If the name on your legal presence document does not match the name you expect to use on your driver's license or ID card, you will need to present evidence of your legal name change.

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)

- Virginia Certificate of Foreign Birth (Documents displaying the statement "Not evidence of U.S. citizenship" are not accepted)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Unexpired foreign passport with **ONE** of the following:
 - Unexpired U.S. visa and unexpired I-94 or entry stamp. F1/F2 applicants must present an I-20; J1/J2 applicants must present a DS-2019
 - Unexpired I-94W
 - Unexpired U.S. immigrant visa with temporary I-551 notation presented within one year of entry
 - Unexpired I-551 stamp
- Unexpired passport from Canada or Micronesia with an unexpired I-94 or entry stamp (temporary passports are not accepted)
- USCIS form I-797 displaying the applicant's name (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 application is not accepted.)
- Unexpired Permanent Resident card
- Unexpired temporary I-551 stamp on an I-94, with photograph of the bearer
- Consular Report of Birth Abroad (FS-240)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- Certificate of Birth Abroad (FS-545)
- Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder's parent(s)' U.S. citizenship at the time of the birth
- U.S. Citizen Identification card (I-179, I-197)
- Unexpired Re-entry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)
- Form I-94 Record of Arrival and Departure stamped Refugee
- Official letter from the U.S. Citizenship and Immigration Services (USCIS) or U.S. Immigration and Customs Enforcement (ICE) indicating one of the following:
 - the applicant's application for adjustment of status to lawful permanent resident has been reopened and restored to a pending status
 - the applicant's application for temporary protected status has been received and a duplicate notice cannot be issued
 - the applicant has been granted deferred action (during period of deferred action)
- Asylees may present documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court such as a Form I-94 stamped Asylee indicating that asylum has been granted.
- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application.

Proof of Virginia Residency

You must present at least one document from the primary list of residency documents. The second proof of residency may come from either the primary list or the secondary list. Original documents must show your name and the address of your current Virginia residence as it appears on the application. Documents printed from an online account may be accepted. You must give a street address. **A post office box or business address is not accepted.**

However, if you do not want your address of residence to appear on your driver's license or ID card, you may request that an alternate mailing address be displayed. This address must also be in Virginia and must be an address where you currently receive mail delivered by the U.S. Postal Service. If you change your residence or alternate mailing address to one outside Virginia, your driver's license or ID card will be canceled. Exceptions may be made for some individuals such as active duty military personnel and Virginia residents employed outside the U.S. (see publication DMV 143 Re-Establishing your Virginia Residency)

Applicants under age 19 can have a parent or legal guardian certify their Virginia residency. The parent or legal guardian must appear in person with the applicant and show proof of identification and two proofs of Virginia residency from the residency list.

Primary Proof of Virginia Residency Documents

- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Virginia voter registration card mailed to you by your local registrar
- Virginia driver's license, commercial driver's license, learner's permit, or DMV-issued ID card displaying the applicant's current Virginia address (unexpired or expired for no more than one year)
- Cancelled check not more than two months old displaying the applicant's name and address (voided checks are not accepted)
- Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory
- Virginia Department of Education Certificate of Enrollment form
- Utility bill, not more than two months old, issued to applicant. Examples include gas, electric, sewer, water, cable or phone bill. (cellular phone bills are not accepted)
- Monthly bank or credit card statement not more than two months old
- Payroll check stub issued by an employer within the last two months
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form not more than 18 months old

- Receipt for personal property taxes or real estate taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Annual social security statement for the current or preceding calendar year
- Current homeowners insurance policy or bill
- Current automobile or life insurance bill (cards or policies are not accepted)
- Medical or dental bill issued within the last two months
- Virginia Offender Information Form
- Approved Homeless Shelter Agreement

Active duty military member assigned to a unit based in Virginia may present one of the following:

- Letter from commanding officer on official letterhead, with an original signature, stating that the applicant resides onboard a ship docked in Virginia or in a barracks located in Virginia
- Orders from the U.S. military assigning the applicant to a military unit with a Virginia address
- Leave and Earnings Statement (LES) displaying Virginia as applicant's home of record

Secondary Proof of Virginia Residency Documents

- Postmarked mail displaying the applicant's name and current address
- Official correspondence from a federal, state, or local government agency displaying the applicant's name and current address (DMV issued documents without postmarked envelopes are not accepted)
- Billing statement or other official document from a recognizable business or government agency displaying the applicant's name and current address

Proof of Social Security Number

Virginia law requires DMV to collect your social security number (SSN); however, your SSN will not be displayed on your Virginia credential. DMV will assign a customer number which will display on your credential.

The proof of SSN document you submit must display your name, and all nine digits of your SSN.

- Social security card (individual Taxpayer Identification Numbers are not accepted)
- W-2 form
- Payroll check stub issued by employer that shows full Social Security number
- SSA-1099 form
- Non-SSA-1099 form

If the name listed on your proof of identity document does not match the name you want to appear on your driver's license or ID card you will need to present document(s) that connect the name on the identity document to your current full legal name.

Veteran Indicator

If you are a veteran, you may be eligible to add a veteran indicator to your Virginia driver's license, commercial driver's license, learner's permit or identification card. This indicator can serve as proof of veteran status to receive discounts from retailers and restaurants. For information on which retailers and restaurants offer discounts for veterans, visit the Virginia Department of Veterans Services (DVS) website at www.dvs.virginia.gov.

To be eligible for the veteran indicator, you must have served in the U.S. Armed Forces and received an honorable or general discharge; hold an unexpired Virginia driver's license, commercial driver's license, learner's permit or DMV-issued ID card or be applying for one; and present DMV with a copy of a document (or combination of documents) that indicate branch of service, discharge date, and discharge status.

Acceptable documents to prove veteran status include:

- DD-214
- DD 256
- WD AGO
- NGB 22
- Military Retiree Card (DD-2)

For full eligibility requirements, visit www.dmvNOW.com/military.

If you currently hold a valid Virginia driver's license or ID card, you must present it along with one of the documents listed below for proof of your name change. If you cannot present your Virginia issued credential, you must present one proof of identity from the primary document list in addition to one of the documents listed below as proof of name change.

- Marriage certificate (including same-sex marriage certificates) Note: Civil union documents and marriage licenses are not accepted
- Divorce decree if the decree states the change from married name to maiden name
- Court order granting the name change

Issuance

You may hold either a driver's license or an ID card, but not both.

Applicants that have successfully completed the driver's license or ID card process will be issued either a temporary driving permit (valid for 30 days) or an ID card receipt. You will receive your new driver's license or ID card in the mail within 7-10 days. Therefore, your address on file with DMV must be your current mailing address. The U. S. Postal Service will not forward your credential.

In accordance with Va. Code §46.2-328.1, the following are eligible to apply for a driver's license or ID card:

- Citizens of the United States
- Legal Permanent Residents of the United States
- Conditional Resident Aliens of the United States
- Holders of a valid, unexpired nonimmigrant visa status
- Individuals with a pending or approved application for asylum in the United States
- Refugees
- Individuals with a pending or approved application for temporary protected status in the United States
- Individuals with approved deferred action status
- Individuals with a pending application for adjustment of status to legal permanent resident status or conditional resident status

All first time licenses issued to individuals under age 18 will be sent to the Juvenile and Domestic Relations Court in your locality. The court will then notify you when and where to report for your licensing ceremony. A parent or guardian must attend the ceremony with you if you are under age 18 on the date of the ceremony. After completion of the ceremony, the court will distribute the license to you.





Tax Information for Foreign Students and Scholars

Aliens temporarily present in the United States as students, trainees, scholars, teachers, researchers, exchange visitors, and cultural exchange visitors are subject to special rules with respect to the taxation of their income.

There is no minimum dollar amount of income, which triggers a filing requirement for a nonresident alien, including foreign students or foreign scholars. The dollar limit thresholds which trigger a filing requirement for a U.S. citizen or a resident alien do not apply to nonresident aliens. However, Notice 2005-77 provides that a nonresident alien whose only U.S. source income is wages is not required to file a U.S. federal income tax return unless his U.S. source wages exceed the personal exemption amount. Please refer to Publication 501, Exemptions, Standard Deduction, and Filing Information, to determine the personal exemption amount.

Who Must File

Filing IS required by nonresident alien students and scholars who have:

- 1) A taxable scholarship or fellowship, as described in Chapter 1 of Publication 970, Tax Benefits for Education;
- 2) Income partially or totally exempt from tax under the terms of a tax treaty; and/or
- 3) Any other income, which is taxable under the Internal Revenue Code.

Filing IS NOT required by nonresident alien students and scholars who have income ONLY from:

- 1) Foreign sources;
- 2) Interest Income from:
 - a. U.S. bank
 - b. a U.S. savings & loan institution
 - c. a U.S. credit union
 - d. a U.S. insurance company
- 3) An investment, which generates Portfolio Interest (Described in Chapter 3 "Exclusions From Gross Income" - "Interest Income" – "Portfolio interest" of Publication 519, U.S. Tax Guide for Aliens);
- 4) A scholarship or fellowship, which is entirely a Tax Free Scholarship or Fellowship as described in Chapter 1 of Publication 970, Tax Benefits for Education; and/or
- 5) Any other income, which is nontaxable under the Internal Revenue Code. However, income, which is not taxable because of an income tax treaty, must be reported on a U.S. income tax return even though no income tax is due on the U.S. income tax return.

For more information, visit <https://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>

[SAMPLE NONIMMIGRANT INTENT LETTER FOR RENEWING F-1 VISA]

*(Address of the U.S. Embassy
where you applied to renew
your F-1 Visa)*

(Date)

RE: Declaration of Intent to Depart in Support of F-1 Nonimmigrant Visa Application.

I, *(Name of Declarant)*, declare as follow:

I am aware of the temporary nature of the F-1 nonimmigrant visa classification. I will be coming to the U.S. solely to study, and intend to return to my home country, *(Country)*, after completion of my degree.

(INCLUDE YOUR TIES TO HOME COUNTRY, e.g.: I have personal and financial ties in Home Country, including but not limited to my family (my parents and other close family members), an apartment that I own, family estate, and personal bank accounts. Also attach exhibits as proof if needed.)

(INCLUDE YOUR INTENTIONS AFTER GRADUATION: Explain how studying in the U. S. relates to your future professional career when you return home, explain what are your career goals in your home country, educational objectives, grades, long-range plans and career prospects in your home country).

I have always complied with U.S. immigration laws and regulations, and I fully intend to return to my home country, *(Country)*, upon completing my degree in the U.S. and expiration of my F-1 status.

I declare under penalty of perjury under the laws of United States of America that the foregoing is true and correct. Executed on this *(date)* 29th day of August 2019, in *(City)*, *(Country)*.

/Signature/

(Name of Declarant)



INVITATION LETTER REQUEST FOR PARENTS

(and other Non-Dependent Relatives and Friends)

Note: Not all of the information requested here will be used in your relative or friend's invitation letter, but the HUIO advisers have learned over time that ALL of it is important for us to know if we are to ensure that your relative or friend has the best possible chance of obtaining a U.S. visa.

Your Name _____ Today's Date _____
(Family/Last) (Given/First)

Student number _____ Your immigration status: F-1 J-1

Home phone _____

Do you use your Hampton University student email account? Yes No

HU email address _____

If no, what email address? _____

Degree Level: Bachelor's Master's Doctoral Field of study _____

Expected Graduation Semester: Fall Spring Year _____

Source of Financial Support: Family Self-Graduate Assistantship Campus Employment

Name
of Invitee: 1. _____ 2. _____
(Family/Last) (Given/First) (Family/Last) (Given/First)

Relationship
to You: 1. _____ 2. _____

Birthdate: 1. _____ 2. _____

Occupation: 1. _____ 2. _____

Citizenship: 1. _____ 2. _____

Reason(s)
for Visit: 1. _____ 2. _____

Signature _____ Date _____

FAQ on the Tourist Visa Application for Parents/Other Visitors

The Hampton University International Office (HUIO) frequently writes letters of invitation for students at the university who wish to invite their parents (as well as friends and non-dependent family members) to visit them in Hampton. Below are some things you and your visitors should know about the visa application process and the visa interview. *Note: U.S. law and regulations do not require these “invitation letters” from applicants for visitor visas. However, some consular officers in some countries seem to expect or require them. Having a letter does not guarantee that a visa will be issued.*

Q: What kind of visa will my parents apply for?

A: A “**B-2 tourist visa**.” However, if your parents are citizen of a country who participates in the Visa Waiver Program (ESTA), they do not need to apply for a visa if they intend to stay no longer than 90 days in the U.S. They must apply for the ESTA online before their intended travel. See [list of ESTA participating countries](#).

Q: Why can’t my parents apply for an **F-2 (or J-2) dependent visa**?

A: Your parents are not eligible for **F-2 (or J-2)** visa. **Only spouses and children** under age 21 are eligible for those classifications.

Q: What documents do I need to send to my parents?

A: Send your parents the following items:

- An **invitation letter** from the HUIO
- **Financial verification** (bank statement, letter from your department if you have a graduate assistantship, or another document that reflects your financial situation) showing you can support your parents during their visit, unless your parents have documentation showing they can meet their own expenses
- An **official transcript** (available from the Registrar’s Office); please be sure to request ahead of time

Q: Should I send my parents my **I-20 form** (or DS-2019)?

A: **No.** See the question above. However, you may want to send them a *copy* of your I-20 form – but your parents should *not* submit it unless consular officers ask for it.

Q: What **other documents** should my parents take with them when they apply for their visas?

A: They should also bring the following documents:

- A **return flight ticket**, in order to show nonimmigrant intent
- A **declaration of nonimmigrant intent** (see template in handbook)
- Supporting documents for nonimmigrant intent, can include a **letter from their employer**, if applicable, **bank account statements**, **lease agreement or deed** from home country residence, and any other documents relating to the concerns of intent to immigrate in the U.S. (see below).

Q: What are the **main reasons that visas are denied**?

A: The two main reasons visas are denied are (1) failure to prove “**nonimmigrant intent**,” and (2) **inadequate financial support**.

Proving “**nonimmigrant intent**” means that your parents need to be prepared to convince the consul that they **intend to return home** after they have visited you in the U.S. There is a

presumption of immigrant intent, and the burden is on the applicant to prove that he or she does not have any intent to immigrate in the U.S. The law **requires** the consul to deny a nonimmigrant visa to anyone the consul believes intends to remain in the U.S. permanently. Your parents should be able to prove “**nonimmigrant intent**” if they have a job which they are expected to return to after their visit, if they are retired and living on a pension through your government, if they own property or rent an apartment, if they have bank accounts and other investments, if they have close family members there (parents, children or grandchildren), etc.

If the consul believes you or your parents **do not have enough money** to support their visit, the consul will not issue the visa. The consul will suspect that your parents will need to work illegally to support themselves. That is why it is important to show your ability to support your parents, unless they can show that they have their own support. Usually bank statements, indicating an average monthly balance, or a letter from your department, if you have a graduate assistantship, will be sufficient. Also, they should purchase health insurance coverage for their visit in the U.S. (See below).

Q: What is the **visa interview** going to be like?

A: Keep in mind that all consular officers are under considerable time constraints to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the **first minute or two** of the interview. Consequently, what your parents say in the **initial impression** is critical to their success. They should **keep their answers to the consul’s questions short, to the point and truthful**.

Q: What happens if the consul **denies** visas to my parents?

A: Your parents should maintain a positive attitude. They should **not engage the consular officer in an argument**. If the consular officer denies your parents a tourist visa, they should **ask the officer for a written explanation** for the denial, and for a **list of documents** that the officer suggests they bring, in order to overcome the denial.

The law concerning temporary visas gives consular officers a great deal of authority, and their decisions may seem arbitrary. In most cases, HUIO is unable to help your parents overcome a visa denial. This does not prohibit your parents to reapply for the same visa with a different consulate officer.

A Word about Health Insurance for Visitors

Because the cost of medical care in the United States is so high, we strongly advise that your guests have health insurance for the duration of their visit. The U.S. government will not pay for your guests’ treatment if they become ill or injured during their visit.

Your guests can purchase insurance either in their home country or after arrival in the U.S. Inform them to contact their current health insurance, car insurance, airline provider, or any institution that offers international health insurance coverage in the U.S. They may also contact U.S. health insurance providers directly to see if they offer short-term health insurance policies, but the price may be more expensive than other available options in your home country. Most guests will require “major medical coverage,” if your guest is unexpectedly hospitalized because of an accident or an illness. **Without such coverage, your guest may experience financial devastation if hospitalization becomes necessary.**

Please contact the Hampton University International Office if you have questions or concerns. Location: Armstrong-Slater Building, First Floor, 200 William R. Harvey Way, Hampton, VA 23668. Email: internationaloffice@hamptonu.edu; Tel: (+1) 757-728-6914



APPLICATION TO ADD AN F-2 DEPENDENT

APPLICANT INFORMATION	
NAME	
DATE OF BIRTH	
PHONE	
EMAIL	

DEPENDENT INFORMATION	
NAME	
GENDER	
RELATIONSHIP	
COUNTRY OF BIRTH	
COUNTRY OF CITIZENSHIP	
EMAIL	
DATE OF BIRTH	

CERTIFICATION OF FUNDING FOR THE DEPENDENT	
TUITION AND FEES	
LIVING EXPENSES	
BOOKS	
HEALTH INSURANCE	
ESTIMATED COST TOTAL	

STUDENTS WITH ASSISTANTSHIPS	
STUDENT STIPEND AMOUNT	
STUDENT RECEIVES AN OUT OF STATE WAIVER OF <u>WHAT</u> CREDIT HOURS A YEAR (PUT N/A IF NON APPLICABLE.)	
STUDENTS RECEIVES A MATRICULATION WAIVER OF <u>WHAT</u> CREDIT HOURS A YEAR (PUT N/A IF NON APPLICABLE.)	
WILL FUNDING CONTINUE FOR THE DURATION OF THE PROGRAM? IF NO, PLEASE EXPLAIN.	

STUDENTS WITH SPONSOR SCHOLARSHIPS OR PERSONAL FUNDS		
TYPES OF FUNDING	AMOUNT AVAILABLE	REQUIRED DOCUMENTATION
STUDENT BANK ACCOUNT	\$	PAST THREE MONTHS BANK STATEMENTS

		INDICATING BALANCE TO COVER FUNDS INDICATED ABOVE
SPONSOR: COULD BE RELATIVE, FRIEND, ETC.(IF APPLICABLE FOLLOW DIRECTIONS BELOW)	\$	LETTER FROM SPONSOR CLAIMING THE FINANCIAL FIGURE IS CORRECT, WITH EXPLICIT FIGURE LISTED. MUST ATTACH BANK OR OTHER FINANCE INSTITUTION VERIFICATION DEMONSTRATING THE AVAILABILITY OF THE FUNDS REQUIRED. ALSO, MUST HAVE SPONSOR SIGNATURE AND CURRENT DATE. MUST INDICATE RELATIONSHIP TO APPLICANT.
SCHOLARSHIP(S)	\$	AWARD LETTER(S)
OTHER	\$	SPECIFY AND INCLUDE ORIGINAL DOCUMENTATION
TOTAL	\$	

RULES
FUNDS MINUS EXPENSES MUST EQUAL A DIFFERENCE OF \$10,000 OR GREATER FOR THE ADDITION OF A SPOUSE.
FUNDS MINUS EXPENSES MUST EQUAL A DIFFERENCE OF \$5,000 OR GREATER FOR THE ADDITION OF A MINOR.
FUNDS AND EXPENSES MUST BE PROVED WITH THE COMPLETION AND ADDITIONS SPECIFIED IN THE APPROPRIATE SECTIONS ABOVE.
MANDATORY: PROOF OF MARRIAGE CERTIFICATE (FOR SPOUSE) AND/OR BIRTH CERTIFICATE(S) (FOR CHILDREN) MUST BE PROVIDED WITH THIS APPLICATION REQUEST.

CERTIFICATION
I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT. I AM FULLY AWARE THAT I AM RESPONSIBLE FOR THE FINANCIAL SUPPORT OF MY FAMILY FOR THEIR ENTIRE STAY IN THE UNITED STATES.
PRINT APPLICANT NAME:
SIGNATURE:
DATE:

Disclaimer:

The materials appearing in this handbook have been prepared pursuant to the U.S. immigration policies in place as of August 28, 2019.

The materials appearing in this handbook are intended for informational purposes only.

Hampton University, and any of its affiliates, expressly disclaims all liability in respect to actions taken or not taken based on the contents of this handbook. Hampton University, and any of its affiliates, also expressly disclaims all liability related to changes in U.S. immigration policies after August 28, 2019, date this handbook was updated.

It is the responsibility of the international student to visit official U.S. government websites, including the websites listed in this handbook, to acquire up-to-date immigration policies.

The information you obtain in this handbook is not, nor is it intended to be, legal advice. Hampton University is not authorized by law to provide legal advice. You should consult with an immigration attorney for advice regarding your individual immigration situation.

The international student understands that any immigration application is not guaranteed, and that the application fees to the United States Citizenship and Immigration Services (USCIS) are usually non-refundable. The international student shall also understand and agree that he/she will not hold Hampton University, or any of its affiliates, liable should the U.S. government denies any immigration requests.

Sincerely,

Hampton University
International Office