



**INTERNATIONAL STUDENT  
AND SCHOLAR SERVICES**

OFFICE FOR GLOBAL ENGAGEMENT  
THE UNIVERSITY OF UTAH



# AGENDA

Today we will be discussing the following:

- Roles and Functions of the Office of International Student & Scholar Services
- Graduate student topics:
  - Visa processing times & Admissions deadlines
  - English proficiency requirements for F & J students and scholars
  - Employment, including CPT & OPT
  - Upcoming trends and news
- Resources
- Training & Outreach

# Role of The Office of International Student & Scholar Services

International Student & Scholar Services (ISSS) is the primary resource on the University of Utah campus for incoming international students and scholars. Our staff includes program coordinators, full-time advisors, office staff, and peer advisors.

## F-1 Students

Degree seeking foreign nationals

Bachelor, Master, and PhD level students

## J-1 Students & Scholars

Foreign nationals that are researchers, instructors, post doctoral appointees and fellows, exchange students, student interns

Diverse professional experience-  
From Bachelor's to PhD holders,  
professors

Provide **university-wide trainings** on intercultural communication and internationalization

Ensure University compliance with **Immigration regulations** with mandatory government reporting and policy guidance.

Conduct **International Orientation**, including information sessions such as: student rights & responsibilities, culture shock and adjustment, and document collection in accordance to federally mandated requirements

**Advise** the U's international population on **cultural adjustment** and navigating the university system

**Support** international community through cultural, educational, and **social programming**

**Maintain** F-1 and J-1 student and scholar **immigration records** and process immigration documents through the Student and Exchange Visitor Information System (SEVIS)

**CFR**  
The Code  
of Federal  
Regulations

**DHS**  
Department  
of Homeland  
Security

**DOS**  
Department  
of State

**USCIS**  
U.S.  
Citizenship and  
Immigration  
Services

**EVP**  
Exchange  
Visitor  
Program  
(J-1)

**CBP**  
Customs  
and Border  
Protection

**ICE**  
Immigration  
and Custom  
Enforcement

**SEVIS**  
Student and Exchange  
Visitor Information  
System requires all schools  
and related academic  
institutions to submit and  
regularly update student  
information electronically  
in a central database that  
can be accessed by  
the government.

**SEVP**  
Student and Exchange  
Visitor Program (F-1) was  
implemented  
to track and monitor schools  
and programs, students,  
exchange visitors, and their  
dependents throughout  
the duration of approved  
participation in the  
U.S. education  
system.

**ISSS**  
International Student  
and Scholar Services  
represents the University  
of Utah to the DOS, DHS,  
CBP, ICE, USCIS, SEVP,  
foreign embassies,  
and international  
sponsoring  
organizations.

**F-1, J-1**



**What Happens if the ISSS fails to comply with the SEVIS regulations?**

**The DHS is required to audit the University's compliance with these new requirements every two years. Failure to comply with the federal regulations could result in the loss of the University's ability to accept international students.**



# SEVIS

Student & Exchange Visitor  
Information System

1-800-892-4829  
SEVIS Help Desk

## WARNING

When using SEVIS, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

[CONTINUE](#)[LOG OUT](#)

# How can we help you AND your students?

Provide **resources** related to immigration regulation, policy guides, and e-form requests through ISSS website and handouts

Offer F-1 and J-1 students and scholars in-depth **immigration advising** via in person appointments, phone, and email

Host various **workshops** and information sessions for students, staff, and faculty

Report, process, and accurately update thousands of official **immigration records** and documents necessary for things such as attendance, travel, work authorization, and much more



# TYPES OF REQUESTS

**Academic Reduced Course Load**



Submit when asking for permission to drop below full-time credits for academic reasons

**Verify Academic situation**



**Curricular Practical Training**



Submit when requesting permission to engage in off campus employment related to their academic program

**Verify the curricular tie between the employment and CPT credit**



**I-20 Extension Request**



Submit to extend the length of their academic program

**Verify the needed enrollment to complete the program and projected graduation**



**Last Semester**



Submit to notify ISSS of their final semester

**Verify last semester of enrollment needed to complete the program**



**Reinstatement Request**  
for extension purposes



Submit when applying to reinstate their visa status and may also need an extension of program end date

**Verify projected final semester**



# International Graduate Student Topics

English  
Proficiency

Visa Processing  
Times & Delays

Travel

App Deadlines

Employment

Resources

# English Proficiency Requirements

## F-1 Students

- Students submit test score
- Tests accepted:
  - TOEFL, minimum score 80
  - IELTS, minimum score 6.5
- English proficiency waiver
  - Degree from waived English-speaking country within 2 years
  - Petition

## J-1 Students and Scholars

- Students submit test score
- Tests accepted:
  - TOEFL, minimum score 80
  - IELTS, minimum score 6.5
- Scholars may elect to take **English 3** test
  - Only English assessment created specifically for exchange visitors and scholars

# TRAVEL

## Students must ensure their documents are up to date when traveling and re-entering the U.S.

I-20 must be signed for travel within the last 6 months.  
New signatures take 1 business day to process

Passport must be valid 6 months beyond student's re-entry date to the U.S.

Visa must be valid for re-entry or you must request a new visa in your home country

New I-94 should be printed upon each arrival in the U.S.

For information about travel to Mexico, Canada, or the Caribbean, students are advised to make an appointment with an ISSS advisor.

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N0004705512 (F-1)

NAME: John Doe Smith

### EMPLOYMENT AUTHORIZATION

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

### CHANGE OF STATUS/CAP-GAP EXTENSION

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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### EVENT HISTORY

EVENT NAME	EVENT DATE
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### OTHER AUTHORIZATIONS

AUTHORIZATION	START DATE	END DATE
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### TRAVEL ENDORSEMENT

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Eddie Cappy	Intl Student Advisor	X <i>Eddie Cappy</i>	12/19/2019	SLC, UT
		X		
		X		
		X		

# Employment for International Students

ON CAMPUS: Allowed with permission from ISSS

- F-1 visa status allows for limited employment
- Must be **secondary** to coursework
- Students request a Work Authorization Letter
- Students will need to provide a letter from department or office

# EMPLOYMENT

## Curricular Practical Training (CPT)

CPT is used for integral internship opportunities related to a student's program.

Students must attend school for two full-time semesters before eligible and maintain "Legal F-1 Status".

Must be approved by **Department** and **ISSS**.

CPT requires  
An internship class registration.

Must have a "job offer" that is related to your program of study.

VS

## Optional Practical Training (OPT)

OPT offers additional practical training options, typically after graduation.

Students must attend school for two full-time semesters before eligible and maintain "Legal F-1 Status".

Approval comes from U.S. Citizenship and Immigration Services (USCIS), but students must work with ISSS in order to apply.



# Visa Processing Times & Delays

- The most important consideration when determining if a student or scholar will arrive by the start of classes or semester
- Depending on country of citizenship for students & scholars
- Processing is typically quicker for students & scholars from Canada, United Kingdom, Australia, South Korea, Japan, and most Western European countries
- Expect longer delays in Russia, many Asian countries, South American countries, and African countries

## New Trends:

- **Visa delays and long processing times in India**
- **Requests for additional information at visa appointments**

# Graduate Application Deadlines

## Office of Admissions Deadlines

- Final Deadlines for New Applicants
  - Spring 2020: January 03, 2020
  - Summer 2020: May 08, 2020
  - Fall 2020: August 21, 2020
- Final Deadlines for Readmits
  - Spring 2020: January 10, 2020
  - Summer 2020: May 15, 2020
  - Fall 2020: August 28, 2020

## Academic Departments

- Set own deadlines
- Encourage earlier deadlines for international graduate applicants
- Extra time allows for foreign transcripts to arrive and accounts for **additional time for visa appointments and visa processing delays**



## REMEMBER:

The start date of the semester is critical to a student's immigration record, so setting early deadlines for international students is important so that the students can get into the United States safely and ON TIME.

- Students can arrive up to 30 days prior to the start of the semester
- Start date listed on the student's I-20 "Certificate of Eligibility" is the **First day of classes**
- Students arriving in the U.S. significantly after the start date *may* encounter issues at the border

# Resources

- **Our website:** <https://ic.utah.edu>
  - Information about policies for students and exchange visitors
  - I-Start portal access and E-Forms
  - Immigration news and events
- **Office of International Student & Scholar Services: CONTACT US!**
  - Students can make appointments to meet with international advisors
  - Academic departments can reach out to us with questions, or request training
- **E-Forms**
  - Available through iStart on our website
  - Students can request changes to their immigration record, complete the on-campus Work Authorization Request form, add dependents, apply for CPT, and more
- **On & Off Campus Resource Guides:** copies available
- **ISSS has a Counseling Intern:** students can meet with our intern to discuss any mental health issues or concerns confidentially

INTERNATIONAL STUDENT & SCHOLAR SERVICES

Office for Global Engagement

WELCOME 

# WELCOME TO THE U: NEW STUDENT ORIENTATION



FALL 2019 INTERNATIONAL STUDENT ORIENTATION



[Home](#)

[ISTART LOGIN](#)

[INTERNATIONAL ORIENTATION](#)

[INTERNATIONAL ADMISSIONS](#)



International Student and Scholar Services



STUDENTS

Information for international students on



SCHOLARS & RESEARCHERS

An **E-Form** is a paperless, electronic application accessed through **iStart** to request a benefit such as a work authorization letter, add dependent request, CPT, etc.



**iStart** online services for international students, scholars & staff

**Secure Online Session**  
Eddie Cappy  
Campus: University of Utah  
Network ID: 30001111

**iStart Services Home Page**  
Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

**SEVIS Status Information**

SEVIS ID:	N0000004854
Status:	Active
Level:	Bachelor's
Program Start:	08/20/2012
Program End:	12/16/2016

**Options**

- View cases closed before today
- View correspondence and notes older than 60 days

International Student and Scholar Services, University of Utah

**E-Forms**

**iStart Home Page**

- Biographical Information
- F-1 Student Services
  - Academic Reduced Course Load
  - Address Update
  - Change of Graduate Classification I-20 Update
  - CPT
  - Dependent Application
  - I-20 Change of Funding Request
  - I-20 Change of Major Request
  - I-20 Extension Request
  - I-20 Reprint Request
  - Last Semester Notification
  - Letter of Permission to Attend Another School Request
  - Medical Reduced Course Load
  - On-Campus Work Authorization Request



**Welcome to the iStart Services Login Page**

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none"> <li>1. View and update information on file</li> <li>2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.</li> <li>3. Access alerts and notes on file that require action in order to maintain legal status</li> </ol> <p><a href="#">LOGIN</a></p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none"> <li>1. Limited student services like registration for orientation or SEVIS transfer-in.</li> <li>2. Limited initial intake forms for J-1 scholars or H-1B employees.</li> </ol> <p>These services will NOT provide all the functionality of the full client services.</p> <p><a href="#">Limited Services</a></p>

The following are additional services:

- [International Student & Scholar Statistical Reports](#)
- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)

# Training & Outreach

- Sign up for the ISSS Department Monthly Newsletter
- Submit department or student information session requests, and we will provide personalized trainings on a myriad of topics
- Surveys are sent out at the end of every semester to gather feedback
- Monthly trainings for students, faculty, and staff are offered throughout the academic year

# ISSS DEPARTMENT NEWSLETTER



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**We provide a monthly  
newsletter to  
departments with  
updates from ISSS**

**To sign up to receive  
this newsletter,  
please fill out the  
form at the link  
below:**

Enter your name and email address below to sign up for the International Student and Scholar Services newsletter. Each month you'll receive news and information related to advising international students. You may unsubscribe at any time.

Email Address

First Name

Last Name

Department Name

Subscribe to list

<https://tinyurl.com/ISSSnews>

# Holistic Advising: Advocating for International Students

Referring to ISSS is just the beginning!



Submit department /student information session requests to [international@utah.edu](mailto:international@utah.edu)

# Questions?

