



World-Class Education in the Real World™



**Office of International Students and Scholars  
(OISS)  
Wayne State University**

***International Student Check-in and  
Important F-1 and J-1 Immigration Information***



## Contact Information

*“Support, and enhance the educational, cultural and social experiences of international students and scholars at Wayne State University and collaborate and partner with colleges, departments and community to create and maintain an inclusive, global campus.”*





## Contact Information

### Office of International Students & Scholars (OISS)

42 W. Warren, Suite 416, Welcome Center

Detroit, MI 48202

Phone: (313) 577-3422

Fax: (313) 577-2962

E-mail: [oissmail@wayne.ed](mailto:oissmail@wayne.ed)

[www.oiss.wayne.edu](http://www.oiss.wayne.edu)



3



## Office Hours

- **Fall and Winter Semester**
  - Monday – Thursday, **8:30 a.m. – 6:00 p.m.**
  - Friday, **8:30 a.m. – 5:00 p.m.**
- **Spring and Summer Semester**
  - Monday – Friday, **8:30 a.m. – 5:00 p.m.**
- **Walk-In Advising**
  - Monday to Thursday, **9:00 a.m. – 12:00 p.m.** and **1:30 to 6:00 p.m.** (Must be signed in by 5:15 p.m.)
  - Friday, **1:30 – 3:30 p.m.**
- **Make an appointment by email** ([oissmail@wayne.edu](mailto:oissmail@wayne.edu))



4



## Immigration Regulations

*Your immigration status is your responsibility*

5



## Important Immigration Documents

- **I-20 or DS-2019** issued by Wayne State University – it includes your SEVIS number
- **Passport** - should always be valid for 6 months in the future
- **VISA** stamp in your passport - **Not required for Canadian F1 Students**
- **I-94** (Arrival/Departure Record) can be obtained on the CBP website [www.cbp.gov/i94](http://www.cbp.gov/i94)

6



## What is SEVIS?

- **SEVIS = Student and Exchange Visitor Information System**
- Government database - includes all the information related to your current immigration status
- Your I-20/DS-2019 is an immigration document that shows *some* of the information in your SEVIS record

7



## When to notify the OISS?

- **You must notify the OISS of the following changes:**
  - School transfer
  - Change of program
  - Change of major
  - Return to home country before the completion of degree program

8



## Maintenance of Status

- Keep passport valid (must be valid for **at least** 6 months in the future)
- I-20 updated (if any changes occur)
- I-94 valid at all times (make sure it says F-1 or J-1)
- Be enrolled **full-time**
- Work only with **proper** authorization

9



## Full-Time Status

Full-time enrollment is **only required during the Fall and Winter semesters.**

### Undergraduate Students

- Must be enrolled in a at least **12 credits during Fall and Winter** semesters.

### Graduate Students

- Must be enrolled in at least **8 credits during Fall and Winter** semesters.

Full-time enrollment is required in Spring/Summer **only if it is your first or last semester**

- **Spring/Summer:** Full-Time enrollment is **12 credits**
- **Spring/Summer:** Full-Time enrollment is **2 credits.**

Remember you must ENROLL IN and COMPLETE the required number of credits each term. You may not WITHDRAW or DROP from any class after the end of the add/drop period.

10



## Concurrent Enrollment

- You can take classes at another SEVIS-approved F1 School while you are enrolled at WSU if:
  - You are taking half of your credits at WSU that semester (6 credits for undergraduates, 4 credits for graduates)
  - You have received the initial approval from you Academic Advisor
  - You have submitted an application to the OISS and received the **final approval from an OISS Advisor**

11



## On-line Courses

*Final Approval only by OISS Advisors*

**For Full Time Undergraduate or Graduate Students  
during Fall and Winter semesters only**

- You may be enrolled in three credits or one **WEB** course, per semester to be counted towards your full-time enrollment requirement
- If you register for more than one **WEB** course, only the first **WEB** course will be counted towards your full-time enrollment requirement.

12



## Exception to Full Time Enrollment

*Final Approval only by OISS Advisors*

- There are limited reasons for under-enrollment. You must have OISS permission prior to be enrolled less than full-time.
- Meet with an OISS Advisor to discuss your situation

13



## Exception to Full Time Enrollment

*Final Approval only by OISS Advisors*

- Difficulty with reading, English language and American teaching methods
- Improper course placement
- Graduate teaching/research assistant
- Medical Condition
- Last Semester Exception

If you drop after the drop/add period, you will be out of status unless you qualify for an exception to full-time enrollment.

14



## Employment

### On-Campus Employment:

- As an F-1 or J-1 student, you are permitted to work on-campus **up to 20 hours/week** during **Fall and Winter** semesters
- Up to **40 hours/week** during **all academic breaks**, including Spring/Summer semester.
- Any other form of employment requires authorization from either OISS or USCIS.

15



## Employment (Cont'd.)

*Final Approval only by OISS Advisors*

### Off-Campus Employment:

F-1 students must have been enrolled full-time for **two academic** semesters to be eligible for:

- **CPT** – Curricular Practical Training
  - Internship or co-op placement (undergraduate students only)
- **OPT** – Optional Practical Training
  - one-year work authorization in your field of study after graduation
- **J-1 students** may be eligible to work off-campus on **Academic Training**
- Please see an OISS Advisor for additional Information.

16





## Contact the OISS if you need to ...

- Apply for a dependent (spouse and/or children) I-20 or DS-2019 (F-2 or J-2)
- Apply for a program extension (Make sure your I-20 does not expire before you complete your degree program.)
- Transfer your SEVIS record to another SEVIS-approved school in the U.S.

17



## F-1 Immigration Regulations (Continued)

### Canadian Students:

- Canadian **citizens** can take **full-time** or **part-time** course loads.
- Canadian **citizens living in the U.S.** must be **full-time**.
- Commuting Canadian citizen **MUST** decide to be full-time or part-time at the start of each semester.
- Part-Time Commuting Canadians must obtain a new I-20 for each semester.
- Canadian citizens do not require a student visa to study in U.S.
- Canadian citizens and Canadian residents receive only one **paper I-94**.

18



## F-1 Immigration Regulations (Continued)

### Canadian Permanent Residents:

- Must be full-time regardless of commuting or non-commuting.
- Canadian Permanent Residents require student visa stamp in the passport from the American Consulate/Embassy before entering U.S.
- Canadian Permanent Residents will receive an I-94 when entering the US.

19



## Traveling Outside the US

If traveling outside of the U.S., a student must:

- Have your **I-20/DS-2019** signed by an OISS Advisor (pg. 2)
  - The *Travel Signature* is valid for **1 year for F-1 students** and **6 months for J-1 students**
  - You must submit an OISS Departure Form – for vacation/leave
- **Valid passport** (not expired and valid for at least 6 months into the future when re-entering the U.S.)
- **I-94**
- **Valid U.S. visa** (not expired)
- **Verification of financial support** (letter, bank statement or GRA/GTA contract demonstrating financial viability while in the U.S.)

20



## Beware of Scammers!

DHS/ICE/Social Security or the IRS will **NOT** call you. These agencies will send you all communications by a letter via the US Post Office.

In most instances, scammers will:

- Ask for money or gift cards to pay a fine or correct records
- Request personal information (Social Security number, Passport number, or A-Alien Registration number)
- Identify false problems with your immigration record

If you have been a victim of this telephone scam, please contact WSU Public Safety or OISS at [oissmail@wayne.edu](mailto:oissmail@wayne.edu) to report this and also report it to the [Federal Trade Commission \(FTC\)](#).

21



## Questions?

22