INTERNATIONAL CENTER

# INTERNATIONAL UNDERGRADUATE STUDENT ORIENTATION

JANUARY 2015

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734.764.9310 • icenter@umich.edu • http://internationalcenter.umich.edu



UNIVERSITY OF MICHIGAN

Regents of the University of Michigan | Student Life

UNIVERSITY OF MICHIGAN

INTERNATIONAL CENTER
1500 STUDENT ACTIVITIES BUILDING
515 E. JEFFERSON STREET
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# Student Responsibility Checklist

As an international student, you have an obligation to comply with the immigration laws and regulations of the United States. It is illegal to violate U.S. federal immigration laws and regulations for any reason. As a student in F-1 or J-1 status, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to you. Your failure to be aware of and comply with these requirements could jeopardize your academic plans.

**You need to remember the following:**

- Attend the university you are authorized to attend on your I-20/DS-2019.
- Complete the immigration transfer procedure when transferring to another school in the U.S.
- Be in good academic standing and make satisfactory academic progress. Suspension, dismissal, enrollment withheld, expulsion, or any other similar action which prevents enrollment may have an effect on legal immigration status. See an advisor at the International Center.
- Extend the I-20/DS-2019 form prior to its expiration date if unable to complete academic program by original expiration date.
- In the event of change of academic program or level, update the I-20/DS-2019 in a timely fashion.
- Maintain full-time enrollment during the academic year:

  Undergraduate students must enroll for 12 credit hours per term, while graduate students must enroll for 8 credit hours (or number of credit hours defined by the specific graduate program) per term. During any given term in which you have been officially appointed by the department as a Graduate Student Research Assistant (GSRA) or Graduate Student Instructor (GSI), you may enroll for 6 credit hours. Courses taken as 'visit' or 'audit' do not count towards full-time enrollment for immigration purposes.
- Limit on-campus employment to 20 hours per week during academic year. J-1 students are required to obtain authorization from the International Center before engaging in on-campus employment.
- Do not work off campus without authorization.
- Keep your passport valid at all times. The passport must be valid for at least 6 months into the future on the day you return to the U.S. from a trip abroad.
- Maintain health insurance coverage.
- Notify the IC if you leave the program before the end date of your I-20/DS-2019.
- If your permanent or current address changes, update your address through Wolverine Access within 10 days of moving at ***http://wolverineaccess.umich.edu/*** .
- Check your University of Michigan e-mail regularly for updates from the International Center and read IC e-mails carefully. Follow up on these e-mails as necessary.
- Ask an International Center advisor any questions you may have regarding your immigration status or regulations.

***I have read and understand this information, and knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies at the University of Michigan.***

**Health Insurance Requirement**
All international students and their accompanying dependents at U-M are **required to have health insurance coverage that meets U-M standards**. You will be enrolled in an approved insurance program at the check-in program. If your government or program sponsor is providing you with health insurance, you will later have the opportunity to apply for a waiver of the mandatory health insurance. In order for a waiver to be granted, your health insurance coverage must be proven to meet University standards. **Health insurance is not an option - it is a requirement.**

**Travel**
When traveling outside the United States, you need to have the proper documents to return. You may need a valid F-1/J-1 visa (the visa in the passport) to re-enter the U.S. (reentry from Canada, Mexico and the adjacent islands may be covered by special regulations). In addition**,** your I-20/DS-2019 must have a valid travel signature from an IC advisor. The signature is valid for one year following the signature date (or the end date of your current I-20/DS-2019, whichever is sooner). If you are visiting Canada, you may need to apply for a visitor visa to enter Canada.

**Employment**
U.S. government regulations require F-1/J-1 students to be here for the primary purpose of attending school. In general, employment in the U.S. is restricted. J-1 students must obtain employment authorization before working on-campus. Both J-1 and F-1 students are required to receive proper authorization to work off campus. Details on F-1/J-1 student employment can be found at www.internationalcenter.umich.edu/ (go to “Immigration & Visas”, “F-1 (or J-1) International Students”, “Employment Options”).

**Dependents**
Dependents are defined as the spouse and minor children (under 21 years old) of the F-1/J-1 student.
The F-2 spouse of an F-1 student may not engage in full-time study, and the F-2 child may only study full-time if the study is in an elementary or secondary school (kindergarten through 12th grade). The F-2 spouse and child may engage in study that is avocational or recreational in nature. F-2 dependents are not allowed to work in the U.S. J-2 dependents are allowed to work. However, it is not enough to be in J-2 status to be allowed to work, but J-2 status gives the person the right to apply for work authorization from the United States Citizenship and Immigration Services (USCIS). The J-2 does not have legal permission to work until the Employment Authorization Document (EAD) is approved.

**For J-1 Students Only: Two-Year Home-Country Physical Presence Requirement [212(e)]**
Under specific circumstances, a J-1 exchange visitor may incur a “two-year home physical presence requirement.” The J-2 dependents are also subject to 212(e) if the J-1 principal participant is subject to that requirement. This means that neither the J-1 nor the J-2 may change immigration status to H, L, or Permanent Residency without first returning to his/her country for 2 years, or obtaining a waiver of this requirement. If 212(e) applies, change of status to another non-immigrant classification (such as F-1) in the U.S. is prohibited. However, the person who is subject to the two-year requirement is allowed to apply for most other types of visas (excluding the ones listed above) from abroad. The notation of 212(e) is usually indicated on the J visa stamp and/or DS-2019. For more information about 212(e), please visit the U.S. Department of State web site at http://travel.state.gov.

**Taxes**
In general, F-1/J-1 students must file federal tax forms every year they are in the U.S. The deadlines to file the forms are April 15, if U.S. money is earned (this includes money earned from graduate student assistantships), and June 15, if no U.S. money is earned. For more information, go to the IC web site: www.internationalcenter.umich.edu/ (see “Taxes and Social Security” menu option).

## Adjusting to the United States: Cross-Cultural and Legal Considerations

As you begin to get settled in Ann Arbor, you will have a lot of information to read and to learn. However, please take the time to review the following information about some U.S. laws and about adjusting to a new culture.

**U.S. Legal System:**

*It's extremely important to be aware of U.S. and U-M definitions, laws, and policies about domestic or dating violence, stalking and sexual harassment. Traffic regulations and laws about alcohol may also be different in the U.S. than they are in your home country. To make sure that you are aware of what is and is not legal in the United States, please:*

**READ:** *Laws, Ordinances, and Policies in Ann Arbor, Michigan, and the U.S. http://internationalcenter.umich.edu/life/laws.html especially these sections: Domestic/Dating Violence, Sexual Harassment, and Sexual Assault, Underage Drinking Laws, and Traffic Tips.*

**ATTEND IF POSSIBLE***: IT'S NOT JUST A GOOD IDEA…IT'S THE LAW!* Tuesday, August 26, 2:30 - 4:00 pm, R0210, Ross School of Business

**Adjusting to U.S. Culture/Society:**

**READ:** Adjusting to the U.S. Quickly and Comfortably http://internationalcenter.umich.edu/life/adjust.html

**ATTEND IF POSSIBLE:** *INTERNATIONAL STUDENTS AND CULTURAL ADJUSTMENT,* Wednesday, August 27, 9 – 10:30 am, R0210, Ross School of Business

## Useful Websites

**U-M Residence Halls: Dining Options, Menus & Hours:** *http://www.housing.umich.edu/dining/menus*

**Recreational Sports Facilities and Hours:** *http://recsports.umich.edu/facilities*

**Campus Information Center** http://campusinfo.umich.edu/
*This is a helpful site for any questions about the University, building locations, or the Ann Arbor area.*

**Michigan Secretary of State (driver's license and state ID):** *http://www.michigan.gov/sos/*

**University of Michigan Directory (MCommunity)** *https://mcommunity.umich.edu/*
*The general directory for faculty, staff, and students; this is a good way to find email addresses.*

**International Center: Life in Ann Arbor** *http://internationalcenter.umich.edu/life/*
*Lots of practical information about getting settled in Ann Arbor.*

**Living in Ann Arbor** *http://www.rackham.umich.edu/student_life/living_in_ann_arbor/*
*Useful for both graduate and undergraduate students.*

**Office of New Student Programs** http://www.onsp.umich.edu/
*Information and assistance for new undergraduate students during their first year at U-M.*

**University Housing** http://www.housing.umich.edu/
*Information about on-campus housing and residence hall services.*

**Off-Campus Housing https://offcampushousing.umich.edu/**
*Information for students who live or plan to live off campus. Listings, roommate search, resources.*

**University Health Service** *http://www.uhs.umich.edu*
*Detailed information about UHS including a list of clinicians, hours of service, and other important health information.*

**Dental Care** http://internationalcenter.umich.edu/healthins/dental.html
*Lower-cost dental services and emergency dental care.*

**Student Financial Services** http://www.finance.umich.edu/finops/student
*Information about University bills, payments, late fees, wire transfer procedures, etc.*

**Financial Aid for International Students**
http://www.finaid.umich.edu/Home/HowtoApplyforAid/InternationalStudents.aspx

INTERNATIONAL CENTER

# International Orientation: Undergraduate Students

January 5, 2015

UNIVERSITY OF MICHIGAN

# Today's Agenda

# Today's Agenda

- Welcome and Introduction
  - International Center Packet/Services/Web Resources
- Health Care and Health Insurance
- Transition to U-M, Ann Arbor and the U.S.
- U.S. Immigration Regulations
- Additional Documents and Requirements
- Document Submission

# Welcome to U-M

- U-M ranks 11th in U.S. in number of international students

| | |
|---|---|
| **Total University** | **43,625** |
| **Total International** | **5,990** |
| **Percentage International** | **13.73%** |

- More than 100 countries represented
- Top 5 countries:
  - China
  - India
  - South Korea
  - Taiwan
  - Canada

# International Center Packet

# International Center Packet

- International Center packet
  - PowerPoint Presentation Handout
  - F-1/J-1 Students: Important Information
  - Student Responsibility Checklist
  - Adjusting to the United States: Cross-Cultural and Legal Considerations
  - Useful Websites

# International Center Services

# International Center Services

- International Student Advising:
  - Immigration questions
  - Adjusting to a new country
  - Personal concerns
  - Any question or problem you may have; if we don't know the answer we will try to find someone who does
- E-mail announcements
- Programs
  - Workshops – variety of topics
  - Social events
  - Trips
- Education Abroad Office
  - Information about study, work and travel outside the U.S., including internships

# The International Center

1500 Student Activities Building
515 East Jefferson Street

- Serves over 6,000 international students and scholars from over 100 countries
- Business hours: Monday to Friday 8 am to 5 pm.
- Call 734-764-9310 to schedule an appointment
- Quick question walk-ins: Monday to Friday 1-4 pm.
- Contact us by email:
  - icenter@umich.edu

# Web Resources

# Web Resources

- Shopping
  - http://www.rackham.umich.edu/student_life/living_in_ann_arbor/shopping/
  - Also ask your Orientation Leaders for shopping suggestions.
- AATA Bus
  - http://www.theride.org/
- International Center website: Life in Ann Arbor
  - http://internationalcenter.umich.edu/life/
  - Banking, phones, public transportation, recreation, etc.

# Facebook and Blog

Like University of Michigan International Students and Scholars

- http://www.facebook.com/uminternationalcenter

Blogger

- http://umichiss.blogspot.com/

# Language and Communication Skills

- Sweetland Writing Center
  - International Student Support

    http://www.lsa.umich.edu/sweetland/undergraduate/internationalstudentsupport

- English Learning Links for self-study:

  http://www.lsa.umich.edu/eli/resources/englishlearninglinks

# Health Care & Insurance

# Health Care & Insurance

Why Insurance?

- Health care in the United States is very expensive
- Insurance is for what MIGHT happen, NOT your present situation

# U-M Insurance Requirement

# Health Care & Insurance

- **All F-1/J-1** students sponsored by the **University of Michigan** and their F-2/J-2 **dependents** are required to have insurance that meets U-M standards during their entire time as U-M F1/J1 students or F2/J2 dependents.
- Includes time not enrolled in classes
- Sponsored by U-M means that your I-20 or DS-2019 was issued by U-M .

# Health Care & Insurance

**ALL new U-M F-1/J-1 students and scholars (U-M sponsored) are automatically enrolled in the Aetna Student Health international plan.**

# Health Care & Insurance

**Your insurance will continue until your I-20 or DS-2019 end date. If that end date changes, your insurance end date will also change.**

**Your insurance end date will also change if you request Optional Practical Training (F-1) or Academic Training (J-1) work authorization after graduation**

# Health Care & Insurance

After your documents have been checked, you will receive an **Insurance Certificate**

Aetna
Student MC NAP

Group #: 711146-17-103 RX

**Temporary Insurance Identification Certificate**
**School Name:** University of Michigan (International Plan)
**Insured Name:** _Takahiro Fernandes_____
**ID Number:** 75- 123456789_____
**Effective Date: From:** _08/25/2011____ **To:** _04/30/2016___

**Dependents:**

| Insured ID Number | Insured Last Name | Insured First Name |
|---|---|---|
| 75 123456789 | Fernandes | Michiko |
| 75 123456789 | Fernandes | Jun |
| 75 123456789 | Fernandes | Hana |
| 75 | | |
| 75 | | |
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**For Inquiries or Student Health Insurance Benefits Information contact:**

Aetna Student Health
PO Box 981106
El Paso, TX. 79998
Telephone: (800) 239-9697

**PRE-CERTIFICATION REQUIREMENT**

**Prior authorization is required:**

- At least three business days prior to all non-emergency hospital admissions
- Within one business day following emergency admission

FAILURE TO COMPLY WITH THE ABOVE NOTIFICATION GUIDELINES WILL RESULT IN A $200.00 PER ADMISSION PENALTY

# Health Care & Insurance

**Once you receive your Insurance Certificate:**

- **Coverage begins on your I-20 or DS-2019 start date.** (Form I-20, Item 5 or Form DS-2019, Item 3)
- Coverage is WORLDWIDE.
- **ALWAYS carry your card (certificate) with you**

# Health Care & Insurance

- Permanent card sent by Aetna Student Health . Update your current address in: Wolverine Access ➡ Campus Personal Information
- Request replacement cards or print out temporary ID cards at:
  www.aetnastudenthealth.com

# Health Care & Insurance

- Other health insurance **that meets U-M standards?**
  - www.internationalcenter.umich.edu/ 'Health Insurance' ➡ 'Obtaining an Insurance Requirement Waiver'

- Submit waiver request form & documentation within 30 days from today

- If no waiver form is submitted/your request is denied, you will be required to keep & pay for International Health Insurance

# Health Care & Insurance Not U-M F-1/J-1 Student

- Not an F-1 or J-1 student (with a Form I-20 or DS-2019 issued by U-M)? Permanent resident or U.S. citizen?
- THEN health insurance is STRONGLY RECOMMENDED.

# Health Care & Insurance Not U-M F-1/J-1 Student

- You can purchase the "DOMESTIC STUDENT" HEALTH INSURANCE PLAN (available to ALL U-M students)
- To purchase:
  - http://www.uhs.umich.edu/dship links to online application form

# Health Care & Insurance

- Both the international and “domestic” plans are currently administered by Aetna Student Health

# Getting Health Care

# Health Care & Insurance

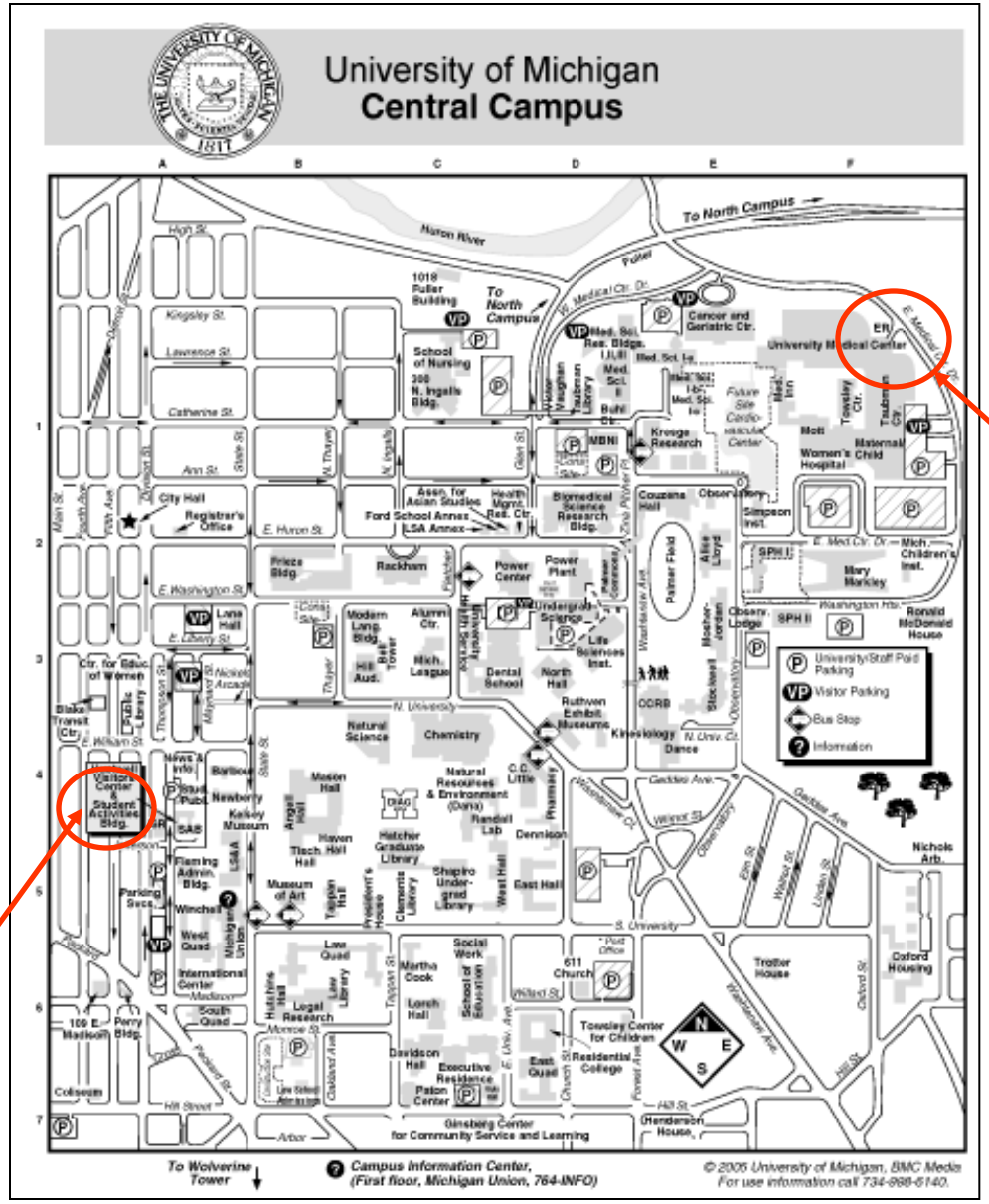
**EMERGENCY**

**CALL 911**

- Wait for ambulance to arrive

OR

- Go to the emergency room at the nearest hospital




**International Center**

**Emergency Room (ER)**

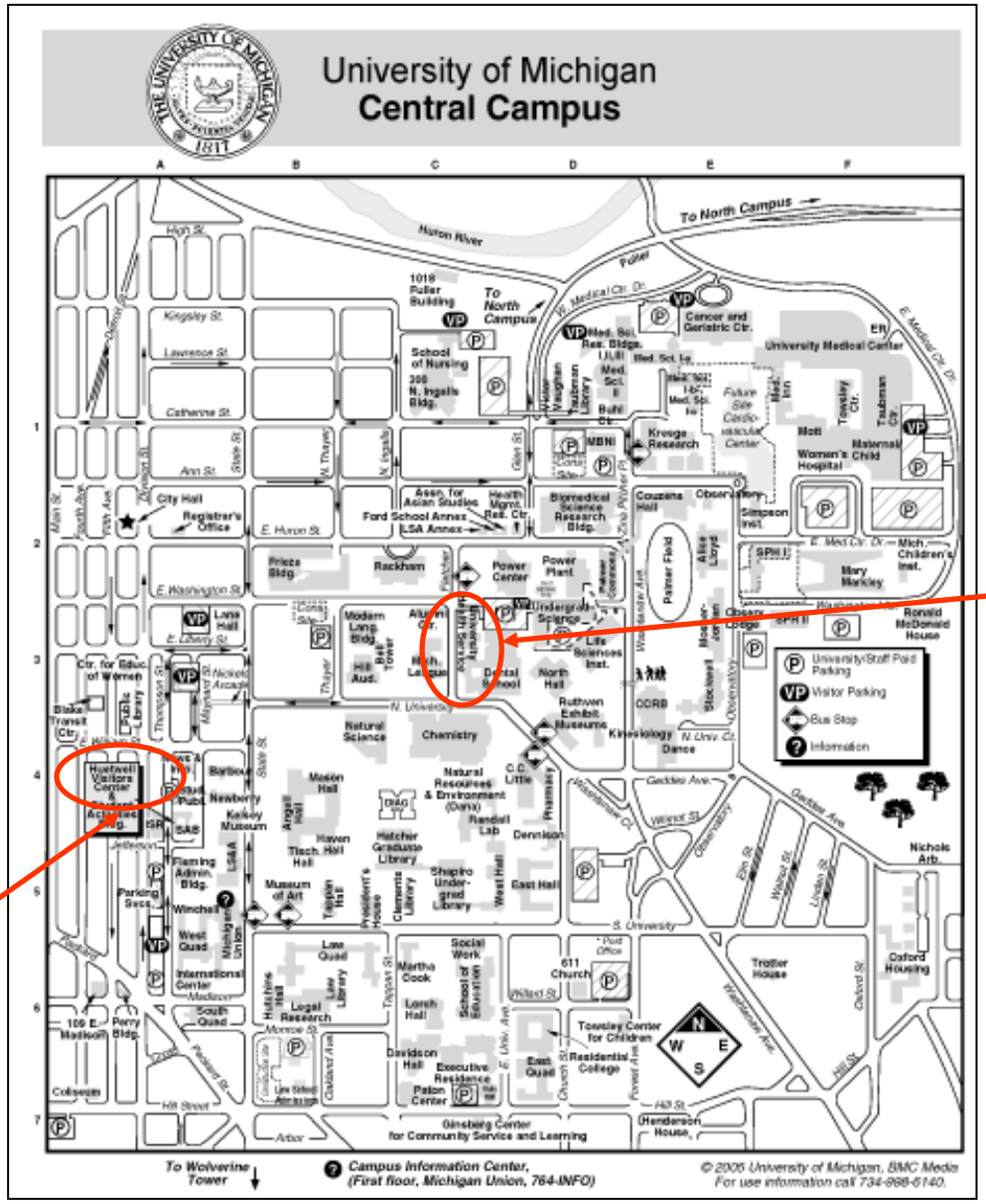
**Always Open**

# University Health Service

- University Health Service (UHS)
  - 207 Fletcher St, U-M Central Campus
  - www.uhs.umich.edu
- Clinic for students
- For minor emergencies and non-emergency illness
- Eye exams
- Fill prescriptions
- Health advice
- Most UHS services are free for enrolled students.
  - http://www.uhs.umich.edu/feestudents

# University Health Service

**International Center**




**University Health Service (UHS)**

**Call for Appointment:**
734.764.8320

**Medical Advice by Phone**:
734-764-8320
or Women's Health Clinic
734-763-9184

Urgent question when UHS is closed:
866-204-1082

# Health Care & Insurance

## Minor Emergencies and Urgent Health Problems

For advice:

- UHS (when open): 734-764-8320 or 734-763-9184 (for Women's Health Clinic)
- UHS (when closed): 866-204-1082
- **Put these numbers in your phone**
- For more information, including addresses of "urgent care facilities":

  http://www.uhs.umich.edu/emergency

# Health Care & Insurance

## ANNUAL DEDUCTIBLE:

Annual deductible = what you must pay each policy year (September 1 – August 31) before insurance starts to cover costs

- Annual deductible: $100
- The annual deductible does not apply to some services. For example:
  - Immunizations
  - Emergency Room
  - Routine physical exam
  - Prescription drugs

Your brochure has more details.

# Health Care & Insurance

**CO-PAYS:**

Co-pay = what you pay, then insurance covers the rest.

- Office visits and hospital admissions have co-pays.
- Office visit: $20
- Walk-in Clinic or Urgent Care Clinic: $20
- Emergency Room: $75 (waived if admitted)
- Hospital Room/Board/Miscellaneous Expense: $150 co-pay per hospital admission

For most other "in network" medical services insurance pays 90%

# Health Care & Insurance

## IN-NETWORK /OUT of NETWORK

- Find in network doctors through AETNA webpage.
- Out of network will be more expensive
- U-M Hospital is in-network.

In your brochure, in-network is also called “preferred care”.
Out of network is called non-preferred care

# Health Care & Insurance

## How Insurance Works

1. Pay insurance charge every month.
2. Get treatment for illness or accident.
3. Show them your AETNA STUDENT HEALTH insurance card/certificate.
   NEW PLAN: pay co-pay if requested
4. The doctor/hospital will bill Aetna Student Health.
5. Aetna Student Health may ask for additional information.
6. Aetna Student Health will pay their amount of the bill.
7. Aetna Student Health will send you an Explanation of Benefits (EOB)
8. If you owe money, you will receive a bill from the doctor/hospital.

# Health Care & Insurance

**Coverage Highlights**

- In-patient (hospital stay)
- Outpatient (visit doctor and return home the same day)
- Pregnancy and childbirth
- Medical Evacuation and Repatriation
- Mental health and drug or alcohol abuse
- Prescription drugs covered at 90%
  - Medicine not prescribed by doctor is not covered
- Routine/preventive care – **including immunizations**

# Health Care & Insurance

## Medical Evacuation, Repatriation and Travel Assistance

- Assistance in cases of serious illness/death
- http://www.aetnastudenthealth.com/ University of Michigan in "Find Your School" Search Box> For Members> Travel Assistance has summary and link to details
- Call travel assistance company ("On Call International") BEFORE any arrangements are made.
- Send this link to family or friends so they know this coverage is available in case of an emergency

# Health Care & Insurance

## Dental

- Very limited dental coverage for adults (19 and above)
- To age 19 – more coverage
  - Details: 2014 - 2015 Plan Design and Benefits Summary (International)
- For $25/year you can enroll in a dental DISCOUNT program.
- http://www.aetnastudenthealth.com/ University of Michigan in “Find Your School” Search Box> Vital Savings

# Health Care & Insurance

## Vision

- Adults (19 or older)
  - One eye exam per year in-network or at UHS - $20 co-pay. Eyeglasses or contacts are not covered
- To age 19 – more coverage
  - Details: 2014 - 2015 Plan Design and Benefits Summary (International)

# How to Pay for U-M International Health Insurance

# Health Care & Insurance

- **Added to your U-M Statement of Account each month by UM Student Financial Services.**
- **Review your Statement of Account under "Student Business" on http://wolverineaccess.umich.edu**
- **Same payment procedure as other University charges.**
- **Single rate $116.75 through August 31, 2015.**
- **Rates change every year in Sept. New rates posted on International Center website in August.**
  - **http://internationalcenter.umich.edu/healthins/rates.html**

# Health Care & Insurance

- You will receive an email from Student Financial Services whenever there is any "activity" (charge or credit) in your student account.
- Don't ignore these emails! Check Wolverine Access to see what has been charged or credited to your account.

# Health Care & Insurance

## Your Responsibilities

1. Maintain U-M approved health insurance for the ENTIRE length of your program.
2. Check your Wolverine Access account and PAY your bills.
3. Submit paper form to request an insurance waiver
4. Submit an early departure form if necessary.

# Health Care & Insurance

## Key Points

1. Emergency – 911 or emergency room
2. To save money, go to UHS for health care if possible
   - Most UHS services are free for enrolled students.
     http://www.uhs.umich.edu/feestudents
   - UHS after hours: 866-204-1082
3. If you can't go to UHS, save money by getting health care "in-network"
4. If you have other insurance that meets U-M standards
   - Submit a waiver request form (see IC website for form)
   - Waiver request not submitted or denied? You will have to stay enrolled in (and pay for) the international plan.

# Questions?

# International Insurance Plan

# Health Care & Insurance

## Online resources:

- Aetna Student Health: ***www.aetnastudenthealth.com***
- International Center: **http://www.internationalcenter.umich.edu**
  - **Insurance brochure:** health insurance | U-M plan coverage & rates

- Lost insurance card? http://www.aetnastudenthealth.com/ to request a replacement

- TIP: Set up an Aetna Navigator Account (wait about two weeks from today) – see your claims and other useful information
  - http://www.aetnastudenthealth.com/ University of Michigan in "Find Your School" Search Box> For Members> Members-only website >Register/Login

# Health Care & Insurance

## Contact Us

Email: ihi@umich.edu

Phone: 734.647.2303

## Visit Us

Location: 1500 Student Activities Building (SAB)

Office Hours: www.internationalcenter.umich.edu > Health Insurance

# Questions?

# “Domestic” Insurance Plan

# Health Care & Insurance

**University Health Service**

http://www.uhs.umich.edu/dship

**Aetna Student Health**

**http://www.aetnastudenthealth.com/**

**Visit University Health Service Managed Care Office (Second Floor UHS)**

**Email mancare-stuins@umich.edu**

# After Orientation

- Especially for new students
  - http://www.internationalcenter.umich.edu/events/social-events.html for details
    - Bed, Bath and Beyond Shopping Trip (Sat 1/10)
    - Banking 101 (Fri 1/16)
    - Library Basics (1/22 @ North Campus or 1/27 @ Central Campus
    - Coffee Hour (Fri 1/23)
    - University Health Service: Information & Tour (Fri 1/30)
- International Center events are posted on the International Center's website:
  - http://internationalcenter.umich.edu/events/index.html

# A Few Things to Remember

# Transition to U-M, Ann Arbor and the U.S.

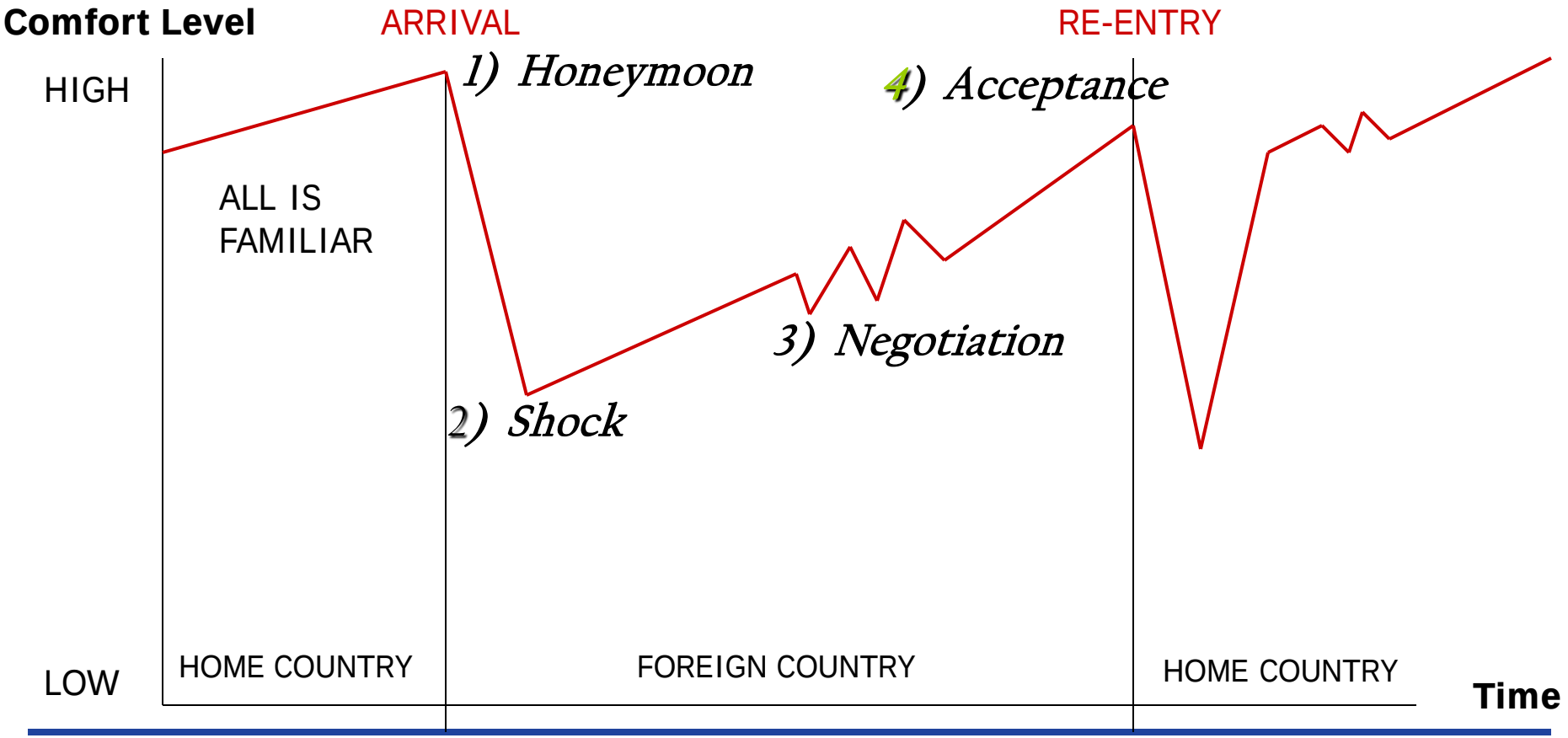
# Adjusting to a New Country

# Adjusting to a New Country

- Most people adjusting to a new country go through a series of stages
- The “Cultural Adjustment” page of your orientation packet has links to more information, but briefly…

# Stages of Cultural Adjustment

## *Four Stages:*



# Adjusting to a New Country

- Winter
  - If you come from a warm country, make sure you have warm clothes
  - Ask your Orientation Leaders for advice about where to shop and what to buy. Ask them about boots, coats, and hats!

# Getting Involved

# Getting Involved

- Center for Campus Involvement

  http://campusinvolvement.umich.edu/

- Maize Pages – find student groups

  http://maizepages.umich.edu/

- Intercultural Leadership Seminar (March)
  - http://internationalcenter.umich.edu/events/ils.html

# Wolverine Access

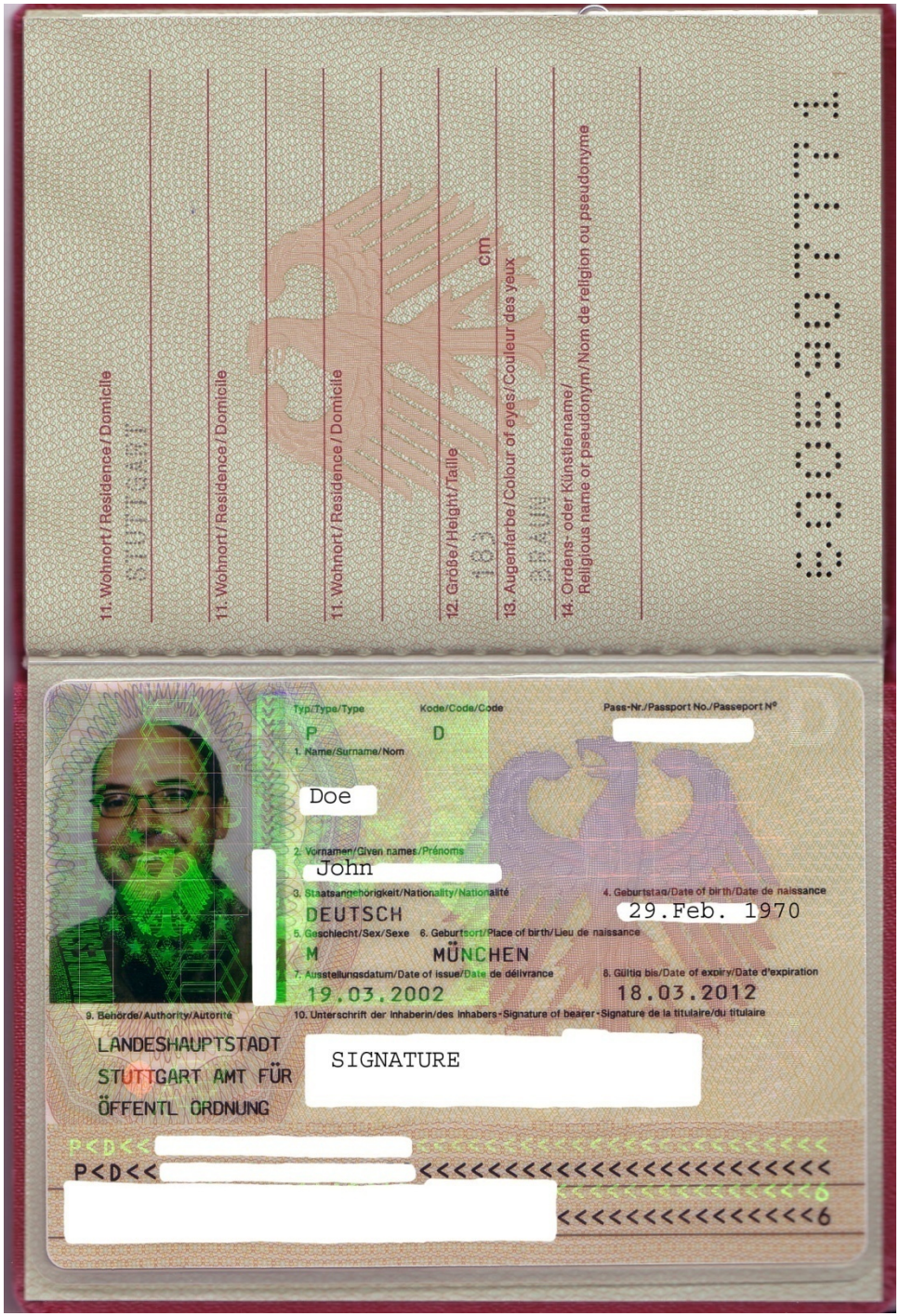
# Wolverine Access

- **http://wolverineaccess.umich.edu**
- Login: uniqname & password
- Keep 3 addresses CURRENT:
  - "Local address" in Ann Arbor (REQUIRED)
  - "Permanent address" or home country address (REQUIRED)
  - "Emergency contact" telephone number and address ***(Strongly recommended)***
- Just moved?
  - Update address with U-M through Wolverine Access (under "Student Business") within 10 business days. This is a government regulation.

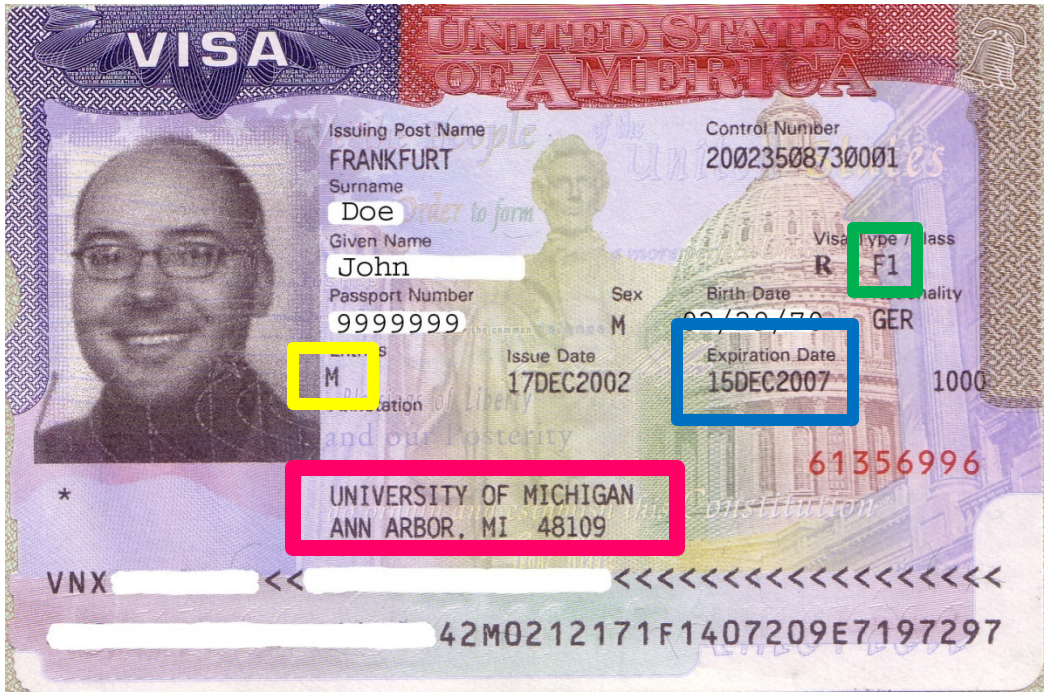
# U.S. Immigration Regulations

# Document Review Passport

- MUST be valid at all times
  - *Recommended*: at least 6 months into the future (required for entry to U.S.)
- Contact your embassy for extensions while inside the U.S.



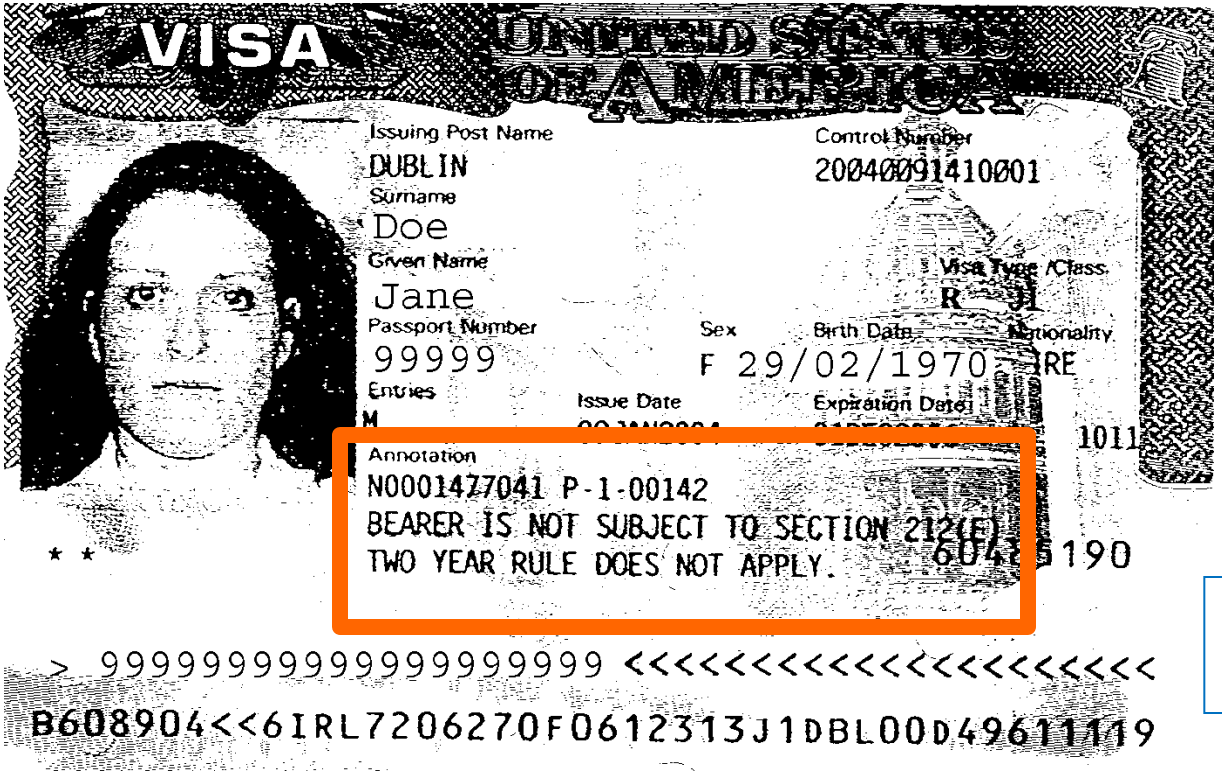
# Document Review
# Visa (F or J)




- **ONLY** a travel document
  (not required for Canadians)
- Visa Type Class
  (F1 / J1)
- Entries (M, 1, 2)
- **MAY** expire while studying
- ***Transfers***:
  -F1 can use same visa
  -J1 must get new visa

# Document Review
# J-1 Visa

- **SPECIAL NOTE**:



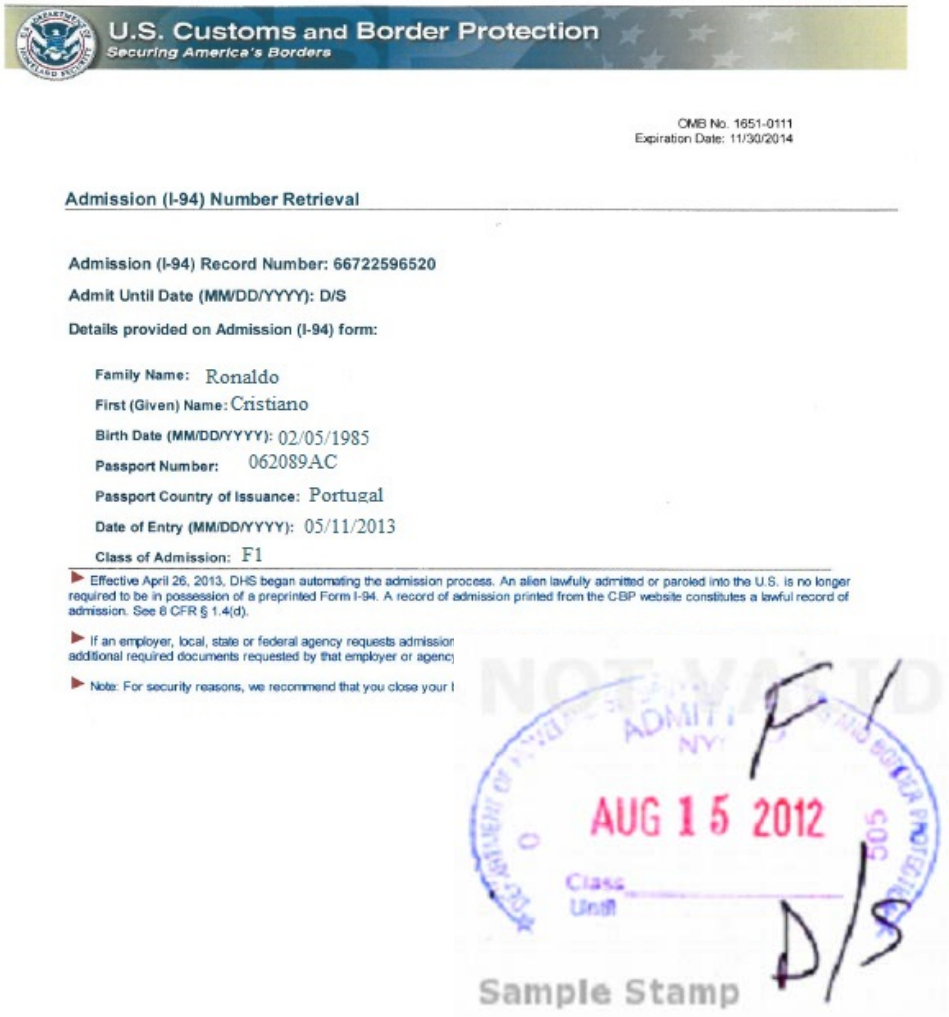

212e -

Two Year Home Residency Requirement

Applies ONLY to H1B, L, or permanent residency

# Document Review

# I-94 (F or J)



U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

**Admission (I-94) Number Retrieval**

**Admission (I-94) Record Number: 66722596520**

**Admit Until Date (MM/DD/YYYY): D/S**

**Details provided on Admission (I-94) form:**

**Family Name:** Ronaldo
**First (Given) Name:** Cristiano
**Birth Date (MM/DD/YYYY):** 02/05/1985
**Passport Number:** 062089AC
**Passport Country of Issuance:** Portugal
**Date of Entry (MM/DD/YYYY):** 05/11/2013
**Class of Admission:** F1

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission additional required documents requested by that employer or agenc

Note: For security reasons, we recommend that you close your

NOT VALID

ADMIT

AUG 15 2012

Class
Until

F1

D/S

Sample Stamp

- **MOST** important immigration document you have
- Has proof of your status - F1 or J1 and D/S (Duration of Status)

If you entered U.S. after May 2013 through airport, you received:

- Stamp in passport with F1 or J1 and D/S (Duration of Status) – proof of your status
- Electronic arrival record (called I-94) - available at www.cbp.gov/I94

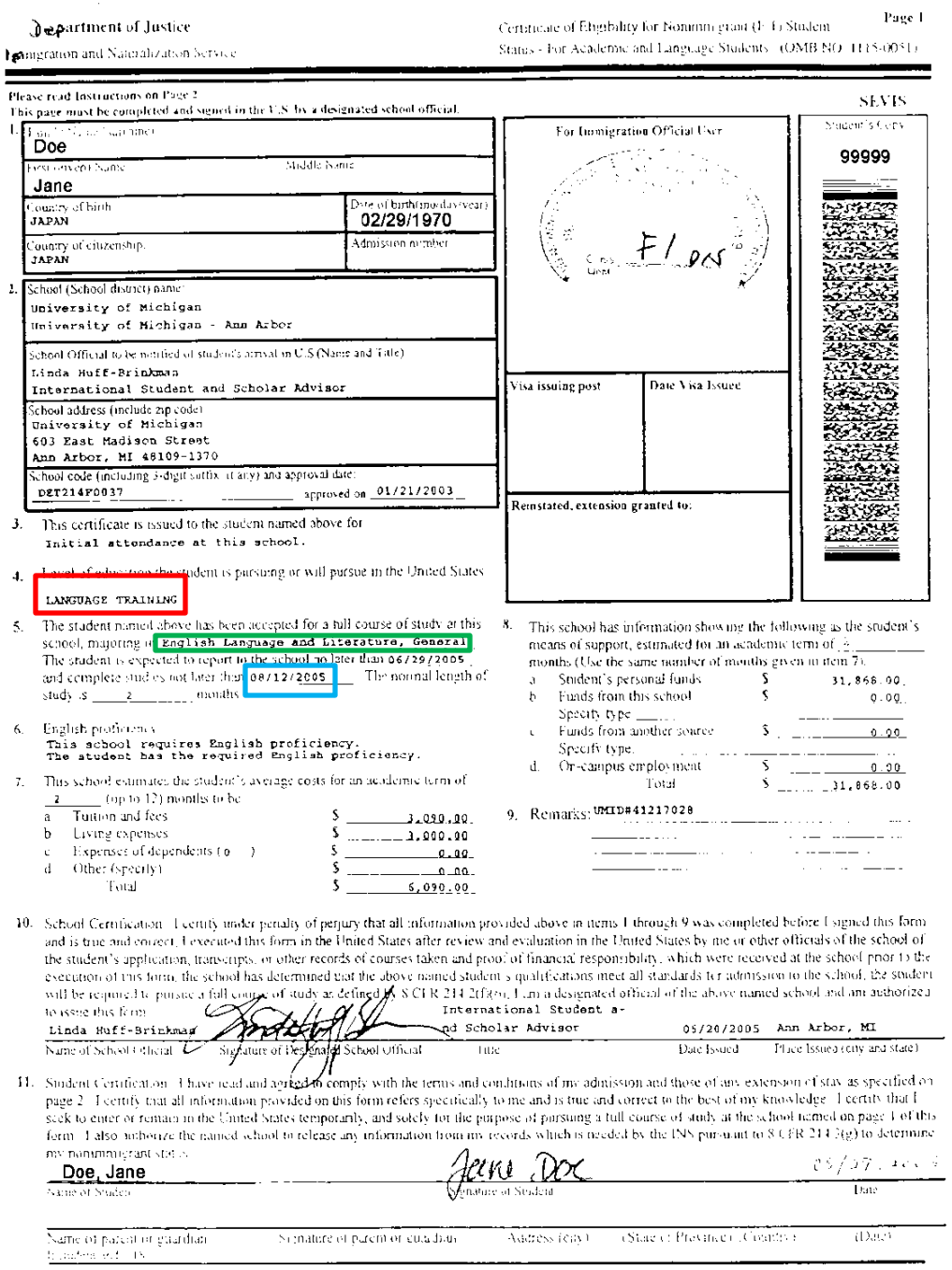
***Make sure all information is correct on passport stamp and in e-record!***

If you entered U.S. before May 2013, or entered U.S. by land, you received:

- Small, white card called I-94

# Document Review I-20 (F only)

- Education Level
- Major
- **SHOULD NOT expire**
- Do not throw away - ever



Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students (OMB NO. 1115-0051)

Page 1

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

SEVIS

1. Family Name (surname): Doe
First (given) Name: Jane
Middle Name:
Country of birth: JAPAN
Date of birth (mo/day/year): 02/29/1970
Country of citizenship: JAPAN
Admission number:

For Immigration Official User

Cons. Unit: F1 005

Student's Copy: 99999

2. School (School district) name:
University of Michigan
University of Michigan - Ann Arbor

School Official to be notified of student's arrival in U.S. (Name and Title)
Linda Huff-Brinkman
International Student and Scholar Advisor

School address (include zip code)
University of Michigan
603 East Madison Street
Ann Arbor, MI 48109-1370

School code (including 3-digit suffix, if any) and approval date:
DET214F0037 approved on 01/21/2003

Visa issuing post:
Date Visa Issued:

Reinstated, extension granted to:

3. This certificate is issued to the student named above for
Initial attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States
LANGUAGE TRAINING

5. The student named above has been accepted for a full course of study at this school, majoring in English Language and Literature, General. The student is expected to report to the school no later than 06/29/2005 and complete studies not later than 08/12/2005. The normal length of study is 2 months.

6. English proficiency
This school requires English proficiency.
The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 2 (up to 12) months to be

| | | | |
|---|---|---|---|
| a | Tuition and fees | $ | 3,090.00 |
| b | Living expenses | $ | 3,000.00 |
| c | Expenses of dependents ( 0 ) | $ | 0.00 |
| d | Other (specify) | $ | 0.00 |
| | Total | $ | 6,090.00 |

8. This school has information showing the following as the student's means of support, estimated for an academic term of 2 months (Use the same number of months given in item 7).

| | | | |
|---|---|---|---|
| a | Student's personal funds | $ | 31,868.00 |
| b | Funds from this school | $ | 0.00 |
| | Specify type | | |
| c | Funds from another source | $ | 0.00 |
| | Specify type | | |
| d. | On-campus employment | $ | 0.00 |
| | Total | $ | 31,868.00 |

9. Remarks: UMID#41217028

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6). I am a designated official of the above named school and am authorized to issue this form.

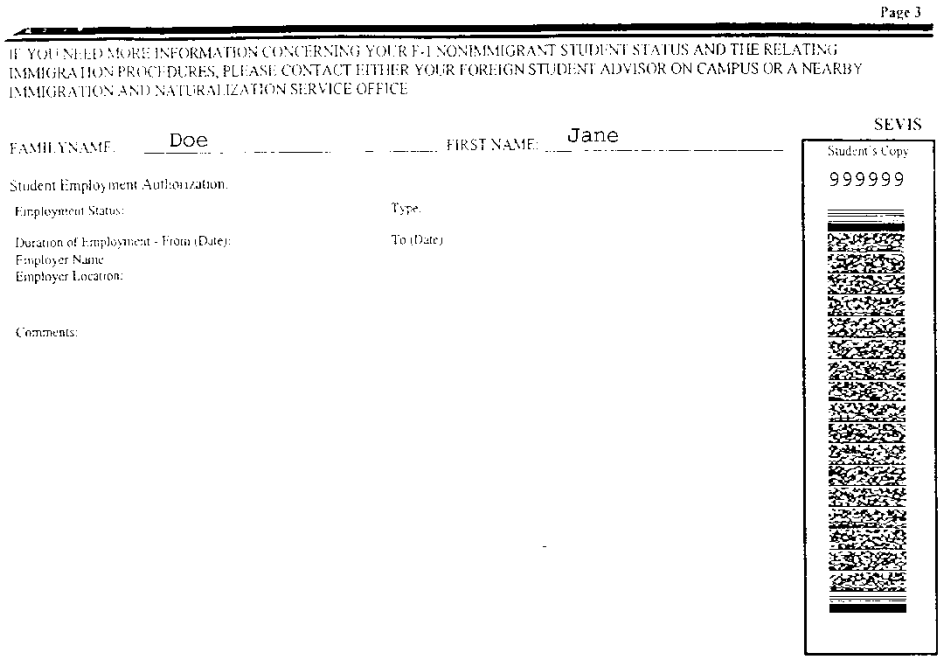
Linda Huff-Brinkman — Name of School Official
[signature] — Signature of Designated School Official
International Student and Scholar Advisor — Title
05/20/2005 — Date Issued
Ann Arbor, MI — Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Doe, Jane — Name of Student
Jane Doe — Signature of Student
05/27/2005 — Date

Name of parent or guardian | Signature of parent or guardian | Address (city) | (State or Province) (Country) | (Date)

# Document Review
# I-20 (F only)



Page 3

IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE

SEVIS

FAMILY NAME: Doe FIRST NAME: Jane

Student's Copy

999999

Student Employment Authorization:

Employment Status: Type:

Duration of Employment - From (Date): To (Date)

Employer Name

Employer Location:

Comments:

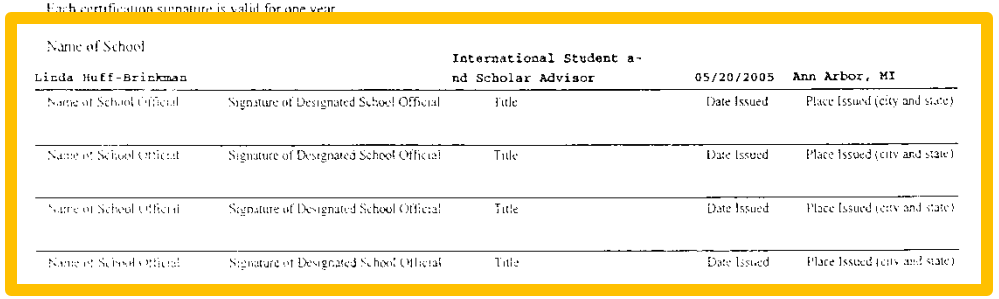
Event History

Event Name: Event Date:

Current Authorizations Start Date: End Date:

- Travel signatures

(valid 1 year)



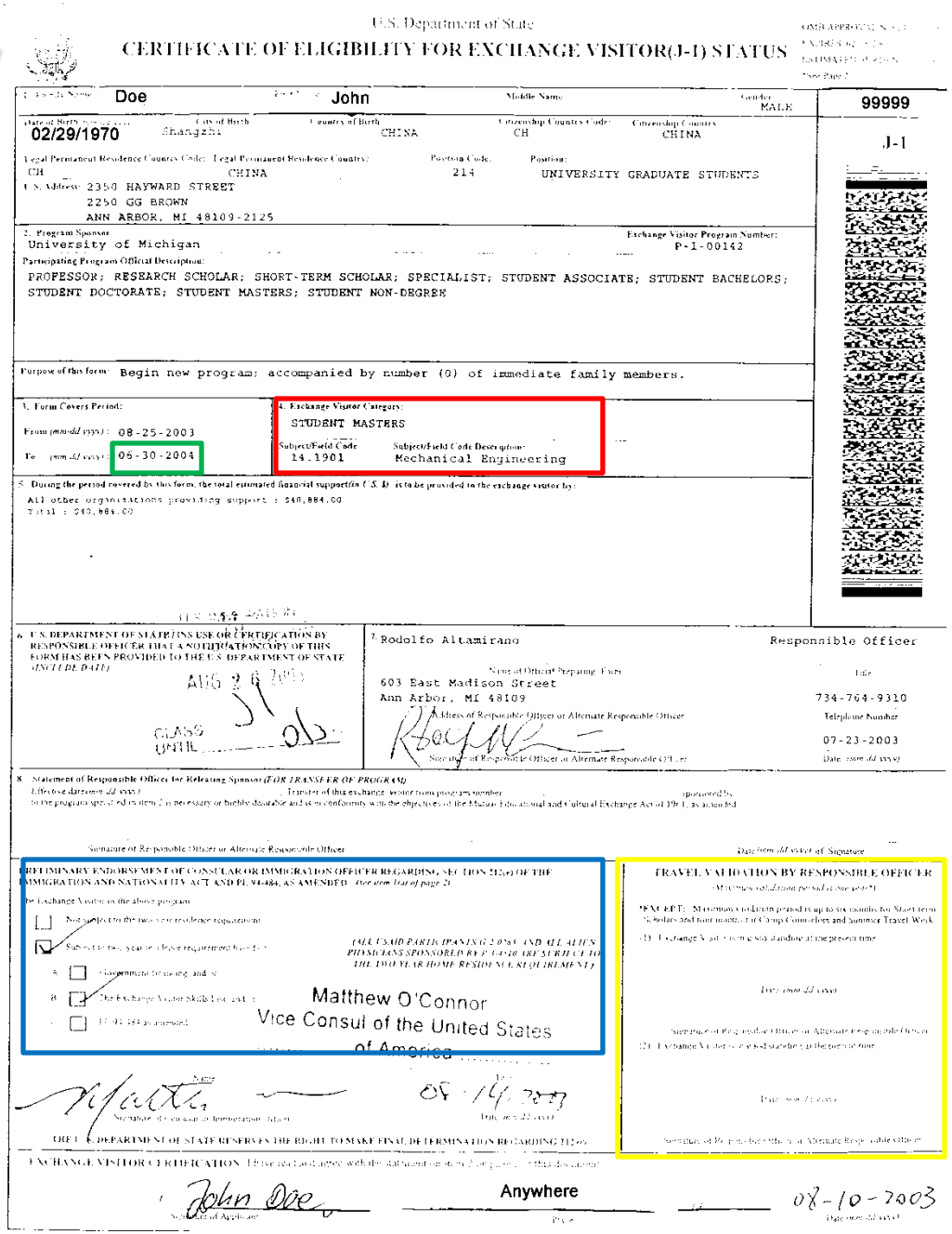
This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

| Name of School | | | | |
|---|---|---|---|---|
| Linda Huff-Brinkman | | International Student and Scholar Advisor | 05/20/2005 | Ann Arbor, MI |
| Name of School Official | Signature of Designated School Official | Title | Date Issued | Place Issued (city and state) |
| Name of School Official | Signature of Designated School Official | Title | Date Issued | Place Issued (city and state) |
| Name of School Official | Signature of Designated School Official | Title | Date Issued | Place Issued (city and state) |
| Name of School Official | Signature of Designated School Official | Title | Date Issued | Place Issued (city and state) |

# Document Review
# DS-2019 (J only)

- **SHOULD NOT expire**
- Category & Subject Field Code
- 212e
- Travel Signatures

(valid 1 year)



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

Family Name: Doe | First Name: John | Middle Name: | Gender: MALE | 99999

Date of Birth: 02/29/1970 | City of Birth: Shangzhi | Country of Birth: CHINA | Citizenship Country Code: CH | Citizenship Country: CHINA | J-1

Legal Permanent Residence Country Code: CH | Legal Permanent Residence Country: CHINA | Program Code: 214 | Position: UNIVERSITY GRADUATE STUDENTS

U.S. Address: 2350 HAYWARD STREET
2250 GG BROWN
ANN ARBOR, MI 48109-2125

2. Program Sponsor: University of Michigan | Exchange Visitor Program Number: P-1-00142

Participating Program Official Description:
PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.

3. Form Covers Period:
From (mm-dd-yyyy): 08-25-2003
To (mm-dd-yyyy): 06-30-2004

4. Exchange Visitor Category:
STUDENT MASTERS
Subject/Field Code: 14.1901 | Subject/Field Code Description: Mechanical Engineering

5. During the period covered by this form, the total estimated financial support(in U.S. $) is to be provided to the exchange visitor by:
All other organizations providing support : 540,884.00
Total : 540,884.00

6. U.S. DEPARTMENT OF STATE/INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE)
AUG 26 2003
CLASS UNTIL

7. Rodolfo Altamirano | Responsible Officer
Name of Official Preparing Form | Title
603 East Madison Street
Ann Arbor, MI 48109
Address of Responsible Officer or Alternate Responsible Officer
734-764-9310
Telephone Number
07-23-2003
Signature of Responsible Officer or Alternate Responsible Officer | Date (mm-dd-yyyy)

8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)
Effective date(mm-dd-yyyy) ... Transfer of this exchange visitor from program number ... sponsored by ... to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.
Signature of Responsible Officer or Alternate Responsible Officer | Date (mm-dd-yyyy) of Signature

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT, AND PL 94-484, AS AMENDED (see item 3 at top of page 2)
The Exchange Visitor in the above program
[ ] Not subject to the two-year residence requirement
[x] Subject to the two-year residence requirement
(ALL USAID PARTICIPANTS 212(e) AND ALL ALIEN PHYSICIANS SPONSORED BY J-1/18 ARE SUBJECT TO THE TWO YEAR HOME RESIDENCE REQUIREMENT)
a. [ ] Has been granted a waiver
b. [x] The Exchange Visitor Skills List does not
c. [ ] 22 CFR 514.23(e) is inapplicable
Matthew O'Connor
Vice Consul of the United States of America
Name
Signature of Consular or Immigration Officer
08-14-2003
Date (mm-dd-yyyy)

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e)

TRAVEL VALIDATION BY RESPONSIBLE OFFICER
(Maximum validation period is one year)
*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel Work
[ ] Exchange Visitor is not in the U.S. and does not intend to enter the U.S. at the present time
Date (mm-dd-yyyy)
Signature of Responsible Officer or Alternate Responsible Officer
[ ] Exchange Visitor is not in the U.S. and does not intend to enter the U.S. at the present time
Date (mm-dd-yyyy)
Signature of Responsible Officer or Alternate Responsible Officer

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statements on page 2 of this form.
John Doe
Signature of Applicant
Anywhere
Place
08-10-2003
Date (mm-dd-yyyy)

# Travel

- **All travel signatures valid for ONE year**
  - Can use as many times as necessary

- **When travelling, carry with you:**
  - **Valid I-20/DS-2019** with current travel signature
  - **Valid passport** *(6 months minimum from re-entry)*
  - **Valid visa** *(there **may** be an exception for Canada, Mexico, & adjacent islands)*

- **Domestic travel: carry original documents**

# Basics of Maintaining Status

- What is my "status"?
- Must be registered in a "full course of study"
  - 12 credits for Undergraduate Students

***no more*** than 3 credits online

- Must report physical address within 10 days
  - ***CURRENT*** = U.S. physical address
  - ***PERMANENT*** = home country address *(CANNOT be U.S.)*
  - http://internationalcenter.umich.edu/immig/addressnotify.html
- ***NO*** unauthorized employment

# Employment ***On-Campus***

- No more than 20 hours per week during school year
- >20 hours per week OK during official breaks (summer, winter, spring)
- Includes:
  - Student positions (i.e. library)
  - Business in campus building, serving campus community (i.e. restaurant in union)

**J-1 STUDENTS:**
MUST receive employment authorization letter from IC for on-campus employment

**F-1 STUDENTS:**
NO special authorization necessary
*(on-campus employment only)*

# Employment ***Off-Campus***

**FOR ADDITIONAL INFORMATION ABOUT OFF-CAMPUS EMPLOYMENT:**

- Workshops
- IC website
- Meet with advisor

## ***MUST HAVE PRIOR AUTHORIZATION***

- **F-1**:
  - Curricular Practical Training (CPT)
  - Optional Practical Training (OPT)
- **J-1**:
  - Academic Training (AT)

# Social Security Number (SSN)

- F-1 students ***are not eligible*** for SSN unless they have employment
  - F-2 dependents cannot work, thus are not eligible for SSN at any time.
- J-1 students ***are eligible*** for SSN anytime, no employment necessary
  - J-2 dependents can apply for work authorization, thus are eligible for SNN once work authorization is granted.

***DO NOT*** **apply for SSN until you have been in the U.S. for 10 days or 4 days after this check-in, *whichever is later*.**

# Student Responsibilities

- Inform the IC if you will be leaving UM
  - Leave of absence
  - Early completion of program
  - Withdrawal from university
  - Transfer to another US university
- Check university email regularly
- Questions? – Stay Informed!
  - www.internationalcenter.umich.edu
  - Email: icenter@umich.edu
  - Meet with an advisor *(check IC website for available times)*

# Additional Documents and Requirements

# Government Identification

# Government Identification

- We recommend that you have either a Michigan Driver's License or a Michigan Personal ID Card. These are safer to carry than your passport.
- Michigan Driver's License
  - Written test and road test
- Michigan Personal ID Card
  - If you don't want a Driver's License
  - Convenient, recognizable ID in the US
- http://internationalcenter.umich.edu/life/license.html

# Tuberculosis (TB) Screening

# Tuberculosis (TB) Screening

- Some international students required to be screened for TB
- For more information about screening requirement and to register for screening:

  http://www.uhs.umich.edu/tbscreen/
- What happens if I don't get screened?
  - Unable to register for Fall Term courses
  - If you can't register for courses, your F-1 or J-1 status will be affected

# U.S. Taxes

# U.S. Taxes

- All F-1/J-1 students: File Form 8843 with U.S. government (Internal Revenue Service) every year even if no income in the U.S.
- U.S. income in 2014? You may need to file Form 1040NR-EZ or Form 1040NR
- Deadlines April 15, 2015/June 15, 2015
- Online software is available to help – watch for IC emails in late January
- If you were not in the U.S. in 2014, don't worry about this until next year!

# Smoke-free Campus

Finally, please also remember that U-M is smoke-free.

# Contact Us

1500 Student Activities Building
515 East Jefferson Street

## International Center

- Business hours: Monday to Friday 8 am to 5 pm.
- Call 734-764-9310 to schedule an appointment
- Quick question walk-ins: Monday to Friday 1-4 pm.
- Contact us by email:
  - icenter@umich.edu
- internationalcenter.umich.edu/

# Welcome to U-M

Thank you for your attention today!

*Welcome to the University of Michigan!*

We will now begin the check-in for F-1 and J-1 students.

*Reminder: If you are a J-1 student whose DS-2019 was NOT issued by U-M, you do not need to check-in. Follow the instructions your DS-2019 sponsor (such as IIE) gave you.*

# Document Submission

## Put in your colored plastic folder:

- Responsibility Checklist (***sign & date***)
- ***Original*** immigration documents
  - Your passport
  - I-20/DS-2019
  - I-94 form printout OR I-94 card if you entered the U.S. by a land border or last entered the U.S. before May, 2013.
- ***One copy*** of each of your immigration documents:
  - I-20/DS-2019 (p.1 only)
  - F-1/J-1 visa
  - Passport biographical & expiration page(s)
  - Your I-94 card if you have one

* If you have dependents, include their documents and copies too.