



Florida Institute of Technology
High Tech with a Human Touch™

New International Students at Florida Tech WELCOME!





The Staff of International Student & Scholar Services (ISSS)

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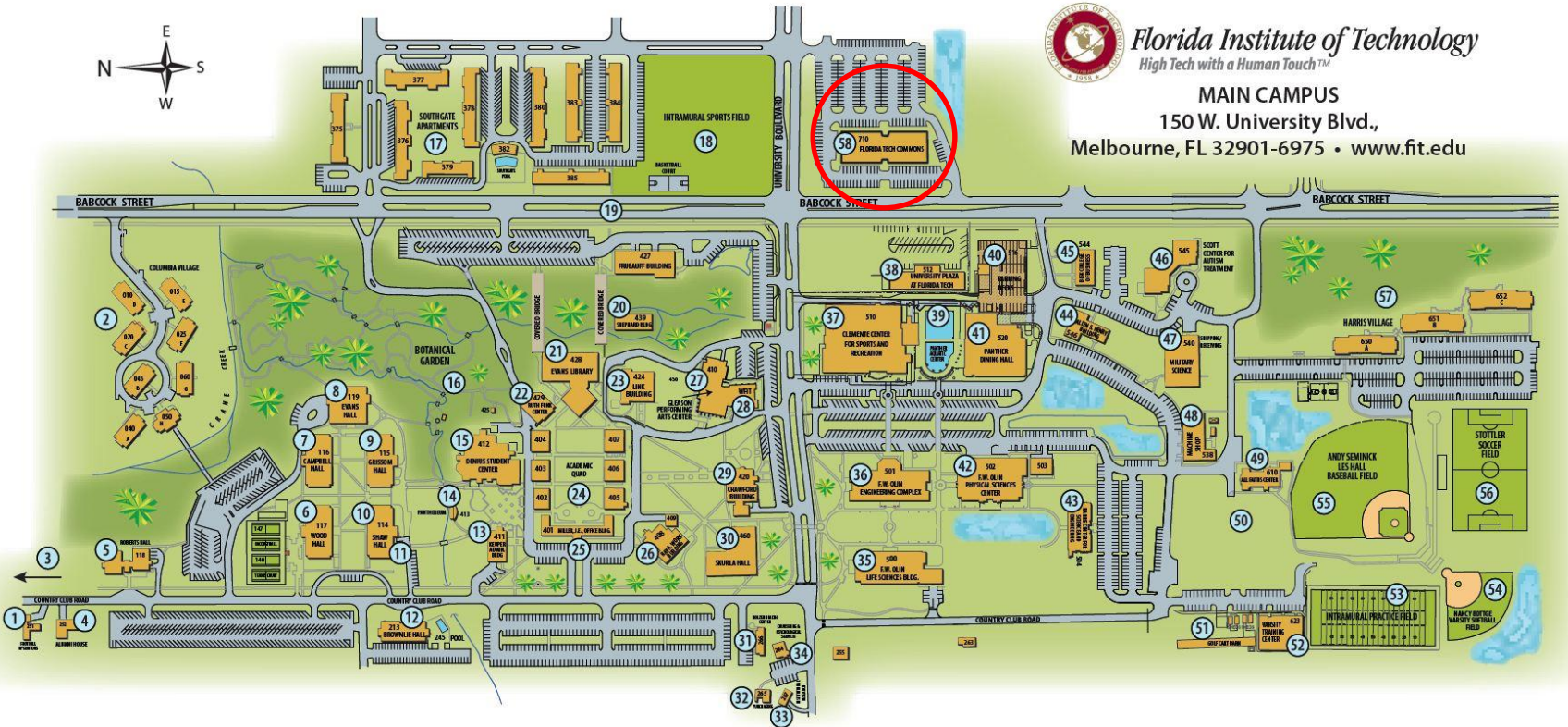


Our Location

Third Floor --- Harris Commons

Telephone: (321) 674-8053, Fax: (321) 728-4570

Email: iss@fit.edu, <http://www.fit.edu/iss/>



Florida Institute of Technology
High Tech with a Human Touch™

MAIN CAMPUS
150 W. University Blvd.,
Melbourne, FL 32901-6975 • www.fit.edu



Office Hours

- **Walk-in hours: Mon – Fri, 10 am – 4 pm**
 - Walk-ins are appropriate for basic information, quick questions, required signatures, or emergency problem solving and are limited to 10 minutes. Walk-ins are seen on a "first-come, first-served" basis.
- **Appointments**
 - An appointment with an international student adviser must be scheduled in advance by calling ISSS at (321) 674-8053, or email iss@fit.edu. Same day appointments cannot be accommodated.
 - Matters such as off-campus employment, change of status, reinstatement of status, dealing with probation or dismissal and resolution of personal issues require an appointment.



Check-In

- If you have not yet “checked in” with the ISSS Office, you must do so **as soon as possible**. You must bring the following items with you:
 - Passport & Visa
 - I-20/DS-2019

ISSS is required to report all student registration and events to SEVIS on a regular basis.



What our Office Does

- Provides information, interpretation and assistance on immigration matters; workshops on a variety of topics;
- Acts as your liaison with sponsoring agencies and foreign governments;
- Provides information on campus and community services available to international students;
- Promotes intercultural and multicultural activities.



Immigration Terms You Should Know

- **Student and Exchange Visitor Information System, (SEVIS)**, is an internet-based system, that collects, maintains and tracks information on international students and scholars in F-1 and J-1 status. ISSS is required to report to SEVIS on all student activity.
- **DSO** – Designated School Official
- **DHS** – Department of Homeland Security
- **USCIS** – U.S. Citizenship and Immigration Services
- **ICE** – U.S. Immigration and Customs Enforcement



Immigration Rules & Responsibilities

- You are responsible for finding out, knowing, and following pertinent regulations.
- The best resource to assist you in maintaining status is the staff of [International Student & Scholar Services \(ISSS\)](#).
- Every effort has been made to provide reliable and accurate. When regulations change - ISSS will have current information.
- It is important for students to check their FIT email accounts, as the staff will send out important messages.



Your I-20/DS-2019

- When you were admitted to Florida Tech, you were issued an Certificate for Eligibility or I-20/DS-2019.
- Both of these forms have expiration dates – DO NOT LET YOUR FORM EXPIRE.
- Emails are sent to your FIT email to inform you if your document is nearing expiration.
- If you see that your form is going to expire, come to the ISSS Office for information and request to extend your program.



Important: Before you leave the U.S. !!



- All new students with an “INITIAL or TRANSFER ” I-20 will require a new **Florida Tech “Continued Attendance” I-20** for re-entry.
- In addition, students planning to travel out of the U.S. must have their I-20 or DS-2019 signed – each signature is valid for one year.
- You must bring in your I-20 or DS-2019 for signature **at least a week before you plan to depart.**
- Depending on your circumstances-- travel may sometimes not be advisable. **CHECK WITH ISSS BEFORE YOU TRAVEL.**



What is a Visa?



- A permit to enter the U.S.
- Has expiration date, however a visa can expire and you may stay in the U.S. as long as your passport and I-20 are valid and you are a full time student.
- Do not confuse your visa with the I-20.
- If you leave the United States, expired visas must be renewed for re-entry prior to your departure.



The Importance of I-94 Information

- **An F1 is admitted for a period known as “Duration of Status”, notated as D/S --** the time during which an F1 student is pursuing a full course of study at a SEVIS approved school.
- Normally, Customs & Border Protection will provide an Admissions Stamp indicating class of admission and an “Admit Until Date” of D/S. If you receive a specific date on your stamp, please make an appointment to see an advisor in the ISSS Office.
- Be sure to download your I-94 and review your info carefully.....





Your arrival/departure record can be obtained at www.cbp.gov/I94

Important Note:
If your I-94 does not reflect ***your correct information*** contact CBP as soon as possible

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

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

Get I-94 Number
I-94 FAQ

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

NOTICE: If you are trying to retrieve an I-94 number from an entry from March 2013 to May 2013, it may not currently be available in the system.

*See our [Privacy Policy](#) regarding our request for your personal information.

Family Name: ▶

First (Given) Name: ▶

Birth Date: ▶ - -
YYYY Month DD

Passport Number: ▶

Country of Issuance: ▶

Most Recent Date of Entry: ▶ - -
YYYY Month DD

Class of Admission: ▶

▶ [Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.](#)

▶ [Accessibility](#)

Contact info for local CBP office on ISSS's website under "News and Announcements"



Address Updates

- USCIS requires you to report change of addresses within 10 days of a move:
- Go to PAWS and enter your new info under **“SEVIS U.S. Physical Address.”**

Personal Information Menu

View Addresses and Phones
Update Addresses and Phones
View E-mail Addresses
Update E-mail Addresses

RELEASE: 8.4

Type of Address to Insert:

RELEASE: 8.4

- Select
- Select
- Billing
- Human Resources
- Mailing
- Permanent
- SEVIS US Physical Address
- Student Refund



Full-Time Enrollment during the academic year



- Undergraduate students must be enrolled in 12 credits each Spring and Fall term to maintain full time status.
- Graduate students must be enrolled in 9 credits each Spring and Fall term to maintain full time status.
- New undergraduate and graduate international students whose *first term of enrollment* is a summer semester at Florida Tech must be enrolled in a minimum of six (6) credits to maintain full-time status.
- Students may be authorized to drop below a full course of study IF they qualify for one of the reduced course load reasons. The recommendation for a reduced course load is made by your ADVISOR in ADVANCE of dropping a class.



What Are the Full-Load Exceptions?

There are very few exceptions to the full-time course load rule, and the criteria for each is strict. They include:

- A. Academic difficulty (first semester, language)**
- B. Medical condition**
- C. Completion of Course of Study (last semester)**



Less Than Full-Load Requests

- The authorization form for Less Than Full-Time Course Load is available at the ISSS Office, and in the forms section of the ISSS website.
 - The form contains complete information on full-time enrollment requirements and the exceptions.
- This form must be completed BEFORE any action can be taken.



The Importance of remaining enrolled....

Remember, you must be continuously enrolled full time during the academic year until the completion of your program, therefore...

Withdrawal, Voluntary Leave of Absence, Dismissal or Suspension

- Will require you to depart the United States.
- Your current F-1 status will be "terminated" in the SEVIS database and you will need to request a new initial I-20 to return.
- For further information visit <https://www.fit.edu/international-student-and-scholar-services/current-students/leave-of-absence-suspension-or-withdrawal/>.
- Make an appointment to meet with an ISSS advisor.



Online Courses



What are my options as an international student?

- Students in F1 or J1 status may only take one online course per semester toward your full course of study requirement in the fall and spring semesters (e.g. as an undergraduate student only 3 credits of your 12 credit enrollment requirement may be on-line).
- If you are a student who is sponsored by your government, you must receive permission from your sponsor BEFORE an online course can be taken. That permission comes to the university in the form of a specific financial guarantee.
- Since the summer is considered an “optional” semester by USCIS no restrictions apply, providing you are a continuing student (i.e. the summer is not your first semester.)



Social Security Numbers

- Students are not eligible to apply for a social security number unless they have **secured employment**.
- In addition, you are only eligible to apply for a SSN after:
 - You have been in the U.S. for 10 days;
 - You have checked in with us; AND
 - You are registered with the university, and in SEVIS for 3 business days.
- Visit to <https://www.ssa.gov/pubs/10181.html>





How to Apply For a Social Security Number

- Request for Social Security Card Form available on our website at:
https://www.fit.edu/international-student-and-scholar-services/documents/forms/SSN_Application_2017.pdf
- Take the following documents with you to the Social Security Administration Office:
 - Completed “Request for Social Security Card” Form (signed by your employer and an ISSS advisor)
 - Your valid passport
 - Your Form I94, record of arrival and departure
 - Your original I20, DS2019, or I797
- It may take 2 weeks or more for your Social Security card to arrive in the mail.
- Keep your social security card in a safe place. **Theft of SS numbers** is not uncommon and may allow the thief to use your identity to establish credit, sign contracts, or purchase items for which you could be liable.
- It is your responsibility to provide your social security number (SSN) to Human Resources and the Office of the Controller as soon as it is received.
 - You are allowed to work on campus while your social security number application is pending.
 - Failure to provide your SSN to the Office of Human Resources within 90 days of your on-campus employment start date will result in the termination of your employment.



On-Campus Employment

- Definition: work on campus, contractual services, educationally affiliated.
- Students may be authorized to be employed **on campus** for no more than 20 hours per week during the academic year; full time employment is permitted during official school breaks.
- J1 Students must obtain written permission from their sponsor (if FIT did not issue your DS-2019 document) prior to beginning part time employment .
- Student **MUST** be pursuing a full course of study and be in status.
- Authorization for employment is based on the end date of the Form I-20 or DS 2019.
- Once you secure a job on-campus, you must go to the Human Resources Office to fill out a W-4 Federal Tax Form and an I-9 Employment Verification form. You will need to have your passport, I-20/DS-2019 immigration document, and I-94 record of arrival and departure documents with you.

International students are not eligible for Work Study,
but are for College Roll and Graduate Student Assistantships.





On-Campus Employment


Student Job Board


All job openings available to students are now posted online on the Student Job Board. Please follow these instructions on how to view current openings.

- Log into your Access Florida Tech Account. access.fit.edu


- On the navigation tab click on **"Student Services"** link.


- Click on the **"Student Job Board"** link in the Career Resources Portal.


- You can now enter keywords, view openings in specific departments or just click **"Search"** to view current openings.


- The list of openings will come up, you can click on the job titles to view a job description. If you are interested in the position click on the **"Apply"** button to apply for that position.



Off-Campus Employment

- All off-campus employment requests must be approved by the ISSS office in advance.
- F-1 Students are only eligible to apply for off campus employment once two semesters have been completed (1 academic year).
- J-1 Students will be required to apply for Academic Training.
 - If you are third party sponsored, apply through your sponsor.
- F-2 dependents are not eligible to work
- J-2 dependents are eligible to apply for off-campus work authorization.



Main types of Off-Campus Employment for F-1 visa holders

- Curricular Practical Training (CPT) – done **during** your studies
- Optional Practical Training (OPT) – done **after** graduation, but apply during your last semester

You are required to complete an on-line employment workshop in order to apply.



Off-Campus Employment for J-1 visa holders

Academic Training is employment that can be paid or unpaid

- Masters students are eligible for 18 months of Academic Training
- PhD students are eligible for 36 months of Academic Training;
- training is divided into two 18-month segments
- Academic training is always counted as full-time employment, regardless if you are working part time.

IMPORTANT: Academic Training must be applied for and approved no more than 30-days **BEFORE** your date of graduation.



Grace Periods

The Department of Homeland Security offers GRACE PERIODS to F-1 and J-1 visa holders and their dependents. These include:

- F-1 Completion of program: 60 days
- J-1 Completion of program: 30 days
- Authorized withdrawal from Florida Tech: 15 days
- Unauthorized withdrawal, termination of studies, or status violation = NO GRACE PERIOD. You are expected to leave the US immediately.



Retention of Legal Documents

- YOU are strongly advised to retain copies of all documents you receive concerning your legal status. The ISSS Office will not be able to provide you with copies if you need them in the future.
- This includes, but is not limited to, I-20's and DS-2019's.

You may find that you will need these copies in the future if you were to apply for H1B or permanent residence.



Important Resources





Academic Support Center Services

Peer tutoring – other students provide assistance in many courses and subjects in one-on-one appointments and group sessions.

Writing assistance – writing instructors review papers and help improve communication skills across all subject areas (both undergraduate and graduate students.)

Academic workshops and learning skills

www.fit.edu/asc/ or asc@fit.edu or 321-674-7110



Holzer Health Center

- Your student ID and insurance card will be required for treatment.
- Call for an appointment or stop in to schedule an appointment.
- The Health Center staff can be reached at (321) 674-8078. Fax number (321) 725-5967.
- Health Center Hours: Monday - Thursday 8:00 AM - 8:00PM, Friday 8:00 AM to 5:00 PM Fall and Spring Semesters.
- Summer Semester, School Breaks 9:00 to 3:00. Please call for Holiday Hours.



US. Health Insurance – ***It's expensive. Therefore...***

Utilize the services of the
Holzer Health Center

- *There is NO CHARGE for office visits for Florida Tech matriculating registered students when seen at the Holzer Student Health Center, however, any labs, diagnostic tests, annual/routine exams, x-rays, supplies or procedures will be billed to your insurance provided or directly to you.*
Questions? healthcenter@fit.edu



Florida Tech Health Insurance

The Florida Tech Student Health Insurance Office is located in Business and Retail Operations.

Harris Commons Building

3011 South Babcock Street, Suite 113

Walk in hours 10 AM – 4 PM, Tuesday-Thursday



Florida Tech Health Insurance

- MANDATORY for all International students to be covered by the University's Student Health Insurance Plan.
- All International students are automatically enrolled in the University's Student Health Insurance Plan.
- You will be receiving an insurance card in the next few weeks.
- FIT does not recognize foreign health insurance because it in most cases they are not recognized by doctors, hospitals & emergency clinics.
- Exceptions are granted only if the minimum requirements are met. If needed, request a waiver from the Business & Retail Operations office.
- *Deadline for waiver requests is the second week of classes each semester.*



Filing an Income Tax Return

- You must file income tax forms by April 15 each year
- review the tax information on our website.
<https://www.fit.edu/international-student-and-scholar-services/resources/tax-information/>
- Students will be able to utilize free Glacier non-resident tax filing software to file their income tax returns.
- **Details will be sent to you via your FIT email. Stay tuned to TAXES.**



Filing an Income Tax Return

In order to be taxed correctly...

- The controller's office will send you a link to **FNIS** if you have a job on campus
- **PLEASE BE SURE TO VISIT THE WEBSITE AND ENTER THE REQUESTED INFORMATION.** You may be eligible for certain tax treaty exemptions.
- If you do not receive this email, please contact the Controllers Office at 674-8055.





So, to re-cap what are your Immigration Responsibilities???



- Hold a passport that is valid at all times - at least six months into the future.
- Attend the school you were authorized to attend.
- Be registered full-time for each academic semester.
- Maximum of three (3) **on-line credits** of your total full time enrollment.
- Maintain good academic standing and make normal progress towards completing your degree.
- Follow appropriate procedures if you transfer schools, withdraw from FIT, or if you change from one educational level to another.



Immigration Responsibilities, cont....

- File for a Program Extension prior to the expiration date of your I-20 if needed.
- Check your documents to be sure they are in order before leaving the U.S.
- Engage in employment only with proper authorization. Working without proper authorization constitutes illegal employment.
- If you are out of status, file for reinstatement in a timely manner and refrain from any employment.
- Notify ISSS if you change your address, name, program of study, source of funding, or any other information listed on your form I-20.



Some Words of Wisdom

*ADVICE TO INTERNATIONAL STUDENTS STUDYING AT FLORIDA TECH

Most Important "Do's"

- Professors: meet with each of your Professors before the end of the second week of classes. Before your meeting, read the Course syllabus and develop three questions to understand your professor's course and grading expectations.
- Academic Advisor: meet with your Academic Advisor the first week of classes.
- Academic resources: visit and meet the key people at the Academic Support Center, Math Lab, Writing Lab, Library / Digital Scholarship Lab, Engineering labs, Maker Space, Student Business Incubator, Machine shop, etc....
- Attendance: attend every class, be on time, and be prepared
- Class participation: actively participate in every class by asking & answering questions, sharing your opinions, and actively listen to your classmates' comments.
- Critical Thinking: in most courses you will need to display your knowledge of a topic beyond merely memorizing facts and formulas. Be prepared to explain how you can use this knowledge to solve a real world problem.
- Classmates / Friends: set a goal to meet 10 classmates and make 5 new friends every week. Be bold and step outside your comfort zone. Ask them questions about their home country, favorite foods, college major, and why they decided to attend Florida Tech.
- Time management: find the right balance for you between your academic, work, sports, and social life.
- Be Curious: take time to experience the local culture and be willing to try new activities. Join a student club, visit the Botanical Gardens, attend a movie, root for Florida Tech at a sports event, go to the beach, shop at a local store, etc....
- Set high expectations, challenge yourself, learn new things, and have Fun!

Most Important "Do Not's"

- Academic Honesty: Make sure you understand Florida Tech's Academic Honesty policy (http://www.fit.edu/studenthandbook/print.php?policy_2490). If you have a question or are unsure about an academic honesty issue, ask your professor for guidance.
- Assistance: if you are struggling with any issue (academic, social, health, etc...), ask for help. Florida Tech has many resources to help you. Florida Tech staff and faculty are friendly and willing to help you.
- Smartphones/ electronics: only use them in class for academic purposes.
- Silence: Americans love to talk. Do not be afraid to express your opinions. Do not be afraid to speak English. Most Americans only speak one language and are very impressed with people that speak multiple languages. Your accent is cool!
- Home country classmates: do not spend all of your time with students from your home country. Push yourself to meet students from other countries and join them to try a new activity.
- Dorm room: Get out of your room. Enjoy this unique opportunity you have to live, study, and play in a foreign country.

*Courtesy of Mr. Tim Muth, Instructor, College of Business - August 2016





Take advantage of our programs...

Florida Institute of Technology

Hosted by
Indian Student
Association & ISSO

Coffee

WITH
Evans Libr

ON
Nov

Free I
Refreshm

Meet new frien
& learn abo
their cultur

Co-sponsored by ISSS, ISSO and Evans Library
For more information: 321-674-2247

Florida Institute of Technology

Saturday
Feb. 17, 2018
Noon-5 p.m.

Florida Tech Campus
Panther Plaza
off Country Club Road*

International Festival

12th
ANNIVERSARY

Bring your lawn chairs and blankets and enjoy tastes, sights and sounds from around the world!

- International student organization cultural displays
- International food vendors
- Activities for kids
- Cultural performances

Sponsored by

Florida Tech Office of
International Student & Scholar Services

WFIT
98.5FM

Florida Tech Office of
Business and Retail Operations

For more information, call 321-674-8053 • www.fit.edu/iss/s/international-fest.php
*Rain Location: Clemente Center

Chinese Conversation Practice

Practice your Chinese conversation skills with Florida Tech's Visiting Chinese Scholars

Tuesday, November 28 and
Tuesday, December 5
4:00 – 5:00 p.m.

Evans Library, Co

Florida Institute of Technology

High Tech with a Human Touch™

Islands of the Caribbean
Middle Eastern
Central African
India/Southern Asia
Mediterranean
Chinese
South American
Korean, Thai, Vietnamese

INTERNATIONAL DINNER SERIES

Savor delectable cuisine from around the world without leaving campus!

This year, Panther Dining Hall presents a brand-new dinner series with an authentic international flair. Each month, Chef Jon and his culinary team bring you a jam-packed bona fide regional menu. To ensure high-quality global dishes, each food has been taste tested and approved by international Florida Tech students and staff.

SCHEDULE OF DINNERS:

- Thursday, Aug. 28...Islands of the Caribbean
- Thursday, Sept. 18...Middle Eastern
- Wednesday, Oct. 22...Central African
- Thursday, Nov. 13...India/Southern Asia
- Thursday, Jan. 15...Mediterranean
- Thursday, Feb. 19...Chinese
- Thursday, March 19...South American
- Thursday, April 23...Korean, Thai, Vietnamese

Dinner is served 5-8:30 p.m.
Panther Dining Hall

Come join us!



Remember....

- It is **your** responsibility as an international student to maintain legal status.
- The Office of International Student & Scholar Services is here to assist you. If you have questions or concerns, please ask us.
- Don't necessarily take the advice of a friend concerning your status. Their situation and yours could be completely different.



ISSS Email and Website

Your Florida Tech email address is the official university communication medium, and all notifications from ISSS will be sent to this email account.

Our website is a valuable resource

www.fit.edu/iss/

Please use it!



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Enjoy Your Time at Florida Tech!

