



New International Students at Florida Tech— WELCOME!



The Staff of International Student & Scholar Services (ISSS)

Judith Brooke (Director, H Visas)

Email: jbrooke@fit.edu

Jackie Lingner (Assistant Director, F and J Visas)

Email: jlingner@fit.edu

Cindy Dubey, (Sevis Compliance Coordinator, F Visas)

Email: cdubey@fit.edu

Tori Leslie (Program Coordinator)

Email: tleslie2008@my.fit.edu

Jessica Fulford (Assistant Program Coordinator)

Email: jfulford2011@my.fit.edu

Location

Location:

Room 211 Keuper Building
Monday- Friday 8am-5pm

Telephone: (321) 674-8053

Fax: (321) 728-4570

Email: iss@fit.edu

Web: <http://www.fit.edu/iss/>

Office Hours

- **Walk-in hours: Mon – Fri, 10:00 am – 3:00 pm**
 - Walk-ins are appropriate for basic information, quick questions, required signatures, or emergency problem solving and are limited to 10 minutes. To meet an adviser during walk-ins, come to the ISSS during walk in hours. 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. 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 usually require an appointment.

Proof of Attendance

International Student Orientation

Proof of Attendance*

August 16, 2011

As required by United States Citizenship and Immigration Services,

I _____, have attended the
Last name, First Name

Florida Institute of Technology International Student Orientation.

X _____
Signature Student ID Number

*Failure to complete international orientation may result in ISSS being unable to register you in the SEVIS immigration system, resulting in loss of your immigration status in the United States.



CHECK – IN

- If you have not yet “Checked In” with the ISSS Office, you must do so **as soon as possible**. You will need to bring the following items with you:
 - Passport
 - I-20/DS-2019
 - I-94 card
 - Insurance card (if you have your own coverage)

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



ISSS SESSIONS

FOR NEW INTERNATIONAL STUDENTS & SCHOLARS*

FALL 2011

<u>Monday, August 15th, 2011</u> 8AM – 12PM	INTERNATIONAL STUDENT CHECK- IN AND MOVE-IN	CLEMENTE CENTER
<u>Monday, August 15th, 2011</u> 5PM – 7PM	INTERNATIONAL STUDENT AND FAMILY WELCOME RECEPTION	HARTLEY ROOM DENIUS STUDENT CENTER
<u>Tuesday, August 16th, 2011</u> 8AM – 4PM	ISSS INTERNATIONAL ORIENTATION**	GLEASON PERFORMING ARTS CENTER
<u>Wednesday, August 17th, 2011</u> 1PM – 4PM (Must arrive 1 hour before) <u>Thursday, August 18th, 2011</u> 12PM – 3PM (Must arrive 1 hour before) <u>Friday, August 23rd, 2011</u> 9AM – 12PM (Must arrive 30 minutes before)	TOEFL	CRAWFORD BUILDING
<u>Thursday, August 18th, 2011</u> 2PM – 6PM	ISSS ORIENTATION MAKEUP	HARTLEY ROOM DENIUS STUDENT CENTER
<u>Friday, August 26th, 2011</u> 5PM – 9PM	WELCOME BARBEQUE	ALL FAITHS CENTER

*ISSS SESSIONS ARE ONLY *PART* OF THE ENTIRE PANTHER PREP ORIENTATION PROGRAM—
ALL ORIENTATION PROGRAMMING IS MANDATORY.

THE SESSIONS LISTED ABOVE HOWEVER ARE OF PARTICULAR IMPORTANCE TO NEW INTERNATIONAL STUDENTS

****ISSS International Student Orientation covers regulations and procedures for complying with Immigration's Student Exchange Visitor Information System (SEVIS), employment, health insurance, taxes, cultural adjustment, as well as many other topics. Failure to attend this important session may result in deregistration from SEVIS.**

Call ISSS at 674-8053, or email iss@fit.edu for further information



Are you required to take the TOEFL exam?

To find out, look at section 6 of your I-20 . If section 6 says:

“The student is not yet proficient. English instruction will be given at the school”

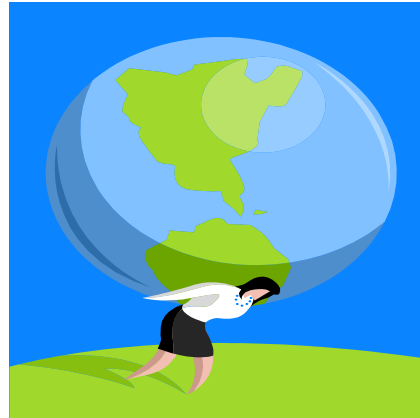
- Go to Crawford Building, Sixth Floor, Room 607 to sign up for the TOEFL.
- It is important that you sign up as quickly as possible to ensure you receive the correct advising.

Orientation Schedule

8:00 AM	Welcome Breakfast and Introductions	Judith Brooke, ISSS
8:30 AM	Overview of the Week's Orientation Schedule	PPL Orientation Team
8:45 AM	Introduction of Freshman Advising Staff	Jennifer Lee, Patricia Carter, Jessica Ha, Christopher Finn, Freshman Advising Center
9:00 AM	Campus Services: Housing, Health Insurance, Bookstore & Dining	Greg Graham, Business and Retail Operations
10:00 AM	Healthcare in the U.S.	Deborah Marino, Health Center Helen Jennings, FIT Student Health Coordinator
10:30 AM	Security and Safety	Kevin Graham, Security
11:00 AM	Handling your Finances	Terri Williford, Student Financial Services
11:30 AM	Lunch (on your own)	
12:30 PM	Immigration Rules & Responsibilities	Judith Brooke
1:00 PM	Student Life at Florida Tech	Cat McGuire Carnley, Student Activities
1:30 PM	Cultural Adjustment	Robyn Tapley, CAPS
2:00 PM	What to expect in a U.S. Classroom	John Hadjiligiou, College of Engineering
3:00 PM	Surviving Your First Week in the U.S.	Diplomats
4:15 PM <i>Optional</i>	Tour of Florida Tech Campus	Diplomats and ISSO (pre-registration required)
6:30 PM <i>Optional</i>	Pizza dinner at the RAT	(pre-registration required)

Immigration Rules and Responsibilities

Judith Brooke, Director, ISSS



WHAT OUR OFFICE DOES

- provide information, interpretation and assistance on immigration matters; workshops on a variety of topics
- act as your liaison with sponsoring agencies and foreign governments;
- provide information on campus and community services available to international students;
- promote 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
- Department of Homeland Security (DHS)
 - U.S. Citizenship and Immigration Services (CIS)
 - U.S. Immigration and Customs Enforcement (ICE)

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
- If you see that your form is going to expire, come to the ISSS Office for information about extending your program.

I - 20

Please read instructions on Page 2

This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname): **HOWARD**

First (given) Name: **MICHAEL BERRY** Middle Name:

Country of birth: **NERERIA** Date of birth (m/d/yy): **04/04/1984**

Country of citizenship: **NERERIA** Admission number:

2. School (School district) name:
Muskingum College
Muskingum College

School Official to be notified of student's arrival in U.S. (Name and Title):
Valerie Smith
Assistant Director of International Programs

School address (include zip code):
163 Stormont St.
New Concord, OH 43762

School code (including 3-digit suffix, if any) and approval date:
CLE214F00433000 approved on **11/22/2002**

For Immigration Official Use

CONSULAR OFFICE
APPLICATION
03 JUL 2004
RECEIVED
Valerie Smith
American Consulate General, Lagos

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:
BACHELOR'S

5. The student named above has been accepted for a full course of study at this school, majoring in **Computer Science**.
The student is expected to report to the school no later than **08/30/2004** and complete studies no later than **05/30/2009**. The normal length of study is **60** 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 **12** (up to 12) months to be:

a. Tuition and fees	\$	<u>15,645.00</u>
b. Living expenses	\$	<u>6,200.00</u>
c. Expenses of dependents (0)	\$	<u>0.00</u>
d. Other (specify): books, supplie	\$	<u>1,265.00</u>
Total	\$	<u>23,110.00</u>


8. This school has information showing the following as the student's means of support, estimated for an academic term of **12** months (Use the same number of months given in item 7).

a. Student's personal funds	\$	<u>0.00</u>
b. Funds from this school	\$	<u>2,000.00</u>
Specify type: grant		
c. Funds from another source	\$	<u>21,110.00</u>
Specify type: family		
d. On-campus employment	\$	<u>0.00</u>
Total	\$	<u>23,110.00</u>

9. Remarks:

SEVIS

Student's Copy
NCC00000000



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.

Deanna S. O'Neil *Deanna S. O'Neil*
Name of School Official Signature of Designated School Official Title: **Assistant Director of International Programs** Date Issued: **02/12/2004** Place Issued (city and state): **New Concord, OH**

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.

Michael Berry Howard *Michael Berry Howard*
Name of Student Signature of Student Date: **03/04/2004**

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

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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.

FAMILYNAME: _____ FIRST NAME: _____

Student Employment Authorization:

Employment Status: _____ Type: _____
Duration of Employment - From (Date): _____ To (Date): _____
Employer Name: _____
Employer Location: _____

Comments: _____

SEVIS



Event History
Event Name: _____

Event Date: _____

Current Authorizations: _____

Start Date: _____ End Date: _____

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 Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
<i>Designia S. Miller</i>	<i>Designia S. Miller</i>	Assistant Director of International Programs	02/12/2004	New Concord, OH

J-1 DS-2019 FORM



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1465-0119
 EXPIRES: 02-28-2009
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

1. Family Name: STODOLAT		First Name: Günther		Middle Name:		Gender: MALE		NO001357201	
Date of Birth (mm-dd-yyyy): 08-15-1975		City of Birth: Cologne		Country of Birth: GERMANY		Citizenship Country Code: GH		Citizenship Country: GERMANY	
Legal Permanent Residence Country Code: GH		Legal Permanent Residence Country: GERMANY		Position Code: 125		Position: PROFESSIONALS AND SCIENTISTS IN REGIONAL GOVERNMENT			
U.S. Address: 175 Forest Street Waltham, MA 02452									
2. Program Sponsor: Bentley College		Exchange Visitor Program Number: P-1-03460							
3. Anticipating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE									
Purpose of this form: OTHER TEST									
3. Form Covers Period: From (mm-dd-yyyy): 09-02-2003 To (mm-dd-yyyy): 12-19-2003				4. Exchange Visitor Category: STUDENT BACHELORS Subject Field Code: 62.0302 Subject Field Code Description: ACCOUNTING Technology/Technician and Bookkeeping					
5. During the period covered by this form, the total estimated financial support U.S. \$ is to be provided to the exchange visitor by: Current Program Sponsor Funds = \$14,000.00 Personal Funds = \$7,000.00 Total = \$21,000.00									
6. U.S. DEPARTMENT OF STATE 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).				Darryl Zeigler		Responsible Officer			
				Name of Official Requesting Form 175 Forest Street Waltham, MA 02452		Title 761-991-3129			
				Address of Responsible Officer or Alternate Responsible Officer		Telephone Number 08-24-2003			
				Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy)			
8. Statement of Responsible Officer for Relaying Sponsor FOR TERMINATION 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 116(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 21 of page 2).					TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*)				
The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended					*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Post-Work Travel/Work. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer				
Name _____ Title _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____					Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) _____				
THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 116(a).									
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.									
Signature of Applicant _____				Place _____		Date (mm-dd-yyyy) _____			

Your I-94 Card

- When you were admitted to United States, you were issued a white card –an I-94 Arrival/Departure card.
- An F1 is admitted for a period known as “Duration of Status”, notated as D/S
- DS is the time during which an F1 student is pursuing a full course of study at a SEVIS approved school
- **DO NOT LOSE THIS CARD!!** When you exit the U.S., you are required to turn the card in to the authorities. You will receive a new card when you return to the U.S.

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 passport and I-20 is valid and you are a full time student.
- do not confuse your visa with the I-20
- Visas need to be renewed for re-entry if you leave the United States

WHAT ARE YOUR Immigration Responsibilities



- Maintain a valid passport, provide ISSS with a copy
- Know the expiration date of your VISA, and provide ISSS with visa renewals
- Know your program completion date on your I20 or DS2019, follow correct procedure for timely extensions, keep it valid
- Carry full course of study during every academic semester except during official school breaks, or unless approved under a specific exception, in advance by the DSO . Follow correct procedures for less than full time course load
- Make normal academic progress by completing studies before the expiration of the program completion date on Form I-20
- Enroll in the Florida Tech health Insurance plan (and your dependents if necessary)
- Report to ISSS with changes in status, address, major etc. **within 10 days so that SEVIS can be updated**

Immigration Responsibilities, cont...

- Keep your I-20 valid
 - Obtain travel signatures before leaving the U.S.
 - Follow proper procedures for extension of stay or for transferring to another school
- Notify ISSS if you are leaving school for any reason.
- Obey state and federal laws
- Abide by special requirements such as special registration
- Abide by the F1 grace periods

Failure to adhere to any of the above immigration regulations, may result in loss of your immigration status in the United States

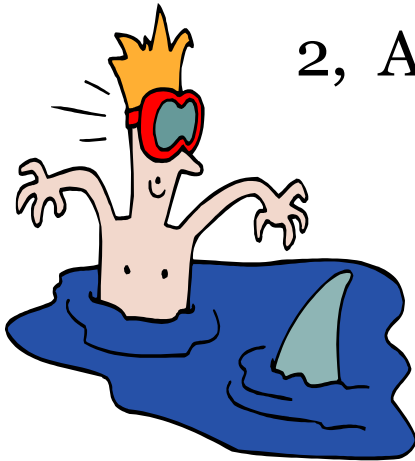


Immigration Responsibilities, cont...

- Not work, either on or off-campus, unless specifically authorized under immigration regulations
- Obtain official work permission and approval from ISSS
- Abide by the aggregate unemployment rules while on post completion optional practical training

REINSTATEMENT

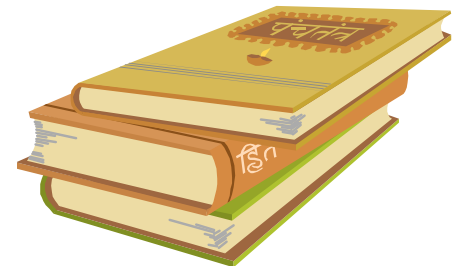
- If your I-20 or DS2019 expires, you have two choices:
 1. Leave the United States, and return on a new I-20 or DS 2019 (this could be a problem if you are close to graduation.)
 2. Apply for “Reinstatement”; this involves extensive paperwork which needs to be submitted to the Department of Homeland Security. The current cost for reinstatement is \$300. There is no guarantee that reinstatement will be granted.



**DO NOT LET YOUR PAPERWORK
EXPIRE!!!**

Full Time Enrollment

- Undergraduate students must be enrolled in 12 credits each term to maintain full time status.
- Graduate students must be enrolled in 9 credits each term 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



WITHDRAWING FROM A CLASS

- If you plan to withdraw from a class after the Add/Drop period is over, you need to see the Office of International Student & Scholar Services first.
- Be aware that the DHS does not recognize the excuse of “expecting to fail a class” as a valid reason for dropping below full-time status

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)

Some Graduate students, who carry GSA's are also eligible for reductions in course loads.

See ISSS for further details

Less than Full Load Requests

- **The authorization form for Less Than Full-Time Course Load is available at the ISSS Office, and at:**

http://www.fit.edu/files/file/iss/less_than_full_load.pdf

and contains complete information on full time enrollment requirements and the exceptions

This form must be completed

BEFORE any action can be taken

DISTANCE – ON LINE EDUCATION

What are my options as an international student?

- *Students in F1 or J1 status may only utilize one course/unit of distance education 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.*
- *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.)*

What about TAXES???

- In order to ensure you are taxed correctly, Florida Tech is required to collect data from international students and scholars on their citizenship, country of residence, length of stay in the United States, etc.
- You will receive an email (sent to your new Florida Tech email account) from the Office of the Controller, providing you with a username and password for accessing FNIS (the Windstar Foreign National Information System).
- **PLEASE BE SURE TO VISIT THE FNIS 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.

Filing an Income Tax Return

- Firstly, It is essential review the tax information on our website at: <http://www.fit.edu/iss/TaxInformation.htm>
- If you earn US income during 2011 from on-campus employment, scholarships/fellowships, and/or off-campus employment **you must file income tax forms by April 15, 2012.**
- Students will be able to utilize CINTAX software to file their income tax returns.
- Updated information regarding the filing of an income tax return utilizing CINTAX, as well as workshop information will be released in **February and March of 2012.**
- **Details will be sent to you via email. Stay tuned to TAXES.**

Social Security Numbers

- The number assigned to you as a new Florida Tech students and scholars is not a valid U.S. social security number
- **Students are not eligible to apply for a social security number unless they have secured employment.**
- Visit to www.ssa.gov/pubs/10181.html for helpful information
- You are only eligible to apply for a SSN once:
 - You have been in the U.S. for 10 days
 - You have checked in with us
 - You are registered with the university, and in SEVIS for 3 business days.

How to apply for a SSN#

- Request for Social Security Card Form available on our website at:
http://www.fit.edu/files/file/iss/s/social_security_request_form.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 you SS Number to Human Resources and the Controller’s office.
- Foreign Nationals are eligible to apply for an Individual Taxpayer Identification Number (ITIN) through the Internal Revenue Service (IRS). To apply for an ITIN, complete IRS Form W7 or download it from <http://www.irs.gov/pub/irspdf/fw7.pdf>

On Campus Employment

- Definition: work on campus, contractual services, educationally affiliated.
- Students are authorized to be employed **on campus** for 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 prior to beginning part time employment – start dates will be entered in SEVIS by the DSO
- 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

International students are not eligible for Work Study, but are for College Coll.



Off Campus employment (Practical Training)

- F-1 Students are eligible to apply for **off campus employment** authorization after having completed 9 months of F-1 status.

All off-campus employment requests must be approved by ISSS in advance.

Note: F-2 dependents are not eligible to work, J-2 dependents are eligible to apply for off campus work authorization

Types of Off Campus Employment

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
- Economic Hardship

**ISSS Workshops are offered every semester
for off campus employment.**

**Check our website and your Florida Tech email
account for announcements of workshop
sessions.**

2011-2012 Workshop Schedule

Workshop	Date	Time	Location
ISSS 101 (ISSS Orientation)	August 16, 2011	8:00 A.M.	Gleason Performing Arts Center
Off-Campus Employment	September 29, 2011	5:00 P.M.	Link Multimedia Room (Evans Library)
Off-Campus Employment	October 26, 2011	3:00 P.M.	Link Multimedia Room (Evans Library)
Off-Campus Employment	November 15, 2011	5:00 P.M.	Link Multimedia Room (Evans Library)
Off-Campus Employment	January 25, 2012	4:00 P.M.	TBD
CINTAX Overview	February 15, 2012	5:00 P.M.	TBD
Off-Campus Employment	February 22, 2012	3:00 P.M.	TBD
Off-Campus Employment	March 21, 2012	4:00 P.M.	TBD

WORKSHOP DESCRIPTIONS

ISSS 101: (Part of Orientation) Covers regulations and procedures for complying with the INS's Student/Exchange Visitor Information System (SEVIS). For F-1, F-2, and J-1 visa holders. This workshop is particularly pertinent to new students and scholars on campus, and is a required part of orientation.

Off-Campus Employment: Pertinent to F1 visa holders, this workshop covers the rules and procedures for obtaining off-campus work authorization both prior to completion of study and post completion of study, including *curricular practical training* and *optional practical training*.

CINTAX Overview: Pertinent to H, F & J visa holders, this session provides an overview of the requirements and procedures for filing a non-resident U.S. Income Tax Return utilizing CINTAX (Complete International Tax Preparation Software.)

Updated: July 6, 2011 *For regular updates on programming, check our website <http://www.fit.edu/iss/>

TRAVELING

- **Students planning to travel out of the U.S. must have their I-20 or DS-2019 signed by the Office of International Student & Scholar Services**
- Each signature is valid for 6 months
- 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.**

Renewing your VISA

You will need the following documentation:

- An unexpired and valid I-20 or DS-2019
- A verification of enrollment letter from ISSS
- Financial documents
- Your current transcripts
- A copy of your registration receipt if enrolled for the upcoming semester
- A Florida Tech ID card
- Copy of your I-94 card
- Documents for your dependents, if applicable

***ALLOW FOR AT LEAST ONE WEEK LEAD TIME
WITH ISSS BEFORE YOU TRAVEL ON AN
EXPIRED VISA***

Ending your time at Florida Tech

- The Department of Homeland Security offers GRACE PERIODS to F-1 and J-1 visa holders. These include:
- Completion of program: 60 days (30 days for “J” holders)
- 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.
- This includes, but is not limited to, I-20's and DS-2019's.
- ISSS will only retain “office copies” for a period of two (2) years.

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



ISSO

International
Student
Service
Organization

FLORIDA INSTITUTE OF TECHNOLOGY

International Student Service Organization:

The International Student Service Organization's mission is to improve multinational understanding and promote friendship between students of different cultures. The ISSO also helps ease the process of adaptation for international students. We also actively promote diversity and cultural appreciation on our beautiful Melbourne campus.

Event Schedule Fall 2011

<u>Event Name</u>	<u>Date</u>	<u>Time</u>
Welcome BBQ for New Students	08/26/2011	5:00 PM – 9:00 PM
International Coffee Hour	09/09/2011	4:00 PM – 5:00 PM
International Coffee Hour	09/23/2011	4:00 PM -5:00 PM
International Coffee Hour	10/07/2011	4:00 PM – 5:00 PM
International Coffee Hour	10/21/2011	4:00 PM – 5:00 PM
International Coffee Hour	11/04/2011	4:00 PM – 5:00 PM
Thanksgiving Potluck Dinner	11/18/2011	5:00 PM – 7:00 PM
International Coffee Hour	12/02/2011	4:00 PM – 5:00 PM

FINAL WORDS

- 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, ASK.
- Don't necessarily take the advice of a friend concerning YOUR status. Their situation and yours could be completely different.

EMAIL & ISSS WEBSITE

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

and

OUR WEBSITE IS A VALUABLE RESOURCE

www.fit.edu/iss/

PLEASE USE IT!!!