Demystifying International Students
A guide for academic departments
Composition of the International community at Georgetown University 2010-2011

- Undergraduate students, 337
- Graduate students, 1054
- Faculty, researchers, visiting scholars, 518
- Students on Optional Practical Training, 332
- English as a Foreign Language & other students, 206
## Contents

### Definitions

### Keys to Success
- Student Responsibilities
- School/Department Responsibilities
- OIP Responsibilities

### The Admissions Process
- The Issuance of Documents
- The Flow of Data
- Acquiring F-1 or J-1 Status
- Late Arrivals and Deferrals
- Students who decide not to attend

### Enrollment
- Federal Enrollment Requirements
- OIP Enrollment Reporting
- Authorized Reduced Course Loads
- Leaves of Absence
- Study Abroad
- Doctoral Research Outside the U.S.

### Employment Options
- On Campus Work Permission (F-1 and J-1 students)
- Curricular Practical Training (F-1 students only)
- Optional Practical Training (F-1 students only)
- Employment with an International Organization (F-1 students only)
- Academic Training (J-1 students only)

### Putting an International Student on the Payroll
- Social Security Numbers
- Taxes
- Employment Eligibility Verification

### The Documents
- The Identity Document: The Passport
- The Travel Document: The Visa
- The Proof of Legal Status: The I-94 Card
- Proof of Program and Length of Stay: The I-20 or the DS-2019

### When Things Go Wrong
- Registration Holds
- Failure to Make Reasonable Progress
- Missing or Uncommunicative Graduate Students
- Doctoral students who end their studies with a Master’s Degree
- Withdrawal
- Suspension or Expulsion
- Overview of DHS Removal Process
**Definitions**

*A glossary of key terms and concepts*

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DS-2019</strong></td>
<td>Document issued by Georgetown that is used by a student to acquire J-1 student status. This document describes the particulars of the student’s academic program including level of study, major, duration of the academic program, and sources of funding. The information on this document must always be kept up-to-date. This document is required as part of the I-9 process.</td>
</tr>
<tr>
<td><strong>I-20</strong></td>
<td>Document issued by Georgetown that is used by a student to acquire F-1 student status. This document describes the particulars of the student’s academic program including level of study, major, duration of the academic program, and sources of funding. The information on this document must always be kept up-to-date. This document is required as part of the I-9 process.</td>
</tr>
<tr>
<td><strong>I-94 CARD</strong></td>
<td>Small white card issued by immigration at the point of entry to the United States which serves as proof of immigration status. This document is required as part of the I-9 process.</td>
</tr>
<tr>
<td><strong>INTERNATIONAL STUDENT</strong></td>
<td>Neither a permanent resident nor a U.S. citizen. OIP directly supports those individuals who hold F-1 or J-1 nonimmigrant status sponsored by Georgetown for the primary purpose of engaging in a full-time course of study.</td>
</tr>
<tr>
<td><strong>SEVIS</strong></td>
<td>The Student and Exchange Visitor Information System (SEVIS) is the federal tracking system for international students and exchange visitors. Maintained by Immigration and Customs Enforcement, the database is used by Georgetown to issue immigration documents needed to sponsor F and J status for students and scholars. It is also used to fulfill Georgetown’s federal reporting obligations.</td>
</tr>
</tbody>
</table>
Keys to Success

Understanding how international students, the academic school/department and the Office of International Programs successfully work together towards a common goal

Every international student engages in a program of study with unique personal, academic or professional goals. Once the program begins, the student is subject to the academic policies and requirements that govern his studies at Georgetown. Layered on top of this — for international students — are also federal immigration regulations that govern the student’s legal status. The result is a three-way partnership between the student, the academic department and the Office of International Programs (OIP) which is charged with administering Georgetown’s immigration programs. The key to any successful partnership is to understand the scope of each other’s roles and responsibilities.

Student Responsibilities
An international student is expected to:

- Know and comply with the academic requirements of his program.
- Know and follow the student code of conduct and the honor code.
- Make reasonable progress in the academic program.
- Consult with the academic advisor and Dean’s office on academic issues.
- Manage University financial obligations so that they do not negatively affect program participation.
- Know and comply with the immigration regulations that govern academic study and employment.
- Consult with OIP on immigration issues.
- Notify OIP of any changes in program, funding, domicile, etc.

School/Department Responsibilities
An international student’s official standing in the academic program and the student’s relationship with the academic school and department are critical to success. A student’s immigration options are often determined by the academic realities of the program and his standing in it. The academic department is expected to:
Ensure that students admitted into their academic programs meet all criteria for admission.
Provide a full course of study such that international students can be full-time students each term.
Provide academic guidance to students.
Apply academic policies fairly and consistently.
Manage the student’s academic record.
Notify OIP of new academic programs and changes to existing ones.
Notify OIP of any student issues that might affect the student’s ability to maintain his nonimmigrant status.
Defer to OIP on matters pertaining to immigration advising.
Recommend student for work permission (see section on International Student Employment.)

OIP Responsibilities
The Office of International Programs is tasked with managing Georgetown’s immigration compliance and is the University’s official liaison with the Department of Homeland Security. OIP is expected to:

- Issue immigration documents necessary to acquire or maintain nonimmigrant status in F-1 or J-1 status.
- Advise students on immigration options given the realities of the student’s academic situation.
- Defer to the academic school or department on matters pertaining to academic advising.
- Consult with academic programs and applicable policies and requirements when applying immigration regulations.
- Process official employment authorizations or applications for work permission.
- Fulfill institutional compliance reporting and manage student immigration records in SEVIS:
  - Name and address changes
  - Enrollment status each term
  - Changes in academic program or financial support

There are several ways to get information:

- On the Web:
  [http://oip.georgetown.edu/iss](http://oip.georgetown.edu/iss)

- Via telephone:
  202.687.5867

- In person:
  210 Car Barn (3520 Prospect St., NW)

Students can get in-person advice either by scheduling an appointment to meet with their assigned advisor or by coming to OIP during the walk-in advising hours (see website for hours). Naturally, they can email and call as well.
The Admissions Process

Understanding how an international student acquires F-1 or J-1 status to begin studies at Georgetown

✔️ The issuance of immigration documents
✔️ Acquisition of F-1 or J-1 status
✔️ Finalization of immigration status

The Issuance of Immigration Documents

- Academic school/department evaluates student's academic qualifications and admits without any conditions
- University official determines that applicant meets all criteria for admission (including English proficiency)
- Acceptance letter & any applicable financial award letter generated

- Student declares intent to participate in program.
- Academic school activates Learner Record for upcoming term in Banner.

- Non-U.S. citizen student submits Immigration Questionnaire to ensure accurate citizenship data (for institutional statistical reporting). For those needing immigration sponsorship, OIP issues immigration documents.
- Those needing sponsorship must also send: copy of passport and evidence of enough financial support to cover estimated costs of participating in the first year of the program. These costs are determined by the Office of Financial Aid.
- Once the student's questionnaire and supporting documentation are complete, documents can be issued in two to three weeks.

The Immigration Questionnaires and Expense Estimates can be accessed on-line. They are only provided to students who have been fully admitted to the University:

http://oip.georgetown.edu/isss/vsq.htm
The Flow of Data
The illustration below shows how information in Banner drives a significant part of a student’s immigration status and why it is important that a student’s Banner record be kept up to date at all times. OIP views Banner as the official source for information on a student’s official program, enrollment, and relationship with the institution.

Acquiring F-1 or J-1 Status

- **Immigration Document Issuance**
  - OIP issues document after IQ, passport copy, and financial documentation are received
  - Document sent to student

- **Visa Appointment**
  - Student pays SEVIS fee
  - Student uses immigration document to: 1. apply for entry visa at U.S. embassy/consulate abroad, 2. apply for change of status inside the U.S. or 3. finish transfer of F-1 or J-1 status from another school to Georgetown.

- **Status Acquisition**
  - Student acquires F-1 or J-1 status upon:
    - Entry to the U.S. using immigration documents, or
    - Change of status approved by U.S. Citizenship & Immigration Services (USCIS)

- **Status Finalization**
  - Student must finalize status or be placed on Immigration and Customs Enforcement look out list. Status finalized by:
    - Attendance at required immigration session during orientation with OIP
    - OIP updating SEVIS to report arrival and U.S. address
**Late Arrivals and Deferrals**

International students must coordinate late arrivals with:

- Academic department to ensure they may still enroll in classes upon arrival. Academic policies govern this decision. Arrivals after the close of Add/Drop should be discouraged and the student deferred to the next possible admission cycle as there comes a point where a student is no longer able to make up the work missed.
- OIP for update of immigration record, if needed.

Students who wish to defer the start of their academic program to a later term must follow applicable academic procedures.

OIP must be notified as soon as possible. The immigration record must be promptly updated:

- The immigration documents must be modified to reflect the change in program attendance dates.
- Depending upon the length of the deferral, the student may be required to present updated financial documentation before documents can be re-issued.

**Students who decide not to attend**

For whatever reason, not all students who have indicated an intention to matriculate actually do so. When a new admit declines a spot in Georgetown’s new class, OIP must be notified as quickly as possible so the immigration record can be updated and any documents already issued can be deactivated.
Enrollment

Understanding how enrollment affects immigration status for international students

✅ Full course of study
✅ Authorized reduced course loads
✅ Leaves of absence
✅ Withdrawals, suspensions, dismissals

Federal Enrollment Requirements
Students in F-1 or J-1 status are expected to be enrolled as full-time students each semester for the duration of their program. Enrollment during the summer is optional, unless the student’s specific academic program requires it or it is the first term of study.

<table>
<thead>
<tr>
<th>Level of Study</th>
<th>Minimum Required Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>12 credits</td>
</tr>
<tr>
<td>Graduate</td>
<td>Minimum 9 credits, or what is defined by the program to be full time</td>
</tr>
<tr>
<td>Post-Bac Certificate</td>
<td>12 credits</td>
</tr>
<tr>
<td>Doctoral students who’ve entered candidacy</td>
<td>Must be enrolled in Thesis Research</td>
</tr>
<tr>
<td>Noncredit programs</td>
<td>18 clock hours of instruction per week in classroom</td>
</tr>
</tbody>
</table>

Audited classes: Do not count towards calculation of full-time status.
On-line classes: Only 3 credits of on-line coursework count towards the calculation of full-time status each semester.
Pass/Fail classes: Classes taken as pass/fail count towards calculation of full-time status.

OIP Enrollment Reporting
OIP is required to report the enrollment status of Georgetown international students every semester following the end of the Add/Drop period. Enrollment reports are generated the first business day following the close of Add/Drop.

Students should be appropriately registered for courses by the end of Add/Drop each semester. Students with enrollment discrepancies must resolve them before OIP’s federally mandated reporting deadlines:

- **NEW STUDENTS** 30 days from start date on immigration document
- **CONTINUING STUDENTS** 30 days from start of term
Authorized Reduced Course Loads
Under immigration regulations, international students have limited circumstances under which they can carry less than a full course load. As a result, international students do not have the same level of flexibility that a domestic student has in managing course loads.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial difficulty with English language, reading requirements or adjusting to the American classroom (F-1 Students only)</td>
<td>If recommended by academic advisor and approved by OIP, the student can carry a half course load.</td>
</tr>
<tr>
<td>Improper Course placement (F-1 students only)</td>
<td></td>
</tr>
<tr>
<td>Bona Fide Academic Reason (J-1 students only)</td>
<td>A J-1 student may be authorized for a reduced course load for any academic reason based on the written recommendation of his dean or academic advisor.</td>
</tr>
<tr>
<td>Medical Condition (F-1 and J-1 students)</td>
<td>If a student experiences a temporary medical condition, a health care provider may submit a written recommendation on letterhead for a reduced course load. This is the only scenario which would allow the student to remain in the U.S with no enrollment.</td>
</tr>
<tr>
<td>Completing program in current term (F-1 and J-1 students)</td>
<td>In the final semester, a student is only required to register for the courses needed to fulfill remaining degree requirements.</td>
</tr>
<tr>
<td>Graduate Student Comprehensive Exams in Course of Program (F-1 students only)</td>
<td>F-1 graduate students who have completed all formal coursework (or will complete all formal coursework in the current term) and are preparing for comprehensive examinations as a final requirement may meet the full course of study requirement.</td>
</tr>
</tbody>
</table>

Information on reduced course load is available on-line:

http://oip.georgetown.edu/isss/fparttime.htm
http://oip.georgetown.edu/isss/jparttime.htm

Imminent failure of a course or courses is not legally sufficient cause for a reduction in course load for an international student.

Note about graduate students and parental leave: Immigration regulations are more restrictive than University policies. International students must have a written recommendation from a health care provider recommending a reduced course load because of a medical condition that applies to the physical or mental state of the student.
Leaves of Absence
International students wishing to take a leave of absence from Georgetown must follow applicable academic procedures. However, unless the student is also eligible for a reduced course load for medical reasons, a student with an approved leave of absence must leave the U.S.

OIP must be informed whenever an international student takes a leave of absence so that the effects of the leave can be discussed and an appropriate plan for managing student status can be formulated. When the student is ready to return from the leave of absence to resume full time studies, he should follow the appropriate academic procedures to re-activate his university record. Additionally, he should coordinate his return with OIP to ensure that he has the proper documentation. Students who are absent from the U.S. for more than 5 months are treated as new students by the Department of Homeland Security and require the issuance of new immigration documents.

Study Abroad
International students may engage in study opportunities abroad without jeopardizing their immigration status. They must continue to be enrolled as Georgetown students in order to maintain their Georgetown-sponsored F-1 or J-1 record.

Students participating in Georgetown-sanctioned study abroad programs should inform their immigration advisor in OIP of their participation so they can collaboratively manage the immigration record appropriately.

Doctoral Student Research Outside the U.S.
Occasionally doctoral students need to conduct research outside the U.S. to support their dissertation. This is perfectly permissible. Their immigration record will be maintained provided they continue to enroll for Thesis Research in accordance with academic policies. Coordination with OIP is critical.

Doctoral students who fail to maintain enrollment as a full-time student while they are outside the U.S. risk interrupting the continuity of their immigration record. The student’s existing immigration record will be ended either for failure to enroll or for being outside the U.S. for five months or more (if applicable). A new record would need to be created before the student could return to the U.S. to continue studies.
Employment Options

Understanding the parameters of employment options for international students

✓ On-campus work permission (F-1 and J-1 students)
✓ Curricular Practical Training (F-1 students only)
✓ Optional Practical Training (F-1 students only)
✓ Work with an International Organization (F-1 students only)
✓ Academic Training (J-1 students only)

Employment options for international students are limited. Each type of employment authorization is governed by a unique set of regulations.

OIP is required to report any unauthorized employment for which they have concrete knowledge.

On-campus work permission (F-1 and J-1 students)
Students are authorized to work on campus up to 20 hours a week while school is in session. When school is not in session they may work full time. J-1 students must present a letter from OIP to authorize their on-campus employment. F-1 students do not need any documentation from OIP.

Please note the number of hours per week that the university associates with the following positions:
- Graduate Teaching and Research Assistants = 15 hours/week
- Residence Hall Assistants and Directors = 20 hours/week

International students who work more than 20 hours a week violate their immigration status.

Curricular Practical Training (F-1 Students only)
The purpose of curricular practical training (CPT) is to allow students to engage in internships or other work/training situations that are an integral part of their academic program. At Georgetown, CPT is available only in these limited circumstances:

- **Degree/Program Requirement**: ALL students pursuing the academic program must complete an internship/work opportunity before the degree will be awarded;
- **Course Requirement**: the student is enrolled in a credit-bearing course that requires students to engage in an internship/work opportunity; or
- **Dissertation Research**: a doctoral student needs the data/research to write the dissertation.

Since CPT is part of the academic program, it is authorized by OIP upon the recommendation of the academic department. CPT is not intended to be a resume builder. This type of work permission is intended to facilitate work opportunities that
have academic merit. The needs of the academic program, not the needs of the student, are the driving elements behind this form of work permission. The academic department verifies the academic legitimacy of this opportunity.

Immigration and Customs Enforcement (ICE) has closed down several unethical institutions that used F-1 CPT as a thinly veiled employment mechanism. Georgetown is not an unethical user of this benefit, but care must be taken to ensure that recommendations for CPT stem from academic needs. Other – admittedly more costly and less immediate – forms of work permission exist to cover other situations.

Information on CPT is available on-line:

http://oip.georgetown.edu/isss/cpt.htm

Optional Practical Training (F-1 Students only)
Optional Practical Training (OPT) is a form of work permission available to international students who wish to gain real-life, practical experience while applying the theoretical knowledge learned in their academic program. F-1 students are eligible for 12 months of OPT at each higher level of study. Eligible students must be enrolled full time for at least one year prior to application and they must plan to work in a position related to their degree. OPT must be approved by U.S. Citizenship and Immigration Service (USCIS). A student may apply for pre-completion OPT (for work opportunities that occur prior to completing the academic program) or post-completion OPT if the work is to be done after completion of the degree.

Pre-completion OPT is limited to 20 hours per week while school is in session.

Academic advisors are expected to review and recommend a student’s request for optional practical training with the following in mind:

➢ For pre-completion practical training: the work will not impede the student’s reasonable progress towards the degree.
➢ For post completion practical training: the student’s plan for the type of employment he or she will pursue is related to the student’s academic field of study. The student is not required to have a job-offer in hand at the time he or she requests OPT.

Information on OPT is available on-line:

http://oip.georgetown.edu/isss/opt.htm

Employment with an International Organization (F-1 Students only)
F-1 students may apply for permission to work at an approved international organization for up to 20 hours a week during the semester and full time when school is not in session. This type of work permission must be approved in advance by USCIS. It does not have to be related to the student’s field of study.
This type of work permission should not interfere with a student’s ability to make reasonable academic progress. As a result, the academic advisor is asked to review the student’s request for work permission.

Information about employment with an international organization is available on-line:

http://oip.georgetown.edu/isss/intlorg.htm

**Academic Training (J-1 Students only)**

Academic Training (AT) is a form of work permission available to J-1 students to gain real-life, practical experience applying the theoretical knowledge explored in their academic program. J-1 students are immediately eligible for this type of work permission. The amount of work permission available depends upon the length of the student’s academic program. Academic training requires a job offer and is authorized within OIP.

The academic advisor is asked to review the student’s request for work permission with the following in mind:

- The job opportunity is related to the student’s field of study
- If the student is still pursuing his or her degree, the job opportunity will not interfere with a student’s ability to make reasonable academic progress.

Information about academic training is available on-line:

http://oip.georgetown.edu/isss/academictraining.htm
Putting an International Student on the GU Payroll

What you need to know about the on-boarding process for international students

✓ Social Security Numbers
✓ Tax forms
✓ The I-9 Form/Process

Students employed by Georgetown must take care of the following things:

• Apply for Social Security Number, if s/he does not already have one.
• Student should be discouraged from applying for SSN within the first 10 days of entering the country as their entry data may not yet have properly passed through in all of the government databases needed to verify their status.

Information on applying for a Social Security Number can be found: [http://oip.georgetown.edu/isss/ssn.htm](http://oip.georgetown.edu/isss/ssn.htm)

F-1 students with on-campus jobs must present SSA with a letter (on letterhead) from the hiring department countersigned by OIP verifying the on-campus employment. Please use the following template: [http://oip.georgetown.edu/isss/ssnform.pdf](http://oip.georgetown.edu/isss/ssnform.pdf)

The student may begin work without having an SSN assigned. However:

- The student must obtain one as soon as possible. S/he will be removed from the payroll if s/he does not obtain one within a reasonable time frame.
- The international student should attend an immigration orientation with OIP if he or she has not already done so.
Set up Taxes

• Download & complete Alien Information Request Form, Form W-4, Form W-8BEN, Form 8233.
• Make and attend appointment with the appropriate tax or payroll office.
• Bring: passport, I-94, I-20 or DS-2019, appointment/award/job offer letter, and forms listed above.

Tax forms and tax department information can be found:
http://financialaffairs.georgetown.edu/tax/nonuscit.html

Employment Eligibility

• Within first three days of employment, student must establish legal ability to work by completing the I-9 in the department. Students who do not complete this in time will not be allowed to work until they have fulfilled this federal requirement.
• Complete any other necessary hiring documents.

Information on hiring students can be found at:
http://seo.georgetown.edu and
http://grad.georgetown.edu/pages/verificaton.cfm

<table>
<thead>
<tr>
<th>Status</th>
<th>Type of permission</th>
<th>Manner obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 student</td>
<td>• On-campus (20 hours per week limit while school in session; full-time during breaks)</td>
<td>• Automatic; evidenced by valid Form I-20 (with passport and I-94 card)</td>
</tr>
<tr>
<td></td>
<td>• International Organization</td>
<td>• USCIS authorization; evidenced by employment authorization document (EAD)</td>
</tr>
<tr>
<td></td>
<td>• Curricular Practical Training (after 1 academic year as full-time student)</td>
<td>• OIP authorization; evidenced by authorization for specific employer for specific dates on page 3 of I-20 with passport &amp; I-94 card</td>
</tr>
<tr>
<td></td>
<td>• Optional Practical Training (after 1 academic year as full-time student)</td>
<td>• USCIS authorization; evidenced by employment authorization document (EAD)</td>
</tr>
<tr>
<td>J-1 Student</td>
<td>• On Campus (20 hours per week limit while school in session (Full-time during breaks)</td>
<td>OIP authorization in SEVIS; evidenced by DS-2019 (with passport and I-94 card) and letter from OIP</td>
</tr>
<tr>
<td></td>
<td>• Academic Training (related to major)</td>
<td>• OIP authorization in SEVIS; evidenced by DS-2019 with passport &amp; I-94 card</td>
</tr>
</tbody>
</table>
Understanding the Documents

Making sense of the documents

The Identity Document: The Passport
The passport establishes legal identity. When completing U.S. Government forms, the spelling of the student’s name in the passport should be the spelling used on the forms. The student must maintain a valid passport throughout the program of study.

The Travel Document: The Visa
Given to the student at the U.S. consulate and firmly affixed in the passport, the visa is the student’s most official looking document. It is necessary only when entering the U.S. Once inside the U.S. it serves no use. The visa is not used to establish legal presence. It cannot be used as part of the I-9 process.

Components of a visa
- visa classification
- number of entries
- period of validity
- Sponsor
- Restrictions/conditions
**Proof of Legal Status: The I-94 Card**

Issued upon arrival in the U.S., the I-94 card is the most important immigration document an international student possesses. This card is the only document that establishes:

1. legal entry into the U.S.,
2. immigration status,
3. how long the student is authorized to stay in the U.S., and
4. the student’s eventual departure from the U.S.

The I-94 card for someone entering in F or J status is usually annotated D/S, which stands for “duration of status,” in lieu of a specific ending date. This means your ending date is defined by the I-20 or DS-2019 document.

**Proof of Program and Length of Stay: the I-20 or the DS-2019**

The I-20 or DS-2019 defines the nature of the student’s program, the length of the program and how the program of study has been financed.
I-20 for F-1 Students
Components of the I-20:
1. SEVIS Number
2. Entry Information
3. Major & Length of Program
4. Financial Support
5. Signature Agreeing to Terms of Status

U.S. 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)

SEVIS

For Immigration Official User
Student's Copy

Components of the I-20:

1. Family Name (last name):
First (given) Name:
Middle Name:

2. School (School district) name:
Georgetown University
Georgetown University Main Campus

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:

RACEDUCN

5. The student named above has been accepted for a full course of study at this school, pursuing in International Relations and Affairs.
The student is required to report to the school no later than 06/15/2008, and complete studies not later than 05/15/2010. The normal length of study is 48 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 9 (up to 12) months to be:
   a. Tuition and fees
   b. Living expenses
   c. Expenses of dependents (0)
   d. Other (specify) health insurance
   Total

8. Financial Support:
   a. Student's personal funds
   b. Funds from this school
   c. Funds from another source
   d. On-campus employment
   Total

9. Remarks:

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 sources 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 prove full funding of study and expenses by 1 CTR 214.3(b)(6). I am a designated official of the above named school and am authorized to issue this form.

11. Student Certification: I have read and agree 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, solely for the purpose of pursuing a full course of study at the school named on pages 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 CTR 214.3(g) to determine my nonimmigrant status.

Name of Student
Name of School Official
Signature of Designated School Official

(As of date) (City and state)

For Official Use Only
Macros: Index Number

Signature of Student

Date

Form I-20 A-B (Rev. 04-27-08)
Form DS-2019 for J-1 Exchange Visitors

Components of the DS-2019:
1. SEVIS Number
2. Sponsor
3. Program Dates and Description
4. Entry Information
5. Two Year Home Residency Indicator
6. Travel Endorsement
7. Signature Agreeing to Terms of Status
When Things Go Wrong

Understanding the importance of inter-office collaboration when problems arise

✓ Registration holds
✓ Failing to make reasonable progress
✓ Missing students
✓ Doctoral students terminating with a Master’s degree
✓ Suspension or expulsion
✓ Overview of DHS removal process

Registration Holds
Holds are placed on a student’s record for a variety of reasons – all to ensure compliance with critical institutional policies. Registration holds have a significant effect on an international student’s ability to maintain legal status. International students are expected to be enrolled as full-time students each semester. Likewise, they are expected to follow institutional policies and procedures for managing their relationship with the University – this includes paying bills, complying with immunization requirements, etc.

Failure to Make Reasonable Progress
International students are expected to make reasonable progress towards their academic objectives. They are expected to complete their programs in the time it takes the average student to complete the program. Academic departments are expected to monitor students’ progress in their programs and apply academic standards in determining whether or not a student is making reasonable progress.

OIP will not grant extensions of immigration status to students who cannot provide valid academic or other explanations for the failure to make reasonable progress. Delays caused by employment or by taking extra elective courses are not legitimate reasons for an extension.

Missing or Uncommunicative Graduate Students
When pressures from the academic program and the various home country expectations become overwhelming, international students may not know the culturally appropriate norms for voicing distress. Some may feel shame at missing an assignment deadline or struggling with writer’s block. Instead of using a professor’s office hours, they may begin to miss classes. Others may retreat to their residence and not respond to communications from the academic program, colleagues or even OIP. In many cases, psychological counseling is not a resource because it is unfamiliar or discouraged in the home culture.
When a department learns that an F-1 or J-1 student has not been attending class, has missed several assignments or has not been seen by colleagues, the department should attempt to contact the student. If the department cannot locate the student, OIP should be brought in immediately. Together, the department and OIP should follow existing protocol to ensure the well being of the student and the student’s ability to continue in the program of study.

**Doctoral Students who end their studies with a Master's degree**
Not all doctoral students admitted into a particular program finish it. Those who have fulfilled the requirements to earn a Master’s degree may opt to end their studies at that point.

**Withdrawals**
Valid immigration status primarily depends upon a student’s official relationship with the University and his academic program. Any action on the part of the student or the University that severs this relationship has a significant effect on the student’s legal status.

In the event that an international student opts to withdraw from his program, he should consult with OIP to determine how long he can stay in the U.S. following the official withdrawal. Without pre-authorization from OIP the student fails to maintain legal status and loses any grace period for remaining in the U.S. following the withdrawal.

**Suspension or Expulsion**
The decision to remove a student from an academic program is never easy – not for the school, not for the student. The shock of having to re-envision the future can be momentarily debilitating for the student. This is especially true for international students whose very legal presence in the U.S. hinges on their official relationship with the university. The severing of this relationship – whether temporary or whether permanent – mandates an update of the immigration record. International students who are suspended or expelled have a very limited time that they can remain in the U.S. following the termination of their SEVIS record by OIP.
As soon as it becomes clear that the University will indeed take action to suspend or to expel an international student, OIP should be contacted to:

- Coordinate institutional plans and messages
- Incorporate immigration advising and transition planning into the conversations with the student as early as is feasible. The affected student has very little time to implement a strategy for managing immigration status and personal affairs.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>AFFECT ON LEGAL STATUS</th>
</tr>
</thead>
</table>
| Suspension| • Student has a 15-day grace period in which to be in the U.S. (if OIP informed in advance of the official suspension)  
            • Cannot remain in the U.S. unless immigration status is changed or sponsorship is transferred  
            • If leave U.S., may need new I-20 to return; must follow appropriate academic procedures for return; OIP cannot issue new immigration documents without active record in Banner and updated financial documentation |
| Expulsion | • Student has a 15-day grace period in which to be in the U.S. (if OIP informed in advance of the official expulsion)  
            • Cannot remain in the U.S. unless immigration status is changed or sponsorship is transferred |

**Overview of the DHS Removal Process**

Students who fail to maintain their status do not face imminent deportation, though they are immediately removable. The formal deportation process takes some time and is something to be avoided.
Research and Teaching Assistants: Getting on the Payroll

An international student’s guide to Georgetown’s hiring process

Georgetown University is required to follow all applicable immigration, labor, and tax laws when it comes to putting someone on the payroll. Before you can be paid, you will be required to do the following:

1. Establish your identity and your legal ability to work by completing an I-9 Form by the third day of employment
2. Complete tax forms to ensure that Georgetown withholds the appropriate amount of taxes. This actually saves you money!

Things to do before your first day of work

1. If you have not already done so, attend an immigration session at International Graduate Orientation (IGO) or with your international advisor in the Office of International Programs. This is required of students in F-1 or J-1 status who are new to Georgetown or who have recently changed their immigration status to Georgetown-sponsored F-1 or J-1.

2. J-1 Students: Obtain a letter from OIP authorizing your on-campus employment. This authorization must be renewed every year. Then go to step C of #3?

3. Apply for a Social Security Number, if you do not already have one. Since you will be paid by Georgetown, you are required to obtain a Social Security Number. (TIP: Social Security Administration’s verification of your immigration status with the Department of Homeland Security will go more smoothly if you have been in the U.S. at least 10 days on your current I-94 card.)
   a. If you are in F-1 status, have your department complete a Social Security On-Campus Employment Form [http://oip.georgetown.edu/isssssnform.pdf] and print it on department letterhead. F-1 students should take this form to the Office of International Programs (located in Suite 210 Car Barn) both for signature and to ensure that your SEVIS record is active.
   b. Submit an application for a Social Security Number at the Social Security Administration office of your choice. (OIP recommends the one at 2100 M St., NW near Dupont Circle). You will need the following documentation: passport, I-94, I-20 or DS-2019, and the letter signed by your department and by OIP.

4. Prepare for and make an appointment with the international tax specialist:
   a. Complete and print the following forms available on [http://financialaffairs.georgetown.edu/tax/nonuscit.html], the Tax Accounting Website:
      i. Alien Information Request Form
      ii. W-4
      iii. Form 8233
      iv. Form W-8BEN

You must complete this process if you wish to take advantage of any applicable tax treaties or if you wish to adjust your tax rate. The U.S. Government will be more than happy to take more taxes out of your pay than you may actually owe them.
b. Make an appointment to meet with Lawrence Smith (202-687-5448 or smithl@georgetown.edu)

c. Bring the following to your appointment: copy of your passport, your visa, your I-94, your I-20 or DS-2019, the forms mentioned above.

Completing the Form I-9: Proving your legal ability to work in the U.S.

Federal law requires the University to verify the identity and the legal ability to work of all its employees, international and domestic. This must be done before the third day of employment or your assistantship could be jeopardized. You will be asked to review a list of documents and combinations of documents that establish your legal status, then choose which documents to present. The complete list of acceptable documents is available on the USCIS website (http://www.uscis.gov/files/form/i-9.pdf). The following combinations of documents are most commonly available for international students:

<table>
<thead>
<tr>
<th>If you hold</th>
<th>Your possible document choices are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 status</td>
<td>Option 1: Unexpired Passport, Form I-94, Form I-20</td>
</tr>
<tr>
<td></td>
<td>Option 2: Unexpired state driver’s license, restricted Social Security Card, I-94 card and I-20</td>
</tr>
<tr>
<td>J-1 status</td>
<td>Option 1: Unexpired Passport, Form I-94, Form DS-2019, letter from OIP authorizing work</td>
</tr>
<tr>
<td></td>
<td>Option 2: Unexpired state driver’s license, restricted Social Security Card, I-94 card and DS-2019</td>
</tr>
</tbody>
</table>