

Forms for International Students – What are they for and why do you sign?

Professional Development Day Presentation

Minnesota State University, Mankato, January 5, 2011

Presenters are Assistant Directors of the International Student and Scholar
Services, Kearney International Center:
Julie Rabaey & Cherish Hagen-Swanson

Description: Why are there so many complex forms and procedures for international students for employment, internships, volunteering, dropping courses, advising? The staff will provide the insights to assist in demystifying the paperwork required on campus.

Audience Needs Identified

- What is your role within the University?
- What kind and/or how often is your contact with International Students?
- What types of forms do you see from ISSS?

Audience

- ❖ Coordinators of Activities & Events – In-State Tuition Cultural Contribution Pre-Approval and Event Form
- ❖ Employers – Social Security application
- ❖ Registrar, Academic Advisers, Graduate Studies – Optional Practical Training
- ❖ Academic Advisers, Registrar – Reduced Course Load
- ❖ Academic Advisers, Internship Coordinators, Chairpersons – Curricular Practical Training
- ❖ Academic Advisers – Program Extension
- ❖ Academic Advisers – J-1 Academic Training
- ❖ J-1 Professors/Researchers, Short-term Scholars – Department Chairs, Dean's, Academic Affairs/Provost
- ❖ On-Line Course Documentation – Course Instructors

Cultural Contribution Hours Forms

Minnesota State University, Mankato
In-State Scholarship Recipients

CULTURAL CONTRIBUTION HOURS VERIFICATION FORM
For Fall Semester 2010

NOTE:
(a) *This form must be completed and returned to the Kearney International Center by December 10, 2010.*
(b) *Log in your paperwork in the Contribution Book in the Kearney International Center; DO NOT just drop off the form.*
(c) *A minimum of 25 contribution hours must be completed.*

PLEASE FILL OUT FORM COMPLETELY and PRINT CLEARLY

Name _____ Home Country _____
Family/Last Name First Name Middle Name

Mankato Address
Street Apt # City State Zip Code

Mankato Telephone Number
() _____

Tech ID # _____ E-Mail _____

Event Date _____	Event Name _____
Task _____	
Begin Time _____	End Time _____
Supervisor Name _____	Total Hours _____
Supervisor Signature _____	Telephone _____
GA Signature _____	Date _____

Event Date _____	Event Name _____
Task _____	
Begin Time _____	End Time _____
Supervisor Name _____	Total Hours _____
Supervisor Signature _____	Telephone _____
GA Signature _____	Date _____

Event Date _____	Event Name _____
Task _____	
Begin Time _____	End Time _____
Supervisor Name _____	Total Hours _____
Supervisor Signature _____	Telephone _____
GA Signature _____	Date _____

Event Date _____	Event Name _____
Task _____	
Begin Time _____	End Time _____
Supervisor Name _____	Total Hours _____
Supervisor Signature _____	Telephone _____
GA Signature _____	Date _____

Minnesota State University, Mankato In-State Scholarship Recipients Cultural Contribution Hours Form, Fall 2010

Last updated 6/28/2010

Any Coordinator, Supervisor, or International Student who falsifies hours for themselves or others will lose their in-state tuition and supervisory rights for any future events.

Contribution Hours Pre-Approval Form

Event & Department _____

Event Supervisor Name _____ Supervisor Title _____ Supervisor Phone Number _____

Number of hours agreed upon _____

Signature of Kearney International Center Representative _____

Student Signature _____

Event & Department _____

Event Supervisor Name _____ Supervisor Title _____ Supervisor Phone Number _____

Number of hours agreed upon _____

Signature of Kearney International Center Representative _____

Student Signature _____

Event & Department _____

Event Supervisor Name _____ Supervisor Title _____ Supervisor Phone Number _____

Number of hours agreed upon _____

Signature of Kearney International Center Representative _____

Student Signature _____

Event & Department _____

Event Supervisor Name _____ Supervisor Title _____ Supervisor Phone Number _____

Number of hours agreed upon _____

Signature of Kearney International Center Representative _____

Student Signature _____

Event & Department _____

Event Supervisor Name _____ Supervisor Title _____ Supervisor Phone Number _____

Number of hours agreed upon _____

Signature of Kearney International Center Representative _____

Student Signature _____

Minnesota State University, Mankato In-State Scholarship Recipients Cultural Contribution Hours Form, Fall 2010

Last updated 6/28/2010

In-State Tuition Cultural Contribution Hours— Purpose

- Regulation background: MnSCU Board Policies Chapter 2 – Students
- Why sign? *The ISSS staff needs to confirm that international students are completing the requirements for in-state tuition benefits. In addition to GPA, international students are required to complete 25 cultural contribution hours each academic term (no requirements for summer).*
- Who signs? *For each type of on-campus activity, the supervisor/leader of can assign student(s) up to 15 hours for a cultural-type of project in the MSU department (involvement with people, sharing of perspectives). If there is a group activity that requires several volunteers, create a sign up list, confirm involvement by submitting list of those who assisted with their hours.*
- For more information:
 - Contribution Hour Form on ISSS Website: <http://www.mnsu.edu/international/forms/in-state-contribution-form-2-2010.pdf>
 - Pre-Approval for activities beyond 15 hours or off-campus not identified on ISSS list: <http://www.mnsu.edu/international/forms/preapprovalform2008.pdf>

MnSCU website:

<http://www.mnscu.edu/board/policy/202.html>

- Subpart B. Discretionary Exceptions. Non-residents of Minnesota may be charged the resident tuition rate under one or more of the following exceptions.
- International Students. Colleges and universities may charge resident tuition to nonimmigrant international students classified under 8, U.S.C. 1101 (a) (15) (B), (F), (H), (J), and (M).
- Minnesota State University, Mankato requirements for in-state tuition for international students
<http://www.mnsu.edu/international/scholarship/instate.html> which includes provisions for maintaining GPA as well as volunteering for 25 cultural contribution hours.

Social Security Form



DATE: _____
TO: Social Security Administration
FROM: Minnesota State University, Mankato
SUBJECT: Verification of F-1 or J-1 Student's Employment on Campus

1. On-Campus Employer completes Section 1.
2. Student brings this letter and an unofficial MSU transcript to the Kearney International Center for signature.
3. Student takes this signed form, SSA Application, and original documents to the Social Security Office.
4. Social Security gives you a letter of confirmation.
5. Student gives confirmation letter to Kearney International Center and takes original documents to the Social Security Office.

SECTION 1: Employing Department Must Complete

This is evidence of on-campus employment for _____
International Student's Name—First, Middle, LAST (in CAPS)

Employing Department _____

Nature of Student's Job: Wait Staff Library Aide Research Assistant Other (list): _____

Start Date ____/____/____ (MM/DD/YY) Number of Hours/Week: _____

Employer Contact Information: _____ (MSU's EIN is: 41-168 7554)
Employer Identification Number – EIN

Employer's Phone (____) _____

Name of Student's Immediate Supervisor _____ Title _____

Supervisor's Name – Original Signature (no stamps) _____ Date _____

Printed or Typed Name of Employer/Department _____

SECTION 2: Verification of Employment Offer – To be completed by Kearney International Center Staff Only!

Designated School Official – Original Signature (no stamps) _____ Current Status of Student _____

Printed or Typed Name of Designated School Official _____ Date _____

Phone: (507) 389-1281

KEARNEY INTERNATIONAL CENTER
250 CENTENNIAL STUDENT UNION • MANKATO, MN 56001 USA
PHONE 507-389-1281 • 800-627-3529 OR 711 (MRS/TTY) • FAX 507-389-2790
An Affirmative Action/Equal Opportunity University

Social Security Number Application Form - Purpose

- Regulation background: *As of October 2004 – in order to apply for a Social Security number, F-1 international students must have a valid job offer.*
- Why sign? *The ISSS staff needs to confirm that there is an on campus job offer (we are termed “Designated School Officials” since we have Immigration/SEVIS authorization– we developed a form that collects the necessary information for our local Social Security Office. This form has been approved and is recognized by our Mankato SS office so that the international student can obtain a Social Security Card. The international student is legally allowed to begin employment prior to obtaining the actual Social Security Number.*
- Who signs? *The employer/supervisor – we (ISSS) may need to confirm that there is a job offer so someone who normally works with the student workers.*
- For more information:
 - ISSS website for general on-campus employment : <http://www.mnsu.edu/international/currentstudents/f-1/employment.html>
 - On-campus work permit process: <http://www.mnsu.edu/international/currentstudents/f-1/work-permit-process.pdf>
 - Social Security website: <http://www.socialsecurity.gov/pubs/10181.html>

From Social Security Website directed to F-1 students: <http://www.socialsecurity.gov/pubs/10181.html>

Direct cut/paste from website:

What do I have to do to work in the United States?

- *If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.***

Work eligibility

If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- *Identifies you;*
- *Confirms your current school status; and*
- *Identifies your employer and the type of work you are, or will be, doing.*
 - *We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:*
 - *Your job;*
 - *Your employment start date;*
 - *The number of hours you are, or will be, working; and*
 - *Your supervisor's name and telephone number.*

Optional Practical Training (OPT)

Supplemental Information for Optional Practical Training: SEVIS

Complete and return to the Kearney International Center —CSU250

Name: _____
LAST (CAPS) First Middle

Tech ID: _____

Current Address (where you are currently residing):

Mailing Address (include Apt. # and/or P.O. Box as applicable) City and State ZIP Code

IMPORTANT: Always update your current address at the Campus Hub, CSU117

List Future Address if Known:

Mailing Address (include Apt. # and/or P.O. Box as applicable) City and State ZIP Code

The Kearney International Center would like to keep an address list to send announcement updates (for example, Visa lottery, international information, alumni gatherings, etc. If you do **NOT** wish to be on our email list, check here .

List non-MSU email address, so we can reach you after graduation.

Email Address Other Email Addresses

Describe the proposed employment for practical training:

A position in the field of (major) _____

OPT Dates:

Full-Time upon completion of studies, on your graduation day for undergraduates and/or when a graduate student has completed all course requirements for a Master's Degree except on their thesis or alternative plan paper.

Full-time during summer vacation period practical training

Part time during academic year (work up to 20 hours and must maintain full-time status) undergraduate or graduate status.

Full-time enrollment for the preceding nine (9) months is required and the student must plan to register for 12 credits and meet the requirement guidelines for the next term.

Beginning Date: ____/____/____ (mm/dd/yy) as you wish to have on the EAD—OPT Card

*Beginning date must be a date between your graduation date and 60 days after

Ending Date: ____/____/____ (mm/dd/yy)

*MAXIMUM end date is 1 year from the beginning date

Current Semester Course Load Registration (circle): Full-time OR Part Time

if less than full-time, Reduced Course Load Form completed and filed (circle): Yes / No / Not Applicable

List ALL periods of previously authorized employment training.	Start Date	End Date	Additional Dates if applicable
Economic Hardship	/ /	/ /	
Curricular Practical Training	/ /	/ /	
Optional Practical Training	/ /	/ /	

If applying for post-completion OPT, the following information is REQUIRED to confirm your anticipated degree completion. Student Completes Steps 1-4

- Degree Expected: _____
 - Major or Field of Study: _____
 - Graduation Confirmation Date: _____ (Undergraduate (UG) Student) OR Date of Scheduled APP/Thesis Defense or Project Completion: _____ (Graduate Student)
 - Turn in to the Kearney International Center (CSU250) along with one (1) of the following options:
 - Provide a letter on the department letterhead confirming the information above.
 - Provide the information above which has been completed by the person checked (below).
- Or provide an evaluated application for graduation with:
- Copy of your unofficial transcript
 - Date of response that the application for graduation was evaluated.

Only One Person Below Is Required	Signature to confirm graduation date listed above		
Relationship to Student	Name	Phone #	MSU Ext.
<input checked="" type="checkbox"/> Student's Academic Adviser		()	
<input type="checkbox"/> Registrar's Office for UG		()	
<input type="checkbox"/> Department Chair		()	
<input type="checkbox"/> Graduate Studies for master/doctoral degree		()	
<input type="checkbox"/> Other:		()	



Signature of the Representative Above

Date

Reminder

Please bring the following documents with this form when you come to the International Center for your OPT appointment:

- I-765 form, on line 16 put:
 - Pre-completion OPT: (c) (3) (A)
 - Post-completion OPT: (c) (3) (B)
 - 17 month STEM OPT extension: (c) (3) (C)
- Copy of completed I-765
- A completed verification form or letter from your Advisor/Department Chair or Registrar stating your graduation date
- Two passport photographs—the photos should show a front view on a white background. See attached description and guidelines for photographers. http://travel.state.gov/passport/guide/guide_2081.html (please write your name and I-94 number on the back of each photo)
- Unofficial MSU transcript
- Copy of your unexpired Passport
- Copy of both sides of the I-94 card
- Copy of previous EAD card (if issued)
- Copy of previous I-20s

Optional Practical Training Form – Purpose for Confirming Graduation

- Regulation background: Code of Federal Regulations (CFR) for F-1 students
- Why sign? *The ISSS staff needs to confirm that the student is expected to graduate before recommending post-completion OPT.*
- Who signs? *Either the Registrar, Department Chair, Academic Adviser, or Graduate Studies to ensure student has met requirements to graduate.*
- For more information:
 - OPT general information from ISSS: <http://www.mnsu.edu/international/currentstudents/f-1/opt/>
 - OPT Brochure from ISSS: http://www.mnsu.edu/international/currentstudents/f-1/opt_instructions-3-2010.pdf
 - OPT tutorial (new, comprehensive for OPT application process): http://www.mnsu.edu/international/currentstudents/f-1/opt_tutorial_9-2010.pdf
 - OPT supplemental form: <http://www.mnsu.edu/international/currentstudents/f-1/optsupplementalinfo.pdf>
 - Immigration guidance <https://www.ice.gov/sevis/students/opt.htm>

Optional Practical Training Cited/Condensed: <https://www.ice.gov/sevis/students/opt.htm>

214.2(f)(10)(ii)(A) (ii) Optional practical training

- *(A) General.* A student may apply to the Service for authorization for temporary employment for optional practical training directly related to the student's major area of study. The student may not begin optional practical training until the date indicated on his or her employment authorization document, Form I-766 or Form 688B. A student may submit an application for authorization to engage in optional practical training up to 90 days prior to being enrolled for one full academic year, provided that the period of employment will not begin until after the completion of the full academic year as indicated by the DSO. A student may be granted authorization to engage in temporary employment for optional practical training:
- *(1)* During the student's annual vacation and at other times when school is not in session, if the student is currently enrolled, and is eligible for registration and intends to register for the next term or session;
- *(2)* While school is in session, provided that practical training does not exceed 20 hours a week while school is in session; or
- *(3)* After completion of the course of study, or, for a student in a bachelor's, master's, or doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent). Continued enrollment, for the school's administrative purposes, after all requirements for the degree have been met does not preclude eligibility for optional practical training. However, optional practical training must be requested prior to the completion of all course requirements for the degree or prior to the completion of the course of study. A student must complete all practical training within a 14-month period following the completion of study.

Reduced Course Load Form - Purpose

- Regulation background: Code of Federal Regulations (CFR) for F-1 students
- Why sign? *The ISSS staff needs to confirm full-time enrollment each academic term (we are termed “Designated School Officials”) in the Immigration/SEVIS federal computer-based database. Full-time at Minnesota State University, Mankato is 12 credits for undergraduates and 6 credits for graduates. If a student is not registered full-time, there are limited reasons that are allowed.*
- Who signs? *The department Chair or Academic Adviser for academic reasons, or for medical reasons, documentation/attestations from the Counseling Center (licensed psychologist) or Student Health Services (psychiatrist).*
- For more information:
 - RCL form on website: <http://www.mnsu.edu/international/forms/reducedcourseloadform.pdf>

8 CFR 214.2(f)(5) cited/condensed from USCIS.gov website:
<http://www.uscis.gov/portal/site/uscis/menuitem.f6da51a2342135be7e9d7a10e0dc91a0/?vgnnextoid=fa7e539dc4bed010VgnVCM1000000ecd190aRCRD&vgnnextchannel=fa7e539dc4bed010VgnVCM1000000ecd190aRCRD&CH=8cfr>

- 5) Duration of status--
 - (i) General. ...an F-1 student is admitted for duration of status. Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies...An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study...
- (6) Full course of study.
- (i) General. Successful completion of the full course of study must lead to the attainment of a specific educational or professional objective....
- (iii) Reduced course load. The designated school official may allow an F-1 student to engage in less than a full course of study ...A student who drops below a full course of study without the prior approval of the DSO will be considered out of status...
 - (A) Academic difficulties. The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement....
 - (B) Medical conditions. The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. The student must provide current medical documentation and the DSO must reauthorize the drop below full course of study each new term, session, or semester. ...
 - (C) Completion of course of study. The DSO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. ...
 - (E) SEVIS reporting requirements. In order for a student to be authorized to drop below a full course of study, the DSO must update SEVIS prior to the student reducing his or her course load. The DSO must update SEVIS with the date, reason for authorization, and the start date of the next term or session. The DSO must also notify SEVIS within 21 days of the student's commencement of a full course of study....

Curricular Practical Training Form – Purpose for Internships

- Regulation background: Code of Federal Regulations (CFR) for F-1 students
- Why sign? *The ISSS staff needs to confirm that the off-campus employment experience is related to the student's course of study. The internship position is to be an integral part of the student's program/major.*
- Who signs? *The Department Chair, Academic Adviser, and/or Internship Coordinator assigned to oversee the internship experience within that academic department.*
- For more information:
 - General CPT information on ISSS webpage: <http://www.mnsu.edu/international/currentstudents/f-1/cpt.html>
 - CPT guidance and form on ISSS webpage: <http://www.mnsu.edu/international/currentstudents/f-1/cpt-brochure.pdf>
 - Immigration website: <http://www.ice.gov/sevis/students/cpt.htm>

Curricular Practical Training Cited/Condensed:
<http://www.ice.gov/sevis/students/cpt.htm>

- **Curricular Practical Training**
- The DSO approves Curricular Practical Training (CPT) for students.. No employment authorization from USCIS is needed.
- 8 CFR 214.2(f)(10)(i) *Curricular practical training*. An F– 1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be... any other type of required internship or practicum that is offered by sponsoring employers... A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I–20 with the DSO endorsement...

Program Extension Request Form



Program Extension Request Form

Student Completes

Name: _____
LAST (CAPS) First Middle

Student's e-mail address: _____ Tech ID: _____ SS#: _____

Student's Local Address: _____
Street Address City, State Zip

Student's Local Phone Number: _____

Student's Current I-20 End Date: ____/____/____
mm/dd/yy

1. Student's Major: _____ Department: _____

Academic Advisor Completes

2. Total credit hours the student needs to complete his/her degree program: _____
3. Credit hours remaining to complete his/her degree program: _____
4. Academic reason for need of Program Extension: _____
5. Advisor recommended New End Date: ____/____/____
mm/dd/yy
6. List course names yet to be completed:

Name of Course	Course ID Number	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Academic Advisor's Signature _____ Print Academic Advisor's Name _____ Date: ____/____/____

On-Campus Address: _____ Phone Ext: _____

For Use by Kearney International Center

Kearney International Center Approval Signature: _____ Date: ____/____/____

Entered new I-20 Ending Date into MnSCU/SRS on: ____/____/____

Program Extension Form – Purpose

- Regulation background: Code of Federal Regulations (CFR) for F-1 students
- Why sign? *The ISSS staff needs to confirm normal progress toward a program of study. ISSS staff issue an I-20 for the expected length of a degree and if the student requires additional time, confirmation of this additional timeframe and reasons for the delay require documentation for reporting within SEVIS.*
- Who signs? *The Academic Adviser or Department Chair.*
- For more information:
 - Form on ISSS Website:
<http://www.mnsu.edu/international/forms/programextensionrequestform.pdf>

Department of State Guidance:
http://travel.state.gov/visa/temp/types/types_1268.html

How long may I stay on my F-1 student visa?

- When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in America. For a student who has completed the course of studies shown on the I-20, and any authorized practical training, the student is allowed the following additional time in the U.S. before departure...
- F-1 student - An additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

[additional ISSS comments – this cite is only relevant to those graduating, international students departing/withdrawing have other timeframes for departure]

Academic Training Authorization for J-1 Exchange Visitor Student Status



Academic Training Authorization for J-1 Exchange Visitor Student Status

Definition of Academic Training (AT) - Employment integral to an exchange visitor's academic program which may occur during and/or after the completion of studies. Such training may include - but is not limited to - internships, practica, and/or field work.

Requirements for Eligibility

- Your Certificate of Eligibility (form DS-2019) must be unexpired.
- You must be in good academic standing.
- You must participate in AT that is directly related to your field of studies.
- You must have a firm offer of employment before completion of studies.
- You must receive written approval, in advance, from your exchange visitor visa supervisor (sponsor).

[Please Note: Minnesota State University, Mankato's J-1 program for fulltime students (P.1.04472) is supervised by the International Students and Scholars Services (ISSS) in the Kearney International Center. If you are under the sponsorship of any other exchange visitor program (i.e., IIE, AMIDEAST, etc.), you should contact your program sponsor for AT policies, application forms and instructions.]

Academic Training During a Course of Study - Academic training is normally part-time during the academic year, but can be full-time under some circumstances. When classes are in session, you must maintain full-time registration with the University no matter how many hours a week you devote to AT. During vacation periods, you may engage in AT full- or part-time without being registered. Please note that all AT is counted as full time toward your total length of eligibility, irrespective of the number of hours that you work.

You may engage in AT following one term of full time enrollment at Minnesota State University, Mankato. AT may not exceed the time earned as a full-time enrollee. For example, a student enrolling in the fall semester would have four months "credit" at its completion. Therefore, he or she could do four months of AT in the Spring term.

Time Limitations - For those studying at the undergraduate or pre-doctoral level, AT may be granted for a maximum of 18 months, inclusive of any prior academic training in the U.S. as an exchange visitor, or the period of the full course of study in the U.S., whichever is shorter. Post-completion AT authorization begins when you complete your studies, even if the employment does not begin until a later date. Speak with an adviser if you were in another program of study in the U.S. immediately preceding the current one.

Post-doctoral AT - Can be granted in increments of 18 months with a maximum period of 36 months. A new form DS-2019 will be issued for each 18-month period. **You must apply for and receive the second 18-month period before your work authorization letter and DS-2019 expire.**

Application Procedure

To obtain authorization to engage in AT during the academic year, you must submit the documentation listed below to the ISSS at least 10 business days before the anticipated start date. *You must always apply for and receive AT authorization before the completion date noted on part 3 of your DS-2019 or before the completion of your program, whichever is earlier.* Once this form expires, you are no longer considered to be in valid J-1 program status, and will have to apply for reinstatement to J-1 status from the United States Department of State (DOS) which administers the J-1 Exchange Visitor Program. Approval for reinstatement is highly uncertain.

To obtain authorization to engage in AT following completion of your program, you must submit the documentation listed below to the ISSS up to 60 days before completing your program and before the extension of your DS-2019.

Staff/forms/academic training authorization for J-1

Please note that you must have a firm offer of employment to apply for AT. The regulations state that employment for AT must begin not later than 30 days after completion of studies. However, guidance from the Exchange Visitor Program Services dated 5/6/93 indicates that with a firm offer of employment, one is eligible to apply for AT - the employment itself may actually begin a bit later. Completion of studies is defined as the date on which all requirements for the program have been met, not when the degree is actually conferred.

You must apply for AT before completion of your program and the expiration of your DS-2019. The Exchange Visitor Program will not allow application to be made during the 30-day grace period you are allowed to stay in the United States upon completion of your program of study. Please refer to the section above on [Time Limitations](#) to determine the total number of months of AT for which you may be eligible.

Submit the following documents to the ISSS within the time periods described above:

- A letter of recommendation from your academic department head or academic adviser. The letter must state your degree candidacy and the date you will complete your studies and set forth:
 1. the goals and objectives of the specific training program
 2. a description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training
 3. how the training relates to your field of study
 4. why it is an integral or critical part of your academic program
- Passport, I-94 card, and DS-2019
- Funding documents

If you need a new DS-2019, you must provide documentation showing that you have sufficient funds for living expenses for the period covered by the new DS-2019. Your salary from your AT employment usually will be sufficient.

Within five working days, the ISSS staff will review your application for eligibility, and, if eligible

1. authorize AT by issuing a letter of permission for your employer
2. issue a new DS-2019 covering the authorized period

You may begin AT employment as of the date it is authorized by the ISSS staff, provided your permission to stay (I-94 card) and form DS-2019 continue to be valid. You will use the ISSS letter, your passport, and forms I-94 and DS-2019 to show your employer that AT has been authorized.

You are considered to be maintaining your J-1 status for 30 days following the expiration date of your Academic Training, which is the time allowed you to either depart from the United States or change to another status, if eligible. Employment, however, is not permitted during this 30-day period. If you want to begin a new full-time program of study at any point during or following authorized academic training, you must follow the procedures for continuation from one educational level to another at MSU, if applicable, or for transfer of schools.

If you leave the U.S. during your authorized period of academic training, you may return for the remainder of the authorized period provided you have:

- a valid passport (Canadians may show alternative proof of citizenship.)
- a valid DS-2019 that has been recertified on the back page by the program sponsor
- a letter from your J-1 sponsor authorizing Academic Training
- a letter from your employer that you will continue working there following your trip abroad
- a valid J-1 entry visa (except Canadians, who do not require entry visas)

If you require a new entry visa while on AT, be aware that there is no guarantee that you are eligible for one. You are required to establish non-immigrant intent every time you apply for a non-immigrant visa. Speak with an ISSS advisor before planning a trip abroad.

The advisers of the ISSS encourage you to contact them if you have questions about the procedures for Academic Training.

Reviewed: 9/8/09 Last modified: 9/8/09 Information provided by International Students and Scholars Office Columbia University. Permission given 9/8/09 Staff/forms/academic training authorization for J-1

Academic Training Form – Purpose for J-1 Internships

- Regulation background: Code of Federal Regulations (CFR) for J-1 students
- Why sign? *The ISSS staff needs to confirm that the off-campus employment experience is related to the student's course of study. The internship position is to be an integral part of the student's program/major.*
- Who signs? *The Department Chair, Academic Adviser, and/or Internship Coordinator assigned to oversee the internship experience within that academic department.*
- For more information:
 - J-1 employment guidance on ISSS webpage:
<http://www.mnsu.edu/international/currentstudents/j-1/employment.html>
 - Department of State website:
<http://exchanges.state.gov/jexchanges/programs/ucstudent.html>

Department of State Guidance on Academic Training

<http://exchanges.state.gov/jexchanges/programs/ucstudent.html#training>

Academic training in a participant's chosen academic field (such as practicums, clinicals, or student teaching) is allowed if:
The student is in the United States primarily to study rather than engage in academic training;
Academic training is directly related to the student's major field of study at the post-secondary accredited educational institution listed on the [Form DS-2019](#); and
The student is in good academic standing.

Students may participate in academic training with the approval of the academic dean or advisor and the responsible officer at their [sponsor](#) organization. If the participant receives wages or other remuneration for the training, the responsible officer must authorize the duration and type of training in writing before the student takes part in the training.

The training may take place during the student's studies or may commence no later than 30 days following the completion of the student's studies.

Length of Academic Training

Academic training for undergraduate or pre-doctoral students may not exceed 18 months, including any prior academic training in the United States, or the period of full-course of study, whichever is less. However, academic training for a longer period is allowed to the extent necessary for students to satisfy the requirements for their degree programs.

Academic training for postdoctoral students does not exceed 36 months, inclusive of any prior academic training in the United States, or the duration of the student's full-course of study in the United States, whichever is less. A new [Form DS-2019](#) is issued for every 18-month period of academic training for postdoctoral students.

[Procedures for requesting academic training](#) are explained in the category regulations [22 CFR 62.23(f)(5)].

Request for DS-2019 for Inviting J-1 Exchange Visitor

Regulation background: Code of Federal Regulations (CFR) for J-1 in 22 CFR and Department of State requirements

Why sign? To officially invite an international/visiting faculty or researcher (paid or unpaid). Individual is then eligible to have a MavCard with Library privileges.

Who signs? *The Department Chair and approval from Academic Affairs*

— *may need clarification with Business Services and HR for any compensation. Not appropriated for tenure-track/probationary faculty*

For more information:

- ISSS website:

<http://www.mnsu.edu/kearneyic/faculty/international.html>

- Department of State website:

http://www.travel.state.gov/visa/temp/types/types_1267.html and

<http://exchanges.state.gov/jexchanges/programs/professor.html>

On-line Course Meeting Documentation



Elizabeth & Wynn Kearney
International Center
MINNESOTA STATE UNIVERSITY, MANKATO

On-line Course Meeting Documentation

F-1 students are permitted to take only one purely online course each semester. If you, as an F-1 student, wish to take more than one online course in any given semester, you must document that your enrollment in the online course meets the following stipulations:

1. There must not be any other face-to-face courses available and applicable to your program of study, or it is a course that is required in your program of study that is only offered online.
2. You must report in person to the instructor of the specified online course no less than two times a semester. The specific dates will be decided at your initial meeting with the course instructor. You must keep a record (written log) of these meetings, using page back page of this form.

Failure to comply with these regulations will be in violation of your F-1 SEVIS status and may jeopardize your remaining as an in-status student at Minnesota State University, Mankato, which also affects the resident tuition scholarship. Therefore, in advance of registering for purely on-line courses, it is recommended:

- You should consult with your academic advisor\chair before registering to see if there are any other options for your coursework to meet your graduation requirements.
- You should discuss the requirement for face-to-face meetings with the course instructor before registering for the class.
- You should consult with ISSS to ensure you are documenting your meetings and retaining records for your immigration status.
- Summer on-line coursework does not need special permission/documentation so you may wish to review if such additional on-line courses could be taken in summer period instead.

If it is deemed appropriate for you to register for more than one on-line course during a semester, you should complete the form, turn it into the ISSS at the conclusion of the course, and retain a copy in your records.

International Student Record of Face-to-Face Meetings with Instructor to remain in compliance with Immigration regulations regarding on-line coursework *(above the one on-line class allowed per term)*

Student Name: _____ Tech ID: _____

Course Name/Level: _____ Semester (circle): Fall / Spring Year: _____

Obtain signature from the course instructor with you present for an on-line course at a minimum of two times which cannot on the same date:

1. Meeting #1:

Student Signature: _____ Date: __/__/__

 Instructor Signature: _____ Date: __/__/__

2. Meeting #2:

Student Signature: _____ Date: __/__/__

 Instructor Signature: _____ Date: __/__/__

Upon written verification of the required meetings and before completion of the course at the end of the semester (even if the grade was not yet provided), retain a copy for your own records and submit the above form to:

Kearney International Center
Minnesota State University, Mankato
250 Centennial Student Union
Mankato, MN

Fax: 1-507-389-2790

Email: iss@msu.edu (if attaching document)

Modified version adapted from Eastern Michigan State University-2/10

On-Line Course Requirements

Regulation background: Code of Federal Regulations (CFR) for F-1 students

Why sign? International students within the U.S. may not be completely an “on-line” student. Must have physical presence/contact with instructors/faculty of courses.

Who signs? *The Instructor/Faculty member and/or Department Chair assigned to the course within that academic department.*

For more information - Reference to ISSS website:

- <http://www.mnsu.edu/international/currentstudents/f-1/>

8 CFR Regulation on “On-Line” limitations

<http://www.uscis.gov/portal/site/uscis/menuitem.f6da51a2342135be7e9d7a10e0dc91a0/?vgnextoid=fa7e539dc4bed010VgnVCM100000ecd190aRCRD&vgnnextchannel=fa7e539dc4bed010VgnVCM1000000ecd190aRCRD&CH=8cfr>

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement. (Revised effective 1/1/03; [67 FR 76256](#))