Center for International Education (CIE) is available to assist F-1 and J-1 international students at Cal State East Bay in maintaining status and ensuring compliance with the Federal Regulations and immigration mandates.
CIE Staff

• Dr. Thomas Tyner, Executive Director, International Programs
• Kelly Moran, Director
• Julie Moreira, Senior International Student Advisor
• Brian Cheng, SEVIS Records Coordinator
What will be covered today?

• Immigration regulations affect the following areas of your life:
  – Entry to the USA
  – Travel and re-entry
  – Health Insurance
  – Enrollment (full-time, part-time, and vacations)
  – Transferring to or attending classes concurrently at other schools
  – Employment
    • On-campus
    • Off-campus
  – Future Immigration Eligibility
Your responsibilities as an international student are to:

1. Know the rules. Read the F-1 Student Handbook
2. Maintain or gain F-1 student status.
3. Check with CIE before making any changes that may affect your F-1 status.
4. Know your I-20 expiration date (program completion date)
5. Make satisfactory progress towards the completion of your degree
6. Seek advice from the CIE if you have any questions about maintaining student status.
Our responsibilities as your Designated School Officials (DSO) are to:

1. Tell you the rules.
2. Maintain copies of your immigration documents.
   ○ Check In Procedure discussed later
3. Report required information to Immigration and Customs Enforcement (ICE) via the Student and Exchange Visitor Information System (SEVIS) database.
4. Assist you with your status issues/questions.
What documents do you need to be a student in the USA?

- A valid passport
- A valid I-20 (F-1 students)
- A visa stamp in passport (for Entry purposes only)
- A valid I-94 which states “F-1” and “D/S”
Passport

• You must keep a valid passport at all times

• To be valid it must always have an expiration date at least 6 months into the future.

• You may be able to renew your passport inside the USA
I-20

• The I-20 is the Certificate of Eligibility for F-1 students
• This document verifies that you have been admitted to a specific academic institution
• It allows you to go to a U.S. Consulate or Embassy and apply for a student visa
• You may accumulate multiple I-20’s. Keep them all for your records!
• Your I-20 expiration date is listed as Program End Date - important to know!
• Allowed to be electronically signed by DSO’s but not by students!
F-1 Student Visa

• A visa is the stamp that allows you to ask for permission to enter another country, in this case the United States.

• Your F-1 visa can expire while you are in the USA. You will need to renew your visa the next time you travel outside the USA.

• You cannot renew your visa inside the USA.
Electronic I-94

• Electronic I-94 has been or will be issued by Customs and Border Patrol the Port of Entry
  – Paper I-94 will be issued if you arrived by sea or land
• Access your electronic I-94 at www.cbp.gov/I94
• Print your I-94 and keep a copy with your I-20 and passport
• After future travel and return to the USA, check your I-94 for any errors
• You will get a new I-94 every time you enter the USA as an F-1 student
Electronic I-94 Retrieval Page

www.cbp.gov/i94

Enter Your Traveler Info

Note: The info returned may not reflect applications submitted to or benefits received by U.S. Citizenship and Immigration Services or Immigration and Customs Enforcement.

* First (Given) Name:

* Last (Family) Name/Surname:

* Birth Date:

  — —

  * — —

  Day

  Month

  Year

* Passport Number:

* Passport Country of Issuance:

  -- Select --
Electronic I-94

Most Recent I-94

Admission (I-94) Record Number: 761602736A2
Most Recent Date of Entry: 2023 August 12
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname: SMITH
First (Given) Name: John
Birth Date: 1996 March 29
Passport Number: S85465D1
Country of Issuance: United Kingdom

Get Travel History

Effective April 25, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

For inquiries or questions regarding your I-94, please click here.
Electronic I-94 Travel History

<table>
<thead>
<tr>
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<th>Type</th>
<th>Location</th>
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<tbody>
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<td>Arrival</td>
<td>SFR</td>
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Passport Number: XXXXXX
Country of Issuance: United Kingdom
F-1 Visa vs F-1 Status

• A visa is an eligibility stamp in your passport that is used to apply to enter the U.S.
• Once admitted by CBP, you are given your “status”
• Proof of your given status is your I-94
• Status determines length of lawful stay in U.S., not your F-1 visa, and what rules you need to follow
• F-1 students are admitted for duration of status. (D/S)

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 Immigration 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.
How do you know if you have status?

- You gain status
  - Upon legal entry to the US
  - Upon approval by a USCIS Service Center

- Your proof of status is your electronic I-94 Arrival/Departure record

- You may or may not also receive an entry stamp in your passport
How do you maintain F-1 status?

• Maintain a full-course of study
  – Minimum of 8 units per semester for Graduates
  – Minimum of 12 units per semester for Undergraduates
  – Must be full time both Fall and Spring semesters

• Maintain Good Academic Standing
  – 3.0 or higher GPA for graduates
  – 2.0 or higher GPA for undergraduates

• Reduced Course Load
  – Apply in advance of the semester you are applying for
  – Make sure you have a valid reason per immigration

• Keep a valid I-20
  – Your I-20 should always reflect your current degree
  – Do not let your I-20 expire

• Make sure CSUEB has your current address/phone #
How to maintain status (continued)

• Employment
  – Do not work off-campus without permission
  – Do not more than the allowable hours per week

• Academics
  – Avoid academic probation as it leads to academic disqualification
  – Do not plagiarize or cheat
  – Attend your classes that require attendance and do your assignments
  – Do not take too many online courses when we “return to normal operations”
  – Obtain authorization from CIE if you wish to withdraw from a class
What happens if you fail to maintain status?

Your F-1 immigration status will be terminated.

• If you do not follow the rules, you will fall out of F-1 status.
• CIE is required to report students who are out of status to the Department of Homeland Security via the Student and Exchange Visitor Information System (SEVIS).
• If you fall out of status for reasons beyond your control, CIE may assist you in applying for reinstatement to F-1 status.
• You will lose all F-1 benefits such as the ability to apply for work authorization or a reduced course load.
Enrollment - Class Modality

**In-person**
You are required to meet regularly with a faculty member to complete the course requirements and attend lectures or other in-person interactive activities.

**Hybrid**
You are required to meet both in-person and online. Coursework should be primarily in-person.  
*Hybrid courses can be counted towards your F-1 full-time enrollment requirement as in-person courses.*

**Online**
You are required to complete *ALL* course requirements, lectures, or other activities online.
Full Course of Study - Graduates

Graduate students are required to enroll in at least 8 units per semester.

Online Course Limits
Only 1 online class can be counted towards full time enrollment per semester

- 3 classes at 3 units each (9 units)- 2 in person classes and 1 online class is full time- this is considered full time
- 3 classes at 3 units each (9 units)- 1 in person class and 2 online classes is NOT considered full time
- 4 classes at 3 units each (12 units)- 2 in person classes and 2 online classes- this is considered full time

• Summer is considered your vacation unless your last term
Full Course of Study - Undergraduates

Undergraduate students are required to enroll in at least **12 units** per semester.

**Online Course Limits**
Only 1 online class can be counted towards full time enrollment per semester

- 4 classes at 3 units each (12 units) - 3 in person classes and 1 online class is full time - this is considered full time
- 4 classes at 3 units each (12 units) - 2 in person classes and 2 online classes - is **NOT** considered full time
- 5 classes at 3 units each (15 units) - 3 in person classes and 2 online classes - this is considered full time

- **Summer is considered your vacation unless it is your last term**
Reduced Course Load

If you cannot enroll full time and you have a valid reason for immigration purposes, you may qualify for a Reduced Course Load (RCL).

- RCL’s have to be approved by CIE. Your academic department cannot approve an RCL but may need to provide CIE with verification regarding your RCL.

- RCL forms and verification should be submitted to CIE before the semester which you are applying for a reduced course load.

- Valid Reasons include:
  - Last term
  - Medical reason
  - Academic reason
Q. Can you take less than full time units during your final semester?

A. Yes.

If you have less than 8 (grad) or 12 (UG) units to complete your program in your last semester, with advanced approval from CIE, you will not be required to take in additional classes to be considered enrolled in a full course of study.
RCL- Medical Reason

• Medical Reason:
  – Allowed 12 months of Medical Leave during your academic program (valid for a semester at a time)
  – You must submit a letter from a U.S. Licensed medical doctor or clinical psychologist confirming there is a medical reason

• The letter does not have to state your specific condition, just that there is a condition and the doctor recommends not being full time
RCL- Academic Reason

Students are only allowed one Reduced Course Load for an academic reason per level of education.

Academic Reasons are defined as:

– Initial difficulty with the English language or reading requirements
– Unfamiliarity with U.S. teaching methods
– Improper course level placement

If approved for a Reduced Course Load due to an Academic Reason, you are still required to enroll in at least 6 units.
SEVIS Record Transfer

- Transferring into CSUEB
  - Students transferring from another institution where they had F-1 status must complete the transfer process within 15 days of the beginning of the semester. If you are a transfer student and have not done so, please email csueb.i20@csueastbay.edu immediately for details.

- Transferring out of CSUEB
  - If you are planning to transfer to another institution, please contact our office to initiate the process. We will need your permission and acceptance letter to release your SEVIS record to your new school
Grace Periods

• 60-day Grace Period
  - You have a 60-day Grace Period after completion of a course of study and any authorized practical training to prepare for departure from the United States or to transfer to another school or institution.

• 15-day Grace Period
  - An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the United States.

• No Grace Period
  - An F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for any grace period.
Travel

• What documents are needed for re-entry after travel?

  • A valid passport
  • A valid F visa
  • Signed/endorsed I-20
       o Recommend no older than 6 months
  • Recommend bringing
       o Transcript
       o Proof of registration for the following semester
       o Proof of finances
  • Check requirements regarding COVID tests and vaccines
Returning from Travel

Retrieve your new I-94 online: www.cbp.gov/I94

- You will receive a new I-94 record number for each entry into the USA
- Check all details are correct
  - F-1
  - D/S
- If something is incorrect, contact Customs and Border Patrol Deferred Inspections to get your I-94 corrected
Employment

On-Campus Employment

- F-1 students in valid status can begin on-campus employment as soon as they arrive on campus and find a job (no sooner than 30 days prior to the first day of classes).
- Employment is limited to 20 hours per week while school is in session.
- Students may work full-time on-campus, if their department allows it, during semester breaks and summer session (if you are not enrolled full time during summer).
- You are **not** allowed to work on-campus after you complete your degree program.
Off-Campus

- **ALL** off-campus employment must be approved in advance by CIE and/or the USCIS.
- There are limited opportunities for off-campus employment.

**Off-campus types**

1. Economic Hardship
2. Practical Training
   - Curricular Practical Training/Internship
   - Optional Practical Training
Employment – Economic Hardship

• Economic Hardship
  – You must have been in valid F-1 status for one academic year.
  – You must be in good academic standing.
  – You must have documentation of a change in your financial circumstances that is beyond your control.
  – Authorized by USCIS
  – See CIE for details.
Employment - CPT

• Curricular Practical Training/Internship
  – You must have been in valid F-1 status for one academic year.
  – You must be in good academic standing.
  – CPT must be an “integral” part of an established curriculum
    • “Integral” is defined as a position that is required for your academic program or an internship that has been approved by your academic department and the Internships office.

  – Involved Offices- Internship Site (Employer), CSUEB Internships Office, your major department and CIE

  – Authorized by CIE for immigration purposes
Employment - OPT

• Optional Practical Training
  – You must have been in valid F-1 status for one academic year.
  – Apply for 12 months of authorization. STEM majors can apply for an additional 24 months.
  – You may apply for another period of OPT after completion of a higher level degree or program.
  – You may apply for OPT as early as 90 days before completing your academic program or up to 60 days after completion.
  – Authorized by USCIS
Change of Address/Phone Number/Email

• A student must inform the DSO of any changes to his or her name or any change of address, within 10 days of the change.

• MyCSUEB must have current US Mailing Address and Foreign Address at all times!

• MyCSUEB must have your current phone number and email address also

• The address given must be a local, residential address and not a P.O. Box
Health Insurance

• It is mandatory for all F-1 students to have health insurance per CSU policy.

• You may not register for classes until you provide evidence of international student health insurance coverage for the duration of the semester for which you are trying to register.

• Submit evidence of health insurance coverage to csuebhealthinsurance@csueastbay.edu

• Make sure to have health insurance coverage at all times.

You will ALWAYS have a health insurance hold on your account based on your F-1 status. The hold will be moved term by term based on your purchase.
Health Insurance Hold

Click on “International Health Insurance” for details

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<th>Amount</th>
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<th>End Term</th>
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<th>End Date</th>
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<td></td>
<td>03/01/2012</td>
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<td>University Extension</td>
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International Health Insurance

Reason and Contact

- Description: CSU East Bay
- Start Term: Spring Semester 2024
- Start Date: 03/01/2012
- Reason: International Health Insurance
- Department: University Extension

Instructions
Students with F-2 Dependents

F-2 Dependents (Spouse or Children)

- F-2 Dependents I-20’s need to be signed for travel
- F-2 Dependents older than 18 cannot attend school full time
- F-2 Dependents can not work
- F-2 Dependents status is based on F-1 Student status
Taxes

International students are by law required to file taxes each year, even if you are not working.

- Form 8843 is required every year
  - Telling the USA government that you are in the USA and if you are working or not
- Form 1040 is required if you earned any money
  - From on or off-campus jobs

Most international students receive a refund from filing taxes if they were employed!

CIE are not tax experts so any tax related questions will have to be answered by a tax specialist. Additional information is available on the CIE Tax webpage.
Visa Revocation- Arrest Record

- Department of State will revoke (void) your visa following a conviction or an arrest for driving under the influence (DUI), driving while intoxicated (DWI), or a related criminal charge.
- You will be notified via email within a week or 2.
  - They email the email address you used when you applied for your visa.
- CIE does NOT get notified.
  - You should tell us if you get arrested so we can properly advise you.
- Having your F-1 visa revoked does not mean you have to leave the USA.
  - You can remain in the USA after your visa has been revoked as it does not affect your F-1 status.
- If you depart the USA, you will need to re-apply for an F-1 visa.
  - Will be referred to a Panel Physician who assesses for alcoholism or drug abuse.
  - May have to remain outside the USA for 1 year.
Visa Revocation- Marijuana/Weed/Pot

- Recreational use of marijuana is now legal in the state of California, however, FOREIGN NATIONALS ARE SUBJECT TO FEDERAL IMMIGRATION LAW WHICH MEANS MARIJUANA EVEN FOR MEDICAL PURPOSES IS NOT ALLOWED.
- Under federal immigration law, possession, transportation, giving away or offering to sell/transport/give away less than 30 grams of marijuana may be deportable offenses.
- Second possession, sale, cultivation, transportation, or giving away more than 30 grams can be an aggravated felony with severe and possibly lifelong immigration consequences.
- This may effect your visa status as with the DUI
- Avoid it to be safe!
Non-Smoking Campus

• NO Smoking is allowed anywhere on campus, even parking lots!

• “Smoke Free" includes
  – cigarettes,
  – pipes,
  – cigars,
  – e-cigarettes,
  – vapor devices
  – marijuana

• You will get a ticket if you are caught!

For more information visit csueastbay.edu/smokeandtobaccofree
Check In Procedure

You are required to "report" to the University so we can register your SEVIS record.

We refer to this process as "Check In". In order to complete your "Check In", please upload the following documents (pdf format preferred) using the QR code

1. New Student Information Form (You must provide us with a full U.S. address and US Phone number)
2. I-94- Please submit your I-94 Record obtained at www.cbp.gov/i94
3. Passport- Bio page of your passport

Please submit these documents as soon as you can
Other Important Information

**Horizon Email**- [https://horizon.csueastbay.edu/](https://horizon.csueastbay.edu/)
- University Email system. Please check this regularly! All communications to persons on campus should be sent from your horizon email
- Please include your NETID

**The Bay Advisor**- [https://www.csueastbay.edu/aps/the-bay-advisor/](https://www.csueastbay.edu/aps/the-bay-advisor/)
- System used throughout campus for students to book appointments with advisors (academic, immigration, special programs).

**Important Dates**- [https://www.csueastbay.edu/registrar/important-dates/index.html](https://www.csueastbay.edu/registrar/important-dates/index.html)
- Best source for deadlines and important dates. Updated every semester/term

**Health Insurance**-  
[https://www.csueastbay.edu/cie/f-1-students/new-students/insurance.html](https://www.csueastbay.edu/cie/f-1-students/new-students/insurance.html)
- Best contact is csuebhealthinsurance@csueastbay.edu
CIE ADVISING

- Advising is by appointment only
- Appointments can be hard to get at the beginning and end of the semester
- Appointments can be made via Bay Advisor
  - Use your NETID and password
  - You can cancel your appointment if needed
  - You will be marked “No Show” if you don’t attend.
    You will be locked out if you get 3 “no shows”
- Advising is currently via Zoom
  - CSUEB provides students with a Zoom login
How do you receive specific advice?

Center for International Education (CIE)
SF 102      Hours: Monday to Friday
25800 Carlos Bee Blvd     8am-5pm
Hayward, CA 94542-3021
Phone: 510.885.2880  Fax: 510.885.2787
E-mail: cie@csueastbay.edu
Website: www.csueastbay.edu/cie

Information and Updates on Social Media!
Facebook- CSUEBCIE
Instagram- csueb_international
Welcome and Good Luck!