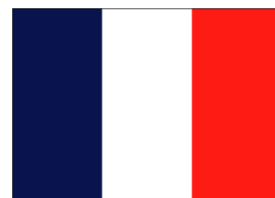
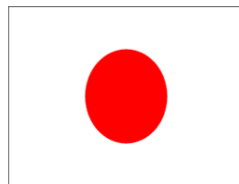




INTERNATIONAL STUDENTS HANDBOOK

Moody Bible Institute





Welcome to Moody Bible Institute! The International Student Office (ISO) is giving you this F-1 Status Informational Handbook to help you understand the immigration regulations of student status (F-1). This book has been revised only for Moody international students with F-1 visas and might not contain detailed information for those with other status or students from other school.

The first and most important thing for you to know is that **NO ONE ELSE IS RESPONSIBLE FOR YOUR STATUS BUT YOU**—not the school, your professors, administrators, ISO, or the designated school official (DSO). ISO can assist you but only if you follow the regulations and request assistance *in a timely manner*.

When you take a student status, it is an agreement with the US government to make normal progress of study and complete your program of study. While you are on student status, if you want to do other activities besides studying, you must have permission from the U.S. Citizenship and Immigration Services (USCIS) and document, which shows that you have permission.

I hope this handbook can be useful and helpful to maintain you F-1 status while you are here at Moody. Any additional information on F-1 status is available from ISO. I am pleased to offer information, counseling, and assistance on all federal regulations related to your student status.

Sincerely,

Pacharaporn Prukpitikul (Nok)
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Table of Content

1. Summary of F-1 Status Documents -----	pp. 4
2. Summary of F-1 Status Procedures -----	pp. 7-8
3. Summary of Employment for Students in F-1 Status -----	pp. 9
4. Severe Economic Hardship -----	pp. 12
5. Curricular Practical Training (CPT)-----	pp. 13
6. CPT employer Sample letter -----	pp. 14
7. Optional Practical Training (OPT) -----	pp. 15
8. F-2 Spouse and Minor Children -----	pp. 16
9. How to renew visa at a Border Post (Third Country National) -----	pp. 17
10. IL Driver's license -----	pp. 18
11. Other Services by ISO -----	pp. 19

SUMMARY OF F-1 STATUS DOCUMENTS

<u>I-20 --Certificate of Eligibility for Nonimmigrant (F-1) Student Status</u>	<u>Questions & Answers</u>
<p>To be kept with Passport. Issued by an authorized school, indicates admission to an educational program and certifies that the student has adequate financial resources to meet educational expenses.</p> <ul style="list-style-type: none"> ➤ Student signature indicates agreement with conditions of F-1 status ➤ Initial I-20 determines length of program of studies (just prior to expiration of I-20, an extension must be applied for) ➤ Indicates type of educational program ➤ Signature on back for travel; valid for 6 months while F-1 visa is valid (signature update within 6 months from the return date of a travel overseas) ➤ Record of transfers, program extensions, practical training, eligibility for travel recorded on the back of page 3; <i>new I-20</i> is required in certain cases. ➤ Dependent spouse and /or child(ren) are issued separate I-20s with individual SEVIS number and bar code with the F-1's information on page 1. <p><u>Visa</u></p> <p>An initial US visa may be obtained <u>only</u> at a US embassy or consulate overseas. It gives permission to apply for entry to the US (the right to “knock at the door” at a port of entry).</p> <ul style="list-style-type: none"> ➤ Type of visa issues (F-1, B-2, etc) ➤ Date issued and where issued ➤ Indicates the school name that student shall attend, although the same visa can be used in future if and when student transfers to another school ➤ Number of entries allowed (single, two, multiple, etc) ➤ Usually date of entry stamped with duration of status (D/S) ➤ May expire while student is in US without consequence—valid visa is needed only for re-entry into US ➤ IF visa has expired and student will travel, s/he needs a renewed visa for re-entry into US. <p><u>Passport</u></p> <p>Issued to the student by home country</p> <ul style="list-style-type: none"> ➤ Keep it valid for 6 months into the future; especially important if student will travel ➤ Passport number ➤ Renewals-a foreign consulate in US will issue new one ➤ Usually valid for five years and more from date of issuance 	<p>What is the I-20?</p> <p>When is your I-20 expiration date?</p> <p>If you need more time to finish the degree what must you do?</p> <p>When do you need the travel signature on page 3?</p> <p>What is your visa type?</p> <p>When is the visa expiration date?</p> <p>Are you illegal if you are in the US. with an expired visa?</p> <p>When should I renew my passport?</p> <p>Where can I renew my passport?</p>

I-94

Issued at the port of entry (or on the plane); Stapled with passport

- Shows immigration classification
- Length of stay = permission to remain in the U.S. continues for the duration of time that they maintain F-1 student status, which is the program end date on your I-20

*Duration of Status (D/S) also includes the 60-day grace period

In the past a **new I-94** will be given when you re-enter the country. Now US Customs and Border Protection (CBP) will provide each traveler with an admission stamp that is annotated with date of admission, class of admission and admitted until date. The electronic arrival/departure record can be obtained at www.cbp.gov/I94.

What is the I-94?

How do I obtain it?

When do I need I-94?

SUMMARY OF F-1 STATUS PROCEDURES

Maintenance of Status

F-1 students must meet certain obligations in order to maintain status. Maintaining status is necessary in order to receive the benefits of F-1 status such as employment on campus, practical training if non-ESL, and can be crucial to a successful application for adjustment of status.

- Keep the passport valid for 6 months into the future
- Attend the authorized school
- Carry a full course load (12 credits/undergrads, 9 credits/grads*) and make normal academic progress towards completion of program * (Maximum of 3 non-traditional credits, such as online or modular class or directed studies, is counted toward the full-course load per semester.)

***Full time enrollment (for Graduate students)**

*The immigration law mandates that F-1 students in the graduate program must maintain full course load in order to maintain their F-1 status. That means you will have to **take at least 9 credit hours/semester** (except for the summer semester). Out of these nine credits, minimally six of which must be in a traditional format (attending the classroom for the whole semester). Modular, online and directed study are considered **non-traditional** and can be taken, as long as you meet the requirement of the traditional classroom coursework. Please note that the credits of your modular, online and independent studies will be counted toward the semester that it was registered. With the directed study course, the credit will go toward the semester that official registration date falls. As for the modular, here are the guidelines:*

How many credits do I need to take every Fall and Spring to maintain the legal F-1 status?

How many of the required credits can be done via non-traditional format, such as online classes?

What happened if you drop some classes to less than the minimal requirement without any permission from ISO?

- The Oct modular is considered a part of Fall classes.
 - The January modular is a part of the Fall classes.
 - The March modular is a part of the Spring classes.
 - The June modular is a part of the Spring classes.
 (In the beginning of every semester when you have to fill out the immigration registration report on SEVIS link, be sure to calculate all of the credits you will be taking.)

****Please note that students who fail to maintain the full course load (not enrolling enough credits, or dropping off the classes without permission and being under 9 credits) may jeopardize their immigration status and cause them to be out of status. ****

- Complete transfer and program extension procedures in a timely manner, if necessary
- Refrain from unauthorized work
- When traveling aboard, always return in proper F-1 status
- If status not maintained, then student is “out of status” and must apply for reinstatement
- **Fulfill the reporting requirements to DSO and SEVIS in timely manner;**
 1. Report the SEVIS registration **within 15 days in the beginning of every Fall and Spring semester**
 2. Apply program extension **prior to the program end date**
 3. Notify reduced course load **prior to the start date** of the requested semester (esp. last semester)
 4. Submit a change of personal information such as change of name, address and etc. **within 10 days**
 5. Inform completion of program **within 21 days** prior to program end date on I-20
 6. Depart from the US in a timely manner (60 day-grace-period)
- Obey all state and federal laws

* **Exceptions to full course of study** are; (still requires of at least half-time enrollment; unless it is due to medical reasons)

- Academic difficulty, such as initial difficulties with English language or unfamiliarity with U.S. teaching methods, improper course level placement)
- Medical problem (documentation from appropriate medical official is required; not exceed 12 months)
- Final semester of a program of study (must be approved by DSO prior to the start date of the requested semester)

Study abroad: If the student participates in a study abroad program with Moody, he/she will be allowed to maintain the F-1 status from overseas (An advance notice to ISO is required).

How many days do I have at each new semester to fill out the SEVIS immigration registration form?

When must I apply for the program extension by?

When must I report my change of address?

When must I leave the country after graduation?

What are the exceptions to full course load rule?

What happens to my status if I do study abroad?

Transferring Schools

- Student notifies present school of intent to transfer and provide the current DSO with class start date at new school with new DSO's contact # to set the I-20 release date.
- The DSO can transfer the student at any time during the student's enrollment at the "transfer-out" school and during the 60-day grace period after completion of a program
- The students must begin classes at new school within 5 months
- The student must report to the new DSO within 15 days of the program start date as listed on the new I-20

Travel: Re-entry to the US after Travel Abroad

To Avoid Problems for student re-entering the US, make sure that s/he has the following items:

1. Valid passport
2. Valid F-1 visa
3. I-20 with an International student advisor (DSO)'s **signature that is less than 6 months old**. Please note that the I-20 says that each signature is good for one year but in practice it is best to get it signed within 6 months. Plan ahead.
4. Proof of finances (optional but recommended)
5. Unofficial transcript or proof of class registration (optional but recommended)

In case you forget to get the I-20 signed or forget to carry the I-20 with you when traveling, you may contact ISO to mail you another copy of I-20 (you will be responsible for the mailing fee and there is an extra fee for misplaced I-20.) In some cases, Control and Border Patrol (CBP) may allow you to enter the country with the I-515A form, which you must fill out and mail back to them within 30 days.

F-1 Visa Renewal (more detail on page 15)

In addition to the above items, also carry with you:

- visa renewal support letter issued by ISO

Note:

- You **cannot** obtain a new visa while in the U.S. Visas are issued only at U.S. consulates **outside** the United States.
- Third country issuance of visas carries some risk.
- Find out how long it will take to get a visa application appointment at a U.S. consulate and schedule an appointment ahead of time, if possible. Go to <http://usembassy.state.gov>

What must I do to transfer to another school?

What do you need to have at the airport when re-entering the US?

What happened if I do not have the I-20 or forget the signature update?

What do I need from school to renew the visa?

➤ **Automatic Visa Revalidation** allowed in certain cases; Short trips (30 days or less) to Canada, Mexico, and the Caribbean islands other than Cuba do not require an unexpired F-1 visa for re-entry into the U.S. As long as you do not attempt to renew your visa, you will be qualified to enter the USA. (Please note that some students may need a visitor visa to enter the country of Canada, Mexico or Caribbean islands. Please check first). (See page 19)

Duration of Status (D/S)

An F-1 student is admitted to the United States for a period known as “Duration of Status” which is recorded on his/her entry documents (I-94 and I-20) with the notation “D/S.” It refers to:

1. The time during which you are pursuing a full course of study and making normal progress toward completing that course, plus
2. The time you may be working in authorized “practical training” after you complete studies (if you qualify and are so authorized), plus
3. **Grace-period/** 60 days to depart the country for the normal process with completion of study; 15-day is applicable to student with authorized withdrawal: If student fails to obtain authorization prior to withdrawing classes, s/he is required to depart the U.S. immediately or you may be subject to 3 to 10-year bar).

Note: If you are unable to complete your program of study by that date, consult with your international student advisor (DSO) before the indicated program end date on old I-20. If you are eligible for an extension of your time limit, DSO will assist you to comply with extension requirements.

Extension

The student who has maintained the legal F-1status, make a normal progress toward completing the education program, but are unable to finish the degree by the date originally given on the I-20 may apply for the I-20 extension.

- Print out the Program extension recommendation form
- Fill out part A and bring it to an academic advisor (from Academic Records). They will indicate the new expected program completion date
- International Student Office will issue a new I-20 with the new program end date

Note: The student must apply for the I-20 extension **prior to** the end date on the I-20. If extension is not filed in time, student is ineligible for F-1 benefits, including class enrollment and employment (on and off campus). An immediate consultation with International Student Office is necessary.

When is it alright to re-enter the US with an expired passport?

What is the grace period?

How long do you have to leave the US, if you get dismissed?

Where can you locate the program extension form?

Overview of Employment for Students in F-1 Status

Eligibility and Application Requirements

A basic requirement for all types of employment is that you must maintain continuous and lawful F-1 status.

Definition of “Employment”

“Employment” is work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. If you receive no pay or other benefit for an activity, it may be considered to be “volunteer work” instead of employment.

Categories of F-1 Student Employment

On-Campus Employment “Incident to Status”

Work on your campus is usually permissible if it meets certain requirements. Immigration regulations state that this employment is automatically authorized for any student in lawful F-1 status.

<ul style="list-style-type: none">➤ May work 20 hours per week while school is in session; full time during vacation periods➤ On campus or on school’s premises; including on-location commercial firms providing on-campus services, off-campus location which is educationally affiliated with the school and integral part of the student’s educational program, such as the Moody Bookstore➤ Not permitted after completion of program except for practical training, if approved by HR	How many hours am I allowed to work?
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Off-Campus Employment

An F-1 student may be authorized to work off-campus on a part-time basis after having been in F-1 status for one full academic year provided that the student is in good academic standing as determined by the international student advisor. It is limited to no more than twenty hours a week when school is in session. Students may work full-time during holidays or school vacation. The employment authorization is automatically terminated whenever the student fails to maintain status.

There are four categories under off-campus employment, as follows:

1. Internship with an International Organization If you are maintaining lawful F-1 status and want to participate in an internship with a recognized international organization, such as the United Nations or the World Bank, you may obtain written permission to engage in this work. You must maintain your F-1	How long do I have to a student for before applying to any of these four?
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student status while employed by such an organization.

2. Severe Economic Hardship

If other employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student’s control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student’s source of support, medical bills, or other substantial and unexpected expenses.

3. Curricular Practical Training (CPT)

Some work experiences that are an important part of your study program may be considered “CPT.” It can be defined as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. The student must have an offer of employment before applying for CPT. It can be done on a part-time basis (no more than 20 hours per week) or a full-time basis (40 hours per week or more). Any student who works for one year or more in full-time CPT is not eligible for OPT.

4. Optional Practical Training (OPT)

You may be eligible to be employed in a job, which is directly related to your major field of study for up to one year. Such employment may take place at any location in the United States. It falls into two main categories: (1) pre-program completion OPT in which employment is done while you are still in school; and (2) post-program completion OPT in which employment is done after you have completed your study program.

What are the four types of off-campus employment?

Caution

While immigration regulations provide a variety of opportunities for you to be employed during your time in F-1 status, working improperly or without authorization is a serious violation of your status. You should therefore consult with international student adviser before taking up any employment. It is your responsibility to comply with all immigration regulations that apply to F-1 students. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

Employment for F-2 Dependents

Immigration regulations prohibit all employment for F-2 dependents (spouses and children of F-1 students). However, F-2 may engage in part-time study that is avocational/ recreational in nature.

Employment Eligibility Verification

When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (Form I-9), which the employer retains and apply for social security number.

Tax Concerns

Your earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or **before April 15** of each year. Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld. A Tax workshop will be offered in February and March by ISO.

On-Campus Employment, School Transfer and Completion of Study

If you intend to enroll at the new school for the next regular academic term or session, you may continue on-campus employment at your first school until your current I-20 is release to the new school. You can begin employment at transfer-in school immediately SEVIS I-20 is released and 30 days prior to the start of classes. Please note that if you do not intend to continue further study in the United States, you may not be employed on campus after you have completed a program of study unless you have applied for and been granted with OPT.

SEVERE ECONOMIC HARDSHIP

The USCIS considers severe economic hardship to be employment authorization resulting from situations that are unforeseen and beyond your control. It may include loss of financial aid, a significant devaluation of your home currency, or unexpected changes in the financial condition of your main sources of support, the death of financial sponsor (8C.F.R§ 214.2(f) (9) (ii) (c)).

Eligibility	<ul style="list-style-type: none"> ❖ Have been in F-1 for one full academic year, be in good academic and legal standing, and carry a full course of study ❖ Demonstrate evidence of unforeseen economic hardship and that on-campus employment opportunities are not available or insufficient ❖ Establish that the employment will not interfere with full-time study
Location	Off-campus employment but no specific prohibition on on-campus
Duration	<ul style="list-style-type: none"> ❖ Granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter ❖ Authorization ends if a student transfers schools
Hours per week	<ul style="list-style-type: none"> ❖ Limited to 20 hours/week while school is in session ❖ Can be full-time during official school breaks
Field/Level of work	<ul style="list-style-type: none"> ❖ Can be in any job, not necessarily related to program of study
Offer of employment	<ul style="list-style-type: none"> ❖ Not required
Effect on Other work	<ul style="list-style-type: none"> ❖ None
Approval Process	<ul style="list-style-type: none"> ❖ Must apply for EAD ❖ May begin employment after receiving EAD
What to submit	<ul style="list-style-type: none"> ❖ Proof of unforeseen hardship ❖ Unavailability or insufficiency of on-campus employment ❖ 2 passport photos ❖ Form I-765 ❖ Application fee of \$380 ❖ New SEVIS I-20 with a DSO's recommendation for employment ❖ Copy of I-94, passport ID page ❖ Submit to the USCIS Service Center with adjudication

Curricular Practical Training (CPT)

The regulation states that curricular practical training must be “an integral part of an established curriculum.” They define CPT as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” (8 C.F.R§ 214.2(f) (10) (i))

Eligibility	<ul style="list-style-type: none"> ❖ Have been in lawful status as a full-time student for one full academic year, unless the student’s graduate program requires an immediate CPT experience ❖ The training is a requirement of the program and/or receive course credits
Location	Student may engage in CPT only for the <u>specific</u> employer location and period approved and recorded by the DSO in SEVIS
Duration	<ul style="list-style-type: none"> ❖ Depends on the specific period granted by the DSO ❖ No cumulative maximum
Hours per week	<ul style="list-style-type: none"> ❖ Limited to 20 hours/week while school is in session ❖ Can be full-time during official school breaks
Field/Level of work	<ul style="list-style-type: none"> ❖ Must be an integral part of an established curriculum, in the student’s course of study (related to student’s field of study)
Offer of employment	<ul style="list-style-type: none"> ❖ Must have an offer of employment from a specific employer offering work that qualifies as CPT
Effect on Other work	<ul style="list-style-type: none"> ❖ Use of full-time CPT for one year (365 days) or more eliminates eligibility for OPT
Approval Process	<ul style="list-style-type: none"> ❖ Must receive written authorization from DSO in SEVIS ❖ Must receive new I-20 with notation before work begins
What to submit	<ul style="list-style-type: none"> ❖ Employment verification letter on employer’s letterhead ❖ Academic advisor’s form or a letter from the department head ❖ Copy of class registration for current semester (internship credits enrollment)

SAMPLE LETTER

April 2, 2013

To Whom It May Concern,

DL Moody has been offered a summer position with YouthWorks and this position will be viewed as a paid internship for his school requirements. We are very excited and blessed to have DL join our staff this summer.

Please see the enclosed contract that DL was offered, with further details on his summer commitment.

Thank you.

Nok Prukpitikul
YouthWork! Inc.

April 17, 2013

Dear School Administrator,

Rolling Hills Community Church would like to extend a formal invitation to DL Moody, for a summer internship.

DL will be working in our Student Ministries department, reporting directly to Pastor Billy Graham. This internship will last from mid-May through mid-August. We are excited to be working alongside DL to further the Kingdom.

If you have any questions, please call me at 312-329-4199.

God bless,

Tommy Lee
Executive Pastor
Rolling Hills Community Church

Optional Practical Training (OPT)

OPT is a temporary employment for practical training **directly related to the student's major of study**, for a maximum of 12 months per educational level. Its purpose is to complement your academic work.

Eligibility	<ul style="list-style-type: none"> ❖ Have been in lawful status as a full-time student for one full academic year ❖ Available both before and after completion of a degree
Location	The employment may occur anywhere in the United States
Duration	<ul style="list-style-type: none"> ❖ Cumulative maximum of 12 months per educational level ❖ Part-time training counts at one-half the full-time rate (For example, if you work for 10 hours per week for two months, you will have used one month of OPT) ❖ If the program of study is in Science, Technology, Engineering and Mathematics (STEM), the student may be eligible to extend OPT to 29 months in total. ❖ If the student applies for the change of status to H1B, he/she will be qualified for Cap Gap extension.
Hours per week	<ul style="list-style-type: none"> ❖ Limited to 20 hours/week during the student's studies ❖ Full-time during official school breaks and after course-completion
Field/Level of work	<ul style="list-style-type: none"> ❖ Must be directly related to student's field of study and commensurate with the student's educational level
Offer of employment	<ul style="list-style-type: none"> ❖ No job offer is required, however, the student will be subjected to 90 days of unemployment after OPT starts.
Approval Process	<ul style="list-style-type: none"> ❖ Submit the application as early as 90 days before the program completion date or within 30 days afterwards. ❖ Must apply for and receive an EAD from USCIS before work begins
What to submit	<ul style="list-style-type: none"> ❖ Complete internal school OPT request forms <ol style="list-style-type: none"> 1. Academic advisor's OPT recommendation form 2. Student information sheet ❖ Two passport photos ❖ I-20 with DSO recommendation for OPT (photocopy) ❖ Completed form I-765 ❖ Application fee of \$380 ❖ Previous EAD (if applicable; photocopy) ❖ Copy of passport ID page, I-94, old I-20's ❖ Submit them to the USCIS Service Center with jurisdiction

Authorization May Not Be Rescinded or Deferred. Once authorization to engage in OPT is granted and the EAD is issued, it may not be rescinded, canceled, or deferred. This means that after OPT is authorized, unexpected delays in completing degree requirements, inability to find an appropriate job, or loss of a job may reduce the time you have available for work.

F-2 Spouse and Minor Children

I-20

The F-2 spouse and minor children of an F-1 student shall each be issued an individual SEVIS Form I-20.

Employment

The F-2 may not accept employment in any circumstances.

Education

The F-2 spouse of an F-1 student may not engage in full time study, and the F-2 child may only engage in full time study if the study is in an elementary or secondary school (kindergarten through twelfth grade). The F-2 spouse and child may engage in study that is avocational or recreational in nature. Avocational or recreational in nature is defined as study to pursue a hobby or if the study is that of an occasional, casual, or recreational nature.

An F-2 desiring to engage in full time study, other than that allowed for a child, must apply for and obtain a change of nonimmigrant classification to F-1, J-1, or M-1 status.

An F-2 spouse violates his or her nonimmigrant status by engaging in full time study and subjected to reinstatement or deportation.

Temporary Driver's license

The spouse of student (F-2) may apply for the US temporary visitor driver's license (TVDL)

Requirement:

- Have to be non-US citizen
- Have authorization by USCIS
- Visa has to be current
- Not eligible for Social security number (a letter from SSN office stating that they are not eligible for SSN)
- Authorized to be here (in the USA) at least one year and have at least 6 months remaining
- Valid passport
- I-94
- Pass written test and road exam

Location: Secretary of State Facility, Chicago West, 5301 W. Lexington St. Chicago, IL 60644 (Tuesday and Friday only) Call 312-793-1010. For other location, call the facility ahead of time or go to http://www.cyberdriveillinois.com/departments/drivers/drivers_license/tempvisitordl.html

Limitation: Only 90 days before expiration to renew, no earlier (you must redo it all over again). Good for 6 months to 3 years (depending on the D/S). When status change occurs, things may become complicated, even the pending application. It may be delayed if they have problems verifying the applicant's status.

How to renew a Visa at a Border Post

Any third country national (TCN) present in the United States who wish to apply for a nonimmigrant visa at any of the border posts in Canada or Mexico must plan far ahead for visa interviews. Please spare a few extra days for the return trips.

First, check the Consulate website for any restriction(s) before scheduling for a visa appointment <http://mexico.usembassy.gov/visas.html> and https://usvisa-info.com/en-CA/selfservice/ss_country_welcome. US consular offices are located in Calgary, Halifax, Montreal, Ottawa, Quebec City, Toronto, Vancouver, Ciudad Juarez, Matamoros, Tijuana and more. Students from some countries are required to apply for a visa to travel to Canada first (Temporary resident visa) before applying for the F-1 visa renewal in Canada. For more information, please go to <http://can-am.gc.ca/detroit>. To schedule the F-1 visa application in Canada, you may also call 877-341-2441.

Applying for the new F-1 visa in Canada

Applicants can also book appointments via the Internet at <http://canada.usvisa-info.com>. Each appointment costs US\$160, which will be charged to a major credit card. Applicants are advised to have their credit card information handy. Please note the passport/visa return will be done via DHL—2-3 days after the visa interview.

Applying for the new F-1 visa in Mexico

Please note that the US Consulates in Mexico do not accept people who have changed status from B-1, B-2 or VWP (visa waiver) to any other nonimmigrant classification (such as F-1).

Who can be Issued a Visa at a Border Post

Individuals who have ever been out of status in the United States because they overstayed their Duration of Status are not eligible to apply at a border post. In other words, if they have remained in the United States longer than the period authorized by the immigration officer when they entered the United States in any visa category, they must apply in the country of their nationality. Consular officers at border posts will deny visas whenever they believe there are fraud indicators present, or their lack of knowledge of local conditions and familiarity with documents in the third country prevents them from properly adjudicating the case.

What to bring (This information can also be found at the US consulate website)

You must present the following when you apply for a visa, regardless of your age.

1. A Verification letter from International Student Office
2. Form DS-160, electronic application for nonimmigrant visa
3. An MRV fee receipt to show payment of the visa application fee (\$160)
4. One photograph (2 inch square)
5. Passport which is **valid for at least six months**. Bring also the older passports containing previous visas
6. Your I-20 (with travel signature update)
7. Proof of continued enrollment at Moody and/or an unofficial transcript
8. Proof of financial documents
9. Proof that you have paid your SEVIS fee (receipt of I-901 fee payment from the past)
10. Documents that demonstrate your “nonimmigrant intent” such as proof of ties/residence in country outside the U.S.
11. Any previously issued I-20, older passports containing previous visas/ Documents substantiating previous legal status in U.S.

US Driver's license

No known legitimate "international driver's license," though some costs \$5-500. However, there are **international driver's permits**, which provide a translation of the valid home country Driver's license. You still need to carry along **the original driver's license**.

- International driving permits are obtained in the driver's home country. *While lack of a translation does not invalidate a home country license, having one makes it easier for law enforcement to assess the home country DL's validity.*
- The law states that people can drive on their country driver's license, until it is expired. (Vice versa, US students get translation of US driver license when traveling overseas.) Check with your country consulate and see where you can get it translated. Notary public is not enough.

1. To apply:

Moody student may apply in person at the Chicago Central facility:

100 West Randolph St., Concourse level, Chicago, IL 60601 Monday thru Friday 8:00 AM to 5:00 PM. The basic fee for Driver's License is \$30.00.

For more information please check

http://www.sos.state.il.us/departments/drivers/drivers_license/home.html

2. You are required to take 2 exams:

1. *A written exam* (plus a vision screening)—study the road/rule book beforehand
2. *A driving exam* (AKA Road test), done at suburb facilities

Here are the websites of which you can obtain the rules and more guidelines

- <http://www.cyberdriveillinois.com>
- http://www.cyberdriveillinois.com/departments/drivers/drivers_license/home.html
- http://www.cyberdriveillinois.com/publications/rules_of_the_road/rrtoc.html (the road/rule book) To request a free road book, contact 312-814-2975 or [ziberdriveillinois.com](http://www.cyberdriveillinois.com)

Note: Since late '90, there are three countries with special treaty agreement (waive testing, both written and road test). They still need the SSN and a vision test. Citizens of **Germany, Italy and France** must go to the consulate and get a letter head and a zeal verifying a valid driver license and that this individual is here for temporary basis—study, work/business. The **Canadian students** will need their: I-94, Passport and the I-20

3. Items to bring for the DL application:

First time IL Driver's license card applicant must present:

Group A--Written Signature

- USCIS Form (I-20)

Group B--Proof of Date of Birth

- Valid passport

Group C--Social Security Number

- Social security card (Note: a denial letter from Social security office is not acceptable).

Group D--Residency/Personal Data (Bring two documents)

Example of residency may be, but are not limited to the following: Lease agreement, utility bill, vehicle registration card, a letter from Res Life.

Other Services

In addition to the basic immigration assistance, we also provide **other services** to the students and institute such as:

- ❖ **A monthly ISO newsletter**
(sent to both International students and MKs)—upcoming events, birthdays and many interesting articles
- ❖ **Winter Clothes shopping**
for new students
- ❖ **Flag ceremony** Founder's week/Mission conference
- ❖ **Culture Fair**
- ❖ **Essay Contest**
- ❖ **Support raising workshop**
- ❖ **Job search workshop**
- ❖ **OPT session** (Sep and Jan)
- ❖ **Tax session** (Feb)
- ❖ **Graduation/End of year party**
- ❖ **Going Home/ Reverse Culture shock workshop**
- ❖ **Annual field trip**
- ❖ **Supporting student activities with ISF** (new International Student Orientation, social functions, chapels, Christmas party, graduation party, movie night, International Night, outings, etc.)
- ❖ **Future project: Speaker Bureau** about their country and culture to schools in Chicago

Please contact us if you need assistance with:

- ❖ Adjusting to the U.S. culture and classroom (we can help contact you with ISF student group and free tutoring services)
- ❖ Finding a church
- ❖ Finances (we have a support letter writing workshop)
- ❖ Host homes during the holidays, such as Thanksgiving and Christmas
- ❖ Listening ears and prayer support



Graduation party



Field Trip to Michigan



Tea Party
(Haiti presentation)



Thanksgiving dinner



Social Event



Flag ceremony