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INTERNATIONAL STUDENT HANDBOOK

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BOB JONES
UNIVERSITY

LEARN. LOVE. LEAD.

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Introduction

This handbook serves as a special supplement to the regular Student Handbook. We want to do everything possible to help you feel at home and make the most of the opportunities available for you here at BJU.

What Do I Need to Understand About Culture Anxiety?

When a person crosses from his or her home culture into another culture, there is normally a period of adjustment that is sometimes referred to as “culture anxiety.” In simple terms culture anxiety is the feeling that comes when you realize that the habits and patterns of life that have always worked for you since childhood are suddenly no longer effective. Daily activities that were once very routine now require thought and planning because you are doing them in a place where another language is spoken or where the process for such activities is different.

During the first few days in your new setting, you will likely find many things to be unusual and intriguing. You will be filled with interest about the new culture. Within a few days or weeks, however, the pressures of constantly using a second language or stopping to think before accomplishing routine tasks will begin to produce mental exhaustion. At this stage you will likely become irritable and discouraged. The reality of the difficulty of living in this new place may begin to feel like a heavy burden, and you may have an overwhelming sense of homesickness and feel inclined to withdraw from activities. But this response would be a mistake. Culture anxiety makes you feel like running away, even if only to your own room or your own thoughts. Embrace the opportunities God has given to you, and be patient with yourself and with others. Do not expect adjustment in one week. Eventually, you will make sufficient adjustments and create new routines so that the burden does not seem so heavy.

After a while the feelings of culture anxiety will pass, and you will accept the differences between American culture and your home culture. The key to surviving culture anxiety is to accept your feelings without rejecting the changes that you are experiencing. You should share your feelings with a friend who is also an international student and has gone through culture

anxiety before you. It may help to stay in touch with your home culture by reading a newspaper from home on the internet or by finding a store that sells food that is familiar to you. If you feel overwhelmed by life in America or at BJU in particular, please contact the staff in the Center for Global Opportunities about your experiences. The staff there will understand what you are going through and will be able to offer advice.

Where Can I Go for Help?

The principal sources for assistance on campus are the Center for Global Opportunities, the Office of Admission, the Human Resources Staffing Services, the Academic Resource Center and the Financial Aid office. Most of these student services offices are located in The Hub in the Student Center.

Center for Global Opportunities

The Center for Global Opportunities is located on the first floor of the Alumni Building. The CGO staff will generally be the first people you should contact regarding any questions or problems. The CGO staff will answer your questions or direct you to the person or office that can best assist you.

Office of Admission

The coordinator for international student engagement is located in the Office of Admission in the Student Center. This coordinator is the person to contact with any questions regarding visas, employment authorization on or off campus, travel or maintaining immigration status as a student. The coordinator maintains current information about government regulations and policies relating to students from outside the United States.

Human Resources Staffing Services

The Human Resources Staffing Services manager (or one of his or her staff members) can assist you with campus job-related issues, including obtaining a Social Security card. Please note that F-1 students may work only on campus for BJU, Inc. or BJU Education Group or for organizations on campus that provide services directly to our students (such as Aramark in the dining common, Den, or Cuppa Jones).

Academic Resource Center

Your first-year advisor is in the Academic Resource Center, which is located on the second floor of the Alumni Building. Your advisor will help you create your course schedule and is available to you for academic coaching. If you are an ESL student, you will also want to talk to the Accommodations Supervisor who can give you longer time to take your tests.

Financial Aid Office

The Financial Aid director can answer questions regarding your account, earnings from campus work, and student loans or scholarships.

How Can I Get Along With My Fellow Students?

Adapting to life in a new culture is always challenging. You have left behind many of the details of life that are comfortable and familiar to you. In addition to learning a different language and getting used to different foods, you will need to make numerous adjustments. Understanding some basic aspects of American culture is a good place to start.

First, most Americans have a limited understanding of the ways and customs of other countries because they have had relatively little contact with people from outside the United States. Be prepared to encounter people who know little about your home country or its customs, and use this reality as an opportunity to teach others about your homeland. Most Americans are curious about other cultures and will enjoy asking questions about life in your country. They will enjoy hearing you explain some of the characteristics of life in your culture—such as holidays, traditions, politics and native religions.

Next, you should be aware of some of the priorities of American culture. Examples of these priorities include:

Punctuality

Generally, Americans live on a schedule and make appointments for many of their daily activities. Events begin and end at predetermined times. It is always good to arrive several minutes before the scheduled time for events

such as chapel, classes, or appointments with teachers or other school officials. Americans expect appointments to begin promptly at the scheduled time. If you are unable to be on time, you should notify the individual you are supposed to meet that you will be late. Punctuality is a high priority at BJU, so please be on time.

Friendship

Americans enjoy meeting people and engaging in small talk. Small talk involves a simple discussion about the weather or an exchange of opinions about current affairs. Americans are typically friendly to strangers and offer to shake someone's hand as a sign of greeting. In many cases Americans will be friendly to everyone but will develop strong friendships with only a few individuals.

Casual acquaintances. Casual acquaintances are simple relationships that involve little or no commitment. Most people will have dozens of casual acquaintances. They are very friendly to these individuals but do not really pursue a deeper friendship. Their conversation centers on non-personal topics.

General friendships. General friendships are stronger than casual acquaintances and involve more openness about personal matters. Friends in this category spend time together engaging in extracurricular events. Most of the people in someone's circle of friends know the person's other friends as well. General friendships typically develop because of mutual activities or interests.

Close friendships. Just as in other countries, close friendships in America develop slowly over time. Most students have close friendships with only two or three other people. They share their secrets and reveal their innermost thoughts to one another. Friends in this category seek one another's advice and make decisions based on how their actions will affect one another.

Individuality

Americans place a high value on individualism. Throughout America's history, rugged individuals have forged their way into new and unexplored

territory. Because of this reality, Americans esteem those who stand out from the crowd or who set high goals and achieve them. As a result, they have a strong attitude of competition in many areas of life. In class students tend to be competitive regarding their grades. Many teachers will post students' scores so that students can know how they compare to others in a particular class. Though most Americans are more alike than they realize, many prefer to behave, dress and think differently from their peers so that they can be considered "unique individuals."

Equality

Even though they value individuality, Americans believe all people are equal in value and dignity. For example, they have the custom of forming a line for goods or services. To "cut" into line in front of others who are already waiting is considered rude and unacceptable. Any show of preference to an individual based on his social position or level of income is considered wrong and unfair.

Although Americans value equality, they are sometimes guilty of prejudice—that is, they occasionally have cautious attitudes toward an individual or group based on certain assumptions regarding country of origin or ethnicity. In reality all societies, cultures and individuals have prejudices. Be assured that prejudice toward other people because of country of origin or ethnicity is not tolerated at BJU. If you believe you are being treated wrongly because of prejudice, you should contact the Center for Global Opportunities immediately to discuss the situation.

Privacy

Americans enjoy privacy, both physically and mentally. It is never acceptable to look through another person's belongings without permission. Most Americans enjoy being alone on occasion. You should respect another person's desire to be alone or to keep his thoughts private.

Language

Because most American students speak only English, they tend to be uncomfortable hearing people carry on conversations in other languages. It is always acceptable to speak privately in your native tongue, but you should avoid publicly conversing in a language other than English. You

will, of course, also improve your own English language skills by disciplining yourself to speak in English.

Dating

In general, Americans do not practice arranged marriages, and most Americans do not practice formal courtship, in which a man declares his intention to marry a woman before courtship begins. Conservative Christians generally take a serious approach to relationships between the sexes by limiting dating to older teens and by preventing the dating couple from being alone together. The dating guidelines at BJU reflect this conservative position.

How Can I Get Along With the Faculty?

The faculty members at BJU are dedicated to helping you succeed in your educational pursuits. They are sacrificial in their service and devoted to their ministry. Unlike most other universities in America, BJU is a Christian institution that values pleasing God above all else. Your instructors see themselves as ministers for the Lord, not just as academicians. During your time at BJU you will no doubt grow to love your teachers and will develop strong friendships with many of them.

Respect

As a general rule, Americans are more casual regarding the relationship between students and professors than are people from other countries. It is not necessary to stand when a teacher enters the room. Faculty members dress in business attire, and students are expected to address their professors as Dr. or Mr./Ms./Mrs. followed by his or her family name (for example, Dr. Smith or Mr. Jones).

Responsibility

Responsibility is a key value in the classroom. On the first day of each new class, the professor will distribute a syllabus and/or an assignment sheet. Follow the instructions carefully to make sure that you complete the expected assignments on time. If you do not understand the assignment sheet, speak with the professor or ask a fellow student to

explain it to you. When visiting a professor you should go to his or her office during posted office hours or make an appointment. Arriving at the scheduled time is extremely important.

Responsiveness

Any communication (email, note, or official notice in your residence hall post office box or by phone) from an administrator, professor or staff member should be responded to quickly since the information may be time-sensitive. If you have any questions about how to properly respond to an official notification, contact the Center for Global Opportunities staff for direction.

What Do I Do if I Have Questions About My Courses?

When you have questions about your course, please contact your professor. Additionally, your first-year advisor will be happy to discuss your studies with you and give helpful recommendations. Several other options for students who need special academic help include:

Academic Resource Center

All students are expected to meet regularly with the first-year advisor. They are located in Room 213 in the Alumni Building. The Academic Resource Center assists students to achieve academic excellence by providing services and resources that support each student's academic goals.

Academic coaches help students to strengthen their specific academic skills—such as time management, study and test-taking skills, note-taking, and goal-setting—when they meet their students each week in first-year seminar.

Study groups provide a forum for students to work together to reinforce their understanding of specific course content.

Tutor referral assists students who are seeking individualized tutoring sessions for specific college courses.

Technology Resources assists students and faculty by providing technical support for personal computing devices. This service also offers advice and

guidance for selecting and using instructional technology equipment and applications.

Academic Accommodations provides a personalized support system for students with documented disabilities by establishing reasonable academic accommodations and offering individualized academic assistance.

The **Writing Center** supports students in the development of writing skills by guiding them through the writing process.

See the Academic Accommodations supervisor for information about who qualifies for these accommodations and the procedure that needs to be followed.

Extended Test Time

ETT (which includes both tests and quizzes) for ESL students will be granted ETT based on the student's academic classification each semester:

- Freshman: 40% extra time
- Sophomore: 30% extra time
- Junior: 20% extra time
- Senior: No extra time

Testing will notify students via their BJU email during the first week of classes each semester of their ETT status.

Qualifications for ESL Status

Students who meet both of the following qualifications will be given ETT:

- Identify as ESL during the admission process
- Attended a non-American school or attended an American school for less than two years

Procedures for ESL Students Seeking ETT

- An ESL student seeking ETT must request an ETT accommodations testing letter for each class from Academic Accommodations before receiving ETT on any test.

- Requests for ETT accommodations testing letters are made through the Academic Accommodations page. The Academic Accommodations page is found at success.bju.edu.
- The student will be notified via BJU email when his or her letters are ready to be picked up from Academic Accommodations (Alumni 213). The student will deliver the letters to his or her professors.
- When a student wants ETT for a specific test or quiz, he or she should deliver an accommodations test form to the professor at least one day in advance of the test or quiz. Accommodation test forms may be picked up in the Academic Resource Center (Alumni 213).
- The professor will verify that an ETT accommodations testing letter was previously delivered to him or her by the student. The professor will then fill out the accommodations test form and deliver the test with the form to Testing (Alumni 208). All ETT tests are to be taken on the original test day or by the end of the next day by 5 p.m. This policy also applies to Friday tests since Testing is open on Saturdays.

Exceptions to Granting ETT

There will be times when a professor will not allow for ETT. Tests that contain less than 50 percent of written words are exempt from ETT (e.g., tests that are comprised of mathematical equations).

ETT Committee (Appeals Committee)

ESL students may request an exception to the policy guidelines for ETT by submitting a request to the ETT Committee. Submissions are made through the Academic Accommodations office.

Requests may be made for the following exceptions:

- Review of the percentage of extra time the ESL student is assigned
- Review of the student's ESL status (e.g., a student who was not assigned ESL status who believes he or she qualifies for ESL status)

The committee will review the request and make a determination to grant the request. If either of the requests is granted, the committee will inform

Academic Accommodations of its decision, and accommodation testing letters will be provided for the student. The student will also be notified via BJU email of the decision made by the committee.

If you have any questions regarding the procedures for ETT, please contact:

Academic Accommodations Supervisor

Academic Resource Center

Office: Alumni 213

Phone: (864) 242-5100, ext. 8202

Center for Advising and Career Services

Career Services helps students and alumni prepare to enter the workforce by offering career counseling, resume advising, recruiting events and employment opportunities.

Class Attendance

The University's mission includes instilling responsibility, dependability and punctuality in students to prepare them for success. A prerequisite to success in any endeavor is "showing up." When you make class attendance a priority, you facilitate learning and your performance in a variety of ways. Thus class attendance leads to academic success and development of healthy life habits. Missing class may lead to irresponsibility and difficulty in keeping up academically and may impact course grades and/or degree completion in a timely manner.

The Class Attendance Policy in the Student Handbook makes clear to students expectations in regard to class attendance and the consequences of failure to fulfill these academic responsibilities. International students who exceed class absences are withdrawn from the course. A student under the 12-credit requirement will jeopardize his visa status and his enrollment at Bob Jones University.

What Activities Should I Be Involved In?

While your primary goals for your time at BJU should be academic, there are a variety of activities on campus or in town that may be of special interest. Involving yourself in these activities is an important part of your education at BJU.

Local Church Attendance

A list of local churches is posted on the University's intranet. In addition to these churches, some international students may attend a church in the surrounding area that worships in their mother tongue. If you become aware of a church that is not on the University's list of churches and would like to know if you may attend there, please check with the director of Ministry Training in Dean Hall of the Alumni Building.

Outreach Ministries

Students are encouraged to go out from the campus to take the Gospel to others. There are dozens of outreach ministries available for student participation. Frequently, international students have opportunities to use their home language to serve the Lord in an outreach ministry. Contact the Center for Global Opportunities in the Alumni Building for further information.

Missions Advance

This student organization meets two nights a week to pray for missionaries around the world. International students bring understanding about other cultures and spiritual needs from faraway places. Students who are considering missionary service often find that a conversation with an international student is a part of what God uses to direct them to service in a particular part of the world.

International Student Organization

This student organization is composed of international students, missionary children and students interested in learning about different cultures represented in the student body. The ISO has hosted a variety of activities both on and off campus, from dinners and culture nights to

games and an end-of-year fashion show. Join this community of students to help you feel at home while here at BJU.

Friendships With Individuals From Your Home Country

In many cases there are other students at BJU who are also from your country or from a similar culture. The Center for Global Opportunities can supply you with information about other international students. In addition, there are often people living here in Greenville who may speak your language or may be from your culture. Sometimes it is possible to meet with such people to talk about your homeland. You may be able to give a Gospel witness in these circumstances.

Where Can I Go to Find Work?

Opportunities for employment are limited for most international students because of visa restrictions. In most cases, however, students may work on campus for the University. Human Resources Staffing Services can assist you in finding available jobs on campus. Several other considerations regarding employment in the United States include:

Obtaining a Social Security Card

In the United States, a valid Social Security card is required to have a job and earn wages. After you have been in the United States for 10 days, you can apply for a Social Security card at the Social Security Administration. BJU's Human Resources Staffing Services office can assist you with the process of obtaining this card.

Paying Taxes

F-1 students are subject to withholding for federal and state income taxes and in most cases must pay taxes on a part of their income.

F-1 students are not subject to Social Security or Medicare taxes and should have none withheld.

F-1 students who work on campus generally complete IRS Form 1040NREZ, Form 8843 and the South Carolina Form SC1040 when they

file tax returns (which are due annually on April 15). For current tax forms, please visit the Student Employment website at protect.bju.edu/wiki/x/wpFj.

Human Resources Staffing Services cannot assist you with questions regarding filling out tax forms; however, they can refer you to someone who can help you.

How Should I Handle My Money?

Carolina Alliance Bank (a local bank) has been especially helpful to our students. You may open a Carolina Alliance Bank account with your BJU student ID card. Carolina Alliance Bank has an office conveniently located near our campus, and a cash withdrawal machine (ATM) is located in The Den.

Our contact person for Carolina Alliance Bank is Cindy Hanson. Below is her contact information. Feel free to reach out.

Cindy Hansen
Assistant Vice President / Branch Manager

937 North Pleasantburg Dr.
Greenville, SC 29607

(864) 233-6915 Office

(864) 312-3647 Direct

NMLS# 1178512

www.carolinaalliancebank.com

Required Identification

In order to open a bank account, you will need to show a BJU student ID card and one other valid form of identification, such as your passport.

Initial Deposit

You will also need to make an initial deposit. The amount required for the initial deposit will vary with each bank.

Cashing/Depositing Checks

In most cases checks drawn from another U.S. bank require several days to process. Checks drawn from an international bank will generally take about two weeks to process. Funds will not be available until the processing procedure is complete.

Funds Transfer/Wiring Funds

Once a bank account has been established, it will be possible in most cases to transfer funds electronically from an international bank in your country to a local bank in the United States. Though such transfers are quickly completed and the money is immediately available, it is the most expensive means of depositing money from your country into a local account. In most cases both the bank sending the money and the bank receiving the money charge a fee (approximately \$30 each) for this service.

What Housing Is Available for Me?

On-Campus Housing

Most students will find the best housing arrangement is to live on campus. BJU requires unmarried students under 23 years of age to live in the residence halls. Even for those students who are eligible, living off campus is not always a good option, since you would need to provide your own transportation and meals. The costs, as well as the inconvenience of traveling each time you wish to use the library or attend a meeting, make living in the residence halls the best choice for most students. It is highly recommended that all international students live in the residence halls for their first year at BJU while they make the adjustment from their home country. Married students and those who are 23 years old or older who choose to live off campus should refer to the following section.

Off-Campus Housing

For available housing, please go to www.universityyardsale.com.

Most off-campus housing in the Greenville area will require a **deposit** equal to the amount of rent for two months, and many places also require you to pay the **rent for the first and last months** before you can move in.

Utilities (water, electricity, sewer, garbage collection) are sometimes (but not always) included in the monthly rental fee. Make sure you know what your financial obligations are before agreeing to rent a house or an apartment. It will be your responsibility to contact the various utility companies to arrange for service to be initiated. A deposit is generally required for new service. To arrange for electricity service you can call Duke Energy at (800) 777-9898 or fill out their online form at www.duke-energy.com/south-carolina/moving.asp. To arrange for natural gas service you can call Piedmont Natural Gas at (800) 752-7504.

Telephone service is not included in the cost of renting a house or an apartment. If you wish to have telephone service in your home (as opposed to using a cell phone), you will need to make arrangements to receive telephone service by contacting one of several telephone companies that provides service to this area (e.g., AT&T (888) 757-6500 or www.att.com).

Although most rental houses and apartments have a stove and refrigerator, not all have laundry facilities. In addition, most do not come with furniture. Fully furnished apartments or houses are sometimes available at a higher price.

Most rental agreements are in the form of a **lease**. A lease is a binding legal contract that states that you agree to pay the rental fee for a specified period of time—usually six months or one year. If you move out before that time period is complete, you will forfeit your deposit and may be obligated to continue paying the monthly rental fee for the duration of the time of the lease. Make sure you know what you are agreeing to before signing any lease agreement. Read it carefully and get advice from someone you trust.

In many cases there are government regulations regarding how many **children** can sleep in each bedroom. If you have several children, be sure to ask about these regulations before making an agreement or signing a lease.

What Do I Need to Do to Drive a Car?

In order to drive a car in the United States, you will need a valid driver's license.

If You Have a Driver's License From Your Home Country

If you have a driver's license from your home country, you may use it for a few weeks, but you will need to get a South Carolina driver's license to continue driving here.

Please complete Form 4030, which can be found online at www.scdmvonline.com/DMVNew/forms.aspx. You will also need a translation of your driver's license done by a school official. Please contact the Registrar's Office in The Hub to obtain the name of a faculty member qualified to translate this document.

If You Do Not Have Any Driver's License

If you do not have any driver's license, you will need to pass the South Carolina state driver's test. Contact the Saluda Dam Road Department of Motor Vehicles at (864) 241-1147 or (803) 896-5000 for more information. Various forms for the Department of Motor Vehicles, including a copy of the Driver's Manual in English or Spanish, are available online at www.scdmvonline.com/DMVNew/forms.aspx.

What You Need to Get a Driver's License

To get a South Carolina driver's license, take the following items to the Department of Motor Vehicles located at 15 Saluda Dam Road in Greenville:

- I-20, I-94, visa and passport
- A letter from an insurance company stating that you are insured to drive and that your insurance meets South Carolina state law requirements
- An enrollment verification letter from BJU's registrar (obtain at The Hub desk) stating you are a full-time student or dependent

NOTE: Your address and all other information must be correct in StudentCentral before the registrar can complete this letter. Letter requests should be made at least 48 hours before needed. However, there are some times during the year when requests will require more than the normal two-business-day processing period. Check with The Hub desk early to avoid delays. Letters from the coordinator for international student engagement in the Office of Admission are not accepted at the DMV except for students on their Optional Practical Training.

- A Social Security card or a letter of denial from the Social Security Administration (For more information about obtaining a Social Security card, contact the Social Security Administration at (800) 772-1213.)

What Should I Know if I Have Children?

Several factors should be kept in mind if you are a parent whose children live with you during your stay in the United States.

Education

The education of children is required by law. The U.S. government places great importance on education and therefore requires children 18 years and under to regularly attend school, whether that school is a public school, Christian school or homeschool. Bob Jones Academy is an excellent choice for the education of your children. You should make arrangements to speak to the principal (overseer) at the school where you plan to enroll your child in order to obtain more information about the enrollment process. Be prepared to show a record of your child's immunizations as well as evidence of past educational performance.

Safety

While secular movies often portray life in America as violent and dangerous, you will find most areas to be safe and tranquil. Because children are especially vulnerable to crime, however, it is wise to keep your children near you when you go out together to shop or for recreation.

What Should I Do if I Need Health Care?

Doctor

A Student Medical Advice Line is available at (864) 455-9327; it provides access to qualified nursing advice by phone 24 hours a day. This service is provided at no charge to students by the Greenville Health System under contract with BJU. The sole purpose of this service is to help students identify the appropriate medical treatment option for their illness or injury. You can find more information on the BJU intranet under the Life at BJU tab. Search in the Student Information section for how to use the medical advice line, lists of local medical providers, and frequently asked questions.

Dentist

If you need dental services, you should contact Dr. Brown's office at (864) 408-8873. This dentist serves the needs of many individuals in the BJU community and offers excellent care at reasonable rates. His office is located off campus across the street from front campus.

Hospital Care

Students who need more extensive medical care may qualify for financial assistance through the Greenville Health System. To request an application for assistance contact:

Patient Financial Services
255 Enterprise Blvd., Suite 210
Greenville, SC 29615
(864) 454-8611

The GHS will send instructions and a form for you to complete. In order to process your application, you will need:

- A copy of last year's income tax returns (if applicable, both federal and state)
- A copy of a payroll check or proof of current income for each employed family member
- A copy of your property assessment if you own a house
- A copy of your rent receipt if you rent or lease

Vision Care

The following is a list of vision care specialists in the Greenville area:
America's Best

617 Haywood Road
Greenville, SC 29607
(864) 627-9500
2.6 miles from campus

Keith Anderson, OD
4010 E. North St.
Greenville, SC 29615
(864) 292-0262
2.5 miles from campus

Michelle M. Cooper, OD, PA
24 Potomac Ave.
Greenville, SC 29605
(864) 277-4420
5.4 miles from campus

Eastside Eye Care
2411 Hudson Road
Greer, SC 29650
(864) 268-4204
4.8 miles from campus

Harmon's Opticians
2720 Wade Hampton Blvd., Suite B
Greenville, SC 29615
(864) 268-4335
2.5 miles from campus

JCPenney Optical
Haywood Mall
700 Haywood Road
Greenville, SC 29607
(864) 297-7445
2.6 miles from campus

LensCrafters
Haywood Mall
700 Haywood Road, Suite 100
Greenville, SC 29607
(864) 234-7200
2.6 miles from campus

Sears Optical
Haywood Mall
700 Haywood Road
Greenville, SC 29607
(864) 234-1139
2.6 miles from campus

Spectrum Lasik
2 Maple Tree Court, Suite B
Greenville, SC 29615
(864) 297-8777
5.3 miles from campus

Walmart Vision and Glasses
3027 Wade Hampton Blvd.
Taylors, SC 29687
3.3 miles from campus

International Student Insurance

All international students are covered under the Smart plan provided by International Student Insurance. The charge for this plan is already included in your tuition bill. You may print your insurance identification card and find other important claims documents from the BJU Student Zone online, www.internationalstudentinsurance.com/schools/bob-jones-SZ. For questions about enrollment in this plan or opting out (for intramural sports players who need a plan that covers sports injuries), contact the Coordinator for International Student Engagement in the Office of Admission. For questions about in-network providers, getting health care or filing a claim, contact the Center for Global Opportunities in the Alumni Building.

What Should I Do During Designated Breaks?

Students are expected to book flights within the limits set by the University for beginning or ending a semester as well as the start and end dates of designated breaks. We expect students to depart and return to Greenville within the designated times and fulfill required classes, activities or work obligations. Class absences are to be used for the intended purposes stated in the Student Handbook and are not to be used to extend a designated break.

Many international students find that the most difficult times of the school year for them are the break periods (Thanksgiving, Christmas, spring break and summer) when most students go home. International students may consider several options for these times:

Go Home

Some international students are able to travel back home to be with family and friends during these times of extended break from classes. Because the cost may be prohibitive, however, most international students will be able to travel home only occasionally during their studies at BJU. Some students will not be able to go home at all until their education is complete.

Go to a Friend's Home

As you make friends with fellow students, it is likely that someone will invite you to spend time with him or her during a school break. Most Americans enjoy having international visitors in their homes. Doing so provides an opportunity to exchange ideas and information about one another's cultures and traditional holiday celebrations.

Work

Students can apply to work on the BJU campus nearly year-round, pending job availability (check with Human Resources Staffing Services). The dining common is closed for Thanksgiving, and the campus is completely closed during the weeks of Christmas and New Year's. International students can earn extra money by working on campus during the summer break.

Study

Online classes provide opportunities to get ahead on your degree program. Summer is a good opportunity to take courses from BJUOnline; there are two online summer sessions: May–June and July–August.

Housing arrangements at the end or beginning of the semester for students who are not working full time or attending class full time should be made through the dean of men's or dean of women's office and are intended for only short stays. If you need housing at times other than the end or beginning of the semester, you should contact the Welcome Center. In both of these situations, the cost to stay in a residence hall is \$50 per day.

What If I Want to Obtain an Advanced Degree?

Before making plans to pursue an advanced degree at BJU, please make an appointment to speak to the registrar. Your undergraduate academic record, your financial status with BJU and the condition of your visa will need to be considered to determine if you may continue further studies. Remember that anytime you change your level of education you need to obtain a new I-20 reflecting your new program of study. See the coordinator for international student engagement in the Office of Admission as soon as you begin to make plans to pursue additional education.

Some graduate students at BJU obtain a position as a graduate assistant (GA). Serving as a GA involves working for BJU 19 hours per week while semesters are in session and taking approximately 10 hours of classwork.

Where do I go if ... ?	Answer	Page(s)
I need help in a class.	Course teacher and/or first-year advisor (Alumni Building, Room 213)	7–10
I need help reading English.	Academic Resource Center (Alumni Building, Room 213)	7–10
I need a tutor.	Academic Resource Center (Alumni Building, Room 213)	7
I need a campus job.	HR Staffing Services (Student Services Hub)	12
I need help managing my finances.	Financial Services (Student Services Hub)	12–13
I need housing.	www.universityyardsale.com	14–15
I want a driver's license.	South Carolina Department of Motor Vehicles (864) 241-1147	15–16
I'm sick.	Student Medical Advice Line (864) 455-9327 and/or local doctor's office	17–20
I am having trouble adjusting to life here.	Center for Global Opportunities (Alumni Building, first floor)	1–2
I have questions about my immigration documents.	Coordinator for international student engagement (Student Services Hub)	23–40
I need advice about my major.	Transition advisor (Alumni Building, Room 213)	7–8
I need transcripts.	Registrar's Office (The Hub) or www.bju.edu/transcripts	

Where do I go if ... ?	Answer	Page(s)
I want to work off campus.	Coordinator for international student engagement	

What Do I Need to Know About Immigration?

Please consult the appendix for basic immigration information. It outlines the U.S. Department of Homeland Security (DHS) regulations. Any questions regarding the regulations should be directed to the coordinator for international student engagement in the Office of Admission.

While in the United States as an international student, you need to know and abide by DHS regulations. You were issued Form I-20 by BJU when you were admitted as a student. You used this form when applying for F-1 student status. **It is your responsibility to stay in status and meet all the requirements of the U.S. Department of Homeland Security.**

In the past, international students have occasionally failed to properly handle their business with DHS and jeopardized their opportunity to stay in the United States. In addition, their negligence has sometimes hurt the good relationship that BJU tries to maintain with DHS. DHS may withdraw its approval from any American university, thus prohibiting it from enrolling any international students, if it feels that immigration regulations are not being closely followed by the students or by the university. It is therefore very important to carefully follow DHS policies while in the United States. We will do our part to assist you when we can.

The address for the Citizenship and Immigration Services office is listed below and is provided for your information only. Please check with the coordinator for international student engagement in the Office of Admission before making a trip to this office.

Citizenship and Immigration Services
Greer Field Office
501 Pennsylvania Ave.
Greer, SC 29650

You can locate this office and make an appointment by going to www.uscis.gov/about-us/find-uscis-office/field-offices/south-carolina-greer-field-office. **Directions:** Turn right out of BJU's front entrance onto Wade Hampton Boulevard. Go approximately 8 miles. Turn right onto West Poinsett Street. Go 0.4 miles. Turn right onto Pennsylvania Avenue.

Basic Immigration Information

This information is provided to help you understand U.S. immigration regulations from the U.S. Department of Homeland Security (DHS).

International Student Regulations & Maintaining Status

DHS is our country's immigration authority. This department has three branches:

USCIS: The U.S. Citizenship and Immigration Services is responsible for most of the application and petition adjudications.

ICE: The Immigration and Customs Enforcement is responsible for immigration investigations, detention, removal, intelligence and SEVIS (Student and Exchange Visitor Information System).

CBP: The Customs and Border Protection is responsible for immigration inspections at U.S. ports of entry, for the Border Patrol and for Customs Service.

SEVIS Reporting Requirements

All institutions approved to operate an F-1 program are required to maintain information and documents on F-1 students and their dependents in SEVIS. In addition, they must make reports through SEVIS each term upon the occurrence of certain events and upon the request of DHS.

NOTE: International students include those from Canada. BJU will report the following:

- A change in a student's or dependent's legal name
- A change in a student's U.S. address
- A student who has graduated early or prior to the end date on his or her Form I-20
- A student's full-time enrollment every semester in residence
- Any change in a student's status
- Disciplinary action taken by the school with a student as a result of a conviction for a crime or a school infraction
- Any student who drops below a full course of study without prior approval from the registrar
- Any student who has failed to maintain status or complete his or her program (e.g., withdrawing from school during a semester)
- Any student who has failed to enroll

Maintaining F-1 Student Status

1. Report to the coordinator for international student engagement for SEVIS registration upon arriving at the University. Bring the following items with you (including items for any dependents):

- Passport
- Visa (if applicable)
- Form I-94 www.cbp.gov/I94
- Form I-20

If any updates to these documents are made during the year, please send a copy to the coordinator for international student engagement.

2. Attend the authorized school on your Form I-20 and **do not let your Form I-20 expire.**

3. Carry a full course of study and make normal academic progress toward completion of your program. During a semester students need to carry a minimum load of 12 credit hours (undergraduate students), 10 credit hours (graduate students) or 9 credit hours (graduate assistants).

An exception to the full course load may be granted only once for academic difficulties or certain medical conditions. Make an appointment with the coordinator for international student engagement **before** you drop any class that takes you below the minimum hours.

4. Report to the coordinator for international student engagement any of the following changes within 10 days (you are ***required by law*** to do so):
 - Major
 - Financial information
 - Address or residence hall room
 - Legal name
 - Graduation plans
 - Extension(s) of your degree
 - Additional degree plans (e.g., bachelor's to a master's)
 - Any change of plans before you leave for the year
 - School transfer (All transfers to other SEVIS-approved schools must be completed within 60 days of your last day of study at BJU.)
5. Keep continuity in your program of study. An absence from the United States or any other academic break of more than five months terminates F-1 status.
6. Work as specifically authorized under immigration regulations. Nineteen hours of on-campus work during the academic year is permissible with F-1 status. Any campus work over 19 hours during the academic year (the last week of August through the first week of May, including Thanksgiving, Christmas and spring breaks) or

unauthorized work off campus (e.g., babysitting)—even if it is not reported to the Social Security Administration for tax purposes—is a violation of status.

7. When traveling abroad, always return in proper F-1 status. It is not legal for you to enroll in classes if you are in B tourist status.
8. Keep your passport valid for six months into the future.
9. Requests for an extension of stay and Curricular (CPT) or Optional Practical Training (OPT) will first need to be approved by the registrar, filed with the coordinator for international student engagement and made in a timely manner. Any official request with USCIS (e.g., for Optional Practical Training) takes a minimum of 90 days to process. These requests need to be made **at least one semester in advance**. Students must apply for OPT no earlier than 90 days prior to the completion date on the I-20 and no later than 60 days after the completion date on the I-20.
10. Obey all state and federal laws.
11. International students who complete a program and receive a degree are given a 60-day grace period during which they may make plans to leave the country. No work or study is allowed during this time. If you withdraw from school during a semester, your grace period is 15 days. If you are asked by the University to leave for any reason, you do not have any grace period.

You will be out of status if you fail to comply with any of the F-1 student status regulations. A reinstatement request is costly and will not be granted for willful failure in any of these regulations.

Financial Requirements if Changing Degree Levels at BJU

Before beginning an advanced degree (e.g., bachelor's to a master's), a new financial document (an affidavit and a bank statement showing sufficient funds for a year of study) needs to be presented because an advanced degree is an extension of your program and will require proof of sufficient finances.

Travel and Form I-20 Signatures

You will need the signature of the coordinator for international student engagement, valid for one year at a time, on Page 2 of your Form I-20 in order to travel and return to the United States. Travel consultations are generally held the final two weeks of each semester; watch for an announcement from the coordinator for international student engagement giving dates and times.

If you fail to make an appointment and miss seeing the coordinator for international student engagement for a travel consultation, your Form I-20 will not be valid for travel and you will not be able to return to the United States. Even if you are not planning to travel over Christmas break or summer vacation, *it is strongly recommended that you have a valid signature for travel at all times* so that your Form I-20 will be valid in the case of an emergency or an unexpected opportunity for you to travel.

***Scenario 1:** The date is June 12, and Jane has just discovered she can fly home for two weeks to visit her sick father. She did not make an appointment to have a travel consultation in the spring because she thought she would not be going home during the summer. Since this new opportunity arose, she calls the coordinator for international student engagement asking for a signature. Will she be eligible for a signature to travel?*

***Answer:** No. She failed to get a signature during the available travel authorization time.*

***Scenario 2:** The date is April 15, and John is ready to finish classes for the year and enjoy a summer at home. He looks at his Form I-20, which he had signed this last November by the coordinator for international student engagement. The signature is valid until next November. Does he need to get another signature now that it is April?*

***Answer:** No. Since the signature is valid for one year, he can travel and return on the November signature. He will need another signature next November.*

Scenario 3: Bob made an appointment with the coordinator for international student engagement in June of last year to get a new SEVIS Form I-20, and the signature on Page 2 is dated June 25. He will be going home for the whole month of June and will be returning July 1. It is now April. Should he get a new signature on his Form I-20, even though the current signature is valid until June 25?

Answer: Yes. April is his last chance to get a new signature since the current signature expires in June.

Scenario 4: Lucy will not be going home at all this Christmas. Although she had a signature last December, she is sure she will not need it this November since she will not be traveling. Is she required to get a new signature this November?

Answer: Yes. **All students need a valid signature for travel at all times.**

Additional Questions to Consider Before You Travel Out of the Country

- How long will you be out of the United States? If more than five months, your F-1 status will terminate.
- Is your visa still valid? If yes, until when? If no, is a new Form I-20 required?
- Is your passport still valid? Your passport should be valid for six months into the future at all times. If your passport is about to expire, you will need to apply for an extension. Please see your country's embassy webpage for extension instructions; extensions can usually be given up to one year in advance of and one year after the expiration date on your passport.
- When you return, will you still be working on the same degree? If not, notify the coordinator for international student engagement within 10 days of any change.
- Is your funding still the same and can you prove you have sufficient finances to study in the United States? If not, notify the coordinator for international student engagement within 10 days of any change.

- Have you applied for OPT? If yes, you will need the following documents to travel: your Employment Authorization Card, your I-20, the signature of the coordinator for international student engagement (valid for only six months at a time during OPT), a valid student visa, and a letter from your company stating you are employed and plan to resume employment after travel.

Traveling on an Expired Visa

Your visa is your key for entry into the United States and may expire without consequence. Some students receive a three-month, one-time-only entry visa that expires immediately after they enter the United States. You may stay in the United States on an expired visa as long as your I-20 is valid (i.e., you maintain full-time study, follow all F-1 regulations and have not reached the expiration date on the I-20). If you travel outside the United States on an expired visa, you will need to apply for a new student visa abroad before you return. Student visas cannot be granted from within the United States but must be applied for abroad. Before you make plans to travel on an expired visa, consider that a new visa could be denied and you would be unable to return to the United States. Sometimes it is better to stay in the United States and complete your degree first rather than risk traveling on an expired visa. A new visa application often takes one month or more, so do not plan to travel to obtain a new visa during the academic year. Under certain circumstances, you can be granted automatic extension of visa validity and reenter the United States provided you traveled only to Canada, Mexico or the adjacent Caribbean islands for 30 days or less. Canada and Mexico have distinct entry requirements of their own. Since any travel on an expired visa can be risky, always see the coordinator for international student engagement for advice first.

F-1 Status

An F-1 visa and F-1 student status may be granted to an alien “who is a bona fide student qualified to pursue a full course of study” (Immigration and Nationality Act 101) at an academic institution authorized to admit foreign students. When applying for an F-1 visa, the individual must prove to the United States Consular official that he or she wishes to enter the United States temporarily and solely for the purpose of study and that the

applicant has a permanent residence in a foreign country that he or she has no intention of abandoning.

SEVIS I-20

This is a document issued by the school certifying the admittee is eligible for an F-1 visa to attend the institution. The reporting date, degree level, major field of study, English proficiency and financial support information are all specified. **A student is required to complete his or her degree program on or before the date specified on his or her I-20 form.**

Permission to extend the I-20 must first be given by the registrar.

Furthermore, this form is a permanent record of any entries, school transfers and USCIS adjudications on the student's behalf.

When the student enters the United States, his or her entry is recorded on U.S. Department of Homeland Security computers on the student's electronic SEVIS record; each subsequent entry and exit is then entered on the student's electronic SEVIS record.

Passport

This is a travel document that certifies the bearer's identity (including an affixed photograph), country of citizenship and date of birth. It carries an expiration date; some countries specify the expiration date while others indicate the issue date and length of validity (e.g., "valid for five years from date of issue"). Visa stamps and records of entry and exit from other countries appear within the document. **You must maintain a passport that is valid for a period of no less than six months** unless you are exempt from passport requirements.

Visa

This is a stamp or sticker applied to the passport that authorizes the bearer to **request** entry into a country not his own. U.S. visas are issued by **U.S. embassies and consular posts abroad**. The visa bears a number, shows the name of the bearer, specifies the type (F-1), and gives the date of issue and the date of expiration.

Holding a U.S. visa does not guarantee admission into the United States. It merely indicates that the bearer has been interviewed by a consular officer

abroad and has satisfied the interviewer of his or her intent and eligibility for the visa. A final determination of eligibility to enter the United States is made at the port of entry by the U.S. immigration inspector.

A U.S. visa cannot be issued or extended in the United States. It is issued only to certify eligibility to enter, and **so the visa may expire without consequence** while the student is in the United States. **If a student leaves the United States after his or her visa expires, he or she will need to secure a new visa while abroad.**

Permit to Stay (Form I-94)

This document is issued to every temporary visa holder who enters the United States and defines the visa holder's admission status and length of stay. I-94 forms are automated (except for land entries) and can be obtained from www.cbp.gov/I94. A student's I-94 should give the classification "F1" for student and "D/S" for duration of stay. In other words, students are admitted into the United States for as long as they are studying full time and maintaining student status.

Duration of Status (D/S)

Duration of status means the period during which the student is pursuing a full course of studies in an educational program (e.g., elementary or high school, bachelor's or master's degree, doctoral or post-doctoral program) and any periods of authorized practical training plus 60 days within which to depart from the United States. **No employment is permitted during this 60-day period if the student intends to leave the country.**

An F-1 student at an academic institution is considered to be in status during the summer if the student is eligible and intends to register for the next term.

Reentry

If you want to reenter the United States as a nonimmigrant student after a temporary absence (less than five months), you must secure the signature of the coordinator for international student engagement on your I-20 and be in possession of the following:

1. A valid student visa, unless you are exempt from visa requirements
2. A passport valid for at least six months
3. A current SEVIS I-20 (This form must be current before you leave the country.)

If the signature on Page 2 of your SEVIS I-20 will be more than one year old when you return to the United States or if you do not have a signature on Page 2, see the coordinator for international student engagement during travel authorization time the final two weeks of each semester to get a valid signature.

School Transfers

If you intend to transfer to a different institution approved to accept international students, you will need to tell the coordinator for international student engagement of your intentions. Many schools will give you a transfer form at the completion of the admission process and will ask you to contact your current coordinator for international student engagement. Please give these forms to the coordinator for international student engagement. The coordinator will give you a transfer out form to complete as well (see example on Page 38).

An Important Word About Employment

Please understand that the F-1 visa has strict limitations regarding work and severe consequences for work violations. Only 19 hours of on-campus work for BJU, Inc., BJU Education Group or Aramark is allowed when school is in session. The 19-hour campus work restriction is in place the final week of August through the first week of May including Thanksgiving, Christmas and spring breaks. Without specific authorization from DHS, you may not work off campus.

Work is defined as any services given with any compensation in return. Compensation may include (but is not limited to) cash pay, free food, free housing, a tuition “gift” or other non-monetary gift(s), even if it is not reported to the Social Security Administration. Examples of unauthorized work off campus include babysitting, house-sitting, yard jobs, weekend or

summer Christian camp work, paid church ministries, and tutoring, even if these activities occur on campus (since they are not paid by BJU).

If you are involved in unauthorized work situations, BJU is expected to terminate your SEVIS record for a work violation, and you will be deported from the United States. You will be under a 10-year ban from reentering the United States, and it is likely you may never obtain a U.S. visa again.

A Social Security card is not an off-campus work authorization. There are a few situations when off-campus work may be authorized. For example, you may be allowed to work off-campus for an internship situation (Curricular Practical Training) or the one-year allowance of work after graduation in a field related to your area of study (Optional Practical Training). To receive authorization to work off campus, you will need to make appointments to see the registrar and the coordinator for international student engagement. In most cases work authorization also involves making application to U.S. Department of Homeland Security (DHS), paying a fee and waiting for an Employment Authorization Card. When approved you may work only during the valid dates of your work authorization and only in the specified field related to your area of study.

These policies are mandated by DHS regulation. You may receive requests to babysit, help a Christian camp or tutor. Please resist the temptation to participate in these work situations unless you have the proper authorization required from DHS.

Scenario: *Mark is a new international student from Mexico. The local church down the road is starting a Spanish ministry and asks if he would be willing to translate. Mark is a Bible major and thinks it will be great experience, but every so often the church surprises him with a small gift from the offering for his ministry. It is just a few dollars cash that would help him get a haircut and do his laundry, and it is not reported to the Social Security Administration. Is this acceptable?*

No. Mark is providing services (Spanish translation) and receiving compensation in return (cash). This is unauthorized employment.

Optional Practical Training

Optional Practical Training may be either pre-completion (that is, before one's degree is completed) or post-completion (for one year following the completion of a degree program). OPT must be directly related to the student's major area of study and commensurate with the degree level. Applications should be made at least 90 days prior to completion of the course of study. The student must be recommended for Optional Practical Training by the designated school official, who will certify on form I-538 that the proposed employment is directly related to the student's field of study and commensurate with the student's educational level. Permission for Optional Practical Training must be received from the registrar. A 24-month STEM extension is available for qualifying science, technology, engineering and mathematics majors; a STEM extension requires that the graduate be working for an E-Verify employer. Nursing does not come under the STEM extension; see the U.S. Department of Homeland Security list of approved degrees online.

Checklist for Practical Training

ELIGIBILITY

- Student has been maintaining a full course load for a minimum of one full academic year.
- Student is classified as F-1 at the time of application.
- Student is maintaining status.
- Employment is related to student's major field of study.

PROCESSING

- I-538
- I-765 and two passport-style photos
- SEVIS I-20
- \$410 application fee*

U.S. Citizenship and Immigration Services

For U.S. Postal Service (USPS) Deliveries:

USCIS Dallas Lockbox

P.O. Box 660867

Dallas, TX 75266

Fee Schedule

I-515 Notice to student admitted without I-20—no fee

I-538 Notification by designated school official for non-immigrant student program extension, school transfer, or to accept or continue employment—no fee

I-539 Application to extend status/change nonimmigrant status—\$370*

I-765 Application for employment authorizations—\$410*

*Fees subject to change without notice.

The payment of fees must be made in the form of a cashier's check or money order made payable to USCIS.

F-1 Student Employment: A Comparative Chart

Type	Limitations & Requirements	How to Obtain
On-campus Employment	May work up to 19 hours per week during the academic year (final week of August through the first week of May including Thanksgiving, Christmas and spring breaks). May exceed the 19-hour limit during the summer break.	Comes with the privilege of F-1 status.
Curricular Practical Training	Must be full-time student for nine months prior, excluding graduate students. No limit on hours to be worked per week; maximum training should be less than one year. Training must be in student's field and required in curriculum.	Designated School Official (DSO) grants the SEVIS I-20.
Optional Practical Training	<p>Must be full-time student for nine months. May work 20 hours per week during academic year, 40 hours per week during summers/holidays or if completed degree or all but thesis/dissertation. Overall length of training—maximum one year. Not available to students who completed one year of curricular practical training.</p> <p>A 24-month extension of OPT may be available to qualifying STEM degree graduates.</p>	<p>DSO recommends on I-20 and sends I-765 to Texas Service Center.</p> <p>Student files I-20 and I-765 and pays \$410 filing fee with USCIS.</p> <p>Student obtains Employment Authorization Document (EAD).</p> <p>Student sends copy of EAD to DSO.</p>

Transfer Out Form

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Steps:

1. Notify the coordinator for international student engagement of your intent to transfer to a new school. BJU must update SEVIS regarding your intent to transfer.
2. Complete and submit this form along with the admission letter and transfer request form given to you by the school to which you intend to transfer.
3. The new school will issue an I-20 to you after the release date that you indicate below (provided that you have completed the other admission requirements).

Please note:

- Although you may be applying to multiple new schools, BJU is permitted to indicate only **one** transfer school in SEVIS.
- If you decide to cancel your school transfer, you must notify the coordinator for international student engagement **before** your transfer release date. Once the transfer release date has been reached, BJU will no longer have access to your SEVIS record.

Please complete the information below and return it to the coordinator for international student engagement.

(Please Print)

Family Name: _____ First: _____ Middle: _____

SEVIS ID: _____ Student ID number: _____

Please list the complete name of the school to which you intend to transfer, including campus location if applicable:

New school code in SEVIS: _____

Name of advisor at the new school: _____

New school phone: _____ Fax: _____

Date you plan to begin your studies at the new school: _____

Date you would like your SEVIS record released from BJU: _____

(Please note: The transfer release date will be the day you complete your program of study or the final day of the last semester that you will be enrolled at Bob Jones University/Academy, whichever is the latest, unless otherwise requested.)

If you are currently pursuing Optional Practical Training, please indicate what date you would like BJU to release your SEVIS records to the school you will transfer to:

(Please note: Talk with your new school about your starting date if you wish to begin studies before your OPT expires. Transferring while on OPT will cancel the remaining authorization for your current period of OPT.)



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
			Relocated		
	Received	Sent			
	Completed				
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved	Denied
Subject to the following conditions: _____		<input type="checkbox"/> Applicant is filing under section 274a.12		A# _____	

▶ **START HERE** - Type or print in black ink.

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. U.S. Mailing Address

Street Number and Name	Apt. Number	
<input type="text"/>	<input type="text"/>	
Town or City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

[USPS ZIP Code Lookup](#)

4. Country of Citizenship or Nationality

5. Place of Birth

Town or City	State/Province	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Date of Birth (mm/dd/yyyy)

7. Gender Male Female

8. Marital Status

Single Married Divorced Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)

Yes No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

NOTE: If you answered "Yes" to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

12.a. Family Name (Last Name)

12.b. Given Name (First Name)

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)	2. Date of birth:
3. Student admission number:	4. Date first granted F-1 or M-1 status:
5. Level of education being sought:	6. Student's major field of study:
7. Describe the proposed employment for practical training:	

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only Microfilm Index Number:

(See instructions on reverse)

Form I-538 (Rev. 08/12/02)Y

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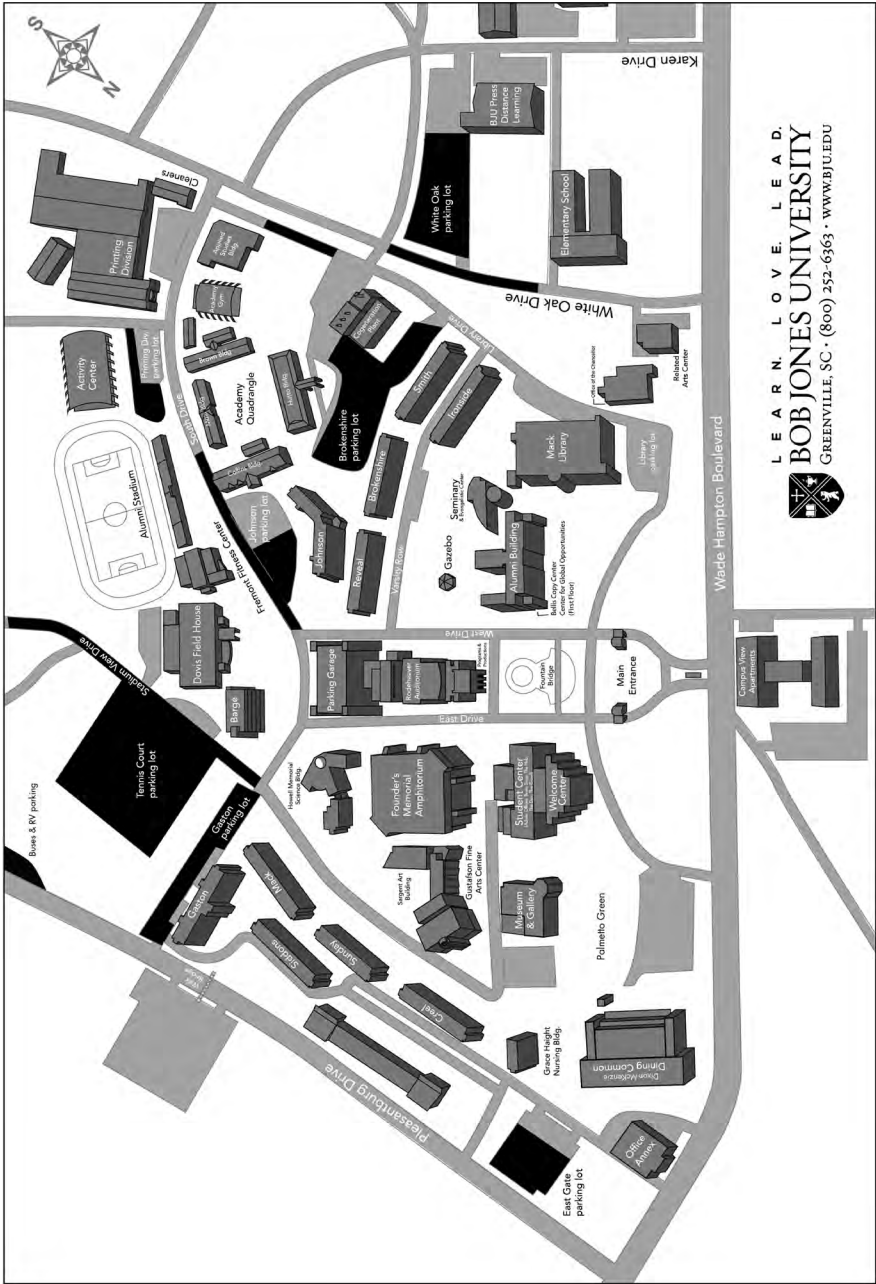
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