



UNION INSTITUTE & UNIVERSITY

International Learner Handbook

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Information in this handbook is specifically for learners in the United States on F-1 student visas under the Immigration and Nationality Act (INA) of 1952 and Section 8 of the U.S. Code (U.S.C.). Programs originating from the Cincinnati, Ohio, Academic Center—Ed.D., Ph.D., and PsyD; from the Brattleboro, Vermont, Academic Center—PsyD and MA-Psych; and from the Montpelier, Vermont, Academic Center—BA Colloquium—are eligible to accept F-1 learners. F-1 learners are required to register with SEVIS and are subject to all academic and other requirements of their specific Union Institute & University degree program handbooks. This handbook provides information that F-1 learners will need to begin studies at UI&U, and it explains situations most frequently encountered by international learners. Please take the time to read this handbook carefully.

Union Institute & University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (800.621.7440). (www.ncahigherlearningcommission.org).

Union Institute & University is also authorized as a degree-granting institution by the Ohio Board of Regents, the Florida Commission for Independent Education, the Vermont Higher Education Council, and the Vermont Department of Education.

Union Institute & University is committed to providing faculty, staff, and learners with an environment where they may pursue their careers or studies free from discrimination. All members of the university community are responsible for creating and maintaining an environment free from discrimination.

Union Institute & University does not discriminate in admissions, employment, or policy on the basis of age, race, color, gender, sexual orientation, marital status, religion, national origin, political party, affiliations, or physical impairment. Union Institute & University policies and practices conform with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act of 1975; and the Equal Pay Act of 1963. Union Institute & University conforms to the provisions of student rights under the Family Educational Rights and Privacy Act of 1974, as amended. Files are maintained and released under the provisions of the Act.

All statements in this publication reflect current practices. Union Institute & University reserves the right to amend, modify, or revise the criteria and procedures stated herein from time to time as deemed necessary and appropriate.

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This Handbook may be downloaded and printed for personal use as needed.

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A Message from the Provost

Dear International Learners:

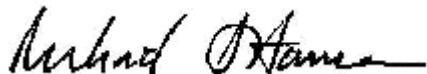
On behalf of the faculty, staff, and learners, welcome to Union Institute & University. Our university has a long history of providing innovative educational opportunities for adult learners through degree programs designed to allow you to grow in the role of scholar / professional. Our doctoral programs include short-term residency periods of face-to-face contact with faculty, advisors, and a diverse group of fellow adult learners that enhance their educational experiences. Learners enjoy the benefit of being away from their work and family only for short periods of time.

This *Handbook* presents required information for learners with F-1 student visas to help them maintain their status while attending Union Institute & University. Please read and reference this *Handbook* often to ensure that you are following all requirements for maintaining your F-1 status. Keep in close contact with your Designated School Official (DSO) who is available to answer questions related to your F-1 status and assist when necessary. Please check the International Learner Services Web site often to assure that you have the latest information: <http://www.myunion.edu/international>.

Please check the university's Web site (<http://www.myunion.edu>) regularly for information on registration, fees, residency periods, and other important institutional news. Individual degree program Web pages provide details about degree requirements and concentration options. Program administrators and faculty strive to be responsive to your academic needs and individual goals. We ask that you accept responsibility for fulfilling the requirements of your degree program. We are here to facilitate and foster the pursuit of your academic and career goals.

Best wishes as you begin this wonderful academic journey.

Sincerely,



Richard Hansen, Ph.D.
Provost

University Mission, Vision, Values & Principles

Mission. Union Institute & University empowers adults to create, acquire, and apply knowledge through interdisciplinary, flexible, and collaborative programs focusing on social relevance, personal enrichment, and professional advancement.

Vision. Union Institute & University aspires to educate generations of highly motivated adults who seek academic programs that engage, enlighten, and empower them in their pursuit of a lifetime of learning and service.

Four institutional values stem from the Mission:

- **Social Relevance.** Union Institute & University requires that the programs of its learners reflect their awareness of the social implications of their studies and of their obligation to share knowledge with integrity in uplifting the communities in which they serve.
- **Creative and Critical Thinking.** Union Institute & University supports the use of different modes of disciplinary and interdisciplinary inquiry as a means to explore ideas and issues from multiple perspectives.
- **Interdisciplinary.** Union Institute & University promotes interdisciplinary scholarship as a means to advance the frontiers of knowledge and develop new modes of inquiry.
- **Scholar-Practitioner Model.** Union Institute & University advocates an educational process whereby scholarship and theory are connected and applied to real-world action and practice.

The university enacts its Mission through its commitment to the following four principles:

- **Academic Quality.** Union Institute & University is committed to academic excellence and insures institutional quality through continuous assessment and review of programs, processes, policies, and outcomes.
- **Diversity.** Union Institute & University reflects and celebrates diversity in all its forms.
- **Service.** Union Institute & University engages in service to others with a commitment to transparency, integrity, and respect.
- **Community.** Union Institute & University links engaged learners with dedicated faculty mentors and the larger society in which they live and work, thus building a mutually beneficial, expansive, and collaborative community that lives beyond the classroom.

Approved by the Board of Trustees
June 2007

1. English Proficiency Requirement

English proficiency is required of all applicants whose native language is not English. Applicants can demonstrate English Proficiency in a number of ways. Most applicants fulfill the English requirement by taking either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam.

The TOEFL code number for Union Institute & University is 4525. Please use this code number to have your score report sent directly to Union Institute & University. A list of institution codes is posted on the TOEFL Web site at www.ets.org/toefl.

For IELTS, an overall band score of 6.0 is sufficient for admission. Testing scores older than two years will not be accepted. Learn more at www.ielts.org.

At the undergraduate level, applicants who complete one full academic year of study in a U.S. high school or college/university will be deemed to have met the English proficiency requirement. At the graduate level, the English proficiency requirement is met for applicants with degrees (e.g., bachelor's or master's) earned in English from accredited universities and colleges in the U.S., Canada, England, Australia, New Zealand, or other English-speaking countries. A copy of the degree or transcript is required for such applicants.

Applicants from the following countries are exempt from the English proficiency requirement:

Antigua & Barbuda	Cayman Islands	Malawi
Australia	Dominica	New Zealand
Bahamas	Fiji	Singapore
Barbados	Grenada	South Africa
Belize	Ireland	St. Kitts & Nevis
Bermuda	Jamaica	St. Lucia
British Virgin Islands	Liberia	St. Vincent & the Grenadines
Canada (except Quebec)		United Kingdom

2. Transcript / Credentials Evaluation

International applicants are responsible for obtaining an evaluation of their transcripts. For admission purposes, please request a course-by-course evaluation. Any of the following listed evaluation services may be used for a transcript / credential evaluation for Union Institute & University. Fees vary by the type of evaluation requested—high school, bachelor's, master's, etc.—from approximately \$100 to \$180. Turn-around time for the evaluation is generally four to six weeks. Additional fees apply for expedited service and multiple copies of the evaluation. See individual service Web sites for details about specific services and costs.

Center for Applied Research Evaluation & Education, Inc. PO Box 18358 Anaheim, CA 92817 Phone (714) 237-9272 Fax (714) 237-9279 eval_caree@yahoo.com www.iescaree.com	Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Ave. Miami, FL 33173 (305) 273-1616 Phone info@jsilny.com www.jsilny.com
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<p>Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53203-3470 (414) 298-3400 (414) 289-3411 Fax Email: eval@ece.org http://www.ece.org/</p>	<p>World Educational Services, Inc. PO Box 5087 Bowling Green Station New York, NY 10274-5087 (212) 219-7330 Phone (212) 739-6151 Fax www.wes.org</p>
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3. International Baccalaureate (IB) Credits

Union Institute & University accepts international baccalaureate (IB) credits of four (4) or higher on the higher-level exam.

4. The College-Level Examination Program® (CLEP)

CLEP testing provides the opportunity to receive college credit for what you already know by earning qualifying scores on any of 34 examinations. Earn credit for knowledge you have acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. Five (5) of Union's Academic Centers currently or will offer on-site CLEP testing. For more information visit <http://www.collegeboard.com/student/testing/clep/credit.html>.

5. Immigration Issues

A. Important Immigration Documents / Forms

- **Form I-20: Certificate of Eligibility for F-1 Visa**

- **Uses:**

1. To obtain an F-1 visa from the American embassy/consulate in your home country.
2. To enter the country (U.S.) for the first time.
3. To reenter after a short visit outside the U.S.
4. To transfer to another school in the U.S.
5. To allow family (spouse, children) to enter the U.S.
6. To extend expected program end/activity date.

Note: The I-20 you have been issued is good only for the term indicated. If you do not arrive by the date indicated, *you must return the form to UI&U. In addition, due to the unique nature of our curriculum, you can be issued an I-20 only for a specific period of residency. You will need to obtain a new I-20 and pay a new SEVIS fee each time you need to enter the U.S. to participate in a residency for your program.*

- **Form I-94: Arrival/Departure Record**

The I-94 card is a small white card given to you when you enter the U.S. The immigration officer will stamp the card and write your visa classification and the expiration date of your authorized stay in the U.S. onto the card.

1. You must be in possession of your I-94 card at all times. **Do not lose this card.** If you lose it, you will need to apply for a replacement card. You must complete an application form (I-102), available from the U.S. Department of Homeland Security (DHS), to replace the card. A fee of \$320 must be submitted with the application. After details of your entry are verified, a new I-94 card will be mailed to you.
2. You will receive a new I-94 card each time you reenter the U.S. You must provide UI&U with a copy of all new I-94 cards you receive during your stay in the U.S.
3. **All international learners should have F-1 written as the visa classification on their I-94 cards.**

4. The card should also have an indication of "D/S". It stands for "duration of status," and it means the period during which you the student is pursuing a full course of study, plus a 60-day grace period.

- **Passport**

A passport is your country's identification of you as a citizen. Your passport must remain valid at all times while you are in the U.S. **It is not allowed to expire.** You may renew it by contacting your embassy/consulate in the U.S.

- **Visa**

A visa is a stamp placed into your passport by an official of the United States (or the country you are entering) permitting you entry into the U.S. You must have a valid visa to enter the United States (unless visa exempt). However, unlike a passport, once you are in the U.S., a visa is allowed to expire.

B. Evidence of Immigration Status

- Be prepared to provide copies of your immigration status documents to the Designated School Official (DSO) at the UI&U location you are approved to attend.
- Keep the I-94 with you at all times.
- Keep all I-20s you receive during your duration of stay (D/S) in the United States.

6. Student and Exchange Visitor Information System (SEVIS)

The Student and Exchange Visitor Information System (SEVIS) is a national tracking/monitoring system that allows the U.S. government to monitor and track various events of all F-1 students during their program of study. In addition to biographical information, Union Institute & University will be required to provide information regarding a learner's academic program, enrollment status, and immigration activities.

Before you enter the U.S., you need to understand that once you have arrived, you must be committed to following all rules related to your status. **Any violations of status will be reported to the U.S. government.**

A. SEVIS Fee

Before applying for an F-1 visa, you will be required to pay a fee of \$200, called the "SEVIS fee", to the U.S. Department of Homeland Security. Individuals who are not required to obtain a visa (Canadian students) will be required to pay this SEVIS fee before entering the United States. The fee can be paid by mail, using Form I-901, or by credit card through the Internet. If your visa has been denied, you do not need to pay the fee again if you reapply for the visa within 12 months of the denial. **You will need to pay this SEVIS fee each time we issue an I-20 for you to enter the U.S. to participate in the residency portion of your program.**

B. Who Must Pay the SEVIS Fee?

SEVIS fee payment is required if:

- You are seeking an F-1 visa from a U.S. embassy or consulate for initial attendance at a university or initial participation in an exchange program. **The fee must be paid before applying for the visa.**
- You will enter the U.S. in F-1 status, but you are not required to have a visa. **The fee must be paid before you apply for admission to the U.S.**
- You are applying for a change of status to F-1. **The fee must be paid before you submit your change of status application.**

SEVIS fee payment is NOT required:

- For F-2 dependents.
- If your immigration status is F-1, and you are transferring to another school, program, or program category.

- If you are requesting an extension of your program or course of study.
- If you paid the fee, but your application for an F-1 visa was denied, and you are reapplying for the same status within 12 months of the denial.

C. SEVIS Fee Payment Process

Option #1: Payment by Credit Card

DHS has set up a Web site to accept electronic submission of Form I-901 and payment of the SEVIS fee using a credit card. Go to <http://www.fmjfee.com>. We strongly recommend that you use this option if possible. Follow the online instructions. Print the payment screen to verify your payment. Take the payment verification printout to your visa interview.

Option #2: Payment by Western Union

This option allows Western Union, in local currency, to collect the SEVIS fee. This option is available only in countries where Western Union offers its “Quick Pay” service. A properly completed Western Union receipt serves as immediate proof of payment for the visa interview. You must request a “Blue Form” by clicking on “Payment Services” or “Quick Pay.” More instructions for paying by using this option can be found on the SEVIS Web site at http://www.ice.gov/sevis/i901/wu_instr.htm. To find the nearest Western Union agent location, go to <http://www.payment-solutions.com/agent.asp>.

Option #3: Payment by Check or Money Order

When paying by check or money order, two options are available:

1. *Internet-generated coupon.* Learners can go to the fee payment Web site (<http://www.fmjfee.com>), enter basic information, print out a coupon, and then mail a check or money order with the coupon to a lock-box address in Missouri. Once the information and fee are processed, SEVIS will then be updated with the fee payment information.
2. *Paper option.* Learners can download or otherwise obtain Form I-901, fill it in, and mail it, with a check or money order, to the specified address in Missouri. Once the information and fee are processed, SEVIS will then be updated with the fee payment information.

In both cases, a receipt notice will be issued when the fee is processed. The mailing addresses for paying by check or money order using the coupon or the paper Form I-901 are:

P.O. Box Address:	Street Address for Courier/Express Delivery:
I-901 Student/Exchange Visitor Processing Fee P.O. Box 970020 St. Louis, MO 63197-0020	I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101

D. SEVIS FEE Check Payment Specifics

All checks and money orders must be:

- Payable to the “I-901 Student/Exchange Visitor Processing Fee”.
- Only checks and money orders may be used when paying by mail.
- The check or money order must be made in U.S. dollars and drawn on a bank located in the U.S.

Payment of the SEVIS fee is not limited to the learner. The DHS will accept fee payment from a third-party individual or institution, either in the United States or abroad, using any of the options above.

The SEVIS fee must be paid at least three (3) business days prior to the scheduled date of your visa interview in order for the payment information to show up in the SEVIS system. **You should bring your I-901 receipt to your visa interview.** The paper receipt can be used as verification in place of the Internet verification.

E. Completing Form I-901

- You must have a Form I-20 in order to complete the I-901.
- You must have Union Institute & University's SEVIS school code.
- UI&U's Cincinnati, Ohio, Academic Center School Code is **CLE214F10355000**.
- UI&U's Brattleboro, Vermont, Academic Center School Code is **POM214F00333001**.
- UI&U's Montpelier, Vermont, Academic Center School Code is **POM214F00333000**.

F. Learners from Canada or Bermuda

Learners from Canada and Bermuda are exempt from having to apply for a visa. In addition to your I-20, you will have to provide the SEVIS fee payment verification (receipt) to an immigration inspector at the port of entry when applying for entry into the United States as an F-1 student.

G. When Your Visa is Denied

If your visa is denied, you may reapply for the visa within a 12-month period without having to pay the SEVIS fee again.

H. Dependents

A spouse or child needs an F-2 visa to accompany you to the U.S. while you are attending Union Institute & University. If you have obtained an I-20 for a spouse or children, they do not have to pay a SEVIS fee in order to apply for an F-2 visa.

I. Admission to More than One School

If you have been accepted to more than one institution and paid the fee using the SEVIS ID number of another institution but you wish to attend UI&U, you will not have to pay the fee again. You can have the fee transferred to your UI&U SEVIS number. Instructions for making this fee transfer can be found at http://www.ice.gov/sevis/i901/faq7.htm#_Toc81222153.

7. US-Visit Entry / Exit System

US-VISIT is a U.S. Department of Homeland Security program that enhances the country's entry and exit system. It is a continuum of security measures that begins overseas and continues through arrival and departure from the United States to ensure the person crossing our border is the same person who received the visa.

The goals of US-VISIT are to:

- Enhance the security of citizens and visitors
- Expedite legitimate travel and trade
- Ensure the integrity of the immigration system
- Safeguard the personal privacy of visitors

The initiative involves collecting travel information and "biometric identifiers" (i.e., fingerprints, using a simple, inkless device) from visitors to assist the border officer in determining whether to allow an individual to enter the U.S.

A. Upon Arrival into the U.S.

At an airport or seaport, travel documents, such as your passport and visa, will be reviewed, and a U.S. Customs and Border Protection (CBP) Officer will ask specific questions regarding your stay in the U.S. You will have two fingerprints scanned by an inkless device and a digital photograph taken. All this data and information will then be used to assist the border inspector in determining whether to admit you into the U.S.

Careful planning and preparation by learners and exchange visitors can ensure that arrival in the U.S. is smooth. Here are some things you should do:

- **Passport.** Confirm that your passport and nonimmigrant visa are valid for entry into the United States. The passport should be valid for at least six (6) months beyond the date of your expected stay.
- **Visa Classification.** Check to see that your visa accurately reflects your correct visa classification.
- **New Visa.** If your review indicates any discrepancies or potential problems, visit the U.S. embassy or consulate in your country to obtain a new visa.
- **Prior Arrival Limit of 30 Days.** Learners and exchange visitors entering the United States for the first time under their respective nonimmigrant visa classification may be admitted only up to 30 days prior to the program start date. Do not make plans to arrive more than 30 days before the start date of your program, as indicated on your I-20.
- **Sealed Documents.** When you receive your U.S. nonimmigrant visa at the embassy or consulate in your country, the consular officer will seal your immigration documents in an envelope and attach it to your passport. **You should not open this envelope!** The CBP Officer at the U.S. port of entry will open the envelope.
- **Specific Documents.** When you travel, you should carry some specific documents on your person (See B below). **Do not check them in your baggage!** If your baggage is lost or delayed, you will not be able to show the documents to the CBP Officer and, as a result, you may not be able to enter the United States.

B. Documents to Carry on Your Person

- Passport (including attached envelope of immigration documents) with nonimmigrant visa.
- SEVIS Form I-20 issued by Union Institute & University.
- Visa exempt learners (Canadians) entering the U.S. for the first time should have a Form I-797 Receipt Notice, or Internet Receipt, verifying SEVIS Fee payment.
- Evidence of financial resources (these documents should be stapled to your I-20).
- Name and contact information of your Designated School Official (DSO) at UI&U. See page 13 of this *Handbook* for UI&U DSO contact information.

If you are traveling by aircraft, flight attendants on board will distribute CF-6059 Customs Declaration Forms and Form I-94 Arrival-Departure Records, before you land at your initial port of entry into the U.S. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection (CBP) Officer upon your arrival. The name you put onto the I-94 card must match the name in your passport and on your I-20 form.

Upon arrival at the port of entry, proceed to the terminal inspection area for arriving passengers. As you approach the inspection station, be sure that you have the following documents:

- Passport;
- SEVIS Form I-20;
- Completed Form I-94 Arrival-Departure Record; and
- CF-6059 Customs Declaration Form available for presentation to the CBP Officer. The Form I-94 should reflect the address where you will reside (not the address of the school or program sponsor).

If you are entering through a land or designated seaport, the CBP Officer will provide the necessary CF-6059 Customs Declaration Form and Form I-94 Arrival-Departure Record at the port of entry. If you do not understand a form, ask the CBP Officer for assistance.

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. Be sure to tell the CBP Officer that you will be a student at Union Institute & University. Once your inspection is complete, the inspecting officer will:

- Stamp your I-20 Form for duration of status (D/S).

- Stamp the Form I-94 for duration of status (D/S) and F-1 classification (I-20) and staple it into your passport.
- Return the I-20 SEVIS Form to you.

Please make sure that your I-20 and I-94 card are stamped correctly.

C. Secondary Inspection Requirements

If the CBP inspector cannot automatically verify your information or you do not have all required documentation, you may be escorted to an interview area known as “secondary inspection.” Secondary inspection allows CBP inspectors to conduct additional research in order to verify information. Verifications are done apart from the primary inspection lines so that an individual case will not cause delays for other arriving passengers.

In limited circumstances, if a learner or exchange visitor is mostly in compliance, he/she may be issued a Form I-515A, Notice to Student. This form authorizes temporary admission into the United States for 30 days and requires the student or exchange visitor to take immediate action to submit proper documentation. Noncompliance with the directions contained on these forms can result in future adverse action.

D. Upon Departure from the U.S.

You must return your I-94 card to the airline, ship, or border representative when departing the U.S. International travelers are no longer required to check out at a US-VISIT kiosk.

Note: US-Visit has not been fully implemented at all ports of entry/exit. Such implementation is expected to occur in the near future. For more information, please consult www.dhs.gov/us-visit.

E. If Currently in the United States

F-1 Students/Learners: If you already have valid F-1 student status by being enrolled at another school, college, or university in the United States, by now you have completed the required “Transfer Verification Form” supplied by your current school and requested that the international student advisor at your current school release your SEVIS record to UI&U. Your UI&U I-20 will be given to you upon arrival in the UI&U location where you are approved to attend. Once you reach your approved UI&U location, please report to the Designated School Official (DSO) for processing of your transfer. **Keep in mind that UI&U can issue you an I-20 that is valid only for the duration of the next residency requirement for your program of study. These residencies typically last between three (3) and nine (9) days.**

8. Special Registration Requirements for Certain Nonimmigrants

As a result of the USA PATRIOT Act passed by Congress and signed into law by the President in the wake of the September 11, 2001 terrorist acts, nonimmigrants from certain countries are required to register their presence with the Department of Homeland Security (DHS). This requirement is known as the National Security Entry-Exit Registration System (NSEERS). Anyone subject to NSEERS must update her/his registration at certain predetermined intervals and notify the DHS of any change of address, employment, or educational institution. Prior to any departure from the U.S., these individuals must notify DHS of their intended departure, AND they may only depart the U.S. from certain authorized airports.

Note: Registration for international learners regarding their F-1 status and with the NSEERS program is separate and distinct from registration for academic work at Union Institute & University.

A. Who Is Required to Be Registered?

Nonimmigrants from Iran, Iraq, Libya, Sudan, and Syria who enter the U.S. are required to register with the DHS. Individuals from other countries may be required to register in NSEERS at the discretion of the port-of-entry CBP official.

B. What Are the Requirements?

Individuals to whom these special registration procedures apply must:

1. Register with the DHS upon entering the U.S.
2. Be interviewed by the DHS within 30 to 40 days after entering the U.S.
3. Be interviewed again by the DHS one year after entering the U.S.
4. Continue to be interviewed by the DHS on the anniversary date of their last admission into the U.S.
5. Inform the DHS within 10 days of any change of address, change of employer, or change of school.
6. Notify the DHS of departure by leaving the U.S. from a designated port of departure.
 - The Greater Cincinnati/Northern Kentucky Airport (CVG) is a designated port of departure.
 - Miami International Airport is a designated port of departure.
 - Vermont learners may depart from several nearby airports. A listing of ports of entry by state is available at <http://www.cbp.gov/xp/cgov/toolbox/contacts/ports>.

C. Frequently Asked Questions about NSEERS

I am a nonimmigrant born in one of the five countries, but I am now a citizen of another country. do these requirements apply to me?

Yes. The law applies to anyone born in any one of these countries. Also, individuals who may have been born elsewhere but are citizens of these countries are also subject to this requirement.

I am a nonimmigrant who is not from one of these countries. These procedures do not concern me, right?

Maybe. Maybe not. A U.S. consular officer or a DHS inspector may determine that these procedures apply to you if you are engaged in work or study in a field that may have national security implications.

How do I register?

Initial registration occurs when you enter the U.S. from abroad. At the time you go through immigration inspection, if these procedures apply, you will be taken into another room. You will be fingerprinted and photographed. Also, you will be given detailed information about what to do regarding mandatory interviews.

After I enter the U.S., when do I have to go for my first interview?

Once you have entered the U.S., you are required to be interviewed by a DHS officer 30 to 40 days after you have arrived. For example, if you arrive on September 1, you must report to the DHS between September 30 and October 9 to be interviewed.

Do I have to schedule an appointment?

No appointment is needed. You must report to a designated DHS office. Arriving early in the morning is recommended so that you can be seen and interviewed on the same day. Also recommended is informing the DHS security guard that you are there as a result of the special registration process.

Can I go to any DHS office?

No. You can go only to the DHS offices that have been authorized to conduct such interviews. Port-of-entry officials will tell you where to go for your interviews.

What if I am unable to attend the interview during the required interview period?

You can apply to the DHS for a waiver of all or part of the registration requirements if you become ill and hospitalization is required. Otherwise, you are expected to appear during the interview period.

What should I bring to the interview?

Bring your Form I-94 and any written documents available to show the DHS officer that you are doing what you said you would be doing at the time of your admission to the country. You should bring proof of your residence (lease, deed, etc.). Other documents that you may bring to the interview to verify that you

are doing what you said that you would be doing when admitted to the U.S. are listed in the following table:

Immigration Status:	Visitor for Business	Student / Learner	J-1 Scholar, H, O, TN Visa holders, etc.
Documents to Bring to Interview	<ul style="list-style-type: none"> • Hotel Receipts • Cab Receipts • Ticket stubs for places visited • Documents showing where you have stayed • If staying with friends or relatives, documents showing their names, such as a postmarked envelope or utility bill 	<ul style="list-style-type: none"> • Class schedule • Official notification of grades • Learner identification (ID) card and evidence of participation in extracurricular activities (if applicable) • Letter from UI&U Designated School Official verifying that you are a UI&U learner in good standing 	<ul style="list-style-type: none"> • Pay stub, if paid by UI&U • Employment contract or letter of appointment • Letter of invitation if not paid by UI&U • Letter from UI&U Designated School Official verifying your status with UI&U

If I have just arrived in the U.S., I will not have transcripts or pay stubs. What should I do then?

Bring whatever documentation you have to demonstrate your legitimate stay in the U.S. (contract letters, letters of invitation, etc.). Prior to going to the DHS for the interview, you should check in with UI&U to obtain a letter verifying your registration status.

What can I expect during this interview?

You will again be fingerprinted and photographed. The DHS officer may ask you questions regarding your stay and about any documents you bring with you. Answer each question as best you can. Try to remain calm and be cooperative.

What if the DHS interviewer asks me a question that doesn't have anything to do with my immigration status?

Asking such a question is a possibility. Under current immigration law, you are required to answer any question asked of you by the DHS, even if it appears to have no relevance to your immigration status. Answer the question truthfully as best you can. Try to remain calm and be cooperative. Do not lie, under any circumstance.

Do I ever need to be interviewed again? If so when?

If your stay in the U.S. extends to a year or more, you will be required to report to the DHS on each anniversary of your admission. You will have a 10-day window from the anniversary date of your admission to the U.S. to report. If, as in the previous example, you entered the U.S. on September 1, 2008, you would need to report to the DHS between September 1 and September 10, 2009.

Will these interviews differ from the initial one done 30 days after entering the U.S.?

All interviews should follow the same pattern. After a year, you should be fairly settled into your routine, and you should have plenty of documentation to present to show that you are a legitimate UI&U learner. Be sure to keep any documentation evidencing an address change or job or school change, etc.

How do I notify DHS of changes in address?

Most learners who are in the Student and Exchange Visitor Information System (SEVIS) do not need to complete the special Form AR-11 SR. You must instead **notify your UI&U DSO within 10 days of moving.**

What do I need to do if I travel outside the U.S.?

You must notify the DHS, your UI&U DSO, and leave only through a designated port of exit. If you fail to depart the U.S. from a designated departure port, your reentry to the U.S. may be denied.

Can I leave the U.S. from the Greater Cincinnati / Northern Kentucky airport?

Yes. The Greater Cincinnati / Northern Kentucky Airport (CVG) is an approved departure port. A list of designated ports of exit is available on the Department of Homeland Security Web site at www.dhs.gov. A listing of ports of entry by state is available at <http://www.cbp.gov/xp/cgov/toolbox/contacts/ports>. The list of ports of exit for special registrants is available at <http://www.ice.gov/doclib/pi/specialregistration/clistofp.pdf>.

What if I drive to Canada or Mexico on holiday?

Again, you can use only certain designated ports. Consult the list of ports and plan your trip accordingly.

What if I do not comply with this program (NSEERS)?

If you fail to comply with these registration requirements, you will be considered to be “out of status.” Consequently, you may be subject to arrest, detention, fines, and/or removal from the U.S. Being out of status could impact any future plans you may have to apply for any immigration-related benefits. Decisions regarding the impact of any noncompliance will be made on an individual, case-by-case basis. If you fail to depart the U.S. from a designated departure port, your reentry to the U.S. may be denied.

9. Maintaining Your Status

The responsibility for maintaining your immigration status lies with you. To maintain status, you must follow several requirements:

A. Requirement to Keep Your Passport Valid

Your passport must be valid at all times. Renewal applications must be made with the embassy or consulate of the country issuing the passport. Addresses of embassies and consulates are available from the U.S. Department of State Web site at: <http://www.state.gov/countries>.

B. Requirement to Report Address Changes

You are required to report any address change to Union Institute & University within 10 days of the address change. This requirement includes address changes of any of your dependents as well. You should report your new address to the DSO at the UI&U location you are approved to attend within 10 days of moving.

C. Requirement to Obtain Prior Authorization to Drop Below a Full Course of Study

You are required to pursue a full course of study during the terms that require residency in the U.S. The only exception to this rule will be for graduate students who have completed all required courses and who need to participate in a required residency or to complete the dissertation, thesis, or other final document required for graduation. Learners in this situation will need to complete and submit the Reduced Course Load Certification form and obtain authorization from a DSO at UI&U prior to being issued an I-20 for their next residency. UI&U program extensions and SEVIS extensions of stay may be granted for this final term if the learner has not completed the program during the originally-specified length of time.

D. Requirement to Report Departure Date

Due to the unique nature of UI&U programs, you will be in the U.S. for only a short period of time. You are required to inform the UI&U DSO of the date on which you plan to leave the U.S. at the conclusion of each of your residencies.

E. Transfer to Attend Another School

You are currently authorized to attend Union Institute & University. If you decide to attend another school in the U.S., you must notify your UI&U DSO of your intent to transfer and the name of the school to which

you intend to transfer. This notification is done by submitting the Request to Transfer from UI&U form to your DSO. The DSO will then enter a "Release" date into SEVIS (usually the day the current term ends) to transfer your sponsorship in SEVIS from UI&U to the new school. After this date is reached, the new school can issue you an I-20 form. You will then have to report to the Designated School Official / Responsible Officer at the new school within 15 days of the program start date in order to complete the transfer.

F. Requirement to Report a Change in Your Academic Program / Degree Level or Major / Concentration

You must obtain a new I-20 if you change your academic program from one degree level to another (e.g., from Bachelor's to Master's level), from one major / field of study to another (e.g., from Education to Counseling), or from one concentration to another. **You must receive a new I-20 prior to coming into the U.S. for your next residency.**

G. Requirement to Provide Documentation of Dependents

UI&U is required to report information to the DHS and/or Department of State (DOS) regarding your dependents—spouse and children. Family members, such as spouse and children, must have F-2 visas to enter the U.S. You must notify UI&U of any accompanying dependents in F-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the UI&U Request for F-2 Dependents form.

IMPORTANT NOTE: This information is not exhaustive and **is subject to change without notice.** International learners should contact the DSO at the UI&U location where they are approved to attend with questions on any information presented above.

10. Visa Renewal

The visa renewal procedure is necessary only when you intend to travel outside the U.S. and your visa has expired. To get a new visa stamp, you will need a valid passport, a properly executed I-20, proof of financial support, and/or letter of certification. You must visit the American consulate/embassy office located in the country you want to visit in order to get the visa stamp issued. **A student visa cannot be obtained in the U.S.**

A. Traveling Outside the U.S.

F-1 visa holders need the following documents to reenter the U.S. after a temporary absence:

1. Form I-20 endorsed (signed) by your UI&U DSO for travel within one (1) year of the date of travel return, or within six (6) months if you are on Optional Practical Training.
2. A valid passport and U.S. F-1 visa (unless visa exempt).
3. Verification of adequate financial support.
4. Verification of enrollment. (Verification of Employment if you are on Optional Practical Training)

B. Returning to the U.S.

You will be issued a new I-20 with a new SEVIS number each time you need to enter the U.S. to participate in a residency portion of your program. This process will also require the payment of the \$200 SEVIS fee.

11. Visits to the U.S. for Spouse and Children

F-1 learners must obtain an I-20 to send to family members (spouse or children) who will accompany them in the U.S. The family member(s) will use the I-20 to support their application for an F-2 visa at the U.S. embassy or consulate. The embassy/consulate will require evidence that you have adequate financial resources for each family member's support without recourse to employment. As such, you must furnish proof of financial support to UI&U in the amount of \$375 per month for a spouse and \$175 per month for each child for the entire length of your planned program of study, in addition to the amount

needed for your own studies and living expenses. **You must realize that under no circumstances will your spouse be permitted to take any employment after arriving in the U.S.**

12. Employment

F-1 international learners who come to the U.S. are eligible to work on-campus 20 hours per week while school is in session. However, because of the short-term required degree program residencies, F-1 learners will not be able to work on campus while attending UI&U. Although F-1 students are also eligible for Optional Practical Training and Curricular Practical Training in order to gain work experience to complement their academic programs, once again, because of the unique nature of the UI&U curriculum, you will not be able to obtain authorization for Optional or Curricular Practical Training while at UI&U.

13. Union Institute & University Designated School Official (DSO) Information

Academic Center	Program Responsibility
<p><u>Cincinnati, OH</u>: Dr. Mary Ginn, PDSO Director, International Learner Services and Institutional Review Board mary.ginn@myunion.edu Phone: 800.486.3116, ext. 1153 513.487.1153 Fax: 513.861.0779 Union Institute & University Cincinnati Academic Center 440 E. McMillan St. Cincinnati, OH 45206-1925</p>	<p>PsyD</p>
<p><u>Cincinnati, OH</u>: Lew Rita Moore (DSO), Registrar lewrita.moore@myunion.edu Phone: 800.486.3116, ext. 1105 513.487.1105 Fax: 513.487.1075 Union Institute & University Cincinnati Academic Center 440 E. McMillan St. Cincinnati, OH 45206-1925</p>	<p>EdD, PhD</p>
<p><u>Montpelier, VT</u>: Devereaux Simon (DSO) Coordinator, Learner ADA devereaux.simon@myunion.edu Phone: 800.336.6794, ext. 8740 802.828.8740 Fax: 802.828.8519 Union Institute & University Vermont Academic Center 62 Ridge St., Suite 2 Montpelier, VT 05602-6100</p>	<p>BA Colloquium</p>
<p><u>Brattleboro, VT</u>: Diane S. Robinson (DSO) Director of Admissions, PsyD & Brattleboro Academic Center diane.robinson@myunion.edu Phone: 800.336.6794, ext. 8408 802.254.0152, ext. 8408 Fax: 802.257.0682 Union Institute & University Brattleboro Academic Center 28 Vernon St., Ste.112 Brattleboro, VT 05301-3669</p>	<p>MAPsych, PsyD</p>

14. When to Contact Your DSO

Designated School Officials (DSOs) are here to help you maintain your nonimmigrant status. Your status is your responsibility; seek advice when in doubt. Read all information provided in this *Handbook* and open and respond to all e-mail from your DSO.

The following list is a quick reminder of when you should, or could, seek assistance from your DSO. Remember that seeking assistance early provides you with the greatest number of options and maximum flexibility, which is the case in time-sensitive situations.

Situations that are time-sensitive and must be reported to your DSO:

- You want to change your major or concentration from what is listed on your I-20.
- You want to take less than a full course of study.
- You have moved and need to change your address.
- You plan to quit school.
- You need a release to transfer to another college or university.
- You want to change your immigration status.
- You need to apply for an extension of stay because your I-20 will expire before you complete your degree program (i.e., duration of stay—D/S).
- You do not plan to enroll during the fall or spring term.
- You are having academic problems with your courses.
- You have not maintained your F-1 status (i.e., you are out of status).
- An official at the port of entry made an error on your documents or gave you an immigration form to file (perhaps Form I-515A) during your or your family's last entrance into the U.S.
- You plan to travel outside the U.S.
- You need to report departure dates and reasons for leaving UI&U and the U.S.
- You need to provide information on where you will be during the grace period after your program of study is completed and before you depart the U.S.
- You need to provide documentation on dependents.
- Your passport is about to expire.

Situations in which your DSO can offer expert advice:

- You need information about your immigration status.
- You are unsure of your student visa requirements.
- You are not sure about what employment options or restrictions apply to your student visa.
- Unforeseen financial difficulties have arisen after you last entered the U.S.
- You are making plans that you think might have immigration implications.