

# INTERNATIONAL STUDENT || I6I7 HANDBOOK



**BOB JONES  
UNIVERSITY**

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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 having to constantly use a second language or stop 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 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 Admission office, the Human Resources Staffing Services and the Financial Aid office. Most of these offices are located in the Student Services 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 person 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.

### Admission Office

The International Student Advisor is located in the Admission office in the Student Center. This advisor is the person to contact with any questions regarding visas, immigration or official student status.

The advisor maintains current information about government regulations and policies relating to students from outside the United States.

### Human Resources Staffing

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

## Financial Aid Office

The Financial Aid Director can answer questions regarding your school bill, 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 and traditions or the political system 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 is simple discussion about the weather or opinions about current affairs. Americans are typically friendly to strangers, offering 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.** These are simple relationships that involve little or no commitment. Most will have dozens of casual acquaintances. They will appear to be very friendly to these individuals but will not really pursue a deeper friendship. Their conversation will center around non-personal topics.

**General friendships.** These relationships are stronger than simple acquaintances and involve a greater degree of openness about personal matters. Friends in this category will 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.

**Deep friendships.** Just as in other countries, these relationships develop slowly over time. Most students will have a close relationship with only two or three other people. They will 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. The history of our country is one of rugged individuals forging their way into new and unexplored territory. Because of this, Americans esteem those who stand out from the crowd or who set high goals and achieve them. This leads to a strong attitude of competition in most aspects of life. In class, students will typically demonstrate a degree of competitiveness regarding their grades. Many teachers will post students’ scores so students can know how they compare to others in a particular class. Though most Americans are

more alike than they realize, many will prefer to behave, dress and think differently from their peers just so they can be “unique individuals.”

## Equality

Even though they value individuality, Americans believe all people are equal. One example of how this belief operates is 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 race or ethnicity. In reality, all societies, cultures and individuals have prejudices. Be assured that prejudice toward other people because of race 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 by no means inappropriate 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 language skills by forcing yourself to speak in English.



## Dating

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 are generally likely to take a more 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 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 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 is the case in many 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 their 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. Being on 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 as information may be time sensitive. If you have any questions about how to properly respond to an official notification, contact the Center for Global Outreach staff for direction.

## What If I Need Additional Help Academically?

If you are struggling academically, please contact your professor. Additionally, your academic advisor will be happy to discuss your problem with you and give helpful recommendations. Several other options for students who need special academic help include:

### Academic Resource Center

Students who need additional academic help may access the services of the Academic Resource Center in Room 213 in the Alumni Building. The ARC 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, goal setting and knowledge of learning styles.

**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. They also offer advice and guidance for selecting and using instructional technology equipment and applications.

**Academic Accommodations** provides a personalized support system to 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.

**Extended Test Time** for ESL students is managed through Academic Accommodations in the Academic Resource Center. See the Academic Accommodations Supervisor for information about who qualifies for these accommodations and the procedure that needs to be followed.

The **International Freshman Advisor** is available to help you in the Academic Resource Center.

The **Student Academic Coach** is available to help you in the Academic Resource Center.

## Extended Test Time

ETT (which includes both tests and quizzes) for ESL students will be managed through Academic Accommodations in the Academic Resource Center. ESL students will be granted ETT based on their 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:

- Students who identified themselves as ESL during the admission process.
- Students who attended a non-American school or attended an American school for less than 2 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 wiki page. The Academic Accommodations wiki page is found under the Academics tab on the BJU intranet homepage.
- 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 either picked up in the Academic Resource Center (Alumni 213) or printed off from the Academic Accommodations wiki page.
- 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 206). 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 includes Friday tests since Testing is open on Saturdays.

## Exceptions to granting ETT

There will be times that 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 an online request to the ETT committee. Online submissions are made through the Academic Accommodations wiki page. The Academic Accommodations wiki page is found under the Academics tab on the BJU intranet homepage.

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

## Career Services

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

# 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.

## Friendships with Individuals from Your Home Country

In many cases, there are other students at BJU who are also from your country or 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 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 Resource Staffing Services can assist you in finding available jobs on campus. There are several other considerations regarding obtaining employment in the United States, including:

### 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 Resource 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 1040NR-EZ and 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](http://protect.bju.edu/wiki/x/wpFj).

Human Resource 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?

BB&T (a local bank) has been especially helpful to our students. You may open a BB&T account with your BJU student ID card. BB&T has an office conveniently located near our campus across Wade Hampton Boulevard, and a cash withdrawal machine (ATM) is located in The Den.

### 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 who are eligible, living off campus is not always a good option—as you will 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 more who choose to live off campus will need the following information:

## Off-Campus Housing

For available housing, please go to [www.universityyardsale.com](http://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 will also require payment of 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 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](http://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](http://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 will 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 an international driver's license from your home country, it is permissible to use that document for a few weeks, but you will need to obtain a South Carolina driver's license to continue driving here. To obtain a South Carolina driver's license, take the following items to the Department of Motor Vehicles located at 15 Saluda Dam Road in Greenville (phone: [864] 241-1147 or [803] 896-5000):

- 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.
- A letter from BJU (obtain from the Registrar's Office) 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 Registrar's Office early to avoid delays. Letters from the International Student Advisor in the Admission Office are not accepted at the DMV except for students on their Optional Practical Training work experience.

- 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.)
- If you have a driver's license from your country, please complete Form 4030, which can be found online at [www.scdmvonline.com/DMVNew/forms.aspx](http://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 to obtain the name of a faculty member qualified to translate this document.

OR

- If you do not have a driver's license from your country, 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](http://www.scdmvonline.com/DMVNew/forms.aspx).

## What Should I Know If I Have Children?

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

### Education

The education of children is required by law. There is great flexibility regarding the means of education—public school, Christian school or homeschooling—but the government has no tolerance for the absence from education. 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 Healthcare?

### 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

They 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 from all sources 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

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  
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*

LensCrafters  
101 Verdae Blvd.  
Greenville, SC 29607  
(864) 676-1122  
*4.6 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*

## Completing an Insurance Claim

If you have chosen to carry emergency or medical insurance, ask for a list of Greenville, South Carolina, area providers covered under your policy. Before seeking treatment for any non-emergency issue, make sure your health care provider is approved by your insurance company; it will help to get a statement in writing from your insurance company in advance approving your provider. Present your insurance card when receiving treatment. It will be your responsibility to pay the health care facility where you receive treatment. Some health care providers file insurance claims; otherwise, you will need to file the claim by sending a copy of your bill and submitting the insurance company's claim form with your policy number. Keep copies of all billing statements and claim forms for your records. Once your claim is accepted, you will receive an insurance payment reimbursing covered expenses.

## What Should I Do During School Breaks?

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 only be able to travel home occasionally during their time of study 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. It 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 Resource Staffing Services). The campus is closed for Thanksgiving and the week of Christmas through New Year's Day. International students can earn extra money by working on campus during the summer break.

## Study

Online classes provide opportunities to get ahead with your degree program. Summer is a good opportunity to take courses from BJUOnline; there are two online summer sessions: May–June and July–August. Summer sessions may also be a good option for many students.

Housing arrangements at the end or beginning of the semester for those 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 should only be for 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 \$25 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. Some considerations that will determine whether or not you may continue further studies include your academic record in your undergraduate program, your financial status with BJU and the condition of your visa. Remember, anytime you change your level of education, you need to obtain a new I-20 reflecting your new program of study. See the International Student Advisor in the Admission office 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 means working for BJU 20 hours per week while taking approximately 10 hours of classwork.



<b>Where do I go if ...?</b>	<b>Answer</b>	<b>Page</b>
I need help in a class.	Course teacher and/or Academic Resource Center (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 job.	HR Staffing Services (Student Services Hub)	12
I need help managing my finances.	Financial Services (Student Services Hub)	12–13
I need housing.	<a href="http://www.universityyardsale.com">www.universityyardsale.com</a>	14–15
I want a driver's license.	South Carolina Department of Motor Vehicles	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.	International Student Advisor (Student Services Hub)	23–40
I need advice about my major.	Academic advisor and/or Career Services (Alumni Building, Room 205)	7–8
I need transcripts.	Registrar's Office (Student Services Hub) or <a href="http://www.bju.edu/transcripts">www.bju.edu/transcripts</a>	

# 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 International Student Advisor in the Admission office or to the Registrar.

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 an 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.**

On occasion, international students failed to properly handle their business with DHS and jeopardized their opportunity to stay in the United States. In addition, their negligence sometimes hurts the good relationship that BJU tries to maintain with DHS. DHS may withdraw its approval from any American university, thus prohibiting it from enrolling additional international students, if they feel 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. This is provided for your information only. Please check with the International Student Advisor in the Admission office 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-support-office](http://www.uscis.gov/about-us/find-uscis-office/field-offices/south-carolina-greer-field-support-office). *Directions:* Turn right out of BJU's front entrance onto Wade Hampton Blvd. Go approximately 8 miles. Turn right onto West Poinsett Street. Go .4 miles. Turn right onto Pennsylvania Ave.

# 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

The U.S. Department of Homeland Security (DHS) is our country's immigration authority. This department has three branches:

**CIS:** 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 United States 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 and to 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:

- A change in a student's or dependent's legal name
- A change in a student's United States 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 International Student Advisor for SEVIS registration upon arriving at the University. Bring the following items with you (including items for any dependents):

- Passport (if applicable)
- Visa (if applicable)
- Form I-94
- Form I-20

If any updates to these documents are made during the year, please send a copy to the International Student Advisor.

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) and 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 Registrar **before** you drop any class that takes you below the minimum hours.

4. Report to the International Student Advisor any of the following changes. You are **required by law** to report these changes within 10 days.

- 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. 20 hours of on-campus work during the academic year is permissible with F-1 status. Any campus work over 20 hours during the academic year 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 (OPT) practical training will need to first be approved by the Registrar, filed with the International Student Advisor 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—as 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 International Student Advisor, valid for one year at a time, on Page 3 of your Form I-20 in order to travel and return to the United States. This signature may be obtained only two times each year—**November or April**.

**If you fail to make an appointment and miss the November or April deadline, 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 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 Page 3 of her Form I-20 signed in April because she thought she would not be going home during the summer. Since this new*

*opportunity arose, she calls the International Student Advisor asking for a signature. Will she be eligible for a signature to travel?*

**Answer:** No. She failed to get a signature during the available time in April.

**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 International Student Advisor. 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 International Student Advisor in June of last year to get a new SEVIS Form I-20, and the signature on Page 3 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 it required that she gets 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 online 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 International Student Advisor 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 International Student Advisor 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 International Student Advisor (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 (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 re-enter 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 International Student Advisor 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” 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 CIS adjudications on the student’s behalf.

When the student enters the United States, his 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 which 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 and others indicate the issue date and length of validity (e.g., “valid for 5 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; and specifies the type (F-1), 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 visa expires, he 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. All forms I-94 are automated (except for land entries) and can be obtained from <https://i94.cbp.dhs.gov/I94/consent.html>. 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 (absence of less than five months), you must secure the signature of the International Student Advisor 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, unless you are exempt from passport requirements.
3. A current SEVIS I-20—this must be current before you leave the country.

If the signature on Page 3 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 3, see the International Student Advisor during November or April 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 International Student Advisor 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 international advisor. Please give these forms to the International Student Advisor. The advisor 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 20 hours of on-campus work paid for by BJU as the employer is allowed when school is in session. 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 re-entering 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 few situations when off-campus work may be authorized; for example, in 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 International Student Advisor. 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 17-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 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
- \$380 application fee\*

## U.S. Citizenship and Immigration Services

Texas Service Center  
P.O. Box 851041  
Mesquite, TX 75185-1041

## 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—\$290\*

I-765 Application for employment authorizations—\$380\*

\*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 20 hours per week during the academic year. May exceed the 20-hour limit during the summer break and holidays. If a job is available, F-1 students may also work over 20 hours even when taking a summer school class.	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 on the SEVIS I-20.
Optional Practical Training	Must be full-time student for nine months prior. 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>DSO recommends on I-20, sends I-765 to Texas Service Center.</p> <p>Student files I-20, I-765 and \$380 filing fee with CIS.</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 International Student Advisor 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 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 International Student Advisor **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 International Student Advisor.

(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:

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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.)***

**I-765, Application For****Employment Authorization**Department of Homeland Security  
U.S. Citizenship and Immigration Services**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for:

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

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)	
2. Other Names Used (include Maiden Name)	Results (Granted or Denied - attach all documentation)
3. U.S. Mailing Address (Street Number and Name) (Apt. Number) (Town or City) (State/Country) (ZIP Code)	12. Date of Last Entry into the U.S., on or about: (mm/dd/yyyy)
4. Country of Citizenship/Nationality	13. Place of Last Entry into the U.S.
5. Place of Birth (Town or City) (State/Province) (Country)	14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
6. Date of Birth (mm/dd/yyyy) 7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	15. Current Immigration Status (Visitor, Student, etc.)
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	16. Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. (For example, (a)(8), (e)(17)(iii), etc.)  ( ) ( ) ( )
9. Social Security Number (Include all numbers you have ever used, if any)	17. If you entered the eligibility category, (e)(3)(C), in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____
10. Alien Registration Number (A-Number) or I-94 Number (if any)	
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (Complete the following questions.) <input type="checkbox"/> No (Proceed to Question 12.)	

**Certification**

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Person Preparing Form, If Other Than Above:** I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Received	Sent	Approved	Denied	Returned

### 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: _____

<b>For Official Use Only</b> Microfilm Index Number: _____
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(See instructions on reverse)

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

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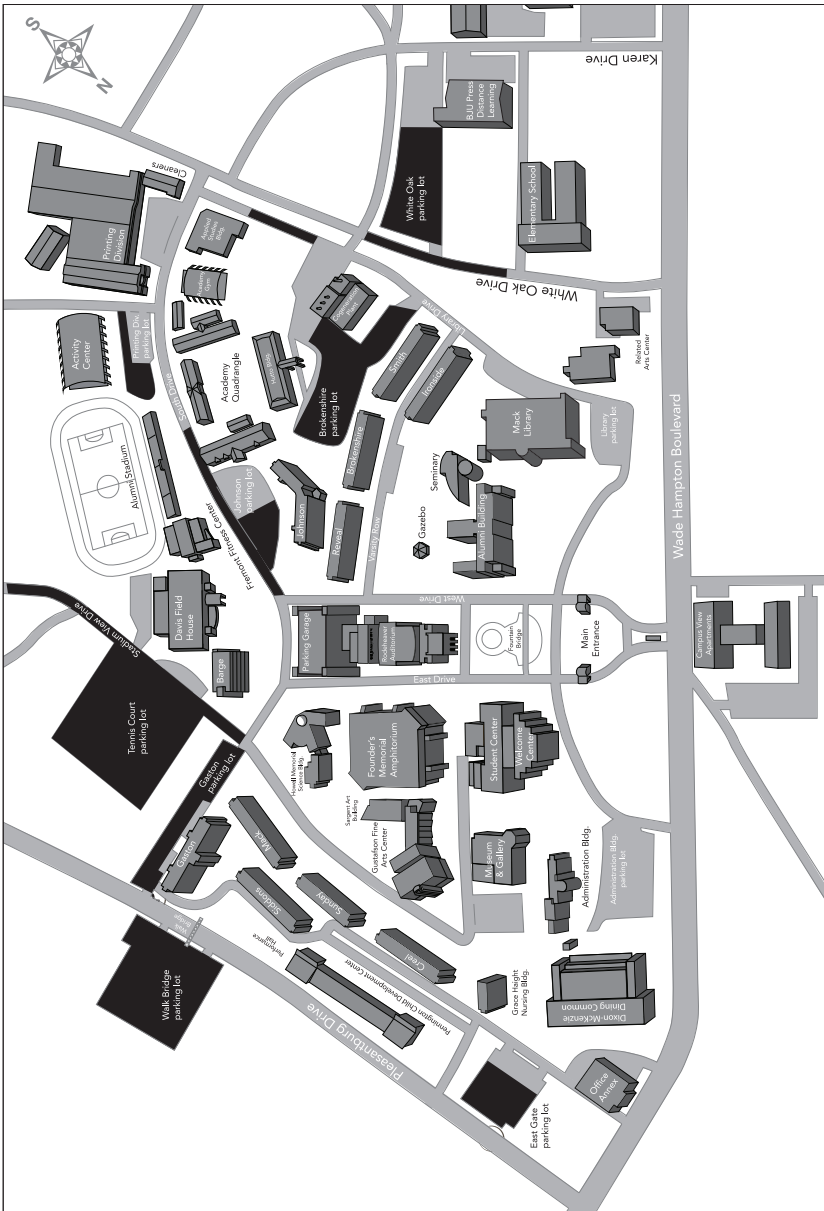
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