



Capstone International Center  
International Student & Scholar Services



# International First Steps

## Welcome to UA



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# Capstone International Center

## International Student & Scholar Services



Hours of Operation: Mon-Fri: 8 am - 4:45 pm

Walk-in/Virtual Advising: Mon-Thur: 11 am - 3 pm

Location: [105 BB Comer Hall](#)

Website: <http://international.ua.edu/iss/>

Email: [international@ua.edu](mailto:international@ua.edu)

Phone: 205 348-5402



# Welcome from the Director



On behalf of International Student & Scholar Services, I would like to welcome you to The University of Alabama. It is an exciting time of the year for all of us and particularly for all of our newly arrived students.

We can only hope that you will catch the welcoming nature of Tuscaloosa and find comfort as you settle in to pursue your academic career at The University of Alabama.

The University of Alabama has had a rich history of academic excellence since its founding in 1831. This year we are looking forward to seeing you succeed in your goals and participate in the many culturally enriching activities our campus has to offer.

We hope you will join us in many of the campus-wide events designed to welcome new students, scholars, and faculty.

Best wishes for a successful and productive year!

Charter Morris

Director, International Student & Scholar Services



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# International Student & Scholar Services' Mission



The mission of International Student & Scholar Services is to provide essential services and innovative programs for The University of Alabama's international students, scholars and their families to enable them to achieve their educational, professional and social goals. ISSS seeks to foster diversity and strengthen inter-cultural relationships throughout the UA campus and community. It is our commitment to promote understanding and respect for the world's many cultures

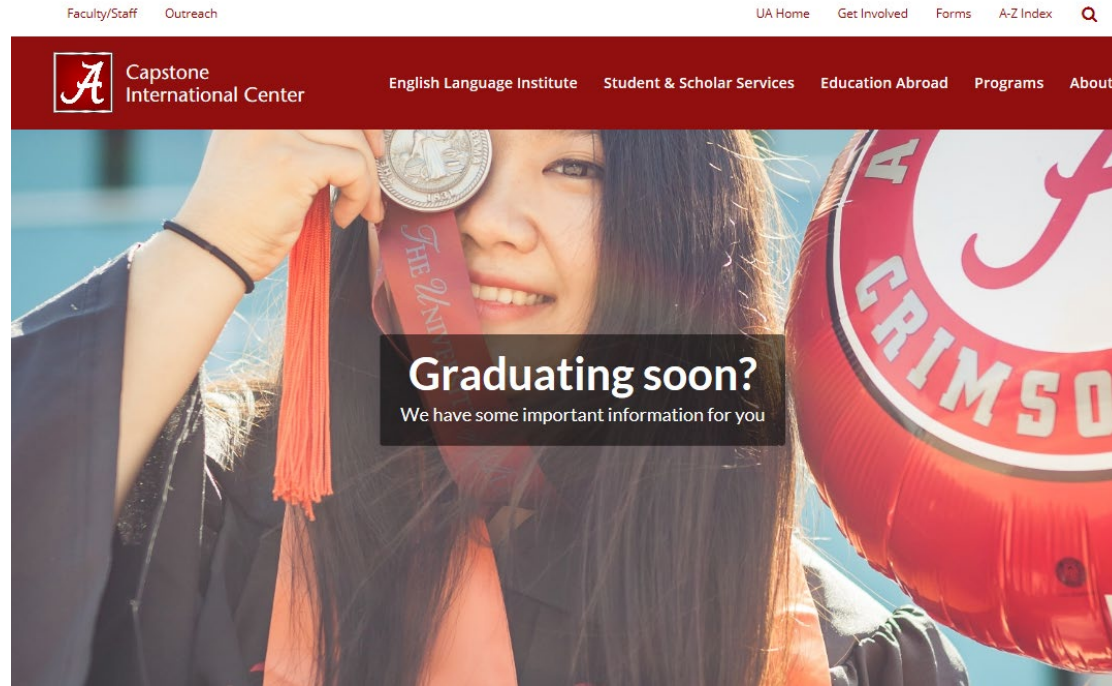


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# ISSS Website



<http://international.ua.edu/iss/>

or

**Short URL**  
**is.ua.edu**



#### FUTURE & NEW STUDENTS

- Admission to UA
- Scholarships & Aid
- Required Funding and Estimated



#### CURRENT STUDENTS

- Maintaining Student Visa Status
- Academic Resources



#### INTERNATIONAL SCHOLARS, FACULTY & STAFF

- H-1B Workers



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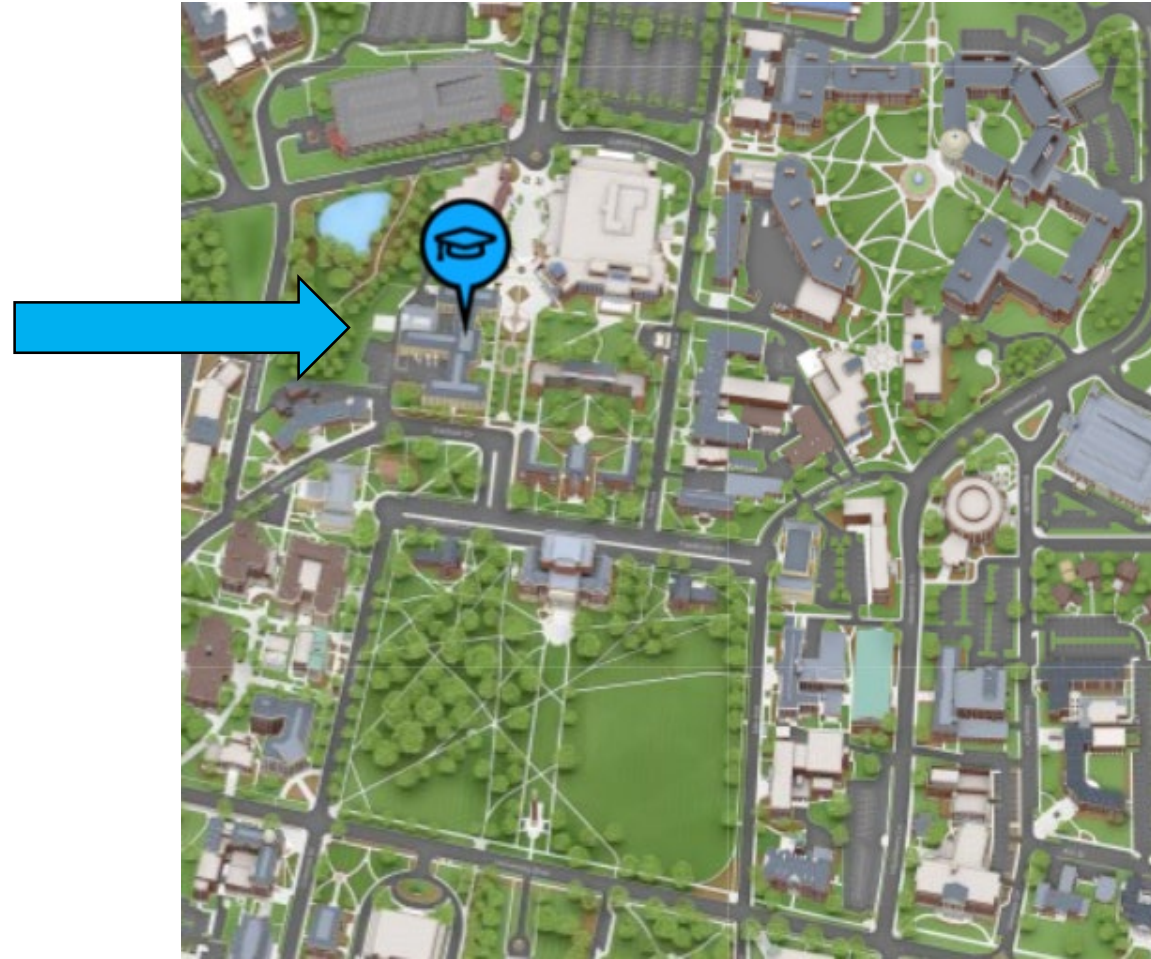
# Location of ISSS Office

105 BB Comer Hall

400 McCorvey Drive  
Tuscaloosa, Alabama 35401

Campus Map -Building ID: 1043

Google Map



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# First Steps

As a new international students you have a lot to do to settle in.

Below are your big first steps:

1. Complete International Orientation and Pass the [Immigration Quiz](#)
2. Update Address in MyBama with Local Tuscaloosa Address
3. Complete International Check-in by uploading documents
4. Other Orientations – Bama Bound, GROW, GTA Workshop
5. Register for Classes
6. Confirm Schedule
7. Set up ACT Card
8. Set up Apps and Accounts
9. Attend New Student Welcome Event



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# Step 1: International Orientation

All new international students must complete International Orientation & Check-in online, which can be accessed on our website here:

<http://international.ua.edu/iss/future-new-students/orientation/>

To complete this orientation, you must do the following:

1. [Review the Cultural Adjustment and Health Resources.](#)
2. Review the [Academic Success](#) and [Campus Life](#) Resources.
3. Complete the [Immigration Section Video](#) and take the [Immigration Quiz](#). You must score 100% on the quiz.



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# Orientation Guide



## International Orientation Guide



Our **International Orientation Guide (pdf)** contains helpful information about campus resources, adjusting to campus life, and academic success at The University of Alabama.

This information will be covered throughout the Online Orientation, and at various points, we will refer you to sections of the guide.



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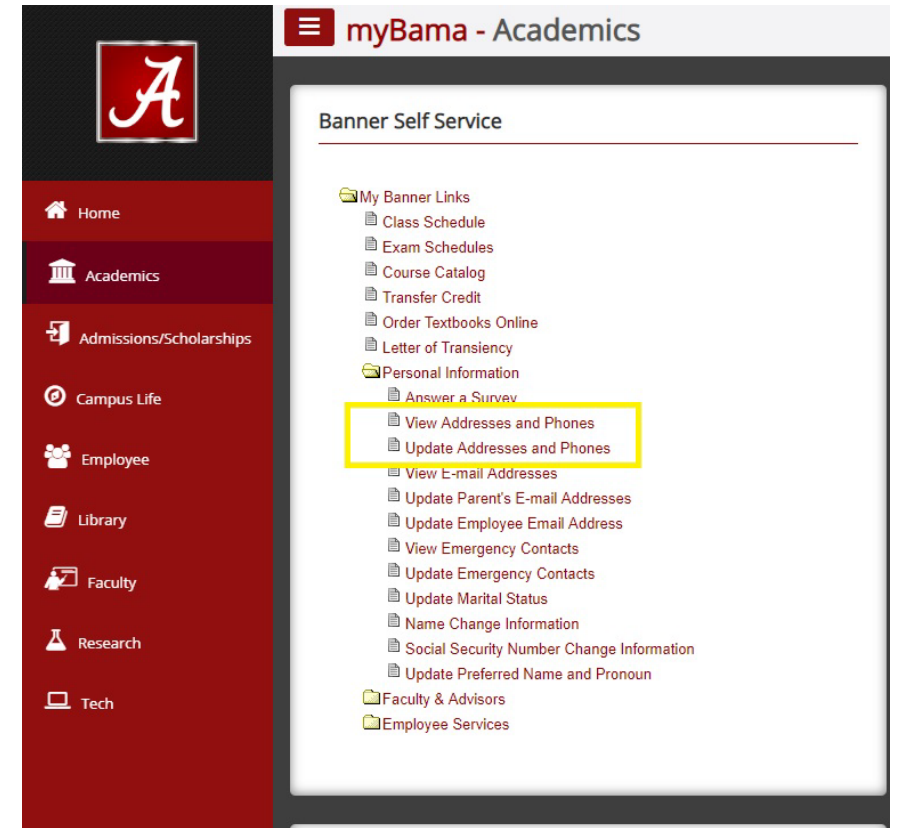
# Step 2: Update Address

You must report your address at check in and keep your address updated. All non-U.S. citizens residing in the U.S. are required update their address within 10 days of any change of address.

When you move, you should update your address in myBama, and ISSS will report the change to the Department of Homeland Security in SEVIS.

ISSS must have the following information to report to immigration:

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.



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# Step 2: Updating Address

THE UNIVERSITY OF ALABAMA®

Personal Information



ID Number:  
123456789

big.al@ua.edu

1 University Blvd., UA,  
Tuscaloosa, AL 35487

205-348-5402

Personal Details

First Name Big Al	Middle Name	Last Name Elephant
Date of Birth 12/31/1981	Marital Status Married	Legal Sex Male
Preferred First Name	Personal Pronoun He	

Name or SSN Change Information

Address

Local Street (non-mailing)

Current  
11/01/2019 - (No end date)  
1 University Blvd., Apt. 12  
Tuscaloosa  
Alabama 35401

Local Mailing Address

Current  
03/21/2013 - (No end date)  
P.O. Box 870254  
Tuscaloosa  
Alabama 35487

Permanent Home Address

Current  
03/21/2013 - (No end date)  
1 Roll Tide Avenue  
Dhaka  
Bangladesh


+ Add New

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.



# Step 3: Complete Check-in: Uploading Documents for Check-In



 The University of Alabama

**Check In Document Upload Form for International Students**

**Welcome Charter Morris !**  
Please select document types and add check in documents for submission.  
**Remember,** Upload file has to be **image, pdf or word file** with less than **5MB** in size.

Choose Upload Document Type

--- Select ---

**Add Files**

**Submit**

Choose Upload Document Type

--- Select ---

--- Select ---

Contact Information Sheet

Acknowledgment of Responsibility Form

Passport

Visa

I-94 Record

I-20 or DS-2019

**Submit** **Reset**

- Access our **Secure Immigration Check-in Portal**
- Remember, your documents must be saved as an image, pdf, or word file less than 5 MB in size.



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# Step 3: Complete Check-in: Required Documents for Upload



- Contact Information Sheet;
- Acknowledgement of Responsibility Form;
- Your passport main information page;
- Your F-1 Visa or J-1 Visa;
- Your F-1 I-20 (pages 1 and 2 only) or J-1 DS-2019 (page 1 only);
- I-94 Arrival/Departure Record (note: only accessible after arrival to the U.S.); and
- If you have a spouse or children with you, please also scan their documents for check-in.



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# Address Updated? Documents Uploaded? SEVIS Validated!



Once these steps are complete, ISSS will process the validation of your SEVIS Record with Homeland Security's Student Exchange Visitor Program, which can take 2 – 3 business days at a minimum.

After the check-in has been completed and your SEVIS record has been validated, you will be notified.

After SEVIS Validation, ISSS will be able to process any requested verifications for I-9 processing, Alabama Credit Union accounts, Driver's Licenses, and Social Security Number applications.



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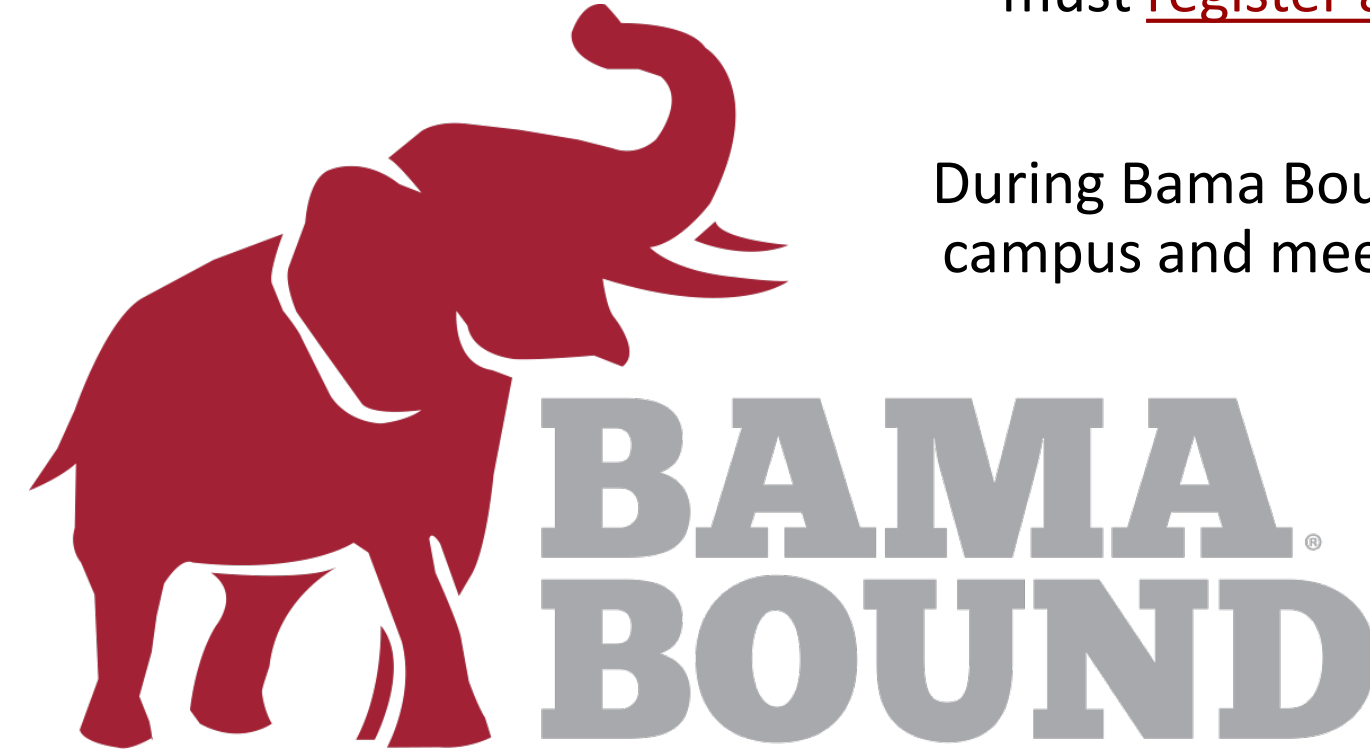
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# Step 4: Other Orientations - Undergrads



Bama Bound is for all first-year and transfer **undergraduate students** – both American and international students must register and attend a Bama Bound Orientation.

During Bama Bound, you will receive a full introduction to campus and meet with your academic advisor so you can register for courses.



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# Step 4: Other Orientations – Grad Students



## GRADUATE ORIENTATION AND WELCOME (GROW)

GROW is designed to prepare incoming graduate students with the necessary information to make their time at UA a success. In addition, it serves to supplement your departmental orientation experience and give you a well-rounded view of the UA experience through the graduate student lens.

## WORKSHOP FOR NEW GRADUATE TEACHING ASSISTANTS

Held in the Fall Semester only, this workshop is required for all new Graduate Teaching Assistants. New GTAs should contact the Graduate School about participation in the August Workshop.



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# Step 5: Register for Classes

- You must register for full-time classes before the end of drop/add.
- Work with your Academic Advisor to select appropriate classes and follow the steps on the Registrar's page to enroll: <https://registrar.ua.edu/student-services/registration/>.
- General Enrollment Requirements
  - **Graduate Students**
    - 9 credit hours minimum
    - 6 credit hours with a .5 FTE (20-hour per week) Assistantship
  - **Undergraduate Students**
    - 12 credit hours minimum
- Online Class Limits
  - **F-1 Online Limits** - Only one 3-credit hour course can be counted towards enrollment minimums
  - **J-1 Online Limits** - J-1 students may not count any online courses toward the minimum enrollment requirement.



# Advising Guide



## International Student Advising Guide



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Our [International Student Advising Guide \(pdf\)](#) contains helpful information about course registration, academic advising, and academic success at The University of Alabama.



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# Step 6: Confirm Schedule



- Once you have registered for classes, your schedule will not be “confirmed” or “secured” until you have either paid your balance with Student Account Services, set up a Payment Plan, or taken other action to secure your schedule.
- Payment info: <https://studentaccounts.ua.edu/payment-methods/>



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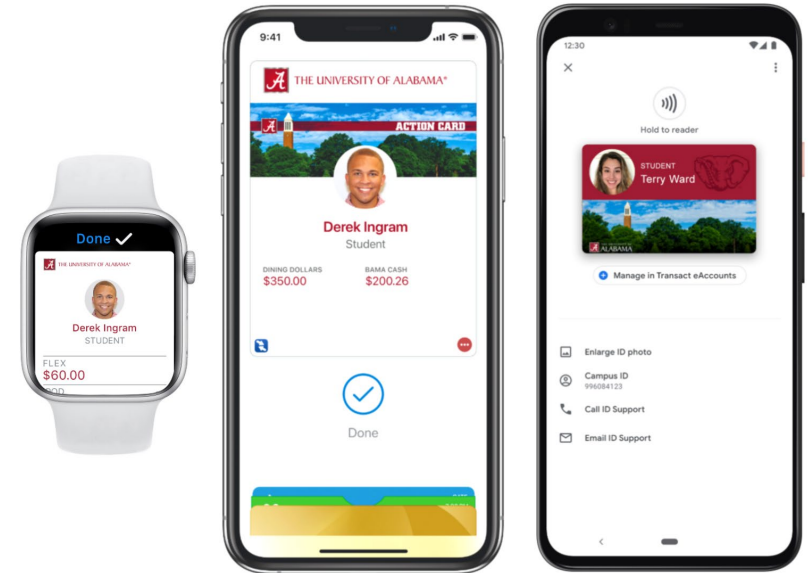


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# Step 7: Set up ACT Card



- The ACT Card (or Action Card) is a Digital ID Card that gives you access to your residence hall, labs, dining halls, recreation centers, libraries, the Student Health Center, and a lot more! <https://actcard.ua.edu/actcardbasics/>
- To set up your ACT Card, follow the steps on the [ACT Card Photo Submit Page https://actcard.ua.edu/photosubmit/](https://actcard.ua.edu/photosubmit/).
  - You will need to take a photo of yourself as well as your passport.
  - Make sure the photo of yourself that you submit meets all of the requirements listed here <https://actcard.ua.edu/tipsandcriteria/>
  - This process will set up the ACT Card on your phone.
- **Make sure you complete this process as soon as possible as your ACT Card is required to access your residence hall, utilize your meal plan, or go to the Student Health Center.**



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# Step 8: Set up Apps and Accounts

- Download the UA App to your phone (Android or Apple): <http://app.ua.edu/>
- One app contains multiple functions:
  - Directory
  - Events
  - Library
  - Safety App
  - Blackboard
  - Map
  - Crimson Ride Bus Routes and Location
  - ACT Card
  - News
  - Emergency resources
  - Student Tickets



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# Step 8: Set up Apps and Accounts



Download the UA Safety App to your phone (Android or Apple): <https://ready.ua.edu/safety-app/>

The UA Safety App provides students with immediate access to information in case of an emergency.

Features include a built-in GPS to every campus building and shelter, AEDs and safety guidelines for potential hazards.

Users also receive exclusive UA Alerts and current UAPD advisories for up-to-date information.

Additional features include National Weather Service Information for Tuscaloosa County and an emergency contact list for instant dialing with one push.



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# Step 9: Attend New Student Welcome Event



- Come to the Welcome Event and meet other new UA International Students – Friday, August 19 at 3 pm
- Food, refreshments, and new friends!



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# ...and next steps...

You are also likely in need of many other documents and services.

We will try to tackle other important steps here:

1. Housing
2. Social Security Number
3. Driver's License
4. Bank Account
5. Phone Account/SIM Card
6. Transportation Resources
7. Other Resources



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# 1. Housing



- Most apartments require long-term leases of at least one year.
- It is common for most landlords to require you to pay a deposit which is equal to one month's rent when you sign a lease for an apartment or house as well as the first and last month of rent upon move-in.
- Be sure to read through the terms of your lease carefully before signing. By signing a lease, you are promising to pay the landlord for the entire time listed on the lease.
- Ending a lease early or violating the lease agreement can cost you the rental deposit.
- Please visit Off-Campus Housing's resources for renters: <https://offcampushousing.sa.ua.edu/resources/>.



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## 2. Social Security Number



1. You must first have a job or job offer on-campus, **and** you must have completed check-in and had your SEVIS Record validated.

NOTE: Scholarships and fellowships will not qualify you for an SSN. It must be a job to qualify.

2. Have your campus employer complete an **Employment Verification Form** on their letterhead.
3. Submit the **Employment Verification Form** to ISSS, and we will verify it and provide instructions on setting your SSN appointment.

Full details on the SSN Application Process: <http://international.ua.edu/iss/ssn-itin-taxes/>



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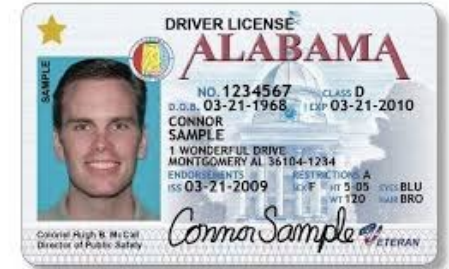
# 3. Driver's License

You should study the [Alabama Driver's Manual](#) prior to applying for a license.

Students must have at least 160 days remaining on their I-20/DS-2019 to be eligible to apply or renew license.

1. **Prepare SSN Card or get an SSN Denial Letter** – if you don't have a Social Security Card, you must do this before requesting a [Verification Letter](#) from ISSS
2. **Obtain Status Verification Letter from ISSS** – Once you have either the SSN Card or SSN Denial Letter, then complete a [Verification Letter Request](#) with International Student & Scholar Services so that you may obtain a verification of your visa status. This letter is required for F-1 and J-1 students as well as for their dependents.
3. **Gather your immigration documents** – Besides the [Verification Letter](#), you must take all of your immigration documents, including your I-20 or DS-2019, your passport, and your [I-94 Record](#).
4. **Make an appointment online with the Driver's License Office** – You will need to take both your written test and your driving test at your local driver license office. You must make an [appointment online in advance](#).

Full details on the License Application Process: <http://international.ua.edu/issv/life-in-tuscaloosa/transportation-driving/>



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# 4. Bank Account

General documentation required to set-up a checking account:

- Passport
- I-20 or DS-2019
- I-94 Record
- Proof of Physical Address
- Mailing Address
- University of Alabama Action ID Card
- Tuscaloosa Phone Number
- Email Address



**PLEASE NOTE:** In addition to the documents above, The Alabama Credit Union requires a Verification Letter from ISSS.

Full details on Banking: <http://international.ua.edu/iss/life-in-tuscaloosa/finances-banking/>



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# 5. Phone/SIM Card

## Cellular Phone Store Locations

Most major wireless phone service providers are available in Tuscaloosa. You can find most of these phone providers at the University Mall, Wal-Mart, Target and other locations around the city.

- **Verizon** – <https://www.verizon.com/> - 2340 McFarland Blvd. E, Tuscaloosa, AL
- **AT&T** – <http://www.att.com/> - 1701 McFarland Blvd. #4, Tuscaloosa, AL
- **T-Mobile** – <http://www.t-mobile.com/> - 1006 Veterans Memorial Pkwy #B, Tuscaloosa, AL
- **Metro** – <https://www.metrobyt-mobile.com/> - 426 15th Street, Tuscaloosa, AL



## Specialized Plans for International Students and Scholars

There are a few companies which offer specialized no-contract plans that are specifically designed for international students, scholars, and dependents.

**Campus Sims** – <https://www.campussims.com/student-sim-order-form/>

**StudentSIMs** – <https://mysimportal.com/order/studentsims/>



**studentSIMS**  
A J1SIM Company

Full details on Phones: <http://international.ua.edu/iss/life-in-tuscaloosa/telephone-services/>



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# 6. Transportation Resources



**TUSCALOOSA BUS SYSTEM –**  
<http://tuscaloosatransit.com/>

**CRIMSONRIDE – UA BUS SYSTEM –**  
<http://www.crimsonride.ua.edu/>

**GREYHOUND BUS LINES –**  
<http://www.greyhound.com/>

**AMTRAK TRAIN SERVICES –**  
<http://www.amtrak.com/>



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# 7. Campus and Community Resources



The Campus Visitor's Guide contains extremely helpful information about the campus.

<https://visit.ua.edu/>

Tuscaloosa's Visitor's Guide is an amazing resource for all that is great about Tuscaloosa and why this is Title Town!

<https://visittuscaloosa.com/>



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# International Orientation

Cultural Adjustment,  
American Culture,  
& Relationships



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# Orientation Guide



## International Orientation Guide



Please follow along on **page 17** of your **International Orientation Guide (pdf)**.



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# Culture Shock

- Culture shock describes the anxiety that a person experiences when they move from a familiar culture to an entirely new culture or social environment
- Everyone experiences culture shock at some point when they are living within a new culture
- It is important to reach out when you need help, and take advantage of the resources available to you

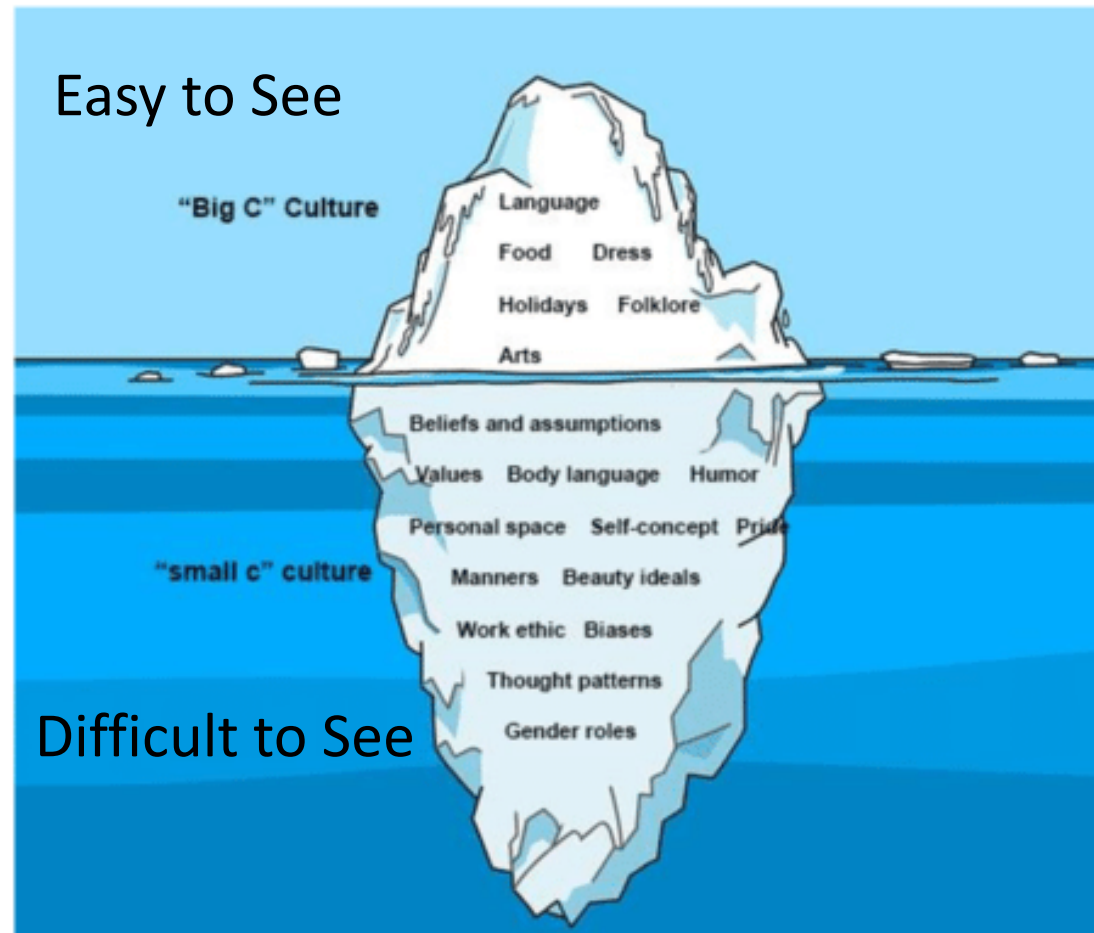


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# What Causes Culture Shock?



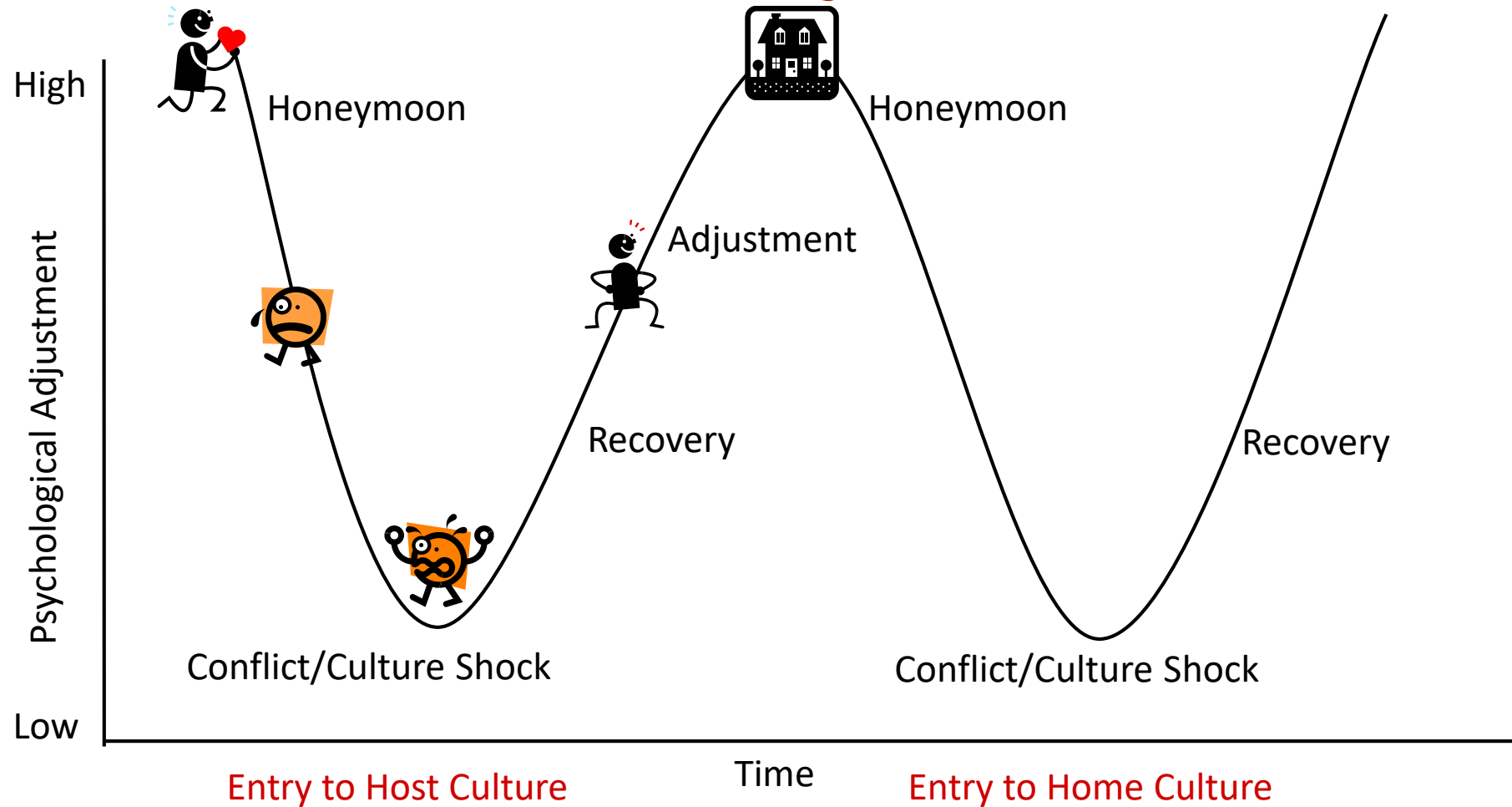
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# W-Curve of Cultural Adjustment



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)



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# How to Cope with Culture Shock

- Remember – this is normal, and you are not alone.
- Make sure you are eating, sleeping, and exercising. These simple things help a lot!
- Talk to someone from your home country.
- Get involved on-campus.
- Spend time with Americans.



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# How to Get Help

## UA Counseling Center

<https://counseling.sa.ua.edu/>

1101 Jackson Avenue, Tuscaloosa, AL  
South Lawn Office Building, Suite 3000

Daytime Number: 205-348-3863

After Hours Number: 205-348-5454

Or Text BAMA to 741-741 to text with a  
trained volunteer



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# Understanding American Culture

## International Orientation Guide



Please follow along on **page 8** of your **International Orientation Guide (pdf)**.



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# American Cultural Values

1. Individualism
2. Equity
3. Time Consciousness
4. Casual Friendships



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# American Social Behavior

American social behavior can be quite different from the way it is portrayed in media.

- Greetings and Small Talk
- Personal Space
- Profanity and Taboo Gestures



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# Interpersonal Relationships



## International Orientation Guide



Please follow along on **page 11** of your **International Orientation Guide (pdf)**.



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# Interpersonal Relationships and Sexual Misconduct



- Consent is Required
- Abusive Relationships
- Sexual Misconduct and Harassment
- UAct <https://www.ua.edu/campuslife/uact/>



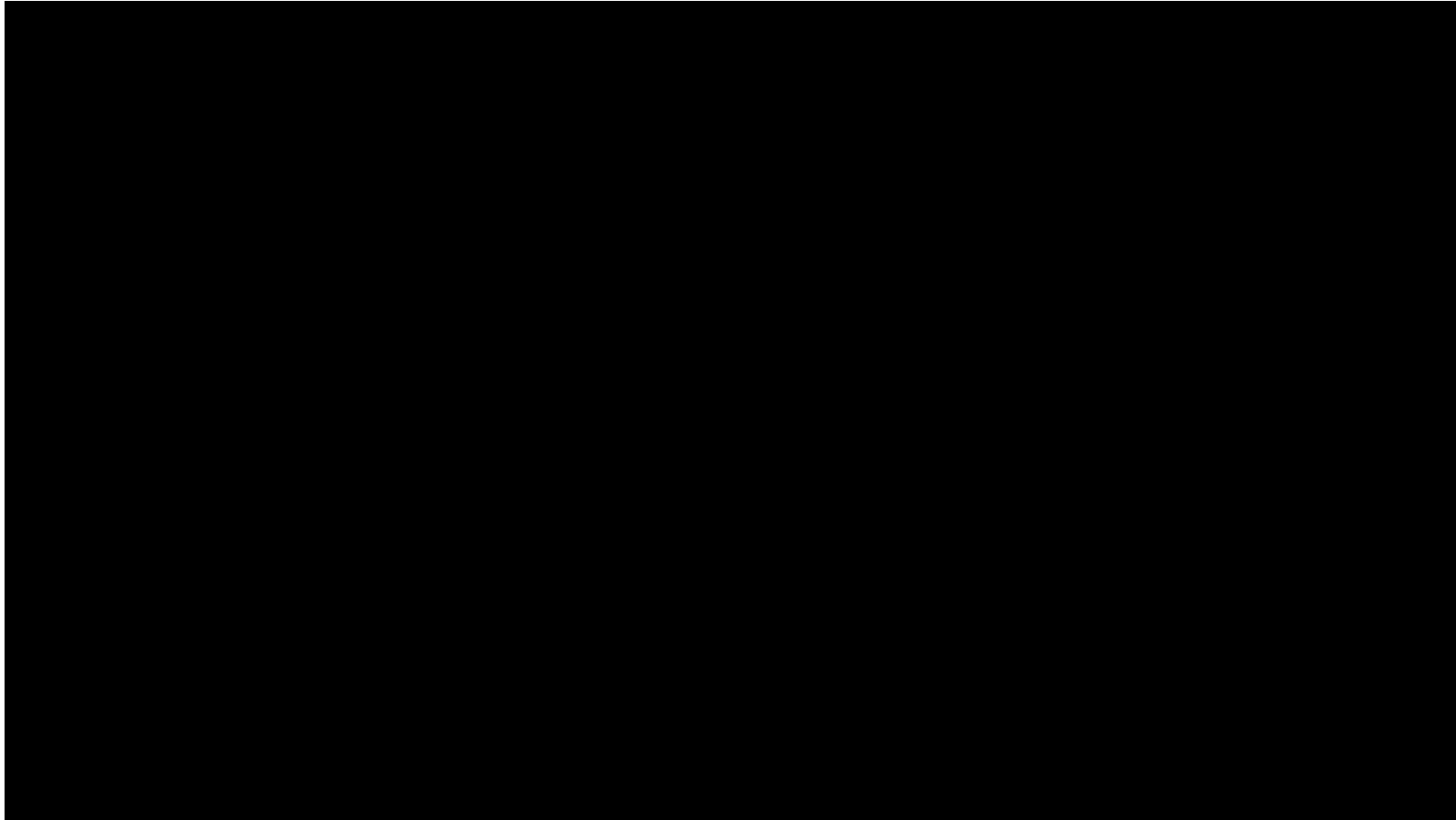
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# Understanding Consent



From Blue Seat Studios “Tea Consent” <https://www.youtube.com/watch?v=fGoWLWS4-kU>



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# How To Get Help

- UA Police 205-348-5454 (24 Hour Line)
- Equal Opportunity and Title IX Programs  
<https://titleix.ua.edu/>
- Women and Gender Resource Center  
<https://wgrc.sa.ua.edu/> ; 205-348-5040



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# Safety App



- <https://ready.ua.edu/safety-app/>
- Available for iOS and Android devices



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# UAPD

- UA Police 205-348-5454  
Available 24hrs (day or night)  
for Emergency and Non-Emergency Assistance
- <https://police.ua.edu/>
- Safer Living Guide:  
<http://saferliving.ua.edu/>



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# Women & Gender Resource Center



- South Lawn Office Building, Suite 2000
- Near East Edge Apartments & the Law School-on the East Edge Bus Route
- (205) 348-5040
- <https://wgrc.sa.ua.edu/>
- [wgrc@ua.edu](mailto:wgrc@ua.edu)
- Twitter: @WGRCatUA
- Facebook: UAWGRC



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# Women & Gender Resource Center

- A victim advocate is on call 24 hours a day.
- Hospital accompaniment- to provide emotional support and guidance during a sexual assault forensic exam.
- Academic Advocacy - negotiating changes in classes, work load, and making up missed classes or exams.
- Safe Housing - relocation within the on-campus housing system or community based housing as needed.
- Resources - providing information about campus or community resources, legal and judicial options, and support.



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# Equal Opportunity & Title IX Programs

## TITLE IX

U.S. DEPARTMENT OF EDUCATION  
Protecting all students

- 2418 Capital Hall, Tuscaloosa, AL 35487
- 205-348-3947
- <https://titleix.ua.edu>
- [Contacts and Staff](#)
- [Sexual Misconduct Policy](#)



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# Title IX



Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

20 U.S.C. §1681

In accordance with Title IX, the University of Alabama does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves.



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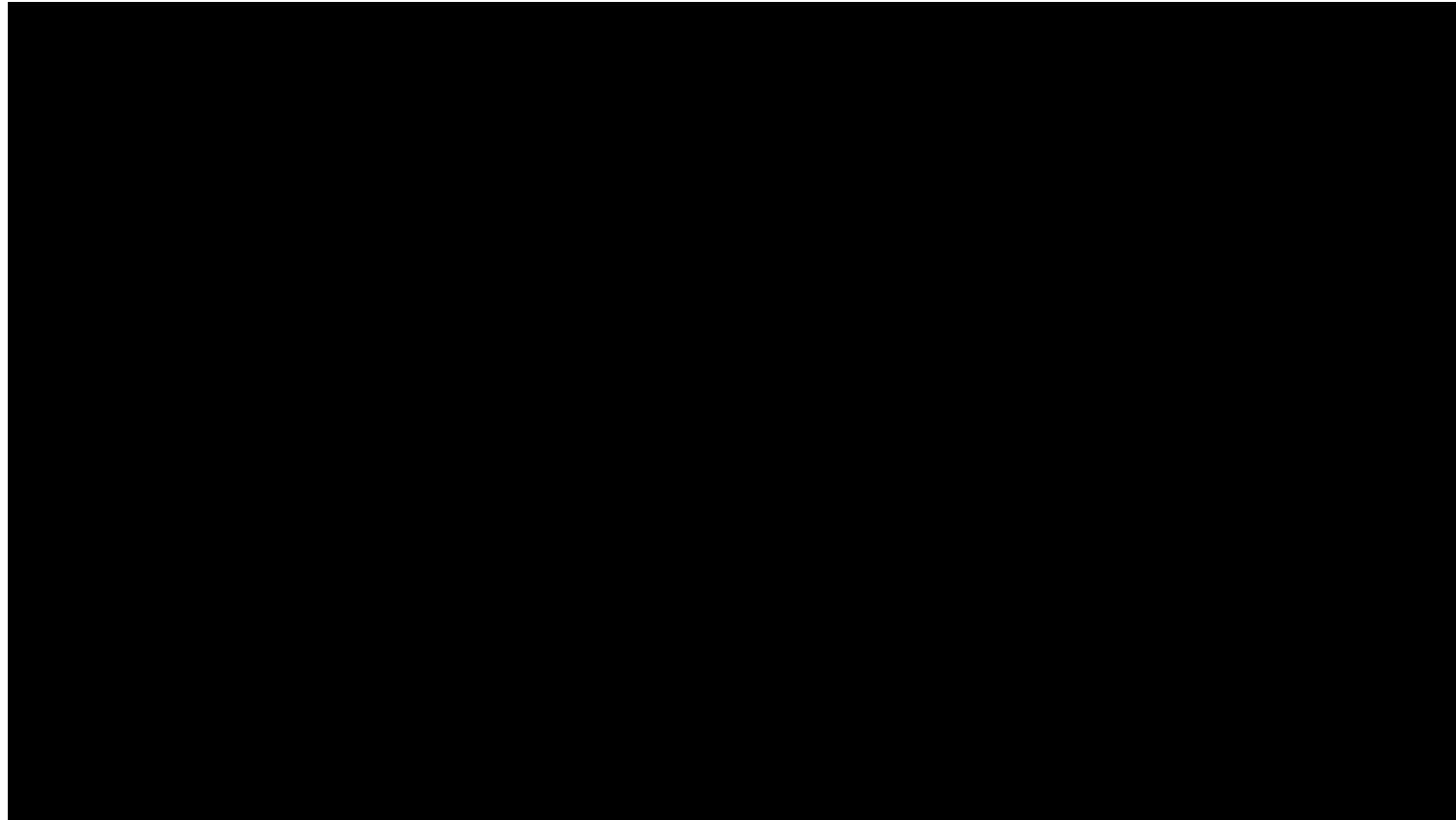
# International Orientation

Health Care,  
Insurance, Mental Health, and  
Substance Use



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# Understanding Health Care in the U.S.



International Student Insurance “Overview of the U.S. Healthcare System for International Students”

<https://vimeo.com/72268541>

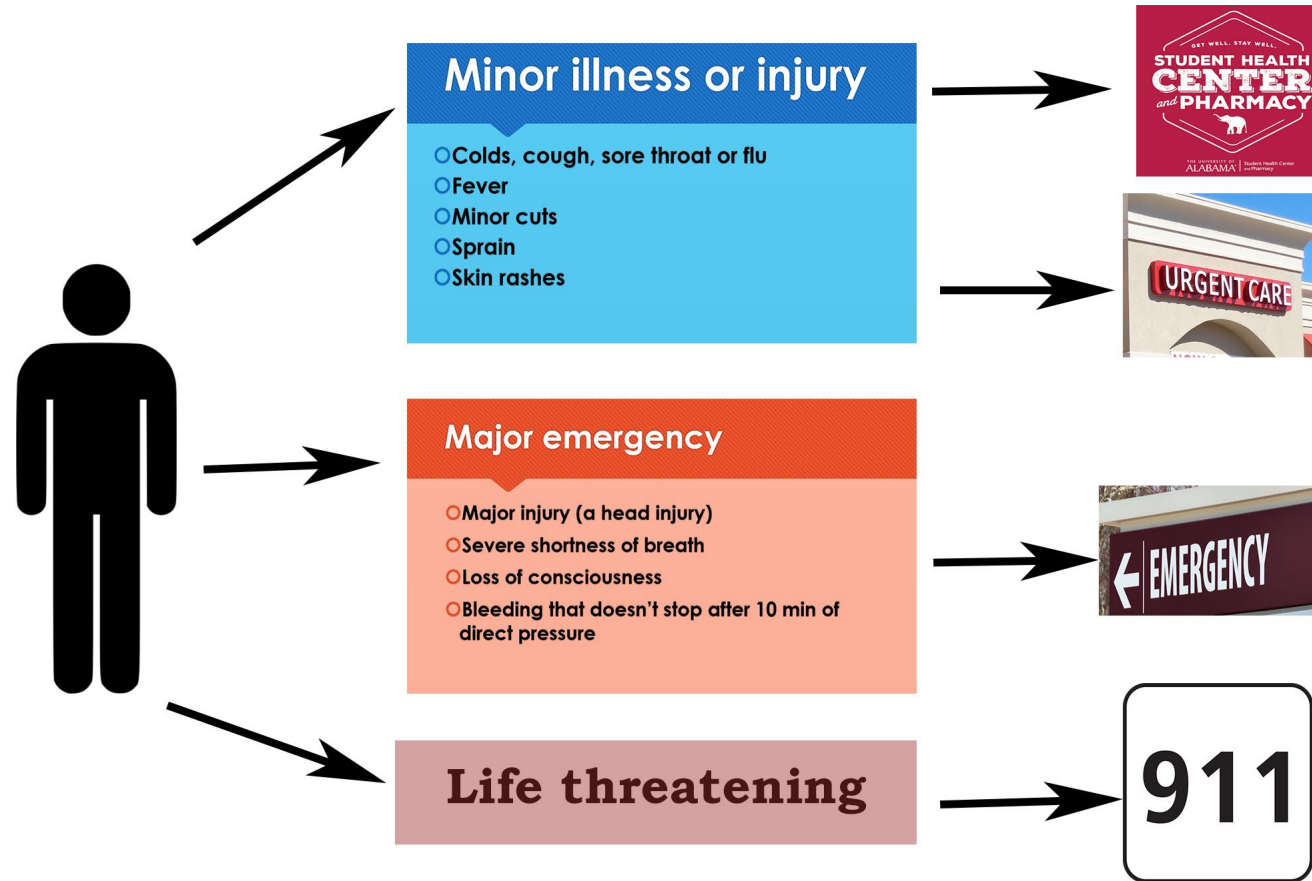


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# Seeking Medical Treatment

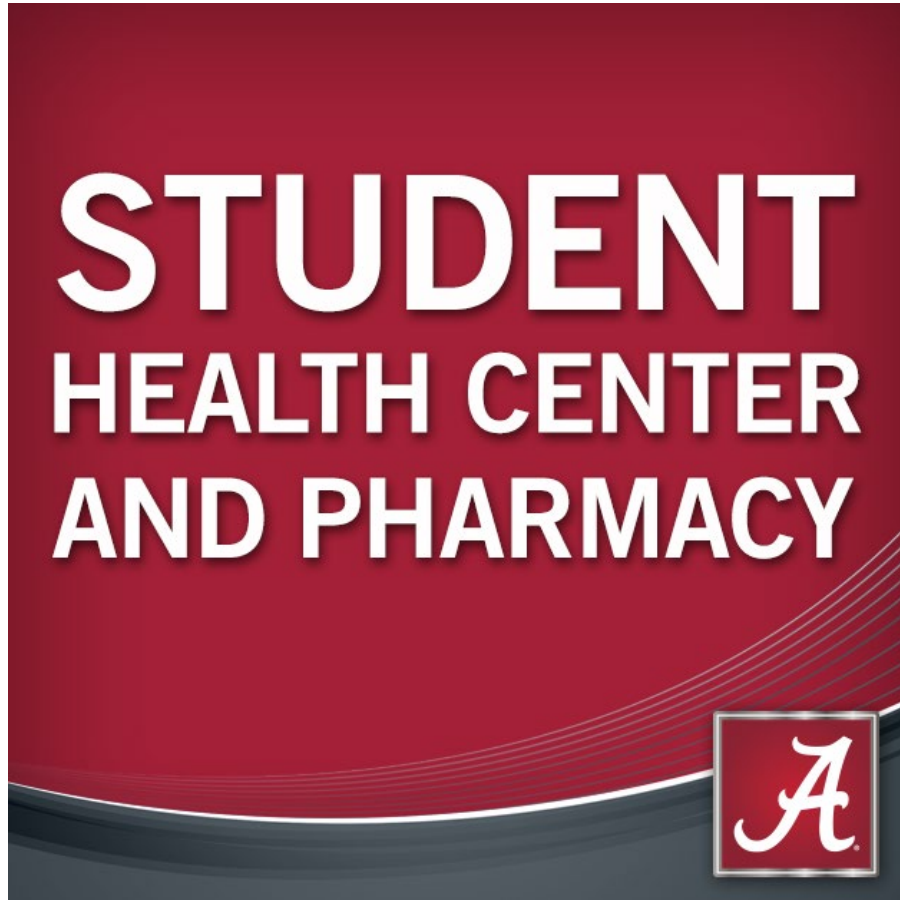


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# Student Health Center



Address:

750 Peter Bryce Boulevard  
Tuscaloosa, AL 35401

Reception: 205-348-6262

Pharmacy: 205-348-6276

Email: [shc@ua.edu](mailto:shc@ua.edu)

<https://shc.sa.ua.edu/>



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# Student Health Center

- No appointment necessary for medical or injury problems
- Appointment is required for Women's Health, Psychiatry, and Dietician Visits
- Fall/Spring hours:
  - Monday – Thursday 8 am - 5 pm
  - Friday 9 am - 5 pm
  - Saturday/Sunday Closed
  - Closed on University Holidays and Home Game Days
- Always bring your Action Card and Insurance Information



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# Immunizations

- Immunization Form: <https://shc.sa.ua.edu/forms/immunization-form/>
- The following immunizations are required for all incoming students:
  - Meningitis Vaccine – One dose at age 16 or greater
  - 2 Measles Containing Vaccines – One must be a MMR vaccination after 1980
  - TB Screening – Within one year
- Immunizations (MMR and Meningitis Vaccinations) are available Monday – Thursday from 8 am until 3 pm Friday from 9 am until 3 pm
- TB skin test available Monday-Wednesday 8 am until 3 pm, Friday 9 am until 3 pm
- No appointment necessary, bring your ACT card and Health Insurance Information
- If you have any questions, you can email [immunizations@ua.edu](mailto:immunizations@ua.edu) or call 205-348-6262 or 205-348-4637. Be sure to include your CWID when you email or call.



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# UA Student Health Insurance

- [Download instructions](#) on setting up online account
- Visit [uhcsr.com/myaccount](http://uhcsr.com/myaccount) and click Create Account
- Enter your First and Last Name, Date of Birth, and either your Email, Student ID or SR ID
- Create your Username and Password
- Verify your identity using either your email or cell phone number
- More information online at [www.uhcsr.com/ua](http://www.uhcsr.com/ua).

The advertisement features a woman with curly hair smiling while looking at a tablet. The top section has a white background with the UA logo and the text "Create your My Account Today!". The bottom section has a dark blue background with the UA logo, the text "Cost Estimator Tool", and an illustration of a piggy bank with three gold coins.



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# UA Student Health Insurance

- Covers services at the SHC, though a co-pay may be charged at time of service
- Covers hospital services if referred by SHC
- Covers most emergency hospital visits
- Covers University of Alabama Required Immunizations and TB skin testing
- Questions? Need forms? – Contact Student Health Insurance Office at 205-348-4086 or [shc@ua.edu](mailto:shc@ua.edu) or visit [www.uhcsr.com/ua](http://www.uhcsr.com/ua).



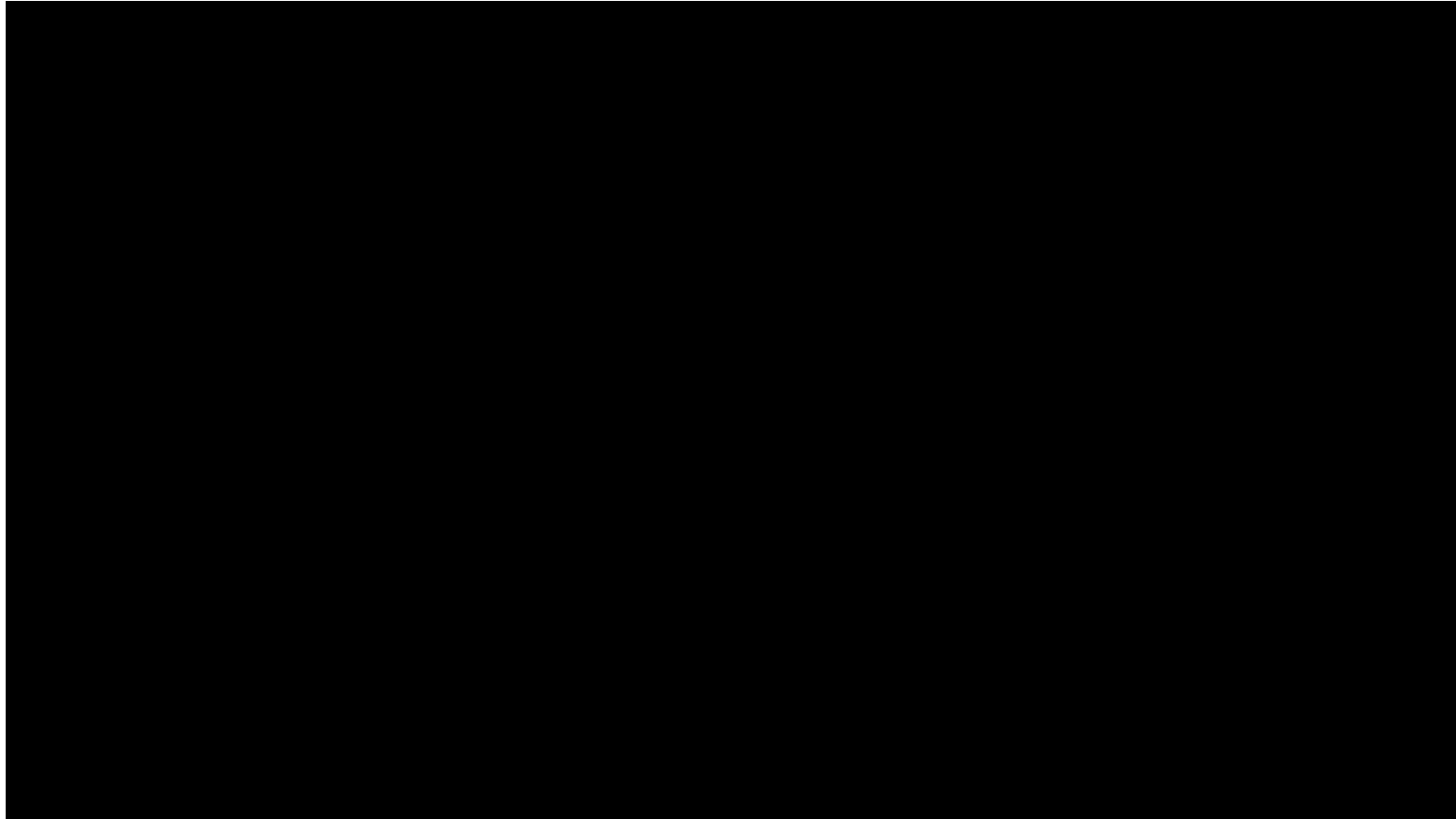
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# Treating Mental Health is Healthcare



International Student Insurance “Mental Health Awareness for International Students”

<https://youtu.be/GfCWUX9gnDc>



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# How to Get Help at UA

## UA Counseling Center

<https://counseling.sa.ua.edu/>

1101 Jackson Avenue, Tuscaloosa, AL

South Lawn Office Building, Suite 3000

Daytime Number: 205-348-3863

After Hours Number: 205-348-5454

Or **Text BAMA to 741-741** to text with a trained volunteer



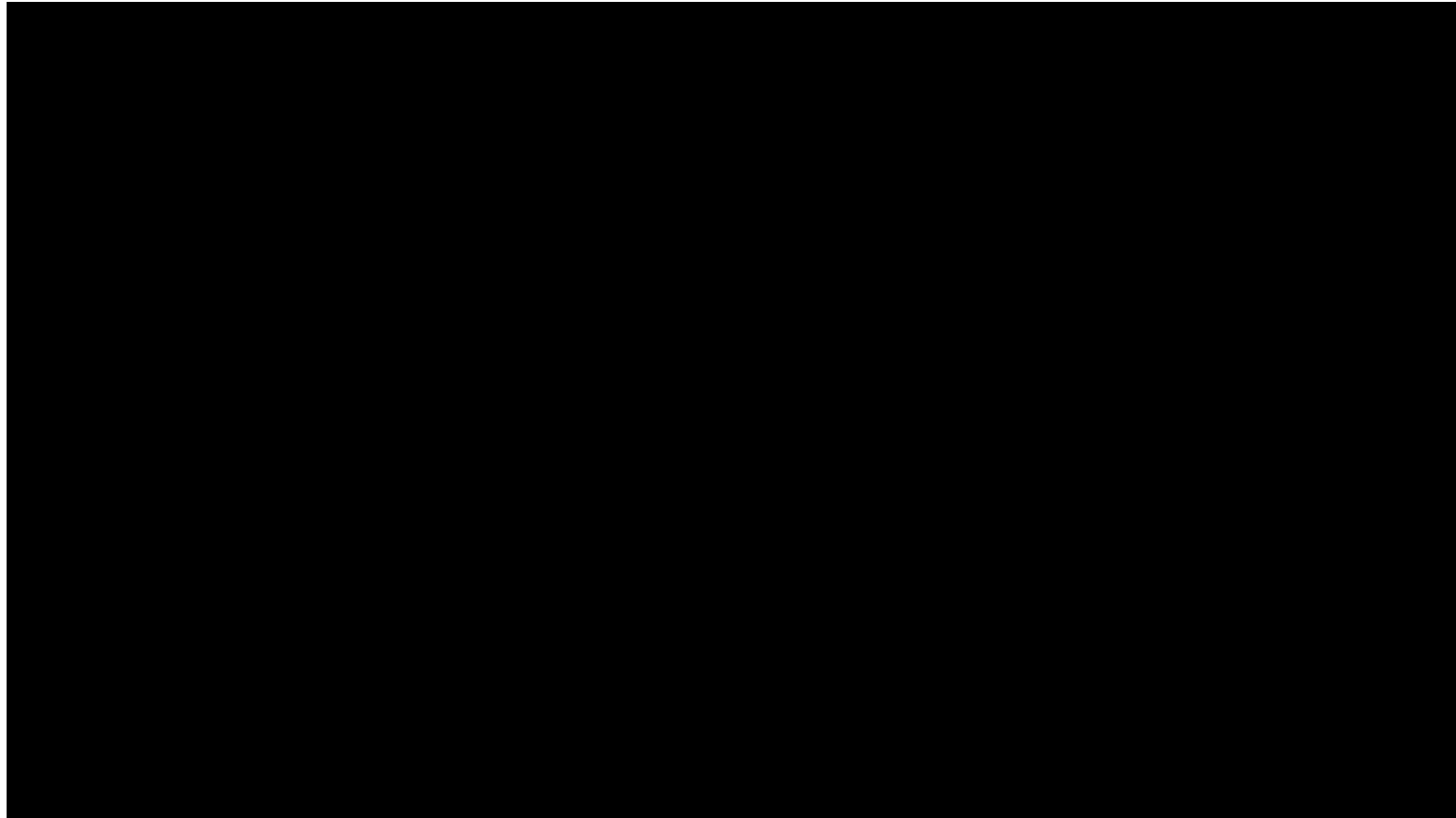
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# Alcohol, Tobacco, and Drugs



International Student Insurance “Drug & Alcohol Awareness” <https://vimeo.com/714489960>



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# Understand the Law and Make Healthy Choices

- Alcohol and smoking are legal if you are 21 years of age or older.
- International students can never possess or consume Marijuana, even in states where it is legal, as it is a violation of federal law
- Arrests for drinking alcohol and driving (DUI/DWI) lead to automatic visa revocation
- Alcohol arrests will lead to Student Non-Academic Misconduct Charges at UA
- Smoking and tobacco use are banned at UA
- Smoking is not allowed in most bars and restaurants



**SMOKE  
FREE  
CAMPUS**



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# How to Get Help at UA

## Collegiate Recovery and Intervention Services

<https://cris.sa.ua.edu/>

1101 Jackson Avenue, Tuscaloosa, AL

South Lawn Office Building, Suite 1000

Daytime Number: 205-348-2727



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# International Orientation

How to Be Successful at UA:  
Tips on the Academic Culture at  
The University of Alabama



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# Orientation Guide – Academic Success



## International Orientation Guide



Please follow along on **page 5** of your **International Orientation Guide (pdf)**.



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# U.S. Academic Culture



- Rewards Initiative
- Expects Active Engagement
- Tends to be more informal



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# What does UA Expect from You?

1. Review the Academic Catalog and understand the requirements for your degree program.
2. Register for classes, attend those classes, and make reasonable progress.
3. Check your UA email.
4. Follow the Code of Academic Conduct.



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# Code of Academic Conduct

I promise or affirm that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at The University of Alabama. I have read the Academic Honor Code, which explains disciplinary procedures that will result from the aforementioned. I understand that violation of this code will result in penalties as severe as indefinite suspension from the University.



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# Plagiarism and Academic Misconduct



- Plagiarism is using information from another source without giving credit
- Cheating is using unauthorized outside sources to produce information

The Writing Center



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# Three Ways to Guarantee Success

1. Keep Focused
2. Have a Plan
3. Take Responsibility for Your Education



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# Working with Your Advisor

Follow along starting at  
page 3 in the  
International Advising  
Guide

International Student Advising Guide



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# How to Have Successful Advising

1. Use your campus resources.
2. Understand who can help you.
3. Plan ahead.
4. Email your advisers.
5. Know when to make appointments.



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# Expectations in a Meeting

1. Be On Time
2. Be Prepared
3. Avoid Conflict
4. Be Ready to Accept No as an Answer
5. Leave in a Friendly Way



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# International Orientation

Campus Life at  
The University of Alabama  
and in Tuscaloosa



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# Orientation Guide – Campus Life



## International Orientation Guide



Please follow along on **page 12** of your **International Orientation Guide (pdf)**.



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# Social Media

## ISSS SOCIAL MEDIA ACCOUNTS

Stay connected through Facebook, Instagram, or Youtube!



UA International Student  
and Scholar Services



@uainternationalservices



UA International Services



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# Multicultural Coffee Hour

On Fridays from 11:30-1:00 in  
the Intercultural Diversity  
Center at the Student Center

Each week we feature a  
different country

You can try new foods and  
drinks, play a game, and learn  
a little bit of the language!



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# Student Organizations

All on-campus organizations can be found online at [The Source](#)

- [The African Students Association \(ASA\)](#)
- [Alabama International Relations Club](#)
- [Arabic Culture Club](#)
- [The Association of Chinese Students & Scholars at UA \(ACSS\)](#)
- [Bangladesh Student Association](#)
- [Caribbean Students' Association](#)
- [Chinese Culture Club](#)
- [Education Abroad Alumni Association](#)
- [French Club](#)
- [The German Club](#)
- [Hispanic-Latino Association](#)
- [Indian Students Association of Tuscaloosa \(ISAT\)](#)
- [International Student Association \(ISA\)](#)
- [Iranian Students Association at UA](#)
- [Italian Club](#)
- [Korean Student Association](#)
- [Kuwait Students Organization](#)
- [Las Doñas](#)
- [Nepalese Student Association](#)
- [Russian and Eastern European Club](#)
- [Saudi Student Association](#)
- [Society of Hispanic Professional Engineers](#)
- [South Asian Culture Club](#)
- [Spanish Club LEAF](#)
- [Turkish Student Association](#)
- [UA Vedic Society](#)
- [Vietnamese Student & Scholar Association](#)



# Tuscaloosa's International Friends (TIF)



- Friendship family program
- Apply in August to be paired with a family
- [Student Application Form](#)



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# International Peer Advisory Council (IPAC)



IPAC is a group of students dedicated to helping new international students feel at home at UA

Assist with:

- Global Tide groups
- Multicultural Coffee Hour
- ISSS events

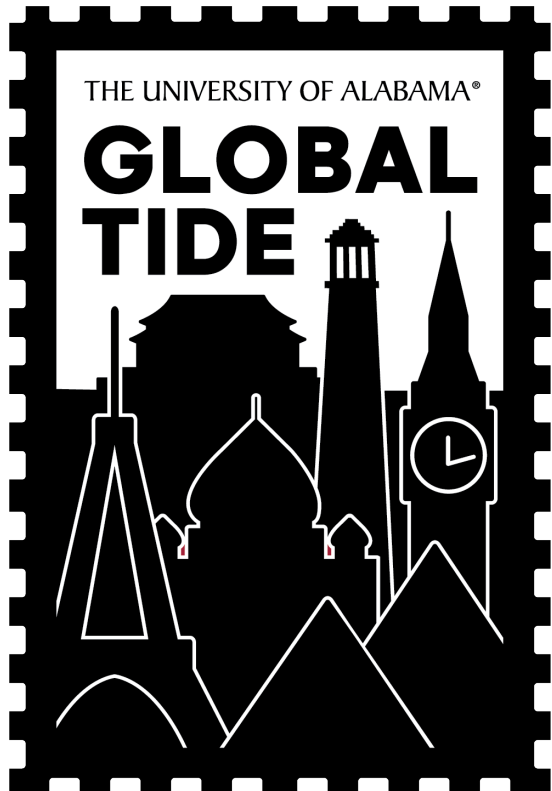


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# Global Tide



Global Tide is a mentorship group comprised of IPAC members and new students.

Consisting of around 2-3 IPAC leaders and 10 students, these small groups are a great way to get connected!

Through the mentorship groups, international students will learn more about the UA campus, make new friends, learn about resources at UA and in the community, and become better adjusted to life in Tuscaloosa.



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# ISSS Newsletter

- Biweekly updates, announcements, and events
- Check your Crimson email or forward your Crimson email to your personal account



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# Alabama Traditions

- Football
- The Crimson Tide
- Yea, Alabama
- Big Al
- Denny Chimes
- Roll Tide!



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# Campus Safety



- Sign up for [UA Alerts](#)
- Download the [UA Safety App](#)
  - Updates on inclement weather
  - Tornado shelter locations
  - Live radio
  - UA Safer Living Guide
  - Emergency Preparedness Info



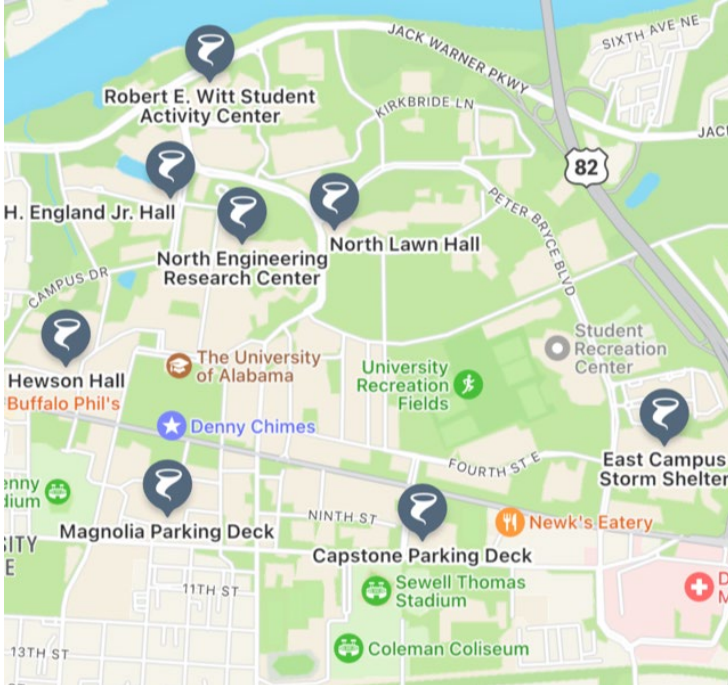
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# Inclement Weather



Locate safe spaces inside of buildings

- Tornado shelters on campus
- First floor away from doors and windows
  - The innermost room

Know the signs

- Sirens going off
  - Tested the first Wednesday of each month
- Watch the news/radio

Be prepared

- Water, flashlight with batteries, nonperishable food, first aid kit, and portable phone charger



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# Tornado Watch verses Tornado Warning

## Tornado Watch

- A storm has been spotted that has the ability to produce a tornado

## Tornado Warning

- A tornado has touched down



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# Interacting with the Police

- Always stay calm and respectful
- Do not argue or try to bribe officers
- Keep your hands visible to officers
- Campus Police Department
  - 205-348-5454
  - 911 for emergencies
- Tuscaloosa Police Department
  - 205-349-2121



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# The City of Tuscaloosa

- Shopping centers, grocery stores
- Restaurants and coffee shops
- Nature areas and parks
- Traveling options
- Transportation



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# International Orientation

Understanding your  
Student Immigration  
Status



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# Can you answer these questions?

- Do you know where your important documents are, and do you know how to understand them?
- Do you know what is required to stay in status?
- Do you know what options you have for work?
- Do you know what to do when you travel?
- Do you know what you can do at the end of your degree program?



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# Understanding Your Documents



Department of Homeland Security  
U.S. Immigration and Customs Enforcement  
SEVIS ID: N0004705512

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0048

SURNAME/PRIMARY NAME Doe, John	GIVEN NAME John	CLASS <b>F-1</b> ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-John	PASSPORT NAME JOHN	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1990	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL REENTRY	LEGACY NAME John Doe-John	

**SCHOOL INFORMATION**

SCHOOL NAME SEVY School for Advanced SEVIS Studies	SCHOOL ADDRESS 3002 Nancy Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Jalene Robertson	SCHOOL CODE AND APPROVAL DATE BAL21074444000 03 APRIL 2015

**PROGRAM OF STUDY**

EDUCATION LEVEL POSTGRADUATE	MAJOR 1 Commerce, General 45.0601	MAJOR 2 None 50.0000
NORMAL PROGRAM LENGTH Months	PROGRAM ENGLISH PROFICIENCY Beginner	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2020	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR 9 MONTHS	STUDENT'S FUNDING FOR 9 MONTHS
Tuition and Fees \$ 23,000	On-Sigma Sponsor \$ 3,000
Living Expenses \$ 4,000	Scholarship and Teaching Assistantship \$ 29,000
Expenses of Dependents (1) \$ 2,000	Wanda Fries Another Source \$
Other \$	Overseas Employment \$
TOTAL \$ 29,000	TOTAL \$ 30,000

**REMARKS**  
Orientation begins 8/25/2015. Please report to SEVIS upon arrival.

**SCHOOL ATTESTATION**  
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which was received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form.

**STUDENT ATTESTATION**  
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.5(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

**SIGNATURE OF:** Jalene Robertson, 2050  
21 April, 2015  
Ft. Washington, MD

**SIGNATURE OF:** John Doe (Smith)  
DATE  
NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or postoffice/country) DATE

ICE Form I-20 A-B (12/2016)

Page 1 of 3

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number I-94 FAQ

**Admission (I-94) Number Retrieval**

**Admission (I-94) Record Number:** 69000888062

**Admit Until Date (MM/DD/YYYY):** 10/10/2012

**Details provided on Admission(I-94) form:**

Family Name: LI  
First (Given) Name: LYDIA  
Birth Date (MM/DD/YYYY): 01/01/1990  
Passport Number: P123123213  
Passport Country of Issuance: Mexico  
Date of Entry (MM/DD/YYYY): 04/11/2012  
Class of Admission: B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

<http://international.ua.edu/iss/currentstudents/maintaining-student-visa-status/#documents>



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# Passport



Your passport is your most important document.

It must remain valid at all times while in the U.S.

If your passport expires or is lost, you will not be able to leave the U.S., renew your license, or extend work authorizations.

If you are within 6 months of your passport expiration, you may not be able to re-enter the U.S. after a trip abroad.



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# Visa

Your visa is allowed to expire as long as you are maintaining status (e.g. your I-20 or DS-2019 is valid) and you are pursuing the same objective.

Your visa only needs to be valid at the time you enter or re-enter the U.S. after travel abroad.

Some exceptions if returning from travel to Canada, Mexico, and the Adjacent Islands (automatic visa revalidation).



# Form I-94



 **U.S. Customs and Border Protection**  
Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 05/31/2015

Get I-94 Information **I-94 FAQ**

**Most Recent I-94**

Admission (I-94) Record Number: 0123456789

Most Recent Date of Entry: August 15, 2018

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname:	ELEPHANT
First (Given) Name:	BIG AL
Birth Date:	12/25/1981
Passport Number:	1234567890
Country of Issuance:	BANGLADESH

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

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

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

[For inquiries or questions regarding your I-94, please click here.](#)

[Accessibility](#) | [Privacy Policy](#)

The I-94 is your Arrival and Departure Record, which confirms your “official” visa status while in the U.S.

Access online at <https://i94.cbp.dhs.gov/I94/>

Your class of admission must always be correct - F1 for student visa and J1 for exchange visitor.

Your “Admit Until Date” should be D/S, which stands for Duration-of-Status.

If your I-94 says something different or if you cannot access your I-94 record, you should schedule an appointment with ISSS right away.



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# Form I-20 (F-1 Students)

The I-20 is a 3 page document, and it is divided into sections.

The links below explain each section in detail:

- [SEVIS ID](#)
- [PERSONAL AND BIOGRAPHICAL INFORMATION](#)
- [SCHOOL INFORMATION](#)
- [PROGRAM OF STUDY & START/END-DATE](#)
- [FINANCIALS](#)
- [SCHOOL AND STUDENT ATTESTATIONS](#)
- [EMPLOYMENT AUTHORIZATIONS](#)
- [TRAVEL SIGNATURES](#)

SEVIS #



Program of Study = Major and Degree Level



Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
<b>SEVIS ID: N0004705512</b>			
<b>SURNAME/PRIMARY NAME</b> Doe Smith <b>PREFERRED NAME</b> John Doe-Smith <b>COUNTRY OF BIRTH</b> UNITED KINGDOM <b>DATE OF BIRTH</b> 01 JANUARY 1986 <b>FORM ISSUE REASON</b> INITIAL AVERDANCE		<b>GIVEN NAME</b> John <b>PASSPORT NAME</b>  <b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM <b>ADMISSION NUMBER</b>  <b>LEGACY NAME</b> John Doe-Smith	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>SCHOOL INFORMATION</b> <b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies <b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744 <b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson PDSO		<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214744444000 03 APRIL 2015	
<b>PROGRAM OF STUDY</b> <b>EDUCATION LEVEL</b> DOCTORATE <b>NORMAL PROGRAM LENGTH</b> 72 Months <b>PROGRAM START DATE</b> 01 SEPTEMBER 2015		<b>MAJOR 1</b> Economics, General 45.0601 <b>PROGRAM ENGLISH PROFICIENCY</b> Required <b>PROGRAM END DATE</b> 31 MAY 2021	<b>MAJOR 2</b> None 00.0000 <b>ENGLISH PROFICIENCY NOTES</b> None <b>ENGLISH PROFICIENT</b>
<b>FINANCIALS</b> <b>ESTIMATED AVERAGE COSTS FOR 9 MONTHS</b> Tuition and Fees \$ 23,600 Living Expenses \$ 6,000 Expenses of Dependents (1) \$ 3,000 Other \$ <b>TOTAL</b> \$ 32,600		<b>STUDENT'S FUNDING FOR 9 MONTHS</b> Personal Funds \$ 3,000 Scholarship and Teaching Assistantship \$ 29,000 Funds from Another Source \$ On-Campus Employment \$ <b>TOTAL</b> \$ 32,000	
<b>REMARKS</b> Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
<b>SCHOOL ATTESTATION</b> I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form. <b>X</b> <b>SIGNATURE OF:</b> Helene Robertson, PDSO <b>DATE ISSUED</b> 21 April 2015 <b>PLACE ISSUED</b> Ft. Washington, MD			
<b>STUDENT ATTESTATION</b> I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18. <b>X</b> <b>SIGNATURE OF:</b> John Doe Smith <b>DATE</b> <b>NAME OF PARENT OR GUARDIAN</b> <b>X</b> <b>SIGNATURE</b> <b>ADDRESS (city/state or province/country)</b> <b>DATE</b>			

ICE Form I-20 A-B (12/2016)

Page 1 of 3

## I-20 End Date

This is your F-1 expiration date. The I-20 must be extended before this date if you need more time to graduate.

Travel Signatures and Work Authorizations are on page 2



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# Form DS-2019 (J-1 Students)



U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO. 1405-0119  
EXPIRES 01-30-2014  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Exchange Visitor Name: Elephant  
Date of Birth (mm-dd-yyyy): 12-25-1985  
City of Birth: Dhaka  
Country of Birth: Bangladesh  
Citizenship Country Code: BGD  
Country Code: BGD  
Primary School Activity: The University of Alabama

2. Program Sponsor: The University of Alabama  
Program Number: P-1-03854  
Participating Program Official Description: Student

3. Dates of Program: 01-01-2020 to 05-31-2020

4. Exchange Visitor Category: Student, Doctoral  
Subject Field Code: Economics

5. Financials: Current Program Sponsor Funds: \$45,000.00  
Personal Funds: \$2,000.00  
Total: \$47,000.00

6. Responsible Officer: Charter Morris  
Title: Responsible Officer  
Address: 105 BB Comer Hall, Box 870254  
Tuscaloosa, AL 35487-0254  
Telephone Number: 205-348-5402  
Date: 01-01-2020

7. Statement of Responsible Officer for Exchange Visitor (FOR TRANSFER OF PROGRAM)  
Effective date (mm-dd-yyyy): 01-01-2020  
Transfer of the exchange visitor from program number: 10123456789 to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.

8. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]  
Date (mm-dd-yyyy): 01-01-2020

9. Signature of Exchange Visitor: [Signature]  
Date (mm-dd-yyyy): 01-01-2020

10. Signature of Consular or Immigration Officer: [Signature]  
Date (mm-dd-yyyy): 01-01-2020

11. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]  
Date (mm-dd-yyyy): 01-01-2020

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.

DS-2019  
01-2011  
Page 1 of 2

Item 3:  
Program  
Start/  
Completion  
Dates

If you require  
more time for  
your degree, the  
DS-2019 must  
be extended  
before this date.

SEVIS #

Travel  
Signature

The DS-2019 is a 2 page document, and it is divided into sections.

The links below explain each section in detail:

- [SEVIS ID](#)
- [PERSONAL AND BIOGRAPHICAL INFORMATION](#)
- [PROGRAM SPONSOR INFORMATION](#)
- [PROGRAM START/END DATE INFORMATION](#)
- [EXCHANGE VISITOR CATEGORY AND STUDY FIELD CODE](#)
- [FINANCIALS](#)
- [SCHOOL ATTESTATIONS](#)
- [TRAVEL VALIDATION SIGNATURES](#)
- [EV CERTIFICATION](#)



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# Understanding Your Student Status

As a student visa holder, you have a few key responsibilities:

1. Study full-time.
2. Make continuous progress towards your degree.
3. Never work without authorization from ISSS.
4. Keep all of your immigration documents up-to-date and 100% accurate.
5. Consult ISSS before making changes to your academic program or immigration status.



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# Who is involved in my status?

- DOS – Department of State
  - Bureau of Consular Affairs
  - U.S. Embassies, Consulates, and Missions
- DHS – Department of Homeland Security
  - SEVP - Student Exchange Visitor Program
    - SEVIS - Student Exchange Visitor Information System
  - USCIS – US Citizenship and Immigration Services
  - CBP – US Customs and Border Protection
  - ICE – US Immigration and Customs Enforcement
- The University of Alabama
  - ISSS – Serve as the F-1 Designated School Officials and J-1 Responsible Officers
- You



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# General Enrollment Requirements

## Graduate Students

- 9 credit hours minimum
- 6 credit hours with a .5 FTE Assistantship

## Undergraduate Students

- 12 credit hours minimum



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# Online Class Limitations

## F-1 Online Limits

- Only one 3-credit hour course can be counted towards enrollment minimums.
- You may take more than one online class, but additional courses will not be counted toward the minimum enrollment for immigration purposes.

## J-1 Online Limits

- J-1 students may not count any online courses toward the minimum enrollment requirement.
- After a J-1 student has enrolled in a full-time load of in-person courses, they may then enroll in online courses above the minimum full-time requirement.





# Enrollment Exceptions

- **Last Semester** – Students may take only what the program requires to graduate in their final semester, but at least one class must be in-person.
- **Reduced Course Load** – Used for medical emergencies and initial academic difficulties.
- **Thesis/Dissertation Hours** – Once a graduate student reaches candidacy, they may take the minimum research hours (599 Thesis/699 Dissertation) mandated by the Graduate School.
- **Summer** – Normally, this is a break for continuing students who are returning for fall. NOTE: New students beginning in summer must enroll full-time.





# Summer as First Semester

- While summer is normally a vacation period for students, if summer is your first semester on a **new initial I-20 or DS-2019**, you must enroll full-time in summer.
- For undergraduate students, the minimum enrollment requirement for summer as your first semester is 12 credits for full summer (6 credit hours if starting in Summer 2 session).
- For graduate students who begin their study in summer as their first semester, the minimum enrollment requirement is 9 credit hours for full summer, or 4.5 hours if starting in Summer 2 session.
- Graduate students on a full assistantship (.5 FTE) may be considered full-time with 6 credit hours of registration for full summer.



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# Remember!

You must have advance permission from ISSS to:

- Enroll less than full-time
- Apply for off-campus employment
- Take a leave of absence
- Withdraw from the university
- Transfer your immigration record to a new university



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# Violations of Status

- Violating immigration regulations forces ISSS to terminate your status.
- If your status is terminated due to a violation of status:
  - you will have no Grace Period and must depart the U.S. immediately;
  - you will lose all employment eligibility immediately;
  - you will not be able to enroll at UA for future terms until issue is resolved.
- Regaining status is never guaranteed!
  - You may have to travel to regain valid visa status; or
  - file for reinstatement with Homeland Security.
  - There will always be fees to pay!
- Get your immigration advice from ISSS. Friends are not a good source of immigration information.
- If you think you have an issue, meet with an ISSS advisor right away.





# What Causes Violation of Status?

The most common violations of status result from the following:

- Failing to attend class
- Not enrolling full-time or dropping below a full-time course load without permission
- Failing to pay tuition or fees and having schedule dropped for nonpayment
- Academic suspension
- Working without authorization
- Failing to update address within 10 days of a change
- Failing to extend your program before it ends



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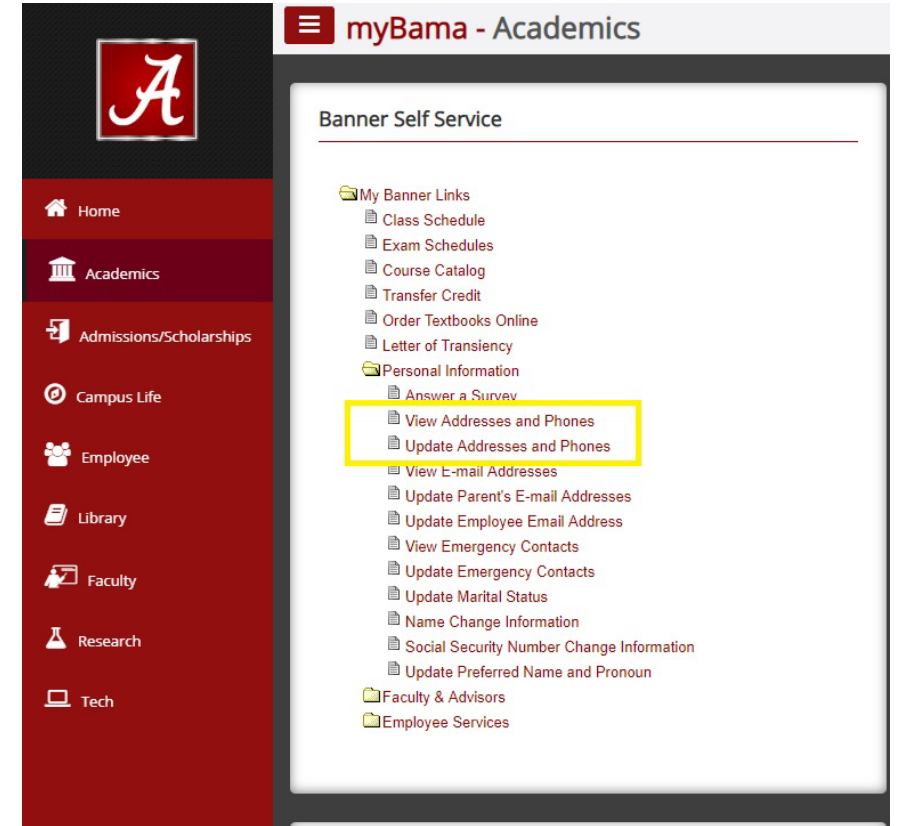
# Updating Address

You must keep your address updated. All non-U.S. citizens residing in the U.S. are required update their address within 10 days of any change of address.

When you move, you should update your address in [myBama](#), and ISSS will report the change to the Department of Homeland Security in SEVIS.

ISSS must have the following information to report to immigration:

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.



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# Updating Your I-20 or DS-2019

Contact ISSS for a new I-20 or DS-2019 if:

- Your major changes or you add a second major.
- Your level of study changes (Bachelors, Masters, Doctorate).
- Your funding changes (scholarships or assistantships).
- Your graduation date changes – either you graduate earlier than your I-20/DS-2019 end-date or you need additional time to complete your degree.

You can submit an [I-20/DS-2019 Update Form](#) to ISSS for these changes.



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# F-2 and J-2 Dependents



## Dependent Status:

- Their legal status is linked to the F-1 or J-1 primary.
- Their status is valid as long as the F-1 or J-1 maintains status.



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# F-2 and J-2 Dependents

## Dependent Studies:

- F-2 – can study part-time at University (children can enroll in K-12 full-time).
- J-2 – can study part-time or full-time at University (children can enroll in K-12 full-time).

## Dependent Employment:

- F-2 – cannot work.
- J-2 – can work, but must apply for work authorization with USCIS.

## Dependent Insurance:

- F-2 & J-2 Dependents require medical insurance.
- Dependents can be added to the UA Insurance Policy.





# STUDENT EMPLOYMENT

EMPLOYMENT



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# On-Campus Employment

F-1 and J-1 Students may work on-campus under the following conditions:

1. Must maintain valid status.
2. May not exceed 20 hours of work per week total during fall and spring semesters.
3. May work more than 20 hours per week during the summer and official university breaks.

## How to Find On-Campus Employment

- Student employment opportunities at <https://uastudentjobs.ua.edu/>
- Bama Dining employment at <https://ua.campusdish.com/en/Careers>



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# Off-Campus Employment

Off-campus employment is only allowed with specific permission from ISSS using the following types of training and work authorizations:

- F-1 Curricular Practical Training (CPT)
- F-1 Optional Practical Training (OPT)
- J-1 Academic Training
- Economic Hardship Authorization from USCIS





# F-1 CPT Eligibility

Curricular Practical Training (CPT) is typically used for internships and practicum experience during degree program.

CPT work authorization comes from ISSS and is for specific period, employer, and location.

Student must:

- Be in valid F-1-status
- Have completed one full academic year (2 semesters) of full-time study
- Have not completed program of study
- Have a job offer directly related to major field of study (not minor)
- Enroll in an approved Co-op or academic course tied to CPT



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# F-1 OPT Eligibility

Optional Practical Training (OPT) is typically used for internships and work after completion of the degree program.

Recommendation for OPT comes from ISSS and work authorization approval is handled by USCIS and is for specific period.

Student must:

- Be in valid F-1-status
- Have completed one full academic year (2 semesters) of full time study
- Work directly related to major field of study (not minor)
- Have not utilized 1 year or more of full-time CPT
- Have not utilized 12 months of OPT at the current or higher degree level
- Not be in an ELI or non-degree program



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# J-1 Academic Training Eligibility

J-1 Academic Training (AT) is typically used for internships and work either during or after completion of the degree program.

Academic Training work authorization comes from ISSS and is for specific period, employer, and location.

Academic Training Eligibility:

- Student must be in valid J-1 Student status
- Work must be directly related to major field of study
- Training must be an integral part of study program
- Training approved by the academic advisor



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# Economic Hardship

Generally, recommendation for F-1 Economic Hardship comes from ISSS and work authorization approval is handled by USCIS and is for a specific period of time.

## Economic Hardship Criteria

- Based on severe and unforeseen economic circumstances
- Student must have completed at least one academic year of study
- Student must be in good academic standing
- The employment must not interfere with studies
- Economic hardship is recommended and approved on a case-by-case basis





# Note on work authorization

- Working, **paid or unpaid**, without proper authorization is a serious violation
- Even unpaid internships require authorization - unpaid work is not “volunteering”
- Most off-campus work authorizations must be approved by USCIS, which may take months.
- Always contact ISSS office before engaging in any work or if you have questions [international@ua.edu](mailto:international@ua.edu)



# Travel



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# Travel Inside the U.S.

When traveling outside Tuscaloosa, carry the following:

- Passport
- Original Form I-20 or Form DS-2019
- Form I-94

Remember, keep photocopies/scans of your main passport page, visa page, I-94 record, I-20/DS-2019 and any other visa documentation with you at all times even when not traveling.



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# Travel Outside of the U.S.

To depart the U.S., you only need a valid passport.

To re-enter the U.S. after a short trip abroad (less than 5 months), you need the following:

- Travel Signature on I-20 or DS-2019 (within the last 12 months)
- Valid Passport (valid at least 6 months beyond date of return)
- Valid Visa (unexpired on the date of return)

We recommend you carry a copy of your unofficial transcripts or enrollment verification letter from the Registrar (available on myBama in the student tab).



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# Travel Signatures

- You can get travel signatures at ISSS.
- Generally, travel signatures are valid for multiple uses for one-year from the date of the signature.

I-20 Page 2: Travel Signature

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Signature is valid for one year.

Name of School Official	Signature of Designated School Official	Title	Date Issued	Place Issued (city and state)
		Director	09/17/2012	Tuscaloosa, AL

Form I-20 A-B (Rev. 04-27-88)N

DS-2019 Page 1: Travel Signature

TRAVEL VALIDATION BY RESPONSIBLE OFFICER  
(Maximum validation period is 1 year\*)

\*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work Travel.

(1) Exchange Visitor is in good standing at the present time

11/19/2013  
Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

(2) Exchange Visitor is in good standing at the present time

Title

Date (mm-dd-yyyy)

IN REGARDING 212(d)(5) AND ALL ALIEN REQUIREMENTS

Signature of Responsible Officer or Alternate Responsible Officer

page 2 of this document.



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# Grace Period and Life after UA



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# Grace Period

Upon completion of studies, your F-1 I-20 or J-1 DS-2019 will end.

Students have an automatic Grace Period that begins after they complete their program:

- F-1 Students – 60 Days
- J-1 Students – 30 Days



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# Options During Grace Period

Students have the following options during their Grace Period:

1. Prepare to depart the U.S.
2. Apply for F-1 Optional Practical Training or J-1 Academic Training.
3. Request a new I-20 or DS-2019 to continue at UA in a new degree program.
4. Transfer your SEVIS record and I-20/DS-2019 to a new school to begin a new program.
5. Apply with USCIS to change status to another visa category.



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# International Orientation

## Completing Immigration Check-In



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# Completing Check-In

Congratulations, you are at the last stage of Orientation and Check-in.

To complete Check-In:

1. Follow the instructions to **update your Tuscaloosa address** in [MyBama](#), **and**
2. Upload Clear Scans/Images of the Following Documents to our [Secure Portal](#):
  - [Contact Information Sheet](#);
  - [Acknowledgement of Responsibility Form](#);
  - Your passport main information page;
  - Your F-1 Visa or J-1 Visa;
  - Your F-1 I-20 (pages 1 and 2 only) or J-1 DS-2019 (page 1 only);
  - [I-94 Arrival/Departure Record \(note: only accessible after arrival to the U.S.\)](#); and
  - If you have a spouse or children with you, please also scan their documents for check-in.

Once these steps are complete, ISSS will be able to activate your immigration record.



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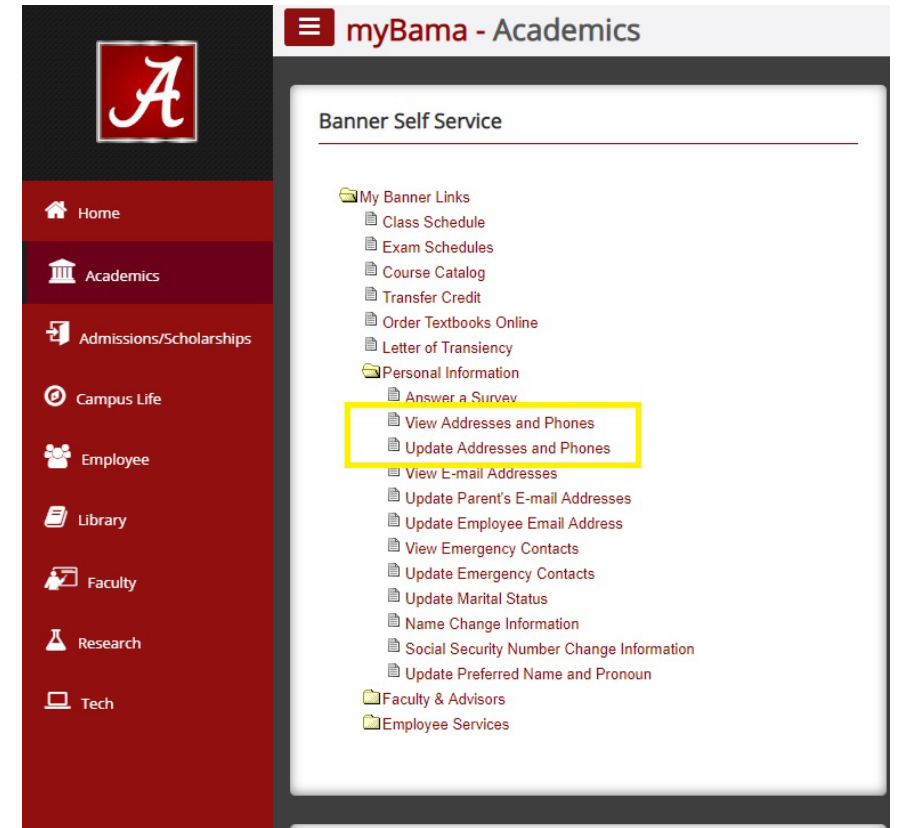
# Updating Address

You must report your address at check in and keep your address updated. All non-U.S. citizens residing in the U.S. are required update their address within 10 days of any change of address.

When you move, you should update your address in myBama, and ISSS will report the change to the Department of Homeland Security in SEVIS.

ISSS must have the following information to report to immigration:

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.



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# Updating MyBama Address

THE UNIVERSITY OF ALABAMA®

Personal Information



ID Number:  
123456789

big.al@ua.edu

1 University Blvd., UA,  
Tuscaloosa, AL 35487

205-348-5402

Personal Details		
First Name Big Al	Middle Name	Last Name Elephant
Date of Birth 12/31/1981	Marital Status Married	Legal Sex Male
Preferred First Name	Personal Pronoun He	

Name or SSN Change Information

**Address** [+ Add New](#)

**Local Street (non-mailing)**

Current  
11/01/2019 - (No end date)  
1 University Blvd., Apt. 12  
Tuscaloosa  
Alabama 35401

**Local Mailing Address**

Current  
03/21/2013 - (No end date)  
P.O. Box 870254  
Tuscaloosa  
Alabama 35487

**Permanent Home Address**

Current  
03/21/2013 - (No end date)  
1 Roll Tide Avenue  
Dhaka  
Bangladesh

- Local Address – This is where you physically live in Tuscaloosa.
- Permanent Address – This is your address in your home country.




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# Uploading Documents for Check-In

 The University of Alabama

**Check In Document Upload Form for International Students**

**Welcome Charter Morris !**  
Please select document types and add check in documents for submission.  
**Remember,** Upload file has to be **image, pdf or word file** with less than **5MB** in size.

Choose Upload Document Type

--- Select ---

**Add Files**

**Submit**

Choose Upload Document Type

--- Select ---

Contact Information Sheet

Acknowledgment of Responsibility Form

Passport

Visa

I-94 Record

I-20 or DS-2019

**Submit** **Reset**

- Access our **Secure Immigration Check-in Portal**
- Remember, your documents must be saved as an image, pdf, or word file less than 5 MB in size.



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# Getting Your I-94

The I-94 is your Arrival and Departure Record, which confirms your “official” visa status while in the U.S.

Access online at <https://i94.cbp.dhs.gov/I94/>

Your class of admission must always be correct - F1 for student visa and J1 for exchange visitor.

Your “Admit Until Date” should be D/S, which stands for Duration-of-Status.

If your I-94 says something different or if you cannot access your I-94 record, you should schedule an appointment with ISSS right away.



U.S. Customs and Border Protection  
Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 05/31/2015

Get I-94 Information I-94 FAQ

Most Recent I-94

Admission (I-94) Record Number: 0123456789

Most Recent Date of Entry: August 15, 2018

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname:	ELEPHANT
First (Given) Name:	BIG AL
Birth Date:	12/25/1981
Passport Number:	1234567890
Country of Issuance:	BANGLADESH

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

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

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

[For inquiries or questions regarding your I-94, please click here.](#)

[Accessibility](#) | [Privacy Policy](#)



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# Getting Your I-94



**I-94 Website**  
Travel Records for  
U.S. Visitors

**U.S. Customs and  
Border Protection**

[HOME](#) [APPLY FOR NEW I-94](#) [GET MOST RECENT I-94](#) [VIEW TRAVEL HISTORY](#) [VIEW COMPLIANCE](#) [GUAM-CNMI TRAVEL INFO](#) [FAQ](#)

Be aware that due to the current restrictions on travel due to the coronavirus (COVID-19) pandemic, you should check the CDC website to confirm whether you may be prohibited from entry. <https://www.cdc.gov/coronavirus/2019-ncov/travelers>

For instructions on accessing and printing your I-94 using your Alien Registration Number (A number), please [click here](#).

Si fue usted procesado recientemente como solicitante bajo el Protocolo de Protección al Migrante (MPP), para obtener instrucciones sobre cómo acceder e imprimir su registro de viaje Forma I-94, haga [clic aquí](#).

**Official Site for Travelers Visiting the United States:  
Apply for or Retrieve Form I-94, Request Travel History and  
Check Travel Compliance**

International travelers visiting the United States can apply for or retrieve their I-94 admission number/record (which is proof of legal visitor status) as well as retrieve a limited travel history of their U.S. arrivals and departures.

**Visiting the U.S. & Arriving via a Land Border?**

A Form I-94 is needed by all visitors except: U.S. Citizens, returning resident aliens, and most Canadian citizens visiting or in transit. Travelers will be issued an I-94 during the admission process at the port of entry. If you are traveling via a land border you may apply for an I-94 in advance here, saving time while at the port of entry later.

[APPLY FOR NEW I-94](#)  
(Land Border Travelers Only)

**Already Visiting & Need Proof of Visitor Status?**

A traveler lawfully admitted (or paroled) into the U.S. may look up their most recent Form I-94 and then print it out here. This is considered your lawful record of admission.

If someone requests your admission information, this is the form you would provide.

[GET MOST RECENT I-94](#)

**Need A History Of Your Arrivals & Departures?**

View your U.S. arrival and departure history for the past 10 years (certain types of travel history may not be provided). Please know, this travel history is a tool to assist you but not an official record for legal purpose.

[VIEW TRAVEL HISTORY](#)

**How Much Longer May I Remain in the U.S.?**

View your compliance with the terms of your admission into the U.S. here. Please know, this tool is to assist you but is not an official record for legal purposes.

Only certain classes of Visa Waiver Program admissions are currently able to utilize this tool.

[VIEW COMPLIANCE](#)

## Enter Your Traveler Info

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



\* First (Given) Name :

Big Al

\* Last (Family) Name/Surname :

Elephant

\* Birth Date :

31

Day

December (12)

Month

1981

Year



\* Document Number :

123456789

\* Country Of Citizenship :

Bangladesh (BGD)

[Cancel](#)

[NEXT](#) >

Proceed to your most recent I-94



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# Required Documents for Upload

- Contact Information Sheet;
- Acknowledgement of Responsibility Form;
- Your passport main information page;
- Your F-1 Visa or J-1 Visa;
- Your F-1 I-20 (pages 1 and 2 only) or J-1 DS-2019 (page 1 only);
- I-94 Arrival/Departure Record (note: only accessible after arrival to the U.S.); and
- If you have a spouse or children with you, please also scan their documents for check-in.



# Address Updated? Documents Uploaded? SEVIS Validated!



Congratulations! You're done with your check-in process.

ISSS will process the validation of your SEVIS Record, which can take 2 – 3 business days at a minimum.

After the check-in has been completed and your SEVIS record has been validated, you will be notified.

After SEVIS Validation, ISSS will be able to process any requested verifications for I-9 processing, Alabama Credit Union accounts, Driver's Licenses, and Social Security Number applications.



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