

WELCOME TO THE UNIVERSITY OF DENVER

Fall 2023 International Student Orientation



Welcome to DU!





The mission of ISSS is to help students and scholars succeed academically, professionally, and personally at DU

Main Functions of ISSS

- Providing immigration advising & documentation & workshops
- General assistance for personal matters and cultural/social adjustment
- Assistance with DU policies and procedures
- Advocacy for international student and scholar issues on campus





Meet the ISSS Staff



Samantha Gerber

SEVIS Coordinator & Advisor



Theresa Johnson

Director



Tom King

Senior International Student Advisor



Katie Pettet

Assistant Director



Maddie Risch

International Community & Programming Coordinator



Immigration Documents



I-94 Arrival Record

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

OMB No. 1651-0111
Expiration Date: 09/31/2015

Most Recent I-94

Admission (I-94) Record Number: 70181898530
Most Recent Date of Entry: 2015 August 07
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname:
First (Given) Name:
Birth Date:
Passport Number:
Country of Issuance: Nicaragua

[Get Travel History](#)

► 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](#)

- ❖ Issued after being admitted into U.S.
- ❖ *Class of Admission* indicates immigration status.
- ❖ *Admit Until Date* indicates how long you can STAY. “D/S” stands for Duration of Status.
- ❖ A new I-94 generated for **each entry** into U.S.

Tip: Confirm that details are correct after travel.



Reminder: Keep good records!



Maintain a file of all immigration documents including previous I-20s / DS-2019s.

You never know when you may need them.





Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N004720633

| | | |
|--|---------------------------------------|---|
| SURNAME/PRIMARY NAME Sample | GIVEN NAME Student | Class of Admission F-1 ACADEMIC AND LANGUAGE |
| PREFERRED NAME Student Sample, II | PASSPORT NAME | |
| COUNTRY OF BIRTH LAOS | COUNTRY OF CITIZENSHIP LAOS | |
| DATE OF BIRTH 24 MAY 1995 | ADMISSION NUMBER | |
| FORM ISSUE REASON INITIAL ATTENDANCE | LEGACY NAME | |

SCHOOL INFORMATION

| | |
|---|--|
| SCHOOL NAME SEVP School for Advanced Studies | SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744 |
| SCHOOL OFFICIAL TO CONTACT Mylene Robertson POB0 | SCHOOL CODE AND APPROVAL DATE |
| PROGRAM OF STUDY BACHELOR'S | |
| EDUCATION LEVEL | |

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

Get I-94 Number

Admission (I-94) Number Retrieval

I-94 FAQ



Maintaining Immigration Status



Common Terminology

DOS: Department of State

DHS: Department of Homeland Security

CBP: Customs and Border Protection

USCIS: U.S. Citizenship & Immigration Services

SEVP: Student and Exchange Visitor Program

SEVIS: Student and Exchange Visitor Information System



DSO: Designated School Official for F visa

RO: Responsible Officer for J visa





DU Enrollment Requirements

Full-time: Graduate – 8 credits per quarter

Undergraduate – 12 credits per quarter

*If taking minimum required hours, only one online class allowed

i.e. Graduate student with two 4-credit classes must have at least one on-campus course



Exceptions to Full-Time Enrollment

May be authorized for academic reasons:

- Examples - Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with English teaching practices
- Improper course level placement

Must still enroll at least half time

*Allowed only **ONCE** during academic program*

Additional options:

- Final term of study
- Medical reason with letter from doctor

Poor grades, work schedule conflict, and/or financial difficulties are not valid reasons

Never drop below full-time without permission from ISSS!



Program End Date

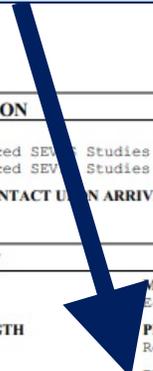
Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512

| | | |
|--|---|--|
| SURNAME/PRIMARY NAME Doe Smith | GIVEN NAME John | CLASS F-1 ACADEMIC AND LANGUAGE |
| PREFERRED NAME John Doe-Smith | PASSPORT NAME | |
| COUNTRY OF BIRTH UNITED KINGDOM | COUNTRY OF CITIZENSHIP UNITED KINGDOM | |
| DATE OF BIRTH 01 JANUARY 1980 | ADMISSION NUMBER | |
| FORM ISSUE REASON INITIAL ATTENDANCE | LEGACY NAME John Doe-Smith | |
| SCHOOL INFORMATION | | |
| SCHOOL NAME SEVP School for Advanced SEVP Studies SEVP School for Advanced SEVP Studies | SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744 | |
| SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO | SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2015 | |
| PROGRAM OF STUDY | | |
| EDUCATION LEVEL DOCTORATE | MAJOR 1 Economics, General 45.0601 | MAJOR 2 None 00.0000 |
| NORMAL PROGRAM LENGTH 72 Months | PROGRAM ENGLISH PROFICIENCY Required | ENGLISH PROFICIENCY NOTES Student is proficient |
| PROGRAM START DATE 01 SEPTEMBER 2015 | PROGRAM END DATE 31 MAY 2021 | |

End Date



Apply for OPT/Academic Training **before** completion of program

Gain admission to another DU program

Transfer to another school

60-day grace period after completion (F-1)

30-day grace period after completion (J-1)

If you will not graduate by end date, you must apply for extension **BEFORE I-20/DS-2019 expires.**



Vacation

- **DU Quarter system:** Fall, Winter, Spring, Summer
- **One** vacation quarter is allowed per calendar year
- Summer is default vacation quarter
- A non-summer vacation will be an option after one academic year at DU
- Must intend to enroll the following quarter



Please get advice/prior permission from ISSS if you plan to...

- Register for less than full-time/drop a class
- Take online courses
- Take courses at another institution/concurrent enrollment
- Seek off-campus employment
- Take a leave of absence from DU
- Withdraw from DU
- Transfer to another university or college
- Need help with cultural adjustment



Violation of Status

ISSS is required to terminate SEVIS records for violations including:

- Failure to enroll full-time or dropping below full-time without ISSS approval
- Working without authorization
- Failure to maintain required health insurance coverage (J-1 exchange visitors)

USCIS has authority to terminate SEVIS records for failure to report change of name or change of residential address **within 10 days** through MyDU or directly to ISSS

The legal drinking age in United States is 21 years old.

Arrest or conviction for driving under the influence of alcohol can have severe criminal and immigration consequences including *revocation of visa*.

Alcohol Consumption

Cannabis (Marijuana)

Federal (national) law says cannabis is
ILLEGAL.

Possession and/or use of cannabis is **illegal**
under federal law.

Colorado state law says cannabis is legal for
adults 21+.

*International students **must follow federal
law.**

Consequences for non-U.S. Citizens include
possible deportation and/or **prohibition of
reentry** into U.S.



USA

FRANCE

JAPAN

GREECE

THAILAND

BRAZIL

EGYPT

SPAIN

AUSTRALIA

ITALY

INDIA

Travel



Travel Outside U.S.

MUST HAVE

1. Valid I-20 or DS-2019
2. Unexpired travel signature
3. Unexpired passport – valid for 6 months
4. Unexpired U.S. visa (F-1 or J-1)

*Optional documents to have:

Transcripts

Proof of Registration

Financial documentation





Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512 (F-1) NAME: John Doe Smith

EMPLOYMENT AUTHORIZATION

| | |
|-----------------------|---------------------|
| EMPLOYMENT STATUS | TYPE |
| EMPLOYMENT START DATE | EMPLOYMENT END DATE |
| EMPLOYER NAME | EMPLOYER LOCATION |
| COMMENTS | |

CHANGE OF STATUS/CAP-GAP EXTENSION

| REQUESTED VISA TYPE | REQUEST/PETITION STATUS | RECEIPT NUMBER | BENEFIT START DATE/REQUEST DATE |
|---------------------|-------------------------|----------------|---------------------------------|
|---------------------|-------------------------|----------------|---------------------------------|

EVENT HISTORY

| EVENT NAME | EVENT DATE |
|------------|------------|
|------------|------------|

OTHER AUTHORIZATIONS

| AUTHORIZATION | START DATE | END DATE |
|---------------|------------|----------|
|---------------|------------|----------|

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for recovery of the student in event the student is absent from the United States. Each endorsement requires a valid I-94.

| SCHOOL OFFICIAL | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
|-----------------|-------|-----------|-------------|--------------|
| | | X | | |
| | | X | | |
| | | X | | |
| | | X | | |

I-20/DS-2019 Travel Signature

Establishes that you are maintaining status and eligible to re-enter the United States.

Must be valid (unexpired) upon entry from abroad.

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

FORM APPROVAL NO. 101-0114
EXPIRES ON: 06-20-2019
OFFICIAL USE ONLY (DO NOT WRITE IN THESE SPACES)
"See Page 1"

1. Family Name: Doe Name: Smith Maiden Name: Garcia Gender: MALE SEVIS ID: N0004705512

2. Place of Birth: MIAMI, FL Country of Birth: USA Country of Issuance: IT Country of Issuance Code: ITAD01

Legal Permanent Resident Country Code: Legal Permanent Resident Country: Position Code: Position: 21 SPECIAL SCHOOL, INSTITUTE, OR VOCATIONAL TEACHER OR STAFF
U.S. Address: 210 S. Michigan STADY 2100 S. Josephine St. DENVER, CO 80208

3. Program Number: Exchange Visitor Program Number: 21-22283

4. Exchange Visitor Category: STUDENT NON-DROOPER

5. Period of Eligibility: From (mm/dd/yyyy): 08-31-2007 To (mm/dd/yyyy): 08-31-2009

6. During the period covered by this form, the third national financial supporter (J-1, J-2) is to be provided to the exchange visitor by: University of Denver

7. Alternate Responsible Officer: Alvarado Pflieger, University Park Campus, 2189 S. University Blvd., Denver, CO 80202

8. Signature of Responsible Officer or Alternate Responsible Officer: JENNIFER M. SCHUBLER, Vice Consul of the United States of America, 7 JUL 2007

9. Signature of Applicant: M. Doe, 07/12/2007

10. Signature of School Official: [Signature]

11. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

12. Signature of Applicant: [Signature]

13. Signature of School Official: [Signature]

14. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

15. Signature of Applicant: [Signature]

16. Signature of School Official: [Signature]

17. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

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20. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

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97. Signature of School Official: [Signature]

98. Signature of Responsible Officer or Alternate Responsible Officer: [Signature]

99. Signature of Applicant: [Signature]

100. Signature of School Official: [Signature]



Automatic Revalidation of the Visa

Students with an expired US visa can reenter the US after travel to Canada, Mexico, or adjacent islands except Cuba.

Travel must be less than 30 days.

Excludes students from Cuba, Iran, North Korea, and Syria.





Employment Overview



What is Employment?

"Providing services for compensation, financial or otherwise"

Examples of **compensation**: one-time payment, lunch, tuition, housing, bus pass, concert tickets

All employment requires authorization!



On-Campus Employment

Work performed on DU campus paid by the University
(i.e. assistantship, hourly jobs)

OR

Work performed on DU campus and paid by commercial firms which
provide direct services to DU students
(i.e. Sodexo or Bookstore)



On-Campus Employment

Maximum 20 hours per week during **academic year**

- Cannot exceed 20 hours/week **total** for all jobs

May work **more than** 20 hours per week during **vacation** term and **official school breaks**

On-Campus Jobs - <http://du.edu/pco>

International students do not qualify for Federal Work-Study positions



On-Campus Employment Process

- Complete immigration check-in (New students)
- ISSS must activate SEVIS record (New students, Change of Level students)

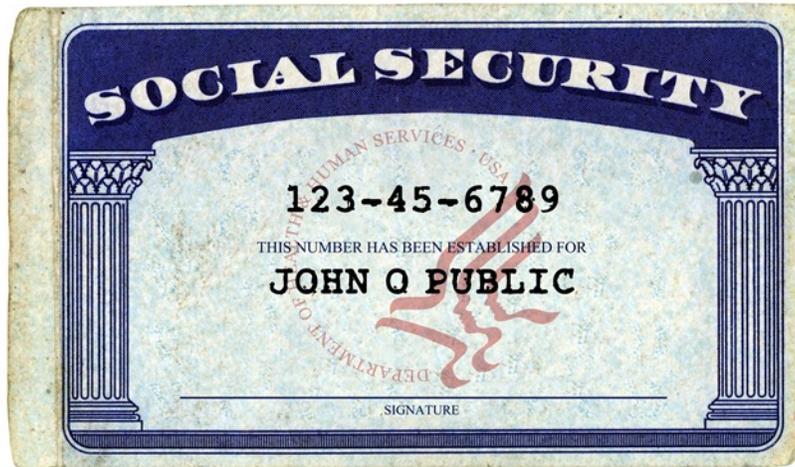
- **F-1 Student:** No additional ISSS authorization required
- **J-1 Student sponsored by DU:** Obtain ISSS *On-Campus Work Authorization* letter
- **J-1 Student sponsored by US Agency (Fulbright, Ford Foundation):** Obtain on-campus employment authorization letter from your sponsor

Steps Following Job Offer at DU

- Complete Employment Eligibility Verification (Form I-9) with Shared Services
- Obtain Social Security Number, if this is your first employment in U.S.



Social Security Number (SSN)



- Can only apply for SSN if you have valid work authorization
- Social Security Numbers are used for income taxes and personal identification
- SSNs are useful but NOT mandatory for most business processes

Find more details about applying for a SSN on our website
under [Current Students -> Employment](#)



Off-Campus Employment

Off-campus employment may begin **ONLY after obtaining permission from ISSS or USCIS**

F-1 Practical Training

Eligible to apply after one academic year of full-time enrollment in the US in F-1 or another valid status

Must be directly related to academic **major**

J-1 Academic Training

Maintaining valid J-1 status and in good academic standing

Must be directly related to academic **major**

Navigating ISSS

Welcome!
International Students
The University of Denver

INTERNATIONAL HOUSE
2200 SOUTH JOSEPHINE



Before Making a Request to ISSS

Step 1: Visit <https://internationalization.du.edu/issss> to learn more related to your need



International Student & Scholar Services

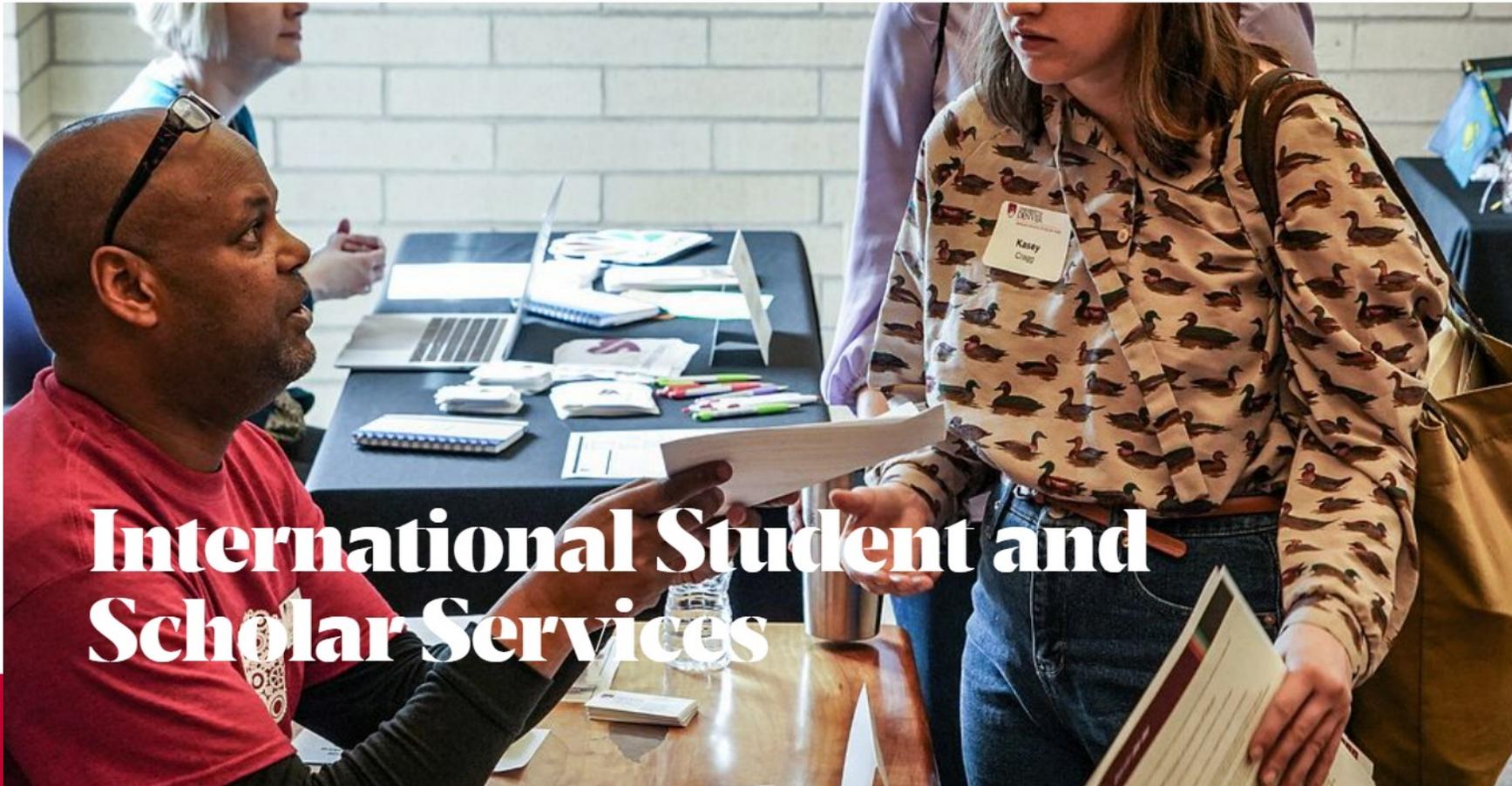
New Students

Current Students

Scholars & Employees

Life at DU

About Us

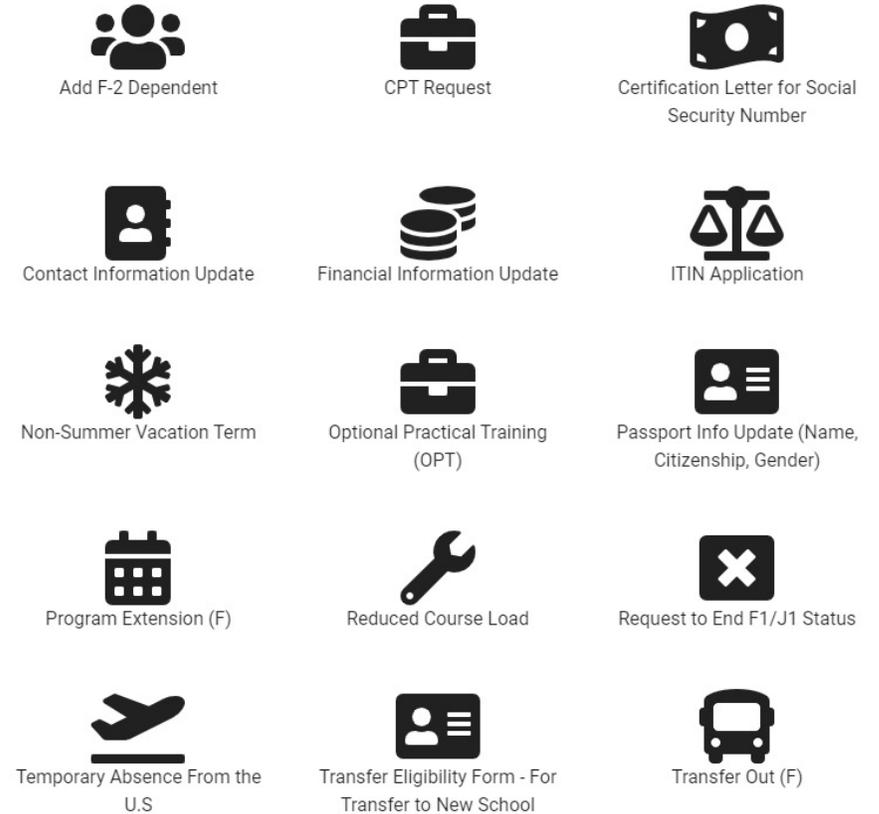
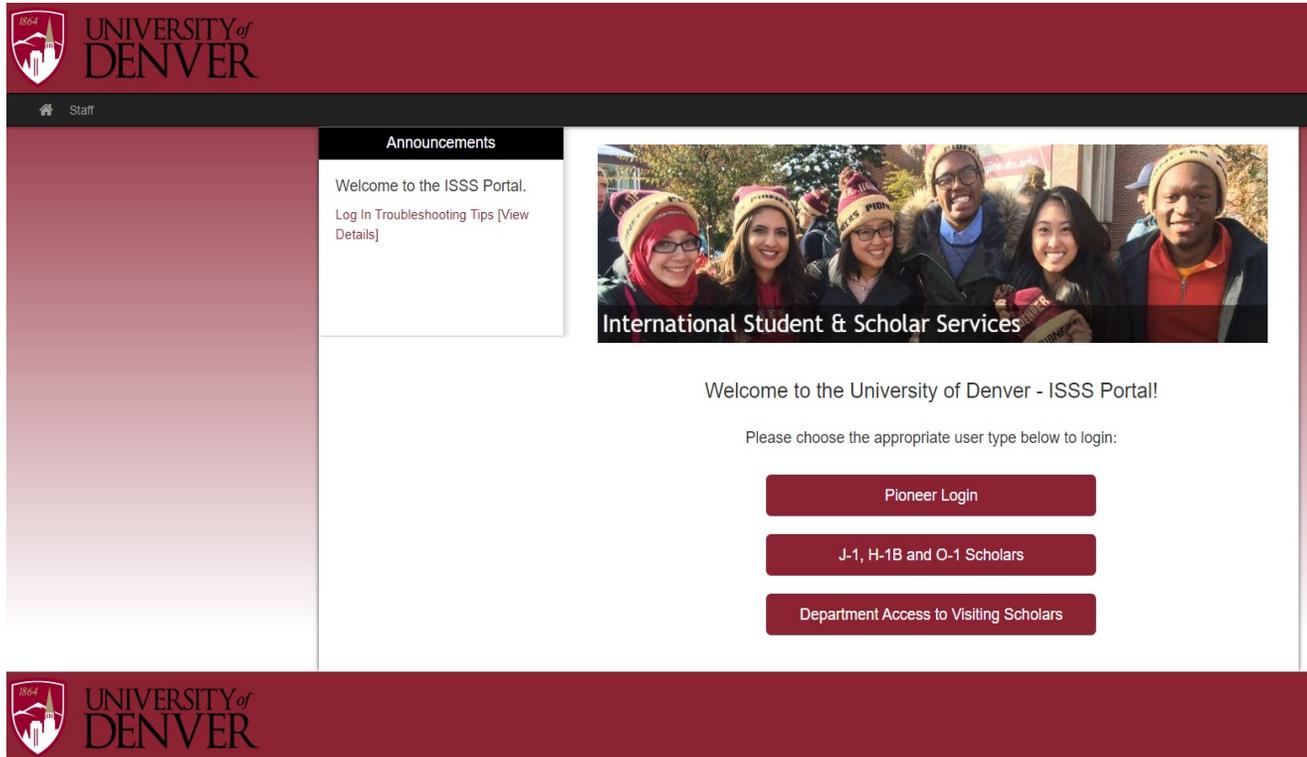


International Student and Scholar Services



How to Submit a Request to ISSS

Step 2: Log into issd.du.edu – Go to “Control Center” tab to choose type of request



Please allow 3-5 Business Days for Processing



All new students must complete

✓ Immigration Check-In

Please complete Check-In request through ISSS Portal. This will activate SEVIS record and must be done before applying for Driver's License or Social Security Number (SSN)

1 Arrival Confirmation and Check-In

2 Personal & Program

3 **Control Center**

Ongoing Requests

| Request type | Request Status | Last Modified Date |
|---|----------------|--------------------|
| ✓ Contact Information Update | Approved | 08/10/2023 |
| ✓ Certification Letter for Social Security Number | Submitted | 08/09/2023 |
| ✓ Check-In | Submitted | 08/08/2023 |

Items per page: 3 1 - 3 of 3 < >

Messages

No pending messages.

Items per page: 5 0 of 0 < >

What can we help you with?



Add F-2 Dependent



Certification Letter for Social



Check-In



Keep Contact Details Updated

Please report all changes of Name or Address
in my.du.edu within 10 days
to meet SEVIS reporting requirements

- **MAILING** Address should be your current U.S. residential address
- **HOME** Address must be an address outside the U.S.

Updating your Address

Address



Update your contact information

Tool · Update your mailing address, phone number, or email address.



Records and Requests

Page · Access your academic and personal records, request transcripts, grades, holds, photo ID, etc.



Financial Account Management

Page · Make payments, set up direct deposit, access wire transfer, access tax and other financial forms

View All Results



MyWeb (Banner Self-Service)

Access employee, student, faculty, finance, and financial aid related forms and action items.



PioneerTime

Manage your time sheet.



Pioneer@Work

Manage your performance reviews and professional development.



Travel & Expense (Concur)

Employee Travel and Expense Management, Grant Expenditure Approvals, and PCard Transactions.



Administrative Resources and Processes



How to Register

Information about add/drop, finding courses, getting approvals, waitlists, and other registration processes.



When Can I Register?

Important information about registration times.



IT Support Requests

Service Catalog

Contact the IT Help Center

- Applications ▾
- Data Insights
- DU Directory
- DU Passport
- Email (Microsoft Outlook)
- Flex Account
- Internal Career Opportunities at DU
- IT Support, Service Catalog, and...
- LEP Tutoring Appointment...
- Loan Manager
- Mediaspace (Kaltura)
- My Employee Profile
- MyHealth
- My Person Profile

- Login to My.du.edu
- Type "Address" on the search bar
- Click on Update your contact information

Tips for Emailing ISSS

- ✓ Include your **DU ID# (87#)**
- ✓ Send to iss@du.edu, not to advisor
- ✓ Do not send to multiple advisors
- ✓ Responses to email take 1-3 business days
- ✓ **Check your DU email regularly**





Final Tips

- **Use ISSS Resources**

- Website <https://internationalization.du.edu/iss>
- Advisors (Zoom appointments, walk-ins, email, phone)
- Alerts will be sent to your @du.edu account

- **Do not take immigration advice from others**

- **Plan ahead** – do not wait until last moment

- **You** are responsible for protecting your immigration status





<https://internationalization.du.edu/iss>



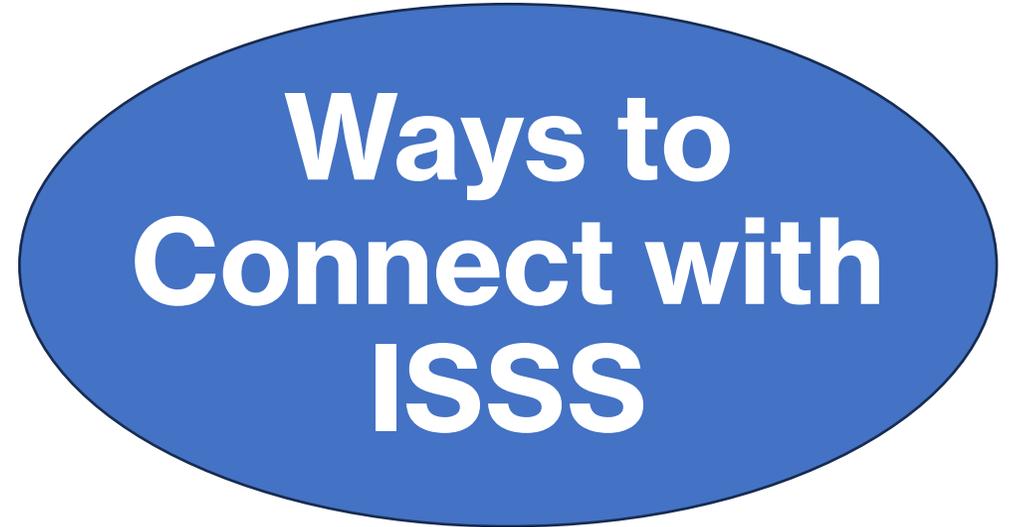
iss@du.edu



303-871-4912



Instagram @iss_du





Beware of Scams!

ATTENTION INTERNATIONALS! Beware of scams!



STOP

If you are being asked or feeling pressured to give information or send payment, stop! Check the legitimacy of the request before taking action!



COLLECT CALLER INFO

Ask for the person's name (proper spelling), agency/office, contact info, and details about the request. Then say you need to follow up with your institution first and hang up!



ALERT AUTHORITY

Contact your international office or campus police/security office to help you determine if this is a real request.



MAKE REPORT

Your international office, campus police, or security office can help you determine the best way to report a scam. Reports may be made to the police, government agencies, IT office, etc.



THANK YOU

