

WELCOME TO THE UNIVERSITY OF DENVER

Winter 2024 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



Emily Richards
*International
Student Advisor*



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 answers 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: N0004720633

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

SCHOOL INFORMATION	SCHOOL ADDRESS
SCHOOL NAME BYV School for Advanced Studies	3000 Wesley Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT Melissa Robertson POB0	SCHOOL CODE AND APPROVAL DATE

PROGRAM OF STUDY BACHELOR'S

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

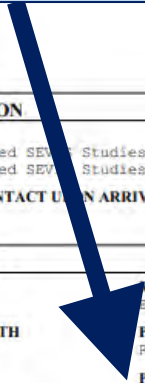
Department of Homeland Security
U.S. Immigration and Customs Enforcement

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

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

During the grace period, you can:
Gain admission to another DU program
Transfer to another school

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





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

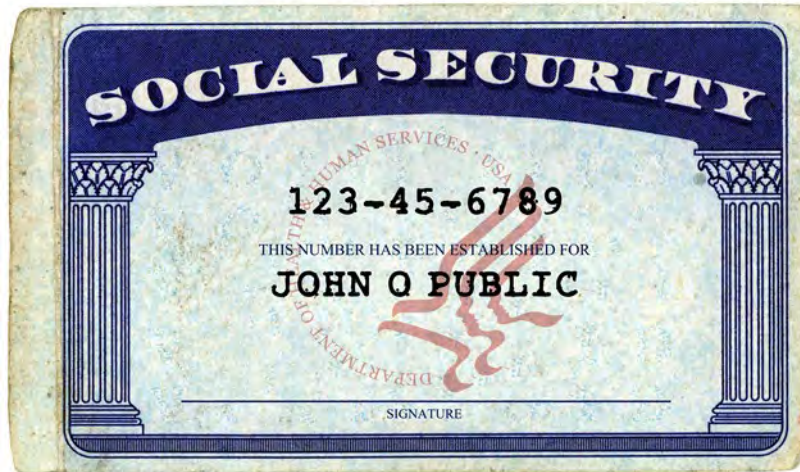
- Complete immigration check-in (New students)
- ISSS must activate SEVIS record (New students, Change of Level students)
- **F-1 Student:** No additional ISSS authorization required
- **J-1 Student sponsored by DU:** Obtain ISSS *On-Campus Work Authorization* letter
- **J-1 Student sponsored by US Agency (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**

Welcome!
International Students
The University of Denver

Navigating ISSS

INTERNATIONAL HOUSE
2200 SOUTH JOSEPHINE



Before Making a Request to ISSS

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



International Student & Scholar Services

New Students

Current Students

Scholars & Employees

Life at DU

About Us

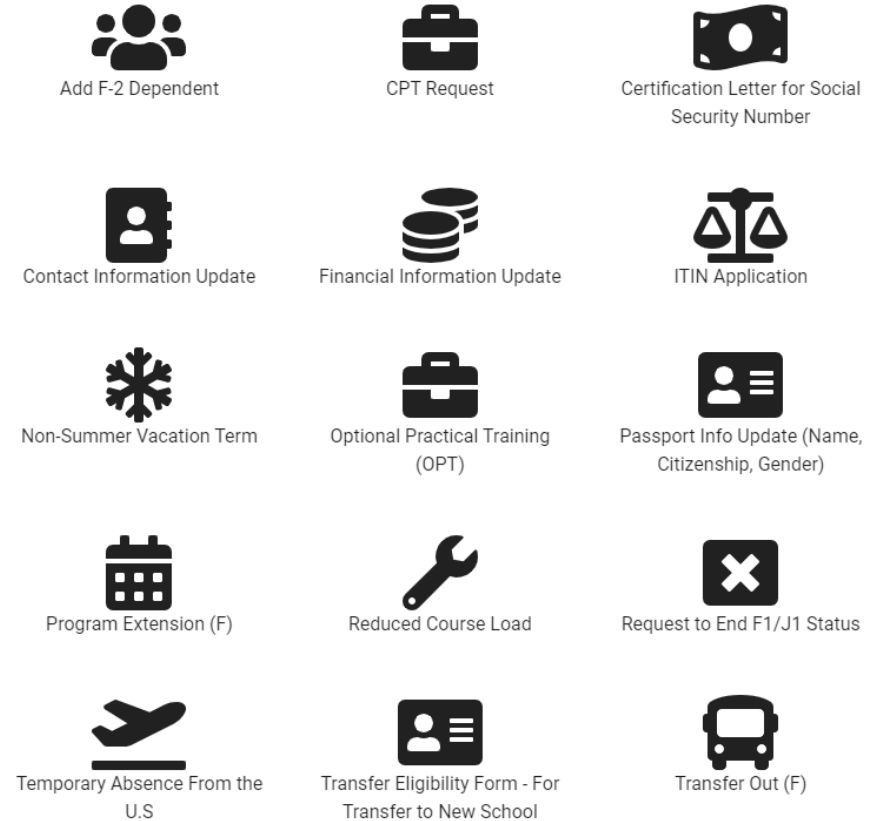
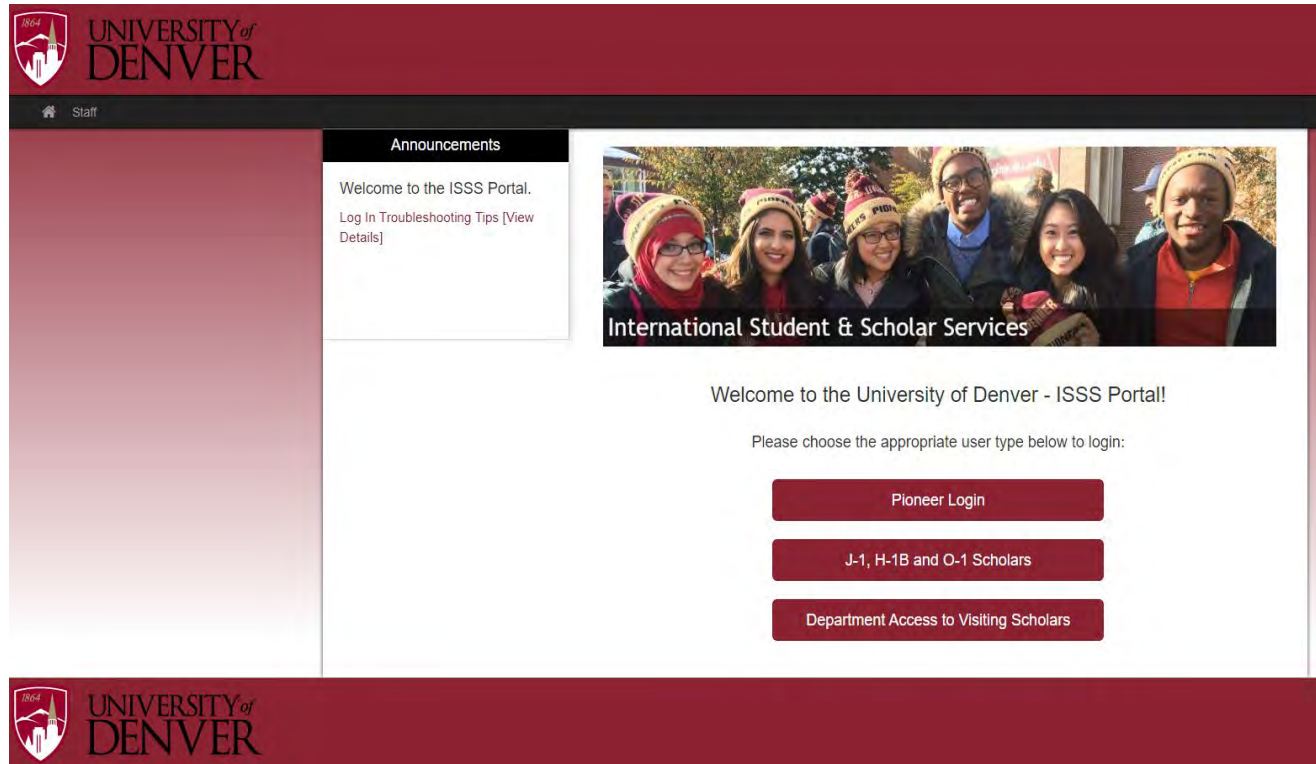


International Student and Scholar Services



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)

The screenshot displays the ISSS Portal interface with three navigation steps: 1. Arrival Confirmation and Check-In, 2. Personal & Program, and 3. Control Center. The 'Ongoing Requests' table lists three items: Contact Information Update (Approved, 08/10/2023), Certification Letter for Social Security Number (Submitted, 08/09/2023), and Check-In (Submitted, 08/08/2023). The 'Messages' section shows 'No pending messages.' and a search bar for 'What can we help you with?'. Service options include 'Add F-2 Dependent', 'Certification Letter for Social', and 'Check-In'.

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



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

**Ways to
Connect with
ISSS**



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

