



WHAT IS YOUR NAME?

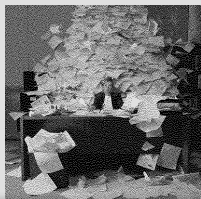
It is *extremely important* that every piece of identification you carry has the exact same name and spelling as your passport, including:

- I-94 Card
- Immigration Document
- Yale's Banner System
- Social Security Card
- State ID Card
- Driver License

If you prefer to use a different name than the one listed in your passport, contact OISS about choosing a *preferred name* option.

VERY IMPORTANT!

NEVER let your immigration status in the U.S. expire and whenever you travel make sure you always have all proper documentation required for re-entry to the U.S. Contact OISS if you have concerns or questions.



WORKING IN THE U.S.

If you have any questions about what work is or is not permitted, check with OISS before accepting the position. Information about employment regulations can be found at www.oiss.yale.edu/visa/immigrationalert.htm or you may stop by and speak with an OISS adviser.

U.S. IMMIGRATION REGULATIONS

As an international student or scholar in the U.S., you must be aware of and abide by the U.S. immigration regulations that govern your stay here. If you are aware of the requirements and maintain your legal status, you should have few, if any, problems. Yale's *Office of International Students & Scholars (OISS)* will assist you in your dealings with the U.S. immigration service (*U.S. Citizenship and Immigration Services (USCIS) in the Department of Homeland Security.*) We strongly advise you to consult with OISS before making any decision that might impact your student or scholar status in the U.S. or before proceeding directly to the USCIS office. We also suggest that you do not rely entirely on the advice or experience of your friends and colleagues; each situation is different and varies accordingly. What was true for a friend may not be true in your case. The best advice is to ask OISS first; if we don't know the answer, we'll help you find it.

This short chapter on U.S. immigration regulations is only a brief introduction to the regulations that may apply in your situation. In the past few years, there have been a number of very significant changes to U.S. immigration regulations and procedures. Applicants for non-immigrant visas are now required to have a personal interview, and as a result it can take longer to get a visa. As of August 1, 2003, all persons in F and J status are included in the U.S. government's *Student and Exchange Visitor Information System (SEVIS)* and all visa documents have been issued through SEVIS. The SEVIS system requires Yale to report certain information at certain times about persons in F and J status. You must be alert to these requirements. Make sure you pay close attention to the OISS listserv announcements and that you read, at a minimum, the messages sent about immigration rules and regulations, as this is how OISS will inform you of any changes in the laws and regulations. In addition, you will find detailed information on U.S. immigration regulations, including any new laws, regulations or procedures, on the OISS website at www.oiss.yale.edu.

MAINTAINING YOUR LEGAL STATUS

You must maintain your lawful nonimmigrant status at all times as outlined below. Failure to maintain your lawful student or scholar status can result in your having to end your program prematurely and leave the U.S.

1. Maintain a valid passport at all times. At the time of any entry to the U.S. (or any application to the immigration service), make sure your passport is valid for a minimum of six months in the future.

2. Make certain that your permission to remain in the U.S. is always valid. The date to which you have

been authorized to remain in the U.S. is recorded on your I-94 card, a small white card which is usually stapled to the visa page in your passport. It is the I-94 card, not the visa stamp in your passport, that is the record of your permission to remain in the U.S. The I-94 cards of persons holding F and J status will usually be marked *D/S or Duration of Status*. This means that you have permission to remain in the U.S. for the length of your academic program as stated on line #5 of your I-20 or line #3 of your DS-2019 form, as long as you remain a full-time student or scholar in that program. The I-94 cards of persons in H-1B, O-1, TN and other non-immigrant statuses will show an expiration date. **Important:** *When you enter the U.S. always take a look at your I-94 before you leave the immigration/customs area – it is much easier to correct a mistake at the time.* If you will be staying at Yale beyond the end date of your I-20 or DS-2019, or beyond the end date of your current H-1B or O-1 status, you must inform OISS well in advance of the expiration date so that your stay can be extended.

3. Maintain a full course of study at all times (students). Federal regulations require undergraduate students generally to take the equivalent of 12 credit hours per semester at the undergraduate level each semester. (The Yale College equivalent is a minimum of 3 courses per semester.) Full-time student status in the graduate and professional schools is set by each school, but is usually a minimum of three courses per semester. Please consult your school or OISS if you have questions about this requirement. (See #4 below for the few occasions when a reduced course load is permitted.)

4. Obtain OISS authorization prior to dropping below a full course of study. U.S. federal regulations require you to pursue a full course of study. You cannot deviate from this full course of study requirement without prior permission from OISS, and that permission is possible only under very limited circumstances. If you are considering dropping below a full course of study, you must consult first with your academic adviser, but before getting their final approval you must complete the OISS form Request to Drop Below a Full Course of Study and OISS must approve the reduction in course load. (A reduced course load can be authorized by OISS under very limited circumstances, including academic difficulties in the initial semester, medical reasons, or in a student's last semester if less than a full course load is required to complete the program.)

5. Abide by employment regulations. Each non-immigrant status, i.e. F-1, J-1, H-1B, O-1, TN, etc. has very specific and unique limitations on employment in the U.S. You must abide by the employment regulations governing your immigration status. If you work without the appropriate authorization, it will create serious difficulties for you. Always check with OISS well in advance of accepting an offer of employment.

Students in F and J status may work no more than 20 hours per week on-campus while school is in session. Note



TRAVELING?

Updated Travel Advisory on the OISS website at www.oiss.yale.edu/visa/travelalert.htm.



GETTING MARRIED? PLANNING A CIVIL UNION?

OISS can help you with information related to immigration such as how to obtain the U.S. visa documents for your new spouse or partner.

If you are looking for where to obtain a **marriage or civil union license**, you need to go to the *Office of Vital Records*, City Hall, 165 Church St, 946-7927. For details go to www.cityofnewhaven.com/VitalStatistics

VISAS FOR UNMARRIED PARTNERS

U.S. immigration regulations do not permit dependent visas for unmarried partners, or same-sex partners. It is, however, possible for a partner, to come to the U.S. for at least part, if not all of the time an international student or scholar is at Yale. Contact or visit OISS or send an email to oiss@yale.edu for guidance on visas for partners.



TRANSLATION AND NOTARY SERVICES

NOTARIZED COPY:

Photocopies which have been certified by a public official as true copies of the original.

TRANSLATIONS:

Ask for a list of approved translators. If unavailable, shop around or be creative. For official school transcripts, *World Education Services (WES)* is a widely recognized and accepted educational translation service www.wes.org. For all other situations, you can shop on-line or in the phone book under “translation services”. Sometimes it will suffice to a qualified individual do it, and then find an official *notary public* to “notarize” your sworn statement for a small fee. Again, you need to check with whomever is requesting the translation to understand what is acceptable.

The DMV requires documents like marriage certificates be notarized *only by one of their approved translators*. Ask OISS or DMV for the list.

OISS staff member *Erin Gustafson* is a Notary Public. Send an email to request an appointment: erin.gustafson@yale.edu.

EMBASSIES AND CONSULATES

U.S. EMBASSIES/
CONSULATES ABROAD
usembassy.state.gov

FOREIGN CONSULATES
IN THE U.S.
[www.infoplease.com/
ipa/A0004582.html](http://www.infoplease.com/ipa/A0004582.html)

that your school can set limitations on the number of hours you work, so check with your program if you are unsure. **Students in F-1 status cannot work off-campus without receiving PRIOR authorization** from the USCIS which can take up to 90 days. Students in J-1 status require advance authorization from their J program sponsor.

Scholars in J-1 or H-1B status may only work in the activity identified on their DS-2019 form or in their H-1B petition. Any other employment is considered unauthorized employment.

6. Report departure date and reason to OISS. Occasionally a student or scholar will leave the University early or unexpectedly for personal reasons or because of an early completion or graduation, leave of absence, withdrawal or suspension. In each of these cases, you must inform OISS that you will be leaving Yale before the expected completion date on your immigration document, i.e. your I-20 or DS-2019 form.

7. Notify OISS in advance of transferring schools or J programs. If you are leaving Yale and transferring to another U.S. school or J program, you must complete an official immigration transfer by first notifying OISS of your intention to transfer from Yale. OISS will release your SEVIS record to your new school, which will issue a new I-20 or DS-2019 form.

8. Make sure you have the appropriate travel documents, so that you can re-enter the U.S. after a short trip abroad. You must have a valid passport, a valid visa stamp and a valid I-20 (F) or DS-2019 (J) with a recent OISS signature to re-enter the U.S. after a trip overseas. Persons in H or O status need a valid I-797 form and valid visa stamp. Each situation is different and is fully explained on the OISS website. Before you travel out of the U.S., check with OISS that all your documents are in order. If you need to apply for a new U.S. visa, make certain to allow sufficient time for the application and interview process. As interviews are now required for most visa applicants, it can take several weeks. Some students and scholars in science or technology fields may experience additional delays because of security clearances. The best way to be prepared for possible visa issuance delays is to check the information on the website of the U.S. Consulate where you will apply (go to usembassy.state.gov) and also to contact OISS as well as network with colleagues and friends from your home country to understand common and current practices.

9. Make sure your family members have the correct immigration status. If you are here as a student or scholar and your spouse and/or dependent children will join you in New Haven, make sure they hold the appropriate non-immigrant status, e.g. F-2 for dependents of F-1 students and J-2 for dependents of J-1 exchange

visitors. OISS can assist you in obtaining SEVIS documents for your dependents. Persons holding F-2 status cannot work in the U.S.; J-2 dependents can work, but only with the authorization from the immigration service (USCIS). Please visit OISS for instructions on applying for J-2 work authorization. Other family members or friends will most likely need tourist status to visit you here. Only spouses and dependent children are eligible for F-2, J-2 or H-4 dependent status.

10. VERY IMPORTANT! Report any change of local (current residential) address within 10 days. OISS, in turn, is required to notify SEVIS within 21 days of your updating your address. This also applies to those on F-1 OPT.

THE I-94 CARD

The I-94 card is one of the most important immigration documents since it is what indicates your non-immigrant status in the U.S., and how long you may legally remain in the country for that particular trip. It is a small white card (or small green card, but only if you are participating in the Visa Waiver program) that is normally stapled inside of your passport. It is the evidence that you have entered the country legally.

When entering the U.S., pay close attention to what is written on this card. Before leaving the immigration area, be sure to check the status you have been given, and the date you must depart by. If you find anything that appears to be an error, politely point it out to the immigration official. It is the date written on the I-94 - and NOT the expiration date of the visa stamp - that controls how long you can remain in the U.S. A new I-94 card with a new date is issued each time a nonimmigrant legally enters the U.S.

As shown below, your immigration status should be written next to *ADMITTED* (e.g. F-1, F-2, J-1, J-2, H1-B, etc.) and there should be a final date written next to *UNTIL*. **F-1 and J-1 students and their dependents should have D/S written as their final date, not a specific date. D/S means duration of status, which is indicated by the end dates on the I-20 or DS-2019.**

Note: This Departure Number is referred to as the Admission Number in Section 1 of the I-9

Departure Number
583268007 02 *SPECIMEN*

U.S. IMMIGRATION
250 WAS

Immigration and
Naturalization Service
SEP 13 1991

I-94
Departure Record
ADMITTED *F-1*
UNTIL *D/S* *COLASB?*

Family Name
STUDENT

First (Given) Name
JOHN

Country of Citizenship
UK

Birth Date (Day/Mo/Yr)
27.08.63



ADDRESS CHANGES

Updated instructions on the OISS website at

www.oiss.yale.edu/visa/coaddresses.htm



I-94 CARD PROBLEMS?

Mistakes? If you discover a mistake on your I-94 card after you have left the immigration area, visit the OISS as soon as possible. It is important to correct any I-94 mistakes right away.

Lost? If you have lost your I-94 card, consult with an OISS adviser about the procedure for getting a new card.

Left Yale, but still have your card? This card allows immigration to track your departure. An OISS adviser can help you with how to notify immigration. Email oiss@yale.edu for assistance.

NEED A VISA FOR ANOTHER COUNTRY?

The Travel Department has arranged for CIBT to service the Yale community passport and visa needs. Special rates can be accessed by calling CIBT toll-free at 1.800.577.2428 and referencing the Yale account number 40634; or you may log in from the web page www.yale.edu/travel/passport.htm