

# Welcome International Student!

*What you should know about:*

## International Student Study in the U.S.



*We are always excited at the prospect of welcoming new students to the University of the Virgin Islands (UVI)! This information was prepared to familiarize you with admissions and Homeland Security processing. Please peruse the information and feel free to contact us if any questions arise. You can also learn more about the University of the Virgin Islands by connecting to us on the Internet at [www.uvi.edu](http://www.uvi.edu). Admissions information, including the UVI admissions application, is available at <http://www.uvi.edu/pub-relations/admissions/admissions.html>.*

## International Student Admission and Enrollment at the University of the Virgin Islands

We are always excited at the prospect of welcoming new students to the University of the Virgin Islands (UVI)! This information was prepared to familiarize you with admissions and U.S. Department of Justice, U.S.C.I.S processing. Please peruse the information and feel free to contact us if any questions arise. You can also learn more about the University of the Virgin Islands by connecting to us on the Internet at [www.uvi.edu](http://www.uvi.edu).

Admissions information, including the UVI admissions application, is *available at* <http://www.uvi.edu/pub-relations/admissions/admissions.html>.

The deadlines for submitting the admissions application and supporting documents for both undergraduate and graduate student's for **Spring** is **October 30**; and for **Fall** the deadline is **April 30**. Processing of the admissions application will be timelier if you are able to submit a **COMPLETE** application package well in advance of the admissions deadline. Upon receipt of the letter of acceptance for admission, you must forward the Enrollment and Deposit Form, the Health Form, and the Certificate of Finance Form to facilitate your admission. To apply for admission:

**UNDERGRADUATE STUDENTS** submit:

- The *admissions application*.
- **SAT** or **ACT scores** (It is advised that you take the test as soon as possible so that your scores are received by the admission deadline). SAT code -0879/ ACT code -5288. Student with more than 12 college level credits, including English, and Math, are not required to take the SAT or ACT results. Students who are 25 years or older are exempted from submitting ACT and SAT test results.
- **US \$25.00 non-refundable application fee (certified check or money order)**.
- High school graduates must *submit original certified secondary school certificate*. If you have earned college credits, please submit the official transcripts from all other institutions attended.

**TRANSFER STUDENTS** submit:

*Applicants who have earned at least 12 semester hours (s.h.) or 16 quarter hours (q.h.) of university credits and achieved at least a 2.00 cumulative average will be considered a transfer student. Applicants with less than 12 s.h. or 16 q.h. should follow the instructions for freshman admissions. Previous course work completed at recognized institutions may be considered for transfer is on a course-by-course basis. Credits are evaluated following a favorable admissions decision and upon receipt of the \$100.00 enrollment deposit indicating your intent to enroll. Students who have submitted evidence of successful completion of college level English and Math may be exempt from placement testing. All students who have not completed college level English or Math should take the institutional placement exams administered during orientation at the start of the semester.*

- The *admissions application*
- **US \$25.00 non-refundable application fee (certified check or money order)**.
- Please request each college you have attended to *forward an official transcript to the Admissions Office at UVI*.

**INTERNATIONAL UNDERGRADUATE STUDENTS** submit:

*Students are urged to apply 4-6 weeks in advance of stated deadlines in order to facilitate timely admissions and U.S. Department of Justice, U.S.C.I.S (U.S.C.I.S) processing. International students must submit:*

- The **UVI application** (request copy, or print from web site *at the following web link:* <http://www.uvi.edu/pub-relations/admissions/admissions.html>.)
- The application fee- **US \$25.00 (certified check or money order)**.
- Submit official (*original secondary school certificate or college transcript(s)*). *Official college transcripts must be transmitted directly from the sending institution to the Admissions Office- copies are not acceptable.*

- **Official Scholastic Aptitude Test (SAT) results.** Students should check with the Ministry of Education in their home country for test dates. Careful planning is required to insure exam results are forwarded to the Admissions Office prior to the admissions deadline. Students who are 25 years or older are exempted from submitting ACT and SAT test results.
- Results from the Test of English as a Second Language (TOEFL) are required of applicants from countries where English is not the official language. For information about TOEFL write: TOEFL Educational Testing Service, Box 899, Princeton, NJ 08540 USA or visit [www.ets.org](http://www.ets.org).

**Please note:**

It is sometimes necessary for Admissions Offices to request that students with foreign credentials seek an assessment of their previous academic experiences from a recognized credential evaluation service. This is often times the case if students' academic records are only available in a foreign language, and/or from an education system that differs from the American education system. In such instances, we may request that students have their credentials assessed by one of the independent credential evaluation services. Contact the Admissions Office for further information regarding recommended credential evaluation services.

**GRADUATE STUDENTS** submit:

*Master of Arts in Education, Master of Business Administration, Master of Public Administration, Master of Marine and Environmental Science, and Master of Arts in Mathematics for Secondary Teachers are required to submit the following:*

- An official transcript sent directly from each college or university that you have attended. College course descriptions for any graduate course you wish to be considered for credit at UVI (up to 6 credits are transferable).
- The Graduate Management Aptitude Test (GMAT) is required for candidates for the Master of Business Administration; and the Graduate Records Exam (GRE) for the Master of Public Administration Program and the Master of Marine and Environmental Science. Test results older than five years are invalid. The UVI code (0879) should be used so that the test scores will be sent directly to the Admissions or Academic Services Office. Contact GMAT about computer-based testing program at (609) 771-7330 or visit [www.gmat.org](http://www.gmat.org).
- A student who has an application pending acceptance to the graduate program will be allowed to register for up to nine credits their application is pending. To continue in the program after 9 credit hours a student must be admitted.

**INTERNATIONAL STUDENTS - CERTIFICATE OF FINANCES FORM, I-901 AND THE I-20:**

- **The Certificate of Finances Form.** International students, who are admitted for study in the U.S. and seek "F-1" student status, are required by law to submit documentation of financial support. We require students to demonstrate their ability to meet financial expenses for *at least the first year of study*, and demonstrate anticipated support for the remainder of their years of study. Please review the tuition and fee information for 'Out-of-territory' residents to estimate academic expenses (see the admissions application for tuition and fees). Include tuition, fees, books and supplies when estimating the total academic expenses; include housing and cost for meal plans if residing on-campus. Students must indicate and provide official documentation to show how fees will be paid while attending the University of the Virgin Islands. The document must reflect the amount of funds available or awarded to that student, and must cover expected tuition and other expenses in entirety. If you intend to live with someone off-campus, the person who is sponsoring you must a notarized statement to affirm their ability to provide living expenses while you pursue your academic program.
- **I-901 Fee.** Section 641(e) of IIRIRA, as amended, requires that a fee be established and charged to students or exchange visitors tracked in SEVIS. This does not include F-1 students who are transferring or changing level to attend a new program *while maintaining F status*. The SEVIS I-901 fee is \$100.00. You have the option of paying an additional \$30.00 to have your receipt sent by expedited delivery (courier service) rather than by mail. You can fill in the Form I-901 online at [www.fmjfee.com](http://www.fmjfee.com) or send a paper version to: **By Mail:** I-901 Student/Exchange Visitor Processing Fee, P.O. Box 970020, St. Louis, MO 63197-0020, United States; **or By Courier** (to expedite delivery to SEVP): I-901 Student/Exchange

Visitor Processing Fee, 1005 Convention Plaza, St. Louis, MO 63101, United States, Phone Number: 1-314-418-8833 (United State Country Code 011). The fastest Way to pay the fee is to file your Form I-901 online at [www.fmjfee.com](http://www.fmjfee.com), pay by credit or debit card and print a receipt. Allow three working days for the information to be posted to SEVIS and the Department of State consular information system. The SEVP website at [www.ice.gov/sevis](http://www.ice.gov/sevis) has a complete set of questions and answers for the most common problems. You may also call customer service at 1-212-620-3418 (United State Country Code 011). View additional information at <http://www.ice.gov/sevis/i901/index.htm>.

- **Form I-20.** The I-20 Immigration Form is issued to students by the University of the Virgin Islands upon receipt of the Certificate of Finance form. Proceeding the payment and submission of the I-901 form and setting an appointment to the nearest embassy students may be issued approval to pursue academic study in the U.S. The Department of Justice, U.S.C.I.S regulations governing non-immigrant “F-1” students require that all persons in this status must pursue a full-time course study, the equivalent of 12 undergraduate credits per semester. Failure to do so will render the student out-of-status, in violation of their “F-1” status. Please do visit at [www.uvi.edu](http://www.uvi.edu), or contact us at 340-693-1150 on our St. Thomas Campus, or 340-692-4158 on the St. Croix campus if you seek further information. Both the undergraduate and graduate catalogs are available on the UVI web site. Thank you for your interest in the University of the Virgin Islands!

**\*University of the Virgin Islands\***  
**Historically American. Uniquely Caribbean. Globally Interactive.**

Mail applications for the St. Croix campus to:  
 Academic Services Offices  
 University of the Virgin Islands  
 RR02-Box 10,000  
 Kingshill, V.I. 00850

Mail applications to the St. Thomas campus to:  
 Admissions Office  
 University of the Virgin Islands  
 #2 John Brewers Bay  
 St. Thomas, V.I. 00802-9990

## **ELIGIBILITY AND STATUS OF INTERNATIONAL STUDENTS**

**Eligibility for admission.** A nonimmigrant student and his or her accompanying spouse and minor children may be admitted into the United States in F-1 and F-2 classifications for duration of status under section 101 (a) (15) (F) (i) of the Act, if the student: Presents a properly completed Form I-20 A-B/I-20 ID, Certificate of Eligibility for Nonimmigrant (F-1) Student Status, which is issued by a school approved by the Service for attendance by foreign students;

(A) Has a documentary evidence of financial support in the amount indicated on the Form I-20 A-B/I-20 ID; and

(B) For students seeking initial admission only, intends to attend the school specified in the student’s visa except where the student is exempt form the requirement for a visa, in which case the student must intend to attend the school indicated on the Form I-20 A-B/I-20 ID.

(1) **I-20 ID.** An F-1 student is expected to safe keep the initial I-20 ID bearing the admission number and any subsequent copies which have been issued to him or her including any endorsement for employment and notations as defined in 8 CFR 214.3 (1) (1) (1)

(2) **F-2 Status.** The spouse and minor children following to join an F-1 student are eligible for admission to the United States if the F-1 student is, or will be within sixty days, enrolled in a full course of study or, if the student is engaged in approved practical training following completion of studies, The eligible spouse and minor children of an F-1 Student may be admitted in F-2 status if they present the F-1 student’s current I-20

ID with proper endorsement by the DSO. A new Form I-20 A-B is required where there has been any substantive change in the information on the student's current I-20 ID.

- (3) **Temporary absence.** An F-1 student returning to the United States from temporary absence of 5 months or less may be readmitted for attendance at a Service-approved educational institution, if the student presents:
- (i) A current I-20 ID properly endorsed by DSO for re-entry if there is no substantive change on the most recent I-20 ID or;
  - (ii) A new Form I-20 A-B if there has been any substantive change in information on the student's most recent I-20 ID, such as in the case of a student who has changed the major area of study, who intends to transfer to another Service-approved institution, or who has advanced to a higher level of study.

(4) **Duration of Status**

- (i) **General.** Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies, plus sixty days to prepare for departure from the United States. The student is considered to be maintaining status if he or she is making normal progress toward completing a course by study. Initial or beginning students may enter the U.S. 30 days or less in advance of the course of study/report date on the I-20 form. Please consider this when planning travel. To enter the U.S. prior to 30 days before the start of classes, you must obtain a student visa.
- (ii) **Change in educational levels.** An F-1 student who continues from one educational level to another is considered to be maintaining status, provided that the transition to the new educational level is accomplished according to transfer procedures outlined in paragraph (f)(8) of this section.
- (iii) **Vacation.** An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term. A student attending a school on a quarter or trimester calendar who takes only one vacation a year during any one of the quarters or trimesters instead of during the summer is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.
- (iv) **Illness or medical conditions.** A student who is compelled by illness or other medical conditions to interrupt or reduce a full course study is considered to be in status during the illness or other medical condition. The student must resume a full course of study upon recovery.
- (v) **Emergency.** Emergency circumstances as determined by the Commissioner.

(5) **Full Course Load (In-Status)**

- (i) **General.** Successful completion of the full course of study must lead to the attainment of a specific educational or professional objective. A "full course of study" as required by section 101 (a) (15) (F) (i) of the Act means:
  - (A) Post graduate study or postdoctoral study at a college or university, or undergraduate or postgraduate study at a conservatory or religious seminary, certified by a DSO as a full course of study;
  - (B) Undergraduate study at a college or university, certified by a school official to consist of at least twelve semester or quarter hours of instruction per academic term in those institutions using standard semester, trimester, or quarter hour systems, where all

undergraduate students who are enrolled for a minimum of twelve semester or quarter hours are charged full-time or are considered full-time for other administrative purposes, or its equivalent (as determined by the district director in the school approval process), except when the student needs a lesser course load to complete the course of study during the current term;

- (C) Study in a postsecondary language, liberal arts, fine arts, or other non-vocational program at a school which confers upon its graduates recognized associate or other degrees or has established that its credits have been and are accepted unconditionally by at least three institutions of higher learning which are either: (1) A school (or school system) owned and operated as a public educational institution by the United States or a state or political subdivision thereof; or (2) a school accredited by a nationally recognized accrediting body; and which has been certified by a designated school official to consist of at least twelve clock hours of instruction a week, or its equivalent as determined by the district director in the school approval process; (Revised 10/29/93; 58FR 58097)
  - (D) Study in any other language, liberal arts, fine arts or non-vocational training program, certified by a designated school official to consist of at least eighteen clock hours of attendance a week if the dominant part of the course of study consist of classroom instruction, or to consist of at least twenty-two clock hours a week if the dominant part of the course of study consists of laboratory work; or
  - (E) Study in primary school or academic high school curriculum certified by a designated school official to consist of class attendance for not less than the minimum number of hours a week prescribed by the school for normal progress towards graduation.
  - (F) Notwithstanding paragraphs (i) (6) (i) (A) and (f) (6) (i) (B) of this section, an alien who has been granted employment authorization pursuant to the terms of a document issued by the commissioner under paragraphs (f) (9) (i) or (f) (9) (ii) of this section and published in the Federal Register shall be deemed to be engaged in a 'full course of study' if he or she remains registered for no less that the number of semester or quarter hours of instruction per academic term specified by the commissioner in the notice for the validity period of such employment authorization. (Added 6110/98; 63FR 31872)
- (ii) **Institution of Higher learning.** For purposes of this paragraph, a college or university is in an institution of higher learning which awards recognized associate, bachelors, master's, doctorate, or professional degrees. Schools which devote themselves exclusively or primarily to vocational, business, or language instruction are not included in the category of colleges or universities. Vocational or business schools which are classifiable as M-1 schools are provided for by regulations under 8 CFR 214.2(m).
  - (iii) **Reduced Course load.** The designated school official may advise an F-1 student to engage in less than a full course of study due to initial difficulties with the English language or reading requirements, unfamiliarity with American teaching methods or improper course level placement. An F-1 student authorized to reduce course load by the DSO in accordance with the provisions of this paragraph is considered to be maintaining status. On-campus employment pursuant to the terms of scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

(6) **Extension of stay-**

- (i) **General.** An F-1 Student is admitted for duration of status. The student is not required to apply for extension of stay as long as the student is maintaining status and making normal progress

toward completing his or her educational objective. An F-1 student who is unable to complete a full course of study in a timely manner must apply, in a 30 day period before the completion date on the Form I-20 A-B, to the DSO for a program extension pursuant to paragraph (f) (7) (iii) of this section.

- (ii) **Completion date on Form I-20 A-B.** When determining the program completion date on Form I-20 A-B, the DSO should make a reasonable estimate based on the time average foreign student would need to complete a similar program in the same discipline. A grace period of no more than one year may be added onto the DSO's estimate.
- (iii) **Program extension for students in lawful status.** An F-1 student who is unable to meet the program completion date on the Form I-20 A-B may be granted a program extension by the school, if the DSO certified on a Form I-538 that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extension. The DSO must notify the Service date processing center a certification on Form I-538 and the top page of a new Form I-20 A-B showing a new program completion date-
- (iv) **Failure to complete the educational program in a timely manner.** An F-1 Student who is unable to complete the educational program within the time period written on the Form I-20 A-B and who is ineligible for program extension pursuant to paragraph (f) (7) (iii) of this section is considered to be out of status. Under these circumstances, the student must apply for reinstatement under the provisions of paragraph (f) (16) of this section.

#### (7) **School transfer**

- (i) **Eligibility.** An F-1 student who is maintaining status may transfer to another Service- approved school by following the notification procedure prescribed in paragraph (f) (8) (ii) of this section. An F-1 student who was not pursuing a full course of study at the school or he or she was last authorized to attend is ineligible for school-transfer and must apply for reinstatement under the provisions of paragraph (f) (16) of this section.
- (ii) **Transfer procedure.** To transfer schools, an F-1 student must first notify the school he or she is attending of the intent to transfer, then obtain a Form I-20 A-B, issued in accordance with the provisions of 8 CFR 214.3(k), from that school to which he or she intends to transfer. The transfer will be affected only if the F-1 student completes the Student Certification portion of the Form I-20 A-B and returns the form to a designated school official on campus within 15 days of beginning attendance at the new school.
- (iii) **Notification.** Upon receipt of the student's Form I-20 A-B, the DSO must:
  - (A) Note "transfer completed on (date)" on student's I-20 ID in the space provided for the DOS's remarks, thereby acknowledging the student's attendance;
  - (B) Return the I-20 ID to the student;
  - (C) Submit the I-20 School copy to the Service's Data Procession Center within 30 days of receipt from the student; and
  - (D) Forward a photocopy of the Form I-20 A-B School Copy to school from which the student transferred.

## **F-1 SCHOOL TRANSFER PROCEDURES FACT SHEET**

### *School transfer is defined as:*

- 1) Transferring to **another U.S. school** at the same academic level while in the U.S.
- 2) **Changing academic levels** at same school or at new school (example – English to Undergraduate; Undergraduate to Graduate).

### *A student is eligible to transfer if he/she is:*

- 1) Currently a full –time student
- 2) Financially able to attend new school

### *Procedures for Transfer are as follows:*

- 1) **Apply** and be admitted to new school
- 2) **Receive** I-20 from new school
- 3) **Inform** the DSO\* of your intention to transfer
- 4) **Enroll** at the new school in the terms immediately following your last semester at UVI or immediately following vacation
- 5) Complete page 2 of new school’s I-20 and submit to new school
- 6) New school will endorse I-20 authorizing your transfer and will notify U.S.C.I.S\* of your transfer

The transfer procedure process must be completed within 15 days of enrollment in the new school

### **NOTE:**

- 1) A change of level transfer at your present school follows the same procedure
- 2) If you leave the country after completing your studies at UVI, you must use the I-20 of the new school when you re-enter the country. At that time, U.S.C.I.S will process your transfer no additional processing is required by your new school.

\*DSO = Designated School Official

\*U.S.C.I.S = Immigration & Naturalization Service

## **REINSTATE TO STUDENT STATUS**

### **WHEN REINSTATEMENT IS REQUIRED**

When students have overstayed authorized period of stay, or have not maintained F-1 student status- including enrolling for less than full time; late application for immigration transfer; late application for extension of stay. (i) U.S.C.I.S may consider reinstating an F-1 student who makes a request for reinstatement on Form I-20 A-B from the school the student Extend Time of Temporary Stay, accompanied by a properly completed Form I-20 A-B from the school the student is attending or intends to attend, if the student: (Amend 6/9/1995; 60 FR 21973)

- (A) Establishes to the satisfaction of the Service that the violation of status resulted from circumstance beyond the student’s control or that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to the student; (Amended 6/3/95; 60 FR 21973)
- (B) Is currently pursuing, or intending to pursue, a full course of study at the school which issued the Form I-20 A-B;
- (C) Has not engaged in unauthorized employment; and
- (D) Is not deportable on any ground other than section 241 (a) (1) (B)’or (C) (i) of the Act.



**DECISION**

If the Service reinstates the student, the Service shall endorse the Form I-20 A-B to indicate that the student has been reinstated, return the I-20 ID to the student, and forward the school copy of the form to the Service's processing center for data entry. If the Service does not reinstate the student, the student may not appeal the decision. (Revised 6/3/95; 60 FR 21973)

**APPLICATION PROCESS**

1. Complete document I-539 (Application to Extend Time of Temporary Stay) with fee of \$120.00 write "REINSTATEMENT" at top of document.
2. Attachments include: new I-20 issued by the DSO; copy of I-94; financial verification documents; copy of previous I-20; written statement of reason for failing to maintain status and steps taken to return to status; support letter from DOS is optional.
3. Documents are given to the District Immigration Office.

**APPROVED REINSTATEMENT**

1. If approved U.S.C.I.S will endorse I-20, reinstate to F-1 status on I-94, and return it to the student
2. Once approval is received the student is considered to have maintained status and is eligible to apply for any and all F-1 benefits including off campus employment as per regulations.

**DENIAL OF REINSTATEMENT**

If reinstatement is denied the student will have 30 days to appeal or must leave the U.S. and apply for re-entry

**ALTERNATIVE TO REINSTATEMENT and RE-ENTRY**

1. DSO will issue a new I-20 marked 'initial attendance'
2. Student leaves the U.S. and applies for re-entry at which time he will be inspected again for re-entry purposes. A new visa will be required if current visa has expired
3. In this case the 9-months required for maintaining status prior to being eligible for off-campus employment benefits will be in effect

**F-1 STUDENTS OVERVIEW OF EMPLOYMENT****Purpose**

This handout is designed for students in F-1 status. It explains how "employment" by the U.S.C.I.S and describes the types of employment that maybe available to you.

**Eligibility and Application Requirements**

A basic requirement for all types of employment is that you must maintain continuous lawful F-1 status. To remain eligible for most types of F-1 employment you must limit your work to no more than 20 hours per week while school is in session. Do not assume that you are eligible to work without first contacting the Registrar, Academic Services or the Enrollment Management Director. (Further requirements for each type of F-1 employment are discussed in other handout in this series.)

**Definition of "Employment"**

"Employment" is work performed or service provided in exchange for money tuition, fees, books, supplies, food or any other benefit. If you receive no pay or other benefit for an activity, it may be considered to be "volunteer work instead of employment.

**Categories of F-1 Student Employment*****On-Campus Employment "Incident to Status"***

University of the Virgin Islands  
Division of Enrollment Management  
12/4/2008

Work on your campus is usually permissible if it meets certain requirements. U.S.C.I.S regulations state that on campus employment is automatically authorized for any student in lawful F-1 status. Check with the Registrar, Academic Services or Student Employment Office regarding procedures governing the authorization of on-campus employment.

***Employment by Your School.*** On-campus work performed for your school is always acceptable, whether it is employment in your academic department, library, the computer center or the housing office. Work required by a scholarship, fellowship, or assistantship is also acceptable.

***Other Employment on Your School's Premises.*** Work performed on your school's grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students. Examples of this might be the university's food service or bookstore, if they are operated not by your school but by an outside firm.

***Off- Campus Employment Which Qualifies as On- Campus Employment.*** U.S.C.I.S defines some types of employment off campus as "on-campus employment." For employment to be defined there must be an official relationship between the university and the off-campus employer, the work must be associated with your school's curriculum or related to a graduate level research project, and the employment must be an important part of your program of study.

***Off- Campus Employment Based on "Severe Economic Hardship."*** If you are suffering from severe economic hardship based on unforeseen circumstances beyond your control, you may be eligible for employment off campus.

***Curricular Practical Training (CPT).*** Some work experiences, which are an important part of your study program, may be considered "curricular practical training." These experiences may include alternate work/study programs, and practical experiences. Any student who works for one year or more in full-time curricular practical training is not eligible for optional practical training.

***Internship with an International Organization.*** If you are maintaining lawful F-1 status and want to participate in an internship with a recognized international organization, such as the United Nations or the World Bank- you may obtain written permission to engage in this work. You must maintain your F-1 student status while employed by such an organization.

***Optional Practical Training (OPT).*** You may eligible to be employed in a job, which is directly related to your major field of study for up to one year. Such employment may take place at any location in the United States. It falls into four categories:

- (1) employment during your annual vacation if enrolled and intend to register for the next term;
- (2) employment while school is in session, provided that you work no more than 20 hours per week;
- (3) employment after you have completed all of your course requirements except your thesis;
- (4) employment after you have completed your studies.

### **Employment Eligibility Verification.**

When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (U.S.C.I.S Form 1-9), which the employer retains.

### **\*A Note of Caution- Failure to Comply with Employment Guidelines.**

While U.S.C.I.S regulations provide a variety of opportunities for you to be employed during your time in F-1 status **working improperly** or **without authorization** is a serious violation of your status. You should therefore consult with the Registrar, Academic Services, or the **Enrollment Management Director** before taking up any employment. It is **your** responsibility to comply with all immigration regulations that apply to

F-1 students. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

**Employment for F-2 Dependents.**

Immigration regulations prohibit all employment for F-2 dependents (spouses and children of F-1 students).

**F-1 STUDENT EMPLOYMENT**  
**FACT SHEET**

**I. DEFINITION OF EMPLOYMENT**

**II. GENERAL ELIGIBILITY**

- Maintaining, status
- 20 hours during while taking classes; 40 during summer/holidays
- Limit number of work hours per regulations for each category
- Must have authorization BEFORE employment begins

**III. CATEGORIES**

**A. ON-CAMPUS (incident to status)**

1. University employment
2. Other employment on University premises
3. Quality 'off campus' work

**B. OFF- CAMPUS EMPLOYMENT**

**C. SEVERE ECONOMIC HARDSHIP\***

- a. Definition
- b. Documents: 1-765/\$100 (code is c-3-iii), 1538, I20/DSO recommendation, Need Documentation- 1-765 card, 2 right ear pictures; 1-765 signature Card
- c. Processed by: Regional U.S.C.I.S Services Center
- d. Authorized time: 12 months max
- e. Processing time: 60-90 days
- f. Authorization: Employment authorization document (EAD)

*\*Asian Crisis variation: I-765 code is c-3-iv; mark envelope: 'special student relief'*

**C. CURRICULAR PRACTICAL TRAINING**

- a. Definition
- b. Documents: 1-538, I-20, University approval
- c. Processed by: U.S.C.I.S notification

**D. OPTIONAL PRACTICAL TRAINING**

- a. Definition
- b. Documents- 1-765/\$100 (code is c-3-1), I-538, 1-20/DSO recommendation, 2 tight ear pictures, 1-765 signature card
- c. Processed by: Regional U.S.C.I.S Service Center
- d. Authorized Time: as per request to maximum of 12 months
- e. Processing Time: 60-90 days
- f. Authorization: EAD

**\*\*A Note of Caution about Failure to Comply with Employment Guidelines**

While U.S.C.I.S regulations provide a variety of opportunities for you to be employed during your time in F-1 status, *working improperly* or *with authorization* is a serious violation of your status. You should therefore consult with the Registrar, Academic Services, or the *Enrollment Management Director* before taking up any employment. It is your responsibility to comply with all immigration regulations that apply to F-1 students. If you fail to meet your responsibilities, you may not be eligible for benefits normally granted to F-1 students.

## **OBTAINING A SOCIAL SECURITY NUMBER**

### **I. EMPLOYMENT**

**1. To obtain a social security number for employment purposes, these documents must be presented to the Social Security Administration Office:**

- A. Birth Certificate
- B. Passport
- C. I-20 (your I-20 must be endorsed by a university Designated School Official (DSO) (to indicate you are approved for employment). There are two (DSO) on the St. Thomas Campus: *Registrar* – 693-1160 (1<sup>st</sup> floor- ACC Bldg.); and the *Director of Admissions and Recruitment* – 693-1224 (ACC Bldg.). And one DSO on the St. Croix campus.
- D. Letter from UVI verifying you are authorized for on-campus employment. Obtain this from the Student Employment Office.

**2. Employment options for F-1 students include:**

- A. On-campus employment. On campus employment is limited to 20 hours or less per week while school is in session, and may exceed 20 hours during vacation periods.
- B. Off-campus employment. Students who hold F-1 visas are limited to three (3) types of off-campus employment:
  - (i) *Curricular Practical Training (CPT)* – participation in activities such as work/study, internship or cooperative educational programs.
  - (ii) *Optional Practical Training* – must apply to the U.S.C.I.S for approval for employment authorization for optional practical training which is integral to the educational professional objective of your studies. You must have an U.S.C.I.S- issued EAD.
  - (iii) *Severe Economic Hardship* – U.S.C.I.S may permit an F-1 student to work off-campus in special circumstances.

### **II. BANKING**

The Social Security Administration Office does NOT process Social Security Number applications for non-work Social Security Numbers. For banking purposes, you should ask- your financial institution for IRS form W-8, Certificate of Foreign Status. This form is also available on-line at [www.irs.gov](http://www.irs.gov). Complete the form and mail. The IRS will send you a tax identification number (TIN) provide that number to your banking U.S.C.I.S institution.

**Questions?** For general information contact the Division of Enrollment Management Offices (STT); the Academic Services (STC) or the Student Employment Coordinator.

## **OBTAINING A V.I. DRIVER'S LICENSE**

1. Obtain a medical form at V.I. Motor Vehicle Office. You may also want to inquire about the V.I. Road Test Study Guide which defines driving laws specific to U.S.V.I. Go to campus doctor, or other clinic, to have form completed.
2. Take your UVI student I.D. and your SEVIS 1-20 with you to take the Written V.I. drivers test. On St. Thomas, the written test is currently being administered Tuesdays and Thursdays, 8 a.m. – 10 a.m.
3. If you pass the written test at 75% success rate, and have a driver's license from your homeland, you will be given a license for the duration of stay marked on your I-20. If you do not have license from home, you will have to schedule an appointment to take the Road test.
4. Take the Road Test.

**Note:**

Fees are charged for the Medical Form, the Written Test; the Learners Permit the V.I. Road Test Study Guide Book, the Road Test, and the License. Keep all receipts – you may be asked to present them at any time during this process.

*Reconfirmed with the Office of V.I. Police Commissioner – 09/29/05  
Division of Enrollment Management*

**BEFORE YOU LEAVE FOR THE HOLIDAYS.....**

- In order to reenter the United States after a temporary absence of 5 months or less, an F-1 Student must have the following documents:
- A valid passport or travel document and a valid visa (unless exempt from passport and visa requirements)
- A properly endorsed Form I-20 ID (pg. 4 of Form I-20) if there has been no substantive change in the information contained in items 4, 5, 7, and 8 on the student's most recent Form I-20 A-B, or a new Form I-20 A-B, if there has been such a change. The I-20 must be signed by a designated School Official (DSO).
- U.S.C.I.S officials at ports of entry require that the Form I-20 ID bear certification by a Designated School Official for reentry in the current term- if a student is reentering during the academic year-or, if a student is returning from his or her annual vacation, executed in the term preceding the vacation.

**DSO's authorized to sign I-20 forms at UVI:**

**St. Thomas**

Registrar – Administrative Conference Center (ACC) Building 1<sup>st</sup> Floor- ext. 1160

Director of Admissions and Recruitment- Administrative Conference Center (ACC) Building 1<sup>st</sup> Floor- ext. 1224

**St. Croix**

Associate Registrar Academic Services – Melvin Evans Center – ext. 4158

*F-1 students who wish to temporarily visit their country of citizenship or permanent residence generally will be allowed to enter that country if they hold a valid passport or travel documents issued by that country.*

**2009-2010 Declaration and International Student  
Certification of finances**  
**Please read Guidelines prior to completing this form.**

The Purpose of the Certification of Finances is to help colleges and universities to obtain complete and accurate information about the funds available to international applicants who want to study in the United States. Strict government regulations, rising educational costs and economic conditions have made verification of financial resources of international applicants essential. Institutions do not have the option of deciding whether or not they verify financial resources of their international applicants; financial verification must be made prior to institutional issuance of Certificates of Eligibility (Form I-20 or DS-2019).

This form is designed to standardize financial information proved by applicants to colleges, universities, and United State consuls. By completing and returning this form to the college/University requiring it, an applicant, if admitted, may obtain that college's authorization and issuance of a Certificate of Eligibility (Form I-20 DS-2019). United States consuls scrutinize the statements of financial resources given by nonimmigrant visa applications. This Certification will help such officials make their decisions and expedite visa issuance.

Return this form directly to the college that provided or requested it. Do not send it to the College Scholarship Service or International Education at the College Board.

**For information about estimated annual tuition and fee expenses, please view this data available at the University's Website at [www.uvi.edu](http://www.uvi.edu). Following receipt of your completed Certificate of Finance form and official letters from your bank or lending institution, we will assess your file to affirm your eligibility to receive the I-20 form. This Certificate of Finance form must be completed before the University of the Virgin Islands can issue a visa eligibility document. The amount of money you certify as being available to finance your studies at the University of the Virgin Islands must equal tuition fees plus living expenses for the nine month academic year, and summer academic and living expenses.**

# INTERNATIONAL STUDENT DECLARATION AND CERTIFICATION OF FINANCES

Return this form and appropriate documentation **DIRECTLY TO THE COLLEGE PROVIDING OR REQUESTING THIS STATEMENT**

This form must be fully completed before the University of the Virgin Islands can issue a VISA eligibility document (a form I-20 or DS-2019). In completing this form, refer to the enclosed University of the Virgin Islands Estimate of Expenses. The amount of money you certify as being available to finance your studies at the University of the Virgin Islands must equal tuition plus living expenses for the academic year and summer living expenses. All source of support must be shown in U.S. Dollars. Certification of funding must be submitted in English. All letters of support must be official for the University of the Virgin Islands and not another college or university.

<p><b>1. YOUR NAME</b> Mr. _____                  Ms. _____                  Mrs. _____                  Miss _____</p> <p style="text-align: center;">FAMILY (Surname)                      GIVEN                      MIDDLE</p>		<p><b>4. DATE OF BIRTH</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> <td style="width: 33%;">YEAR</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>			MONTH	DAY	YEAR				<p><b>7. EXPECTED VISA TYPE</b></p> <p><input type="checkbox"/> Academic or language training (F)</p> <p><input type="checkbox"/> Nonacademic vocational (M)</p> <p><input type="checkbox"/> Exchange visitor (J)</p> <p><input type="checkbox"/> Immigrant (PR)</p> <p><input type="checkbox"/> Diplomatic or official (A or G)</p> <p><input type="checkbox"/> Other (specify) _____</p>													
MONTH	DAY	YEAR																						
<p><b>2. PERMANENT ADDRESS</b></p> <p>_____</p> <p>_____</p>		<p><b>5. PLACE OF BIRTH (country)</b></p> <p>_____</p>																						
<p><b>3. MAILING ADDRESS (if different from above)</b></p> <p>_____</p> <p>_____</p>		<p><b>6. COUNTRY OF CITIZENSHIP</b></p> <p>_____</p>																						
<p><b>8. MARITAL STATUS</b></p> <p><input type="checkbox"/> SINGLE</p> <p><input type="checkbox"/> MARRIED</p> <p><input type="checkbox"/> WIDOWED</p>	<p><b>9. NUMBER OF CHILDREN OR DEPENDANTS</b></p> <p>_____</p>	<p><b>10. SUPPORT SOURCE(S)</b></p> <p>_____</p>	<p><b>11. SOURCE AMOUNT \$</b></p> <p>_____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">DEPENDENT NAME</th> <th style="width: 10%;">AGE</th> <th style="width: 20%;">RELATIONSHIP</th> <th style="width: 37%;">DEPENDENT LOCATION &amp; INTENT STATUS</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td> <input type="checkbox"/> Reside in U.S. with you  <input type="checkbox"/> Join later  <input type="checkbox"/> Remain in Country of Citizenship                             </td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td> <input type="checkbox"/> Reside in U.S. with you  <input type="checkbox"/> Join later  <input type="checkbox"/> Remain in Country of Citizenship                             </td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td> <input type="checkbox"/> Reside in U.S. with you  <input type="checkbox"/> Join later  <input type="checkbox"/> Remain in Country of Citizenship                             </td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td> <input type="checkbox"/> Reside in U.S. with you  <input type="checkbox"/> Join later  <input type="checkbox"/> Remain in Country of Citizenship                             </td> </tr> </tbody> </table>	DEPENDENT NAME	AGE	RELATIONSHIP	DEPENDENT LOCATION & INTENT STATUS				<input type="checkbox"/> Reside in U.S. with you <input type="checkbox"/> Join later <input type="checkbox"/> Remain in Country of Citizenship				<input type="checkbox"/> Reside in U.S. with you <input type="checkbox"/> Join later <input type="checkbox"/> Remain in Country of Citizenship				<input type="checkbox"/> Reside in U.S. with you <input type="checkbox"/> Join later <input type="checkbox"/> Remain in Country of Citizenship				<input type="checkbox"/> Reside in U.S. with you <input type="checkbox"/> Join later <input type="checkbox"/> Remain in Country of Citizenship
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<p><b>12. ADDITIONAL FUNDS UPON U.S. ARRIVAL</b></p> <p>SOURCE _____</p> <p>SOURCE AMOUNT \$USD _____</p>		<p><b>13. COUNTRY CURRENT EXCHANGE RATE IN \$USD</b></p> <p>YOUR COUNTRY \$ _____,</p> <p>UNITED STATES \$ _____,</p>		<p><b>14. RESTRICTIONS OF RELEASE AND/OR EXCHANGE OF FUNDS FOR STUDY IN U.S., if any please state</b></p> <p>_____</p> <p>_____</p>																				
<p><b>15. How will you pay for your transportation to the U.S.?</b></p> <p>_____</p> <p><b>16. What is the total amount of money you expect to have when you arrive U.S.</b></p> <p>\$ _____</p> <p><b>17. Do you have source for emergency funds once you arrive in the U.S.?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Source _____</p> <p>Amount USD \$ _____</p>			<p><b>18. Do you plan to remain in the U.S. during the summer?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>19. What are the sources and amounts of support available to you during the summer?</b></p> <p>SOURCES _____ U.S. \$ _____</p> <p>_____ U.S. \$ _____</p> <p>_____ U.S. \$ _____</p>																					



Enter the expected amount of annual support from the sources listed below. Enter amounts in U.S. dollars. Please PRINT all entries.  
Use an additional sheet of paper for explanations, if necessary.

20. STUDENT'S SOURCES OF FUNDS	ASSURED SUPPORT	PROJECTED SUPPORT			21. OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS
<p><b>20a. PERSONAL OR FAMILY SAVINGS</b></p> <p>NAME OF BANK _____</p> <p>A bank official's signature is required on the certification if the student is partially or totally supported by personal savings.</p>					<p>This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.</p> <p><b>SIGNATURE OF BANK OFFICIAL</b> _____</p> <p>TITLE _____</p> <p>NAME OF BANK _____</p> <p>ADDRESS OF BANK _____</p> <p>DATE _____</p>
<p><b>20b. PARENTS</b></p> <p>Money available from sources other than savings.</p> <p>FATHER'S NAME _____</p> <p>MOTHER'S NAME _____</p> <p>Please describe the source: _____</p>					<p><b>Parent's signature is required</b> (see certification statement above).</p> <p>SIGNATURE OF PARENT _____</p> <p>ADDRESS _____</p> <p>DATE _____</p>
<p><b>20c. SPONSORS</b></p> <p>Money available from sources other than parents.</p> <p>SPONSOR'S NAME _____</p> <p>SPONSOR'S NAME _____</p> <p>Please describe the source: _____</p>					<p><b>Sponsor's signature is required</b> (see certification statement above).</p> <p>SIGNATURE OF SPONSOR _____</p> <p>ADDRESS _____</p> <p>RELATIONSHIP OF SPONSOR TO STUDENT _____</p> <p>DATE _____</p>
<p><b>20d. YOUR GOVERNMENT</b></p> <p>NAME OF AGENCY _____</p> <p>Enclosed this form a signed copy of your letter of award.</p>					
<p>➤ <b>TOTAL \$</b></p>					
<p>A CERTIFICATE OF ELIGIBILITY (Form I-20 or IAP-66) will not be authorized until this form is completed and returned to the institution to which you are applying.</p> <p>The institution will attach a copy of this form to your CERTIFICATE OF ELIGIBILITY. Both the form and certificate must be shown to the U.S. Consul to obtain a visa.</p>					<p>I certify that the information on this form is true, correct, and complete. I understand that any misrepresentation may cause for refusing or revoking admission.</p> <p>SIGNATURE OF STUDENT _____</p> <p>DATE _____</p>
<p><b>FOR OFFICIAL USE ONLY</b></p>					
SIGNATURE OF COLLEGE OFFICIAL _____		TITLE _____			
NAME OF INSTITUTION _____					
ADDRESS _____			DATE _____		