

Walsh College

F-1 Student

Orientation Information

Important Information:

International Student Advisor

Liesl Scullen lscullen@walshcollege.edu

248-823-1610 main

248-823-1235 direct

248-823-1611 fax

Troy Campus Advising Office

248-823-1610

3838 Livernois Road, Troy

Novi Campus Advising Office

248-679-1400

41500 Gardenbrook Road, Novi

UC Campus Advising Office

586-723-1500

44575 Garfield Road, Clinton Township

Advising Office hours:

9:00am - 7:00pm Monday-Thursdays;

9:00am – 5:00pm Fridays

Walk-in Wednesdays 8:30am-7:00pm

Tutoring Services:

Tutors are valuable resources when students are experiencing academic difficulties or wish to increase their level of understanding in a subject area. Find a tutor via the student portal or the Walsh website. All tutoring is free of charge.

Tutor labs for accounting, communications, ESL and statistics are also available and are free of charge. These labs are on a walk-in basis. The schedule is posted on the Walsh College portal and on the website.

Legal Information for F-1 Students:

THE ROLE AND RESPONSIBILITIES OF INTERNATIONAL STUDENTS IN COMPLIANCE WITH THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

All F-1 students are part of the SEVIS tracking system run by the Department of Homeland Security (DHS). It is important that you understand what this means. Being a student with F-1 status, you are responsible for learning, understanding and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing your academic career.

We want you to successfully complete your studies at Walsh College. It is extremely important that you read and fully understand this information.

Requirement to Keep Your Passport Valid

Your passport must be valid at all times. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport. Addresses of embassies and consulates are available from the US Department of State website at: <http://www.state.gov>.

Requirement to Update Your Information with the International Student Advisor (ISA)

- If you have renewed your passport or have gotten a new visa, please bring it in, so copies can be made for your file.
- You are also required to report any **address change** to the ISA within 10 days of the address change. This includes address changes of any of your dependents as well. If you are subject to the U.S. Government's Special Registration Procedures, you must also report address changes within 10 days to the government.
- Please inform the ISA if you plan to leave the school before the date on your I-20 and the reason for doing so. Some of these reasons include early graduation, leave of absence, suspension, or family emergencies.

Requirement to Maintain Full-Time Status and to Obtain Prior Authorization to Drop below a Full Course of Study

You are required to pursue a **full course of study** during normal enrollment periods (3 out of 4 semesters). Full time is **12 credit hours for undergraduate** students and **6 credit hours for graduate** students. You are allowed to deviate from this full course of study **ONLY** with prior authorization from the international student advisor and only under very limited circumstances. Please **DO NOT** withdraw from a course mid-semester as this will cause you to go out-of-status!

Online Study Regulations

International students can only take **ONE** online course per semester toward their full-time enrollment. For example, an undergraduate student may only take one, three-credit online course towards the 12 credit full-time enrollment (this includes concurrent enrollment credits). A graduate international student may take one, three-credit online course towards the six credit full-time enrollment.

Requirement to Abide by Employment Regulations

Students may work no more than 20 hours per week on-campus while school is in session. You are not allowed to work off-campus without receiving prior authorization from the U.S. Federal Government and/or the ISA. During scheduled breaks there is no hourly limitation on the number of hours you can work on campus.

Attending another School

You are currently authorized to attend Walsh College. If you decide to attend another school in the U.S. you must notify the ISA of your intent to transfer and what school you plan on transferring to. The ISA will then enter a “release” date in SEVIS (usually the date the current semester ends). After this date is reached the new school can issue you a SEVIS I-20. You will then have to report to the Designated School Official/Advisor at the new school within 15 days of the program start date.

Requirement to Apply for an Extension of Program

You must apply for an extension of your program **PRIOR** to the expiration date on your I-20 if you cannot complete your program by that date. Requests for extensions must be submitted **prior** to the expiration date of the form I-20.

Requirement for Changing Your Academic Program or Degree Level

You must notify the ISA and receive a new I-20 at least 15 days prior to beginning a new program/degree level. So if you change your degree program, or if you plan to apply for another degree at Walsh – let your ISA know.

Requirement for Receiving Authorization to Travel

You must notify the ISA prior to traveling outside the U.S. so that the I-20 can be endorsed or a new I-20 form can be issued, if required.

Grace Period

After completing a program of study an F-1 student has a 60-day grace period. During the grace period you are expected to have applied for OPT if eligible, transfer to another institution, begin another degree at Walsh, leave the United States, or if eligible, change to another non-immigrant status. Failure to adhere to the grace period requirement is a violation of status.

Requirement to Purchase Health Insurance

Health insurance must be maintained for duration of studies. A hold will be placed on your record unless insurance is valid.

Requirement to Provide Documentation of Dependents

You must notify the ISA of any accompanying dependents in F-2 status and provide biographical information. The ISA is required to report information to USCIS regarding your dependents.

IMPORTANT NOTE: this information is not exhaustive and is subject to change without notice. International students should contact Liesl Scullen, the ISA, at 248-823-1610 or at lscullen@walshcollege.edu with any questions.

OPT Information:

Optional Practical Training

- **Part-time Pre-Completion OPT:** you can apply while completing your studies. You must be in good status to apply and you must have attended school full time in F1 status for one full academic year (3 semesters). It will still take anywhere from 2-4 months to receive your Employment Authorization Card if approved, and you will not be able to start work until the authorization is received. **Employment must be related to field of study.** Part-time OPT will be deducted at half the rate from your full-time Post-Completion OPT. **Employment is limited to 20 hours per week** while school is in session.
- **Full-time Post-Completion OPT:** you can apply up to 90 days prior to completing your studies. Application for Post-Completion must be received by USCIS no later than 60 days after your program end date. The process will also take anywhere from 2-4 months. Regulations also state that a student cannot be without employment for more than 90 days once OPT is approved, otherwise, their OPT will be terminated. **Employment must be related to field of study.**
- **When to apply**
Part-time Pre-Completion OPT: while completing your studies.

Full-time Post-Completion OPT: up to 90 days prior to completing your studies and no later than 60 days after the end of your program.
- **Documents required**
You must have two recently taken passport-style photos, a check or money order for \$380.00 made to payable *U.S. Department of Homeland Security*, & an I-765 form. You will also need copies of your passport, prior I-20s & I-94.
- **OPT & travel**
TRAVEL WHILE PENDING YOUR OPT APPLICATION IS NOT ADVISABLE! **DO NOT TRAVEL** IF YOU HAVE RECEIVED YOUR EAD CARD BUT HAVE NOT FOUND A JOB. You can only travel if you come back to resume/start employment. You must have your I-20 signed by the ISA, a letter from the ISA stating your current status, a valid passport, I-94, a valid visa and a letter from your employer stating that you are either taking a short vacation and coming back to work or that you will start working with the company on a specific date!
- **OPT & study**
While on Post-Completion OPT, you can only study **part-time** and even then, you should NOT be starting a new degree program, but only taking classes as non-degree student relating to your major/employment.
- **Reporting address, employer's information & transfer of schools**
You are still in an F-1 visa category while on OPT, therefore, you still need to report address changes, and name changes. **You will also need to report the employer's information** as employer's name, address, and your job responsibility. Finally, you should fax, drop or mail a copy of the employment authorization document to the ISA.

SEVP recommends that students maintain evidence for each job held documenting the position, proof of duration of that position, the job title, contact information for the student's supervisor, and description of the work performed.

CPT Information:

Curricular Practical Training – Undergraduate students:

CPT can be done, if authorized, while completing your studies. CPT must be completed as a course for credit (internship) and must fulfill an elective or required class for your program. The Internship Class will have a faculty assigned to teach the course. You must be in valid F1 status and have completed one academic year (three semesters) as a full-time student before you are eligible to start CPT. You must also maintain full-time status while on CPT. In order to be eligible for Curricular Practical Training, you have to have a job offer since the employment authorization will be employer specific. The job qualifications must be approved by the department chair and be program-specific in order for CPT to be authorized.

Curricular Practical Training – Graduate students:

CPT must be completed as a course for credit and as part of your program.

- In the MBA, MSF, MSM, MSMKT, MSITL, and Dual Degree Programs: can be done as the Capstone Option, if approved.
- In the MAC, MSIT, MST Programs: must be approved for an elective in the program and can be pursued after 3 full-time semesters at Walsh.

Procedure:

- Check with ISA to make sure if/when you can do the CPT
 - Must have job offer and obtain a detailed job offer letter specifying the internship dates and job description, and must submit this letter to the ISA
 - Job must be directly related to your degree
 - Registration for the internship class will go through the ISA
 - New I-20 will be produced authorizing the CPT
 - You will be assigned a faculty member here to work with for the semester and will be given a grade for the internship class.
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Reinstatement

Reinstatement is much stricter now!! If a student is considered out of status for 5 months or more, he/she will not be considered for reinstatement. There is also a specific list of reasons as to when reinstatement would be considered and they are the following:

- a. Natural disaster
- b. Illness or injury
- c. Closure of the institution

Email Accounts/Portal

Please keep your email address updated with our records at all times. Please use the Walsh College email account, because we will communicate important information through it. Lastly, please visit the portal periodically for important announcements and information.

Travel Information:

You will always need to have your I-20 signed before traveling outside of the United States. A letter from the ISA is also recommended.

Renewing your Visa

It is necessary to renew your visa only if:

1. You plan to leave and re-enter the U.S. after your visa expired, and
2. You are going somewhere other than Canada, Mexico, or any of the Caribbean Islands (except Cuba).

If it is necessary for you to renew your visa in order to re-enter the U.S., you do this at the U.S. Embassy or Consulate in your home country. There is no guarantee, however, that the renewal of your visa will be approved. You remain in status while in the U.S. even with an expired visa as long as your I-20 is current.

Travel to other countries, including Canada

It is the student's responsibility to make sure that they have the necessary documents and visa needed to enter the country they wish to visit, and to re-enter the U.S.

Other Helpful Information:

The International Student Organization (ISO)

The ISO is run by you, the student, and is open to all Walsh students. The ISO plans social and community activities and provides an avenue for meeting new friends and sharing the cultural diversity of Walsh. International Day is one of the ISO's big yearly events. This day is to celebrate diversity with foods and music from different parts of the world. It is a wonderful celebration which the entire Walsh community comes out to participate in. Make sure you join in the fun! You can "friend" the ISO on facebook at www.facebook.com/WalshCollegeISO and check out the ISO web page at www.walshcollege.edu/ISO.

Other Student Life Groups

Looking for Rental Housing?

- www.rent.com
- www.apartmentsearch.com
- www.equitycorporatehousing.com
- www.ApartmentRatings.com
- www.MyCheapApartments.com
- www.ApartmentList.com

Health Insurance

Medical costs in the U.S. are extremely expensive. For this reason, all students must be covered under an active health insurance plan. Details about the current group health insurance plan for Walsh students can be obtained from the ISA. Exceptions to the Walsh plan are only if you have international health insurance coverage from home or if you are covered by a spouse under his/her insurance. Health insurance is paid up front for the entire calendar year. Coverage is for illness or injury only. It also covers repatriation and emergency medical evacuation.

Options for inexpensive health care

For reduced fee dental care:

OAKLAND COMMUNITY COLLEGE - Dental Clinic
7350 Cooley Lake Road
Waterford, MI 48327
Phone: (248) 942-3260

For local affordable health care options:

Students can also use Oakland University's Graham Health Center
2200 N. Squirrel Road
Rochester, MI 48309
Phone: (248)370-2341

For emergencies do go to a hospital's emergency room. However, if not an emergency, an Urgent Care facility would be best – much less expensive! Also the Minute Clinic at any CVS Pharmacy is a great option.