



ADELPHI
UNIVERSITY
NEW YORK

GUIDE TO STATUS MAINTENANCE

International Students and Scholars



Welcome to Adelphi— Your Home Away From Home

Our commitment to you is that you feel welcome, honored and respected. The support and resources we provide to each individual is very important to us. Here at Adelphi, we value academics, research, creativity and deep community engagement through a strong support system across campus contributing to the success of each student and exchange participant.

Adelphi traditions are passed down through the years and live on from generation to generation, defining our time here. Through the years, we have worn these colors, shared these experiences and made long-lasting memories together.

- **Brown and Gold**—Our school colors, brown representing the arts and gold representing the sciences
- **Brown-Eyed Susan**—Our school flower, known for its bright yellow flowers and black to brown center
- **Panther Paws**—Our official mascot, but we're also known for our bunnies.
- **International Education Week**—Annual celebration filled with cultural events and opportunities
- **Spirit Weekend**—Three days in the fall when Adelphi participates in a 5K run, carnival rides, sporting events, activities and performances
- **Athletics**—Root for our Panthers throughout the year on the field, the court, the track and in the pool.
- **Welcome Weekend**—The year starts with activities, food, games and entertainment for all.
- **Campus Arboretum**—An idyllic experience with 60 species of plants, trees and shrubs maintained using only 100 percent natural, organic techniques
- **Going Green**—A leader in the field of energy conservation and recycling, ensuring an environmentally friendly and fuel-efficient environment



Introduction

While studying at Adelphi, there are a specific set of rules international students must follow to maintain valid status. It is the responsibility of the individual student to fulfill the purpose for which the Department of State issued the visa and follow the federal regulations associated with that purpose.

Your status relates to your educational studies and you should not take any action that detracts from that purpose, as this may cause a violation of status, resulting in the termination of your SEVIS record and an interruption in your studies.

The information provided in this document will help you understand some of the major requirements of the Student Exchange Visitor Program (F-1) or the Exchange Visitor Program (J-1) regulations and provide you with the policies and procedures at the university associated with these responsibilities.

Information Included:

- **Immigration Support** Identify who to contact and what we do.
- **Documents and Terminology** Get to know your immigration documents.
- **Arrival and Reporting** Actions you must provide to International Services.
- **F Status Rules and Regulations** Learn your student responsibilities.
- **J Status Rules and Regulations** Learn your student responsibilities.
- **Academic Requirements** Factors that affect status and classroom etiquette.
- **Employment** Know the rules.
- **Travel** Plan ahead and be prepared.
- **Health, Wellness, and Safety** Take care of yourself to be successful.
- **University Services** Academic and personal support services available.

Immigration Support

International Services

International Services is where you will locate your Immigration Adviser, also referred to as your Designated School Official (DSO) or Responsible Officer (RO). Your immigration adviser provides guidance on status maintenance, employment, travel and visa requirements, practical matters, taxes, and much more!

Regular contact with International Services will help you keep current with any actions that may affect your status.

International Services Portal

Your main source for immigration records, document delivery, and requests to International Services for status maintenance and benefits. The portal connects your SEVIS record to you, making it easy to access your information, upload and retrieve documents, and submit requests to your DSO or RO. Access the portal by logging into eCampus using your University eCampus credentials.

Documents and Terminology

Being familiar with the terminology used to describe your immigration documents and status is essential. You should understand how to obtain and maintain all documents as necessary.

Immigration Documents

- **F-1 Visa** The F-1 Visa (Academic Student) allows students to enter the United States to study at an accredited institution. This document is issued by the U.S. Department of State, Bureau of Consular Affairs.
- **J-1 Visa** The J-1 Visa (Exchange Visitor) allows individuals approved to participate in an exchange visitor program to enter the United States. This document is issued by the U.S. Department of State, Bureau of Consular Affairs.
- **DS-2019** Certificate of Eligibility for Exchange Visitor (J-1) Status. This form is issued to prospective students and scholars by the Responsible Officer in International Services and is used to obtain a J visa.
- **I-20** Certificate of Eligibility for Nonimmigrant Student (F-1) Status. This form is issued to prospective students by the Designated School Official in International Services and used to obtain an F visa.
- **I-94, Arrival/Departure Record** Document issued to nonimmigrants at the time of lawful entry by the U.S. Customs and Border Protection. This form is evidence of your term of admission and used to document legal status in the United States, including length of stay and departure.

Status Terminology

- **Designated School Official (DSO)** Located in International Services, the DSO is responsible for performing institutional compliance

Ways to Get in Touch With Us

We understand your needs and are uniquely qualified to support your adjustment, answer your questions, or connect you with University support personnel who can help.

- Come visit: **Post Hall, Suite 200**
- Email us: **is@adelphi.edu**
- Call us: **516.877.4990**

Contacting SEVP

- Email: **sevp@ie.dhs.gov**
- Telephone: **703.603.3400**

Contacting BridgeUSA

- Email: **jvisas@state.gov**
- Telephone: **866.283.9090**

responsibilities, including record-keeping and reporting responsibilities for the SEVIS records of nonimmigrant students in F visa categories.

- **Responsible Officer (RO)** Located in International Services, the RO is responsible for performing institutional compliance responsibilities, including record-keeping and reporting responsibilities for the SEVIS records of nonimmigrant students in J visa categories.
- **SEVIS** The Student Exchange Visitor Information System (SEVIS) is a database used by the U.S. Department of Homeland Security (DHS) to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, J or M visas.
- **Status** Formal immigration classification assigned to an individual. Status gives an individual certain rights and controls the activities they may lawfully engage in while they are in the United States.
- **Duration of Status** A period of time when a person is permitted to remain in the United States while pursuing the intended purpose for the issued visa or status.

Other Important Documents

- **Driver's License**—Legal authorization for a specific individual to operate one or more types of motorized vehicles—such as motorcycles, cars, trucks or buses—on a public road.
- **Social Security Number**—A nine-digit number, issued by the U.S. Social Security Administration (SSA), to an individual who is authorized to work in the United States.

Arrival and Reporting Actions

International students have several arrival and reporting requirements when coming to the United States. Compliance with these reporting requirements is required to maintain valid status. Failure to comply with all reporting requirements may result in the termination of status.

Report Contact Information

You must update your My Profile record, located in eCampus, with your local U.S. address, telephone number, personal email and emergency contact information.

You are required to report any changes within 10 days of the change throughout your entire program.

Submit Immigration Check-In

Students and scholars issued an initial, transfer pending, or change of educational level I-20/DS-2019 must complete the immigration check-in process using the International Services portal no later than even days after the program start date listed on the I-20/DS-2019.

To submit your immigration check-in, you must have your signed I-20 or DS-2019, passport information page showing the machine-readable portion at the bottom, visa stamp, and I-94 Arrival Document saved as PDFs ready to upload as part of your request.

When ready to complete the process, simply log into the International Services Portal using your eCampus credentials, locate the Requests tab in your profile, and select the Immigration Check-In request.

Maintain Required Documents

You are responsible for having the following documentation and maintaining copies for your records:

- Valid I-20 or DS-2019
- Valid passport
- I-94 marked D/S



F Status Rules and Regulations

While studying at Adelphi, there are a specific set of rules international students must follow to maintain valid status. Your F-1 status relates to your educational studies and you should not take any action that detracts from that purpose as this may cause a violation of status, resulting in the termination of your SEVIS record and an interruption in your studies.

The laws and regulations for F-1 students are administered by the Student Exchange Visitor Program (SEVP). The current regulations can be found at ice.gov/sevis/schools/reg.

Student Responsibilities

It is the responsibility of the individual student to follow all regulations associated with the student visa and not take any action that detracts from that purpose as this may cause a violation of status, resulting in the termination of status and an interruption in studies.

Arrival and Reporting Requirements

- Enter the United States no more than 30 days before your program of study begins.
- Arrive at Adelphi prior to the first day of classes or your program start date.
- Report to the DSO in International Services and complete immigration check-in.
- Report a change of address to the DSO within 10 days of the change.
- Follow all procedures related to transferring to another school.

Educational Requirements

- Maintain a full course of study each academic semester (as required).
- Attend all classes and maintain normal academic progress.

- If school is too difficult, speak with your DSO immediately.
- Do not drop a class without first speaking with your DSO.
- Complete your academic program before the expiration of the Form I-20.
- Keep Form I-20 valid by following proper procedures for a Program Extension.
- Individuals who wish to extend their stay in the United States must speak with International Services prior to your program completion date for guidance on eligible program extensions.

Employment and Practical Training

- Follow all rules which govern employment options.
- Work only when authorized by the DSO through On-Campus Employment.
- Work only when authorized by the DSO through Curricular Practical Training.
- Work only when authorized by USCIS for Optional Practical Training.
- Volunteer only for philanthropic or charitable purposes.
- Unauthorized employment is a violation of program status which will result in termination of status.

Duration of Status and Grace Periods

- 60-day grace period following program completion/ authorized post-completion OPT.
- 15-day grace period following an authorized early withdrawal approved by DSO.
- Students who fail to maintain status are not eligible for any grace period.

J Status Rules and Regulations

Exchange visitors participating in all categories are required to comply with the following requirements in order to maintain valid J-1 status. Any participant who does not comply with all J visa regulations will be considered to be in violation of their status resulting in the termination of the individual's SEVIS record, resulting in the end of the J-1 program and valid status.

The laws and regulations for J-1 participants are administered by the U.S. Department of State Exchange Visitor Program. The current regulations can be found at j1visa.state.gov/sponsors/current/regulations-compliance.

Exchange Visitor Responsibilities

It is the responsibility of the individual student to follow all regulations associated with the student visa and not take any action that detracts from that purpose as this may cause a violation of status, resulting in the termination of status and an interruption in studies.

Arrival and Reporting Requirements

- Enter the United States no more than 30 days before your program begins.
- Arrive at Adelphi prior to your program start date.
- Report to the RO in International Services and complete immigration check-in.
- Report a change of address to the RO within 10 days of the change.

Maintain Required Documents

- Valid DS-2019
- Valid Passport
- I-94 Arrival/Departure Document

Engage in Appropriate Activities

- Students are required to carry a full course of study.
- Research scholars or professors are required to perform research activities, lecture, consult or teach.

Employment and Academic Training

- Follow all rules which govern employment options.
- Work only when authorized by the RO through On-Campus Employment.
- Work only when authorized by the RO through Academic Training.
- Volunteer only for philanthropic or charitable purposes.
- Unauthorized employment is a violation of program status which will result in termination of status.

Maintain Health Insurance

- Exchange visitors and any dependents are required to obtain health insurance that meets the minimum requirements throughout the entire duration of the program.





Academic Requirements

Be prepared by knowing your academic requirements, classroom etiquette and student responsibilities to ensure you are successful in your studies and maintain valid status associated with your visa.

Expectations

- **Academic Integrity** Maintain high standards. Act with honesty, trust, fairness, respect and responsibility.
- **Attendance** Attend all in-person classes.
- **Credits** Complete all credits prior to the program end date listed on your I-20/DS-2019.
- **Enrollment** Maintain a full course of study each semester.
- **Grades** Maintain a minimum GPA as per program standards.
- **Independent Thinking** Express your own perspectives and knowledge in class and in their written work.
- **Participation** Actively participate in class discussions.
- **Preparation** Come to class prepared by doing the reading and ready to engage in discussion.
- **Punctuality** Always be on time for classes, which means arriving prior to the scheduled time and not after.
- **Questions** If you are unsure, always ask.
- **Teamwork** Group work is common in your classes. Be a team player.
- **Writing** Direct and clear writing is expected, using proper grammar, punctuation and spelling.

Factors that Can Affect Status

- **Full-time Enrollment:** You must maintain a minimum number of credits each academic semester.
- **Dropping/Withdrawing:** A change which affects the number of credits may be a violation of status.
- **Insufficient In-Person Courses:** Specific requirements for course modalities. Online courses are limited.
- **Absenteeism:** A student who does not attend classes is considered to have unofficially withdrawn for status purposes.

- **Academic Progress:** A student not in good academic standing may be considered out of status.
- **Disciplinary Action:** Dismissal or expulsion will result in a termination of status.
- **Leave of Absence:** Any break in studies, other than approved medical, is considered a break in status.
- **Unauthorized Internship:** An international student must have employment authorization for any internship, practicum.

Full Course of Study Requirements

Students are required to enroll and complete a full course of study each semester. Failure to comply with this regulation will result in the termination of your status as well as all benefits associated with your status, including employment.

- **Academic English:** 18 clock hours per week
- **Non Degree (EAP, AAP, MAP, AMAP):** Combination of clock hours and credits
- **Undergraduate:** 12 undergraduate credits
- **Graduate:** 9 graduate credits
- **Doctoral:** 9 credits or ongoing dissertation supervision

Online Classes

- No more than one on-line/distance education class, or 3 credits per semester may be counted toward the full course of study requirement.
- An on-line/distance education class includes: OA-Asynchronous Self-Paced Classes, OC-Synchronous and Asynchronous Classes, and/or OS-Synchronous Real-time Classes.
- Students enrolled in a degree-seeking program are allowed to count one class or 3 credits per semester toward the full course of study requirement.
- Students enrolled in English language training or a pathway program are not eligible to enroll in online courses.

Summer Classes

- Depending on your program, you may or may not be required to maintain a full course of study in the summer term.
- Check with International Services to confirm if summer enrollment is required.

Employment

Employment eligibility and the rules which govern employment options for international students are determined by federal laws and regulations set forth by the U.S. Department of Homeland Security. You must not engage in employment without authorization from your designated school official/responsible officer or through the U.S. Citizenship and Immigration Services. Unauthorized employment is a violation of status and will result in the termination of a student's SEVIS record, requiring the student to depart the country immediately.

Interested students and scholars must speak with International Services for eligibility requirements and specific details.

Types of Employment for F-1 Students

- **On-Campus Employment**—Employment performed on the school premises
- **Curricular Practical Training**—Alternative work study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school
- **Optional Practical Training**—One type of work permission allowing students to get real-world work experience related to their field of study

- **STEM OPT**—24-month extension of post-completion OPT to eligible students with a qualifying DHS STEM-designated degree
- **Severe Economic Hardship**—Employment for students who can show that new, unexpected circumstances beyond their control have created severe economic hardship
- **Employment Sponsored by an International Organization**—Internship with a recognized international organization
- **Special Student Relief**—Employment for eligible students experiencing unforeseen, severe economic hardship caused by emergent circumstances
- **Volunteer Experiences**—Performing hours of service for civic, charitable or humanitarian reasons for a nonprofit organization without promise, expectation or receipt of compensation for services rendered

Types of Employment for J-1 Participants

- **On-Campus Employment**—20 hours per week performed on the school premises
- **Off-Campus Academic Training**—Related to the course of study
- **Off-Campus Employment**—Related to academic funding, on-campus work or economic necessity



Travel

Students and scholars maintaining valid status are eligible to travel internationally during an official school break, provided you have the appropriate documents before you travel to ensure a smooth re-entry into the United States.

Documents Required for Travel

Student

- Valid F-1 Visa
- Form I-20 – travel endorsement within 12 months
- Passport – valid at least six months after the entry date

Students on active OPT must also present the following:

- OPT endorsed I-20 – travel signature within six months
- Valid EAD Document
- Proof of employment

Exchange Visitor

- Valid J-1 Visa
- DS-2019 Form – travel endorsement within 12 months
- Passport – valid at least six months after entry date

Expired Visa

You can stay in the United States on an expired visa as long as you continue to maintain valid status. However, if you are returning home or traveling to a country where automatic revalidation does not apply, you must have a valid visa to return to the United States. A valid visa is only required for entry purposes to the United States and is not required to maintain status.

An individual should apply for a visa in the country of citizenship but may be eligible to apply in a third country. However, in some cases, this could take several weeks for visa processing which could result in a status interruption if you are not able to return to the United States to resume your program. If the Department of States denies your visa, you will not be able to return to the United States.

Travel Endorsement Signature

You must obtain a travel endorsement signature from your designated school official or responsible officer, necessary for reentry after a temporary absence abroad. This signature is valid for 12-months unless you are on OPT and then it is only valid for 6-months. To request a travel signature log into the International Services Portal and complete the travel endorsement request.



Health, Wellness and Safety

Success in college means more than getting A's or a top internship. While these are important, your physical and mental wellness is essential to your student success. Positive choices and lifestyle changes such as exercise, good nutrition, mindfulness, social connectedness and sufficient sleep, along with reducing unhealthy habits such as smoking, excessive alcohol use and illegal drug use have an impact on your overall physical and mental well-being.

Adelphi University understands the challenges and stresses you face as a student and is here to support your personal health and wellness with a wide range of services.

- **Academic Wellness**—Understand expectations by knowing the responsibilities and actions you must take. Speak with your academic adviser or faculty supervisor for clear guidelines.
- **Environmental Wellness**—Adelphi's sense of community extends to the entire planet. Take a stroll around campus and enjoy the outdoor fishpond near Swirbul Library, the beloved cottontail rabbits thriving as a result of pesticide-free lawns, or the 68 species of flowering plants, shrubs, flowers and trees.
- **Emotional and Social Wellness**—Stay active and engaged! Get to know others by joining a club or student organization. Make a positive impact for others through volunteer and community service programs. Connect with the Center for Student and Community Engagement, located in the Ruth S. Harley University Center, Room 123.
- **Financial Wellness**—Paying for college can be stressful. Contact Student Financial Services, located on the lower level of Levermore Hall, with financial questions and to prepare short-term, mid-term and long-term plans.
- **Intellectual Wellness**—Develop good study skills, critical thinking and time management with the support of the Learning and Writing Centers, located in the Nexus Building, Room 132.
- **Medical Care**—The Health Services Center, located in Waldo Hall, provides primary and urgent care to students, including the treatment of illnesses, colds, influenza and dermatological conditions, immunizations, pharmacy services and routine gynecological care, smoking cessation treatment, and much more.
- **Nutritional Services**—Dining Services, located in the Ruth S. Harley University Center, offers individualized assistance to students to develop positive eating habits and ensure appropriate menu planning for those with special dietary needs with the help of our registered dietitian.
- **Panther Pantry**—If you are going through financial hardship, Adelphi's Panther Pantry can help by providing you with basic food and personal care items, free of charge. The service is completely confidential.
- **Physical Wellness**—Campus Recreation encourages students to have fun and be active, providing recreational programs that are safe and enjoyable. Participate in individual or group fitness instruction, sports clubs and intramural leagues, swimming, and much more, located on campus in our state-of-the-art facilities in the Center for Recreation and Sports.
- **Psychological and Mental Health Services**—The Student Counseling Center (SCC), located in the Nexus Building, Room 132, provides confidential professional services, including individual and group counseling and referrals to both on- and off-campus resources from culturally sensitive clinicians.
- **Spiritual Wellness**—The Interfaith Center, located in the Ruth S. Harley University Center, Room 303, offers opportunities for spirituality, worship and fellowship.
- **Social Wellness**—Get to know others, join a club or organization, volunteer in the community, and much more, with the help of the Center for Student and Community Engagement, located in the Ruth S. Harley University Center, Room 123.





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