



# Welcome to UNC Charlotte!

International Student and Scholar Office  
(ISSO)

# Meet the ISSO Staff



- Tarek Elshayeb, Director
- Denise Medeiros, Associate Director
- Dionna Wright, International Student and Scholar Advisor
- Amy Mabery, International Student and Scholar Advisor
- Madelyn (Maddy) Baer, International Scholar Advisor
- Chau Tran, SEVIS Coordinator
- Kadija Alkusaimi, Administrative Assistant
- Student Assistants & Volunteers



# ISSO Overview

## Location:

College of Health & Human Services (CHHS), Room 202

## Business Hours:

Monday to Friday from 8:00am to 5:00pm

## Walk-In Advising Hours:

Mon & Fri 10am-12pm

Tues & Thurs 2-4pm

## Email and Phone Communication:

- Inquiries to 704-687-7781 or [intlisso@uncc.edu](mailto:intlisso@uncc.edu)
- 3 business days processing time for responses
- ISSO uses Google group to communicate to all international students



# ISSO Services

- Immigration advising
- Programming
- Referral services
- General advising
- 'Home away from home'



# ISSO Programs



- Immigration Workshops
- Information Sessions
- Online Resources
- Walk-in advising
- Cross-cultural programs
- International Coffee Hour
- Friendship & Culture Exchange
- Cultural Ambassador Program
- Charlotte Host Family Program
- International Club
- International Festival

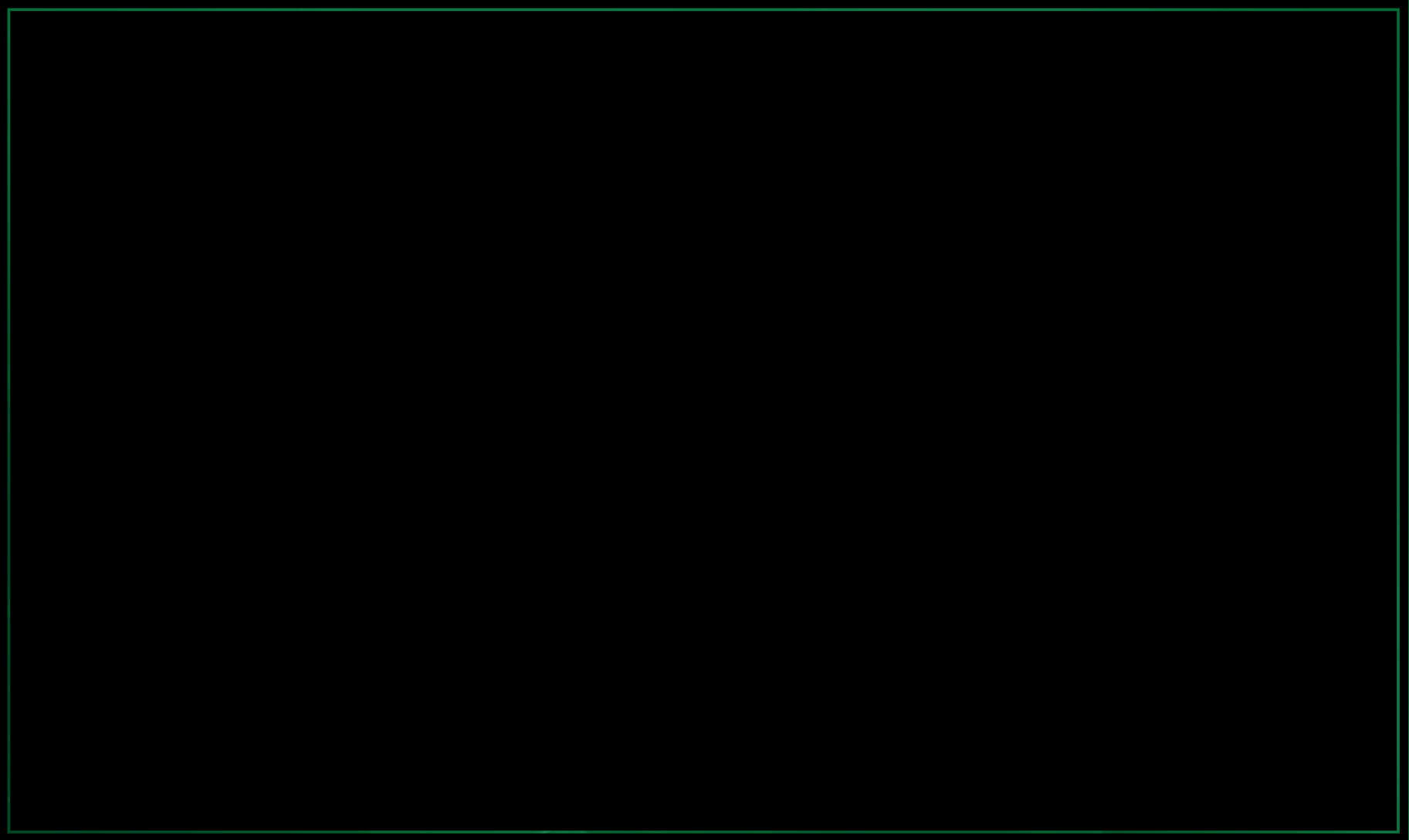


# Important Academic Services on Campus

- Writing Resources Center (writing & tutorial services)
- University Center for Academic Excellence (academic support services)
- Center for Graduate Life (academic & non-academic services)
- Atkins Library ([library.uncc.edu](http://library.uncc.edu))
- Computer Labs ([labs.uncc.edu](http://labs.uncc.edu))



# Overview of Information Technology Services



# Important Services Off Campus



- Driver's license (wait for SEVIS record activation)
- North Carolina Identification Card
- Public Transportation (Charlotte Area Transit System - CATS)
- Bank Accounts
- ATMs on-campus = BB&T, Wells Fargo, Bank of America
- Social Security Number (wait for job offer)



# Immigration Overview

- Understand basic F-1 and J-1 visa regulations
- Maintain valid F-1 or J-1 status
- Legal employment eligibility and options
- Travel and return to the U.S. in F-1 and J-1 status



# Valid Passport



- Can NOT expire while you are in the U.S.
- Should always be valid for at least 6 months into the future
- Renewing your passport
  - Contact your home countries embassy or consulate in the U.S.
  - 3-4 months before the expiration date



# I-20

- I-20 generated by UNC Charlotte via SEVIS (Student Exchange Visitor Information System) upon admission
- Determines your F-1 immigration status in the U.S.
- MUST remain valid at all times (see program end date for expiration)
- Valid travel signature on p.2 prior to travelling outside the U.S.

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

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB No. 1545-0047

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**SEVIS ID: N00**

<b>SURNAME/PRIMARY NAME</b> Lukacs, S	<b>GIVEN NAME</b> Lukacs, S	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>REGISTERED NAME</b> Lukacs, S	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> HUNGARY	<b>COUNTRY OF CITIZENSHIP</b> HUNGARY	
<b>DATE OF BIRTH</b> 04 SEPTEMBER 1990	<b>ADMISSION NUMBER</b>	
<b>PORT OF ENTRY</b> IMMIGRATION		<b>LEGACY NAME</b>

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**SCHOOL INFORMATION**

<b>SCHOOL NAME</b> UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE UNIV. OF NORTH CAROLINA AT CHARLOTTE Major School International Student & Scholar Advisor, 1000	<b>SCHOOL ADDRESS</b> 101 University City Blvd., Charlotte, NC 28223
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b>	<b>SCHOOL CODE AND APPROVAL DATE</b>

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**PROGRAM OF STUDY**

<b>EDUCATION LEVEL</b> Undergraduate	<b>MAJOR 1</b> Literate Arts and Sciences (Literat)	<b>MAJOR 2</b> None (L. 0000)
<b>NORMAL PROGRAM LENGTH</b> 48 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> None (L. 0000)	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient.
<b>PROGRAM START DATE</b> 14 SEPTEMBER 2018	<b>PROGRAM END DATE</b> 14 SEP 2023	

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**FINANCIALS**

<b>ESTIMATED AVERAGE COSTS PER YEAR</b>	<b>STUDENT'S FUNDING PERCENTAGE</b>
Tuition and Fees \$ 19,000	Personal Funds \$ 0
Living Expenses \$ 23,000	Academic Achievement \$ 0
Insurance of Dependents (I) \$ 1,000	Funds From Relative Sources \$ 0
Other Expenses \$ 1,000	On-Campus Employment \$ 0
<b>TOTAL \$ 44,000</b>	<b>TOTAL \$ 0</b>

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**REMARKS**

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**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was correct before I signed this form and is true and correct. I understand that I am the United States official who review and evaluate the information provided in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission at the school and the student will be enrolled in person in a full program of study as defined by 8 CFR 214.2(c)(1). I am a member of the faculty of the institution named above and am authorized to issue this form.

S. Lukacs, International Student & Scholar Advisor

**SIGNATURE OF S. Lukacs**      **DATE** 04 August 2018      **PLACE ISSUED** Charlotte, NC

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**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of my institution of study. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to obtain any information from any sources needed by DHS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status. Except as provided, and subject, where appropriate, to the terms and conditions of my admission.

S. Lukacs

**SIGNATURE OF S. Lukacs**      **DATE**      **NAME OF PARENT OR GUARDIAN**      **SIGNATURE**      **ADDRESS (if different from institution's)**      **DATE**

ICE Form I-20 (01/2018) Page 1 of 2



SEVIS ID: N0004705512 (F-1)

NAME: John Doe Smith

**EMPLOYMENT AUTHORIZATION**

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

**CHANGE OF STATUS/CAP-GAP EXTENSION**

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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**EVENT HISTORY**

EVENT NAME	EVENT DATE
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**OTHER AUTHORIZATIONS**

AUTHORIZATION	START DATE	END DATE
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**TRAVEL ENDORSEMENT**

This page, when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		









# I-94 Form

U.S. Customs and Border Protection  
Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 11/30/2014

Get I-94 Number | I-94 FAQ

### Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED]

Admit Until Date (MM/DD/YYYY): D/S [REDACTED]

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: Federico

Birth Date (MM/DD/YYYY): [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: Italy

Date of Entry (MM/DD/YYYY): 05/11/2013

Class of Admission: F1

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

- <https://i94.cbp.dhs.gov/>

- I-94 Number

- Duration of Status

(D/S)

- Class of Admission





# Travel & Re-Entry to U.S.

- **Be Prepared**
- You **MUST** get your I-20 or DS-2019 signed by an International Student Advisor (ISSO Staff) **BEFORE** you travel
- Valid passport, I-20 or DS-2019 and visa are required for re-entry to U.S.
- Contact ISSO 2 weeks prior to traveling to avoid complications



# Maintenance of Status

## Staying in Status

- Your visa CAN expire while you are in the U.S. as long as your I-94 number & I-20 or DS-2019 form is valid (Duration of Status: D/S)
- If you leave the U.S. with an expired visa, then you **MUST** apply for new visa at a U.S. embassy in your home country before returning to U.S.



# Maintenance of Status

## Pursue a Full Course of Study

- Undergraduate: 12 credits fall & spring semesters (9 face-to-face + 3 online)
- Graduate: 9 credits fall/spring semesters (6 face-to-face + 3 online)
- Final course in final semester **MUST** be face-to-face
- Summer enrollment is not required
- Exceptions to fulltime enrollment limited and with documented proof ONLY

**You MAY NOT DROP below fulltime course load without prior authorization from an ISSO advisor!**



# Maintenance of Status

## Update Local Address, Phone Number and Email

- You **MUST** report any change of address in your 'my UNC Charlotte' account within 10 days which will automatically update your SEVIS record
- **'Local/mailing' address**
- **Phone number**
- **Personal email address**



# Student Employment

## On Campus vs. Off Campus = Big Difference!

### On Campus:

- No employment 'authorization' necessary
- Student can work up to 20 hrs/week while school is in session (fall and spring semesters)
- Full time work permitted (20+ hrs/wk) during vacation periods (some exceptions apply). Work does not need to be related to field of study
- Not eligible for federal 'work-study' positions
- I-9 employment paperwork done at time of hire
  - Sessions at [isso.uncc.edu/programs-workshops/](https://isso.uncc.edu/programs-workshops/)



# Student Employment

## Off Campus Employment

- Employment 'authorization' by ISSO is ALWAYS necessary
- Work DOES need to be related to field of study
- Only two ways to qualify!
- Consequences of violation are severe – please ask ISSO before accepting any work!



# Student Employment

## Curricular Practical Training (CPT) (F-1)

- *Integral part of an established curriculum by regulation*
- If eligible, apply for internship through:
  - University Career Center
  - OR
  - Your academic advisor if required for a class or for PhD research toward degree completion

Approval by ISSO



# Student Employment

## Off Campus Employment:

### Optional Practical Training (OPT) (F-1)

- 'Benefit' of having completed a degree program (post-completion)
- Seen as practical work experience based upon academic studies
- Workshop schedule and more information available at

<http://isso.uncc.edu/current-students/employment>





# Student Employment



## Eligibility for CPT & OPT

- Must be enrolled full-time in a degree program for one full-academic year (fall & spring semester)

## Academic Training for J-1 students

- Similar to CPT or OPT. Contact the ISSO to find out if you meet the required criteria



# Violations of F-1 or J-1 Status

**DO NOT RISK IT**

- Undocumented employment
- Not enrolled or under-enrolled without ISSO permission
- Allowing I-20 or DS-2019 document to expire prior to program completion
- Remaining in U.S. more than 60 days after completion date of I-20 form
- Remaining in U.S. more than 30 days after completion date of DS-2019
- Always consult ISSO – not your friends or professors – on your visa status!



# Remember



**ISSO is your point of reference for any academic, cultural, immigration or financial issues you encounter that may have consequences on your legal F-1 or J-1 status.**

