

## When You Arrive:

All new international students must meet with the DSO in Admissions as soon as you arrive. Bring your passport (including all visa stamps and your I-94 card, your Form I-20, your SEVIS fee receipt and your current address in the United States. This will enable us to set up your file for appropriate tracking.



Cooper Hall, Sterling College, Sterling, Kansas - March 2003

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*2013-2014*



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*Sterling College*

Primary Designated Officer:

Designated Officer: Dennis Dutton (620) 278-4364

Designated Officer: Marge Jones (620) 278-4275

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125 W. Cooper, Sterling KS 67579  
(620) 278-2173

# Important Information

## Our Services:

We provide information and advice for international students, faculty and staff regarding compliance with the United States immigration laws and regulations. We give advice and authorization for employment and travel. We also provide verification, tracking and submission of visa status through SEVIS.

## Contact Information:

Dennis Dutton  
125 West Cooper  
Sterling, KS 67579  
E-mail: [ddutton@sterling.edu](mailto:ddutton@sterling.edu)  
Phone: (620) 278-4364

## Important Immigration Documents:

- ◆ **I-94:** This is the DHS Arrival Departure Record issued to aliens who are admitted to the U.S. Visitors must exit the country by the date stamped on the I-94. In the past a CBP officer attached the I-94 to the visitor's passport upon U.S. entry. However it is now automated and a paper form will no longer be issued. If a traveler needs a copy of their I-94, it can be obtained from [www.cbp.gov/i94](http://www.cbp.gov/i94).
- ◆ **Visa and Visa Status:** A **Visa** is a sticker or stamp placed on your passport allowing you entry into the U.S. It will include an expiration date. **Visa Status** is granted by immigration at the port of entry and is documented with a stamp on the I-94 and passport.
- ◆ **Passport:** It is required by the U.S. Government for international students to keep their passports valid for at least 6 months into the future. Be sure to keep it renewed. Only your government may extend your passport, so you may want to contact your country's embassy for information. <http://www.embassy.org>

- ◆ **Form I-20:** This contains information about the student, school academic program and expenses and funding. It also indicates a program expiration date. If your Form I-20 expires before you complete your program you will be in violation of immigration laws. You must request an extension if needed.
- ◆ **SEVIS Fee Receipt:** Congress mandates the SEVIS I-901 (Fee) to support the SEVIS program. After October 26, 2008 any visitor who is issued an initial Form I-20 or DS2019 is responsible for paying the SEVIS fee. It is very important for you to keep this receipt.

## KEEP YOUR DOCUMENTS AND INFORMATION SAFE!

- ◆ Make a copy of ALL documents
- ◆ Store the original and the set of copies in to separate and safe locations
- ◆ Carry a wallet sized copy of your I-94 with you at all times.
- ◆ Take your original documents with you when travelling outside of the country.
- ◆ NEVER carry your Social Security card with you.

## Maintaining your Visa Status:

Staying in status is critical to your legal stay in the U.S. If you fall out of status, you risk losing your benefits and legal standing. If you lose your status you must apply for reinstatement with USCIS. (I-539) . This can be a lengthy and costly process.

## Full Time Enrollment:

Students must enroll in a full-time course load each semester to maintain their F-1 status. You must get pre-approval to drop below full time.

## Driver's License

Anyone who is a resident in Kansas must have a DL in order to operate a motor vehicle. When issued to F-1 students these are valid for one year. To apply at your local DMC you must bring your I-20, your passport, your student ID card, and proof of residence such as a school bill or transcript or local utility bill. <http://www.usa.gov/Topics/Foreign-Visitors-Driving.shtml>

## Social Security Number:

A Social Security Number (SSN) is required for everyone who works in the U.S., even Americans. However, a Social Security Card is NOT a work permit. F-1 students with employment or a job offer and employment authorization are eligible for a Social Security Number. You are advised to wait, until you are enrolled and registered in SEVIS, to apply. You must apply in person at the local office. Application form: <http://www.socialsecurity.gov/online/ss-5.pdf>  
For general information: <http://www.socialsecurity.gov/pubs/10181.html>

## Taxes:

All students with non-immigrant visas are required to file taxes with the Internal Revenue Service by April 15, even if you did not earn any income.

- ◆ If you did not earn any income you need only to submit **Form 8843:** <http://www.irs.gov/pub/irs-pdf/f8843.pdf>
- ◆ If you did work and earn money in the United States, you will need to submit form 8843 AND Form **1040NR-EZ:** <http://www.irs.gov/pub/irs-pdf/f1040nre.pdf> or **1040NR:** <http://www.irs.gov/pub/irs-pdf/f1040nr/pdf>

Some countries have tax treaty agreements with the U.S. General information can be found in IRS publication 901.

## Work Authorization:

You may work on-campus only! You may not work more than 20 hours per week while school is in session. You may however work full time ON-CAMPUS, during school breaks. If you want to work off-campus or participate in an internship, you must receive authorization from the DSO. If applying for OPT or CPT you may not work until your receive your EAD card and have submitted a copy to Sterling College.

## Tell Us When You Move:

You are required to inform Sterling College of your new address within 10 days of any move so that the SEVIS record can be updated as required by law.

## Report Degree Changes:

Make sure that the information on your I-20 is correct. If you change your major, name, funding sources or need to shorten or extend your program, you need to inform the DSO and get a new I-20.