

HOBART AND WILLIAM SMITH COLLEGES



# **Handbook for International Students**

Intercultural Affairs Center  
288 Pulteney Street  
Geneva, NY 14456  
(315) 781-3319 – Phone  
(315) 781-3888 – Fax

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## SECTION I: GENERAL INFORMATION

### Welcome!

Welcome to Hobart and William Smith Colleges (The Colleges or HWS). To you, the decision to study abroad might have been a small one – or, indeed, a rather big step. Either way you won't know what your experience will be like until you are here. This handbook is designed to help you prepare for the adventure of studying in the United States. In our experience the better prepared you are the more you will benefit from your time at the Colleges.

While we are trying to answer many of your questions prior to your arrival in the United States, some of your questions will only arise once you are here. The International Student adviser will serve as a resource to you and your parents or guardians throughout the application process and during your stay at Hobart and William Smith Colleges. The adviser will be your primary contact for any questions or concerns regarding visas and immigration issues, employment, travel and a host of other matters that may arise.

The **International Student Office (ISO)** is located on the second floor of the Intercultural Affairs Center at 288 Pulteney Street. This office advocates for and addresses the needs of international students as well as provides programs and services related to immigration matters. During the academic school year the ISO sponsors and co-sponsors events designed to promote cross-cultural sharing between the many groups at the Colleges and Geneva communities.

Currently, international students come to us from 22 nations: Austria, Bulgaria, Canada, China, Colombia, Czech Republic, Germany, India, Iran, Nepal, Pakistan, Portugal, Scotland, South Africa, South Korea, Sweden, Switzerland, Thailand, The Netherlands, Turkey, Ukraine and Vietnam.



*Intercultural Affairs Center – Home to the International Student Office.*

In the fall international students attend a special two-day orientation before the regular first year orientation begins. At Hobart and William Smith, we ask that incoming international students join us ahead of time as it is a wonderful opportunity to get acquainted with the new culture, get assimilated with the campus, and provide a forum to answer your questions before the rush of orientation activities begins. At the ISO, we will check to make sure that all your immigration paperwork is in order as well as help you gain a better understanding of what your F-1 or J-1 status means and how to maintain it; help to answer any questions that you might have about adjusting to life as a student in the United States, specifically life at HWS; and meet students, staff and faculty members.

**Questions?** Please contact the International Student Adviser by phone at (315) 781-3319. The International Student Office is located on the 2nd floor of the Intercultural Affairs Center, 288 Pulteney Street, Geneva, NY 14456. (315) 781-3319 – Phone (315) 781-3888-Fax. Office hours are 8:30 am to 5:00 pm weekdays during the academic year.

## **THINGS TO DO BEFORE GOING ABROAD**

Before you can board a plane and start your study abroad adventure, there are some formalities you will need to take care of. The earlier you start thinking about the things you need, the smoother your preparations will go. This list will help you consider some of the things you will have to do.

### **Obtaining a Visa**

Upon receipt of the form I-20 (for F-1 students) or DS-2019 (for J-1 exchange students) you can apply for your student visa. It is wise to schedule an appointment with the U.S. embassy or consulate in your country as soon as possible as sometimes there are no appointments available for weeks. You should also give yourself some time to prepare for your visit to the U.S. embassy or consulate. Visa procedures vary from country to country. Make sure to check the website of the embassy or

consulate in your country to find out what documents you need to bring. Document you certainly need include: (1) a current, valid passport; (2) your I-20 or DS-2019 form; (3) evidence of financial support for the duration of time you will spend in the US; (4) proof that you have a permanent residence outside the US; (5) one or more passport pictures meeting U.S. requirements; (6) a nonimmigrant visa application.

### **Medical Insurance**

HWS Colleges require that all students buy the medical insurance provided by the colleges. All J-1 student-visa holders (that is, all exchange students) are also required by U.S. law to have their own medical insurance. While F-2 students are covered by the Colleges medical insurance you might nevertheless consider buying additional medical coverage.

### **Important Documents**

You need to bring all important documents relating to your legal, medical, and academic history with you. Such documents might include medical and dental records, certificates of immunizations, information about medical conditions and treatments, prescriptions for medication and eyeglasses or contact lenses, and official transcripts from secondary school and college. Make sure you photocopy all documents and leave some copies with a person you trust in your home country. It is also helpful to translate these documents into English before you leave your home country.

### **Packing**

Pack as light as possible. Remember that you might have to carry all your things at different times during the journey. If you are studying abroad for only a semester you might not need to bring your entire wardrobe. You might also want to leave room in your suitcase for souvenirs you will buy while in the US. At the same time there might be things you want to bring because they will make you more comfortable

and will make your transition to a new environment easier. Some exchange students and international students also like to bring small gifts from their home country to share with new friends abroad. This might be a means for you to share and explain your culture to your new acquaintances. If you have traditional, national clothing consider bringing it to wear at events sponsored by the International Students Association or other cultural events. If you arrive during spring semester (January), to bring a warm jacket and boots, a scarf, gloves and hat. We encourage you to take advantage of the option to ship your packages ahead of time using the box number that will be provided to you from the Colleges Orientation Office. You may also consider purchasing larger items upon your arrival at our local shopping centers.

### **Traveling Tips**

You can book your flight as soon as you find the Colleges start date for International Student Orientation. At this time, you might have already received the schedule of international student orientation. The Colleges provide a complimentary pick-up from Rochester and Syracuse airport for those international students coming to the Colleges for the first time if you arrive during the assigned times. Long-distance traveling can be really exhausting, so try to get a good-night's sleep before the trip, eat lightly and drink plenty of water. It is also a good idea to wear several layers of clothes so you can accommodate to changes in temperature. Label your luggage with both your home address and the address in the United States (if you don't have an address yet, use that of the international student office). Keep your passport, important documents, flight tickets, and money or traveler's checks with you at all times. You might also want to pack everything you need for a one-night emergency stay into your hand luggage in case you get stuck at the airport or your luggage gets lost.

### **Money**

You should carry a small amount of U.S. dollars with you while traveling so that you can buy some food or other small things you might need. However, it is not a good idea to carry large sums of money. We recommend that you buy traveler's checks or get a credit card that allows you to withdraw money from a cash machine when you need to. Upon arrival on campus, the international student adviser can help you to set up an account with a local bank. It is highly recommended to have an U.S. bank account because it will make payments so much easier. Students can create bank accounts free of charge.

## **GETTING TO KNOW HOBART AND WILLIAM SMITH COLLEGES**

College is an exciting time for everyone and it is a transition for all students. If you are an exchange student, you already went through the transition process once. Nevertheless, studying abroad brings with it a range of new experiences. Every college is a little different and if you have never studied in the United States before, many things might be very confusing.

### **Hobart and William Smith Colleges**

Hobart and William Smith is a small, private liberal arts institution. You can expect to study in relatively small classes and build close relationships with your classmates

and professors. Virtually all students are being housed on campus. Living so close to each other has many advantages: it is relatively easy to get to know new people, get involved in clubs and activities, and make an impact on the community. At the same time it can be hard to find personal time and separate school from other activities when the two are not physically separated.

## **Classes**

At HWS, a normal course load is four classes per semester. This means that you will be in class for between 12 and 15 hours every week, or more if you take courses requiring labs or studio work. There are different types of classes. 100- and 200-level classes are usually introductory classes and have a wider focus. 300- and 400-level classes have a narrower, more specific focus. Some professors prefer to lecture, but you also encounter class-discussions. Higher level classes tend to be taught in a seminar style, in which a lot of the class' content relies on student presentations. There are also independent study classes in which you research a topic under a professor's guidance but without the classroom structure. As an upper-class student you might choose to work on an honors project. This is an independent research project that will culminate in a 80- to 100-page paper. You can take classes from all departments but at the end of your Sophomore (2nd) year, you will need to declare a major and a minor subject (or one major, two minors; or two majors, one minor; or two majors, two minors). As part of your liberal arts education, you will also have to fulfill certain academic goals. Your academic adviser will help you with that.

## **Grading and Grades**

Foreign students often find that Americans are very competitive. This also reflects on the system of grading. You will find that you will have many opportunities to prove your knowledge of a subject in class. Many professors will give short, unannounced quizzes that test your knowledge of the course material assigned for that day. Exams are bigger, announced tests that cover the course material of a longer period of time. They can be comprised of true or false questions, sentence completion ("fill in the blank"), multiple choice, matching, essay questions, or a combination of these. Professors will also assign essays and papers you have to write on your own time. Your class participation might also count toward your final grade. The Colleges use the grading system based on a four-point scale: A= 4.0, B= 3.0, C= 2.0, D= 1.0. You need at least a C average in your classes to remain a full-time student.

## **Homework**

Some foreign students are overwhelmed by the quantity of homework assigned by American colleges. Especially in the beginning when you still have problems with the English language, keeping up with homework can be really hard. If you find yourself struggling to keep up with work, ask for help. Find the Center for Teaching and Learning on campus and schedule an appointment! CTL is open to all students and its services are already covered by your tuition. They can help you with your writing assignments, help with time management, or assign you a tutor to help you with the content of a class. It is also important to realize that most American students prioritize their work: decide what readings are important to do and read them thoroughly; skim the others.

## **Professors and Advisers**

Every student at HWS is assigned an academic adviser. He or she will help you with any questions you have related to your academic life. Feel free to consult them before choosing classes, if you are struggling with certain classes or professors, if you want to know how and when to declare majors and minors, and any other questions you might have. Most professors are also interested in helping you as much as possible and want to get to know you outside of class. Don't feel embarrassed to ask a professor a question after class. You should also take advantage of their office hours. Interaction between professors and students in America is a lot tighter than in many other countries. Students sometimes stop by their professor's office simply to talk about something that they are interested in.

## **Important information on financial aid**

Hobart and William Smith Colleges offer merit scholarships as well as need-based grants to international students. The average package typically equals more than half the annual cost of tuition, room and board. Highly competitive applicants will be considered for a full tuition scholarships.

Financial aid is available for a maximum of four years for those who enroll as first-year students. For those entering with advanced standing (transfers), aid is available for the time allotted to complete a degree. Awards based on demonstrated financial need, if it becomes apparent that such need no longer exists, may be reduced. Students must resubmit a financial aid application each year.

## **ADJUSTING TO A NEW ENVIRONMENT**

Going abroad for a semester or the duration of one's studies is exciting. At times, however, the confrontation with a foreign culture can be challenging. Studying abroad is a learning experience in every sense of the word. Besides your scholastic learning in college courses, you will get to know the American culture and how people around you view their world and their lives. By experiencing and understanding a different way of life, you will also learn about things in your own culture you have never thought of before. This is your chance to broaden your view and reflect on and mature your own values. The process of learning about a new culture and finding your own place in the new environment can be confusing and tiring. The best way to deal with a new situation and find out about something you don't understand is to ask questions.

## **Culture Shock and Adjustment**

Culture shock is a normal phenomenon on your way to adjusting to a new environment. For some people, the encounter with a new culture can be shocking, indeed, but for most people culture shock is not as sudden and dramatic as you might expect. When the excitement about being in a foreign country wears off, cultural differences can become overwhelming. You might think your language skills are inadequate; you might be struggling with course work; you might be troubled by unfamiliar food; you might have difficulties interpreting other people's behavior; you might be offended by the way people act or dress or by their body language. There are a variety of symptoms of culture shock. Some people feel tired and nervous; some are frustrated

with or even hostile toward the American culture; some get angry and irritated very easily; some isolate themselves or socialize only with other international students and people who speak their language. You might also feel very homesick and question why you decided to go abroad in the first place. A way to prepare yourself to deal with culture shock is to clarify for yourself why you want to study abroad. Knowing your personal expectations and goals will help you overcome periods of doubt.

## **THINGS TO DO**

- Chose a non-credit or half-credit class like tennis, scuba diving, or basic sailing.
- Join some of the many student clubs on campus (<http://www.hws.edu/studentlife/campuslife/sll/clubs>).
- You like to be active? Visit the sport and recreation facilities and take a yoga class, borrow a racquet and play tennis or racquetball. You can also try out for intramural sports.
- Get involved in the religious life on campus! There are services and meditation as well as Bible study sessions, ecumenical candlelight prayers, Sabbath dinners and a lot more.
- Participate in ongoing events – take in a movie on Fridays at Friday Flix, visit the Cellar Pub in the basement of Coxe Hall and see what is happening (comedians, bands, etc.), show school spirit by supporting one of many sporting events happening on campus.
- Are you interested in current events? Political and social developments? The Fisher Center Lecture Series, the President’s Forum and the President’s Radio Show are a few venues through which you can satisfy this interest.
- Travel the area! Intercultural Affairs (IC) and the Center for Global Education (CGE) will occasionally offer trips to see the area, ORAP (Outdoor Recreational Activities Program) organizes hiking, rock climbing and rafting trips (among others), and you can always get a group of friends together and go somewhere on your own.
- Offer your help in the language departments. Maybe someone needs a Spanish tutor or a Teaching Assistant for Mandarin?
- Discover Geneva. Volunteer. To find out how visit the Public Service Office in Trinity (2nd floor) (or call x3825).
- Do you like to dance? Or watch others dance? The dance department is big on campus and the students as well as the faculty put on dance shows! Ask about Koshare or join one of the dance teams.
- Check the Daily Update! There is always something going on – just show up and try it out!

**IMPORTANT PHONE NUMBERS**

<i>Office</i>	<i>Extension</i>
Business Office	3655
Center for Global Education	3307
Center for Teaching and Learning	3351
Counseling Center	3388
Deans: Hobart	3300
Deans: William Smith	3467
Financial Aid	3315
Hubbs Health Center	3600
Information Technology	4357 (HELP)
Intercultural Affairs	3319
Registrar	3651
Residential Education	3900
Security	3656
Emergency	3333
Student Accounts	3386

**OFFICE LOCATIONS**

Admissions	Bradford House
Alcohol and Other Drug Programs	Smith Hall
Alumni House	615 South Main
Athletics (WS)	Winn-Seeley
Buildings and Grounds	Medbery Parking Lot
Business Office	Demarest (basement)
Career Services	Trinity (1st Floor)
Center for Global Education	Trinity (3rd Floor)
CTL	Harris House (678 S. Main St.)
Chapel	St. John's Chapel (near 630 S. Main St.)
College Store	51 Saint Clair Street, Sherrill Hall
Communications Office	Durfee House (639 S. Main St.)
Deans: Hobart	Smith Hall (1st Floor)
Deans: William Smith	Smith Hall (1st Floor)
Dining Services	Scandling Center Café, Saga, Cellar Pub, de Cordova Café
Financial Aid	Demarest (basement)
Hubbs Health/Counseling Center	119 St. Clair St.
Information Technology	Williams Hall
Intercultural Affairs	288 Pulteney St.
President	Coxe Hall (2nd Floor)
Provost's Office	Coxe Hall (2nd Floor)
Public Service Office	Trinity (3rd Floor)
Registrar	Gulick (1st Floor)
Residential Education	101 St. Clair St.
Security	Medbery Parking Lot
Student Accounts	Demarest (Basement)
Student Life and Leadership	Scandling Center (2nd Floor)
WEOS Radio Station	113 Hamilton St.

## **BANKS AND MOVIE THEATERS IN GENEVA**

### **BANKS**

#### **Five-Star Bank**

P.O. Box 193  
Geneva, NY 14456  
Phone: (315) 789-2300  
Fax: (315) 787-3263  
Website: [www.five-starbank.com](http://www.five-starbank.com)

#### **Seneca Falls Savings Bank**

342 Hamilton St.  
Geneva, NY 14456  
Phone: 315-789-8100  
Website: [www.seneca24.net/](http://www.seneca24.net/)

#### **Community Bank**

5 Seneca St.  
Geneva, NY 14456  
Phone: (315) 789-7700  
Website: [www.communitybankna.com](http://www.communitybankna.com)

#### **First Niagara Bank**

811 Canandaigua Road  
Geneva, NY 14456  
Phone: (315) 789-1049  
Fax: (315) 789-6009  
Website: [www.firstniagarabank.com](http://www.firstniagarabank.com)

### **MOVIE THEATERS**

#### **Geneva Movieplex 8**

T & C Plaza, Hamilton St.  
Geneva, NY, 14456  
Phone: (315) 789-4524  
Web: [www.cinemanorth.com](http://www.cinemanorth.com)

### **PLACES TO STAY**

*Note: the Colleges provide this list as a service to all who might visit our area, but do not endorse any local hotel, motel, inn or bed and breakfast.*

The following are a handful of accommodations that are available in and around Geneva, no more than 30 minutes from campus. Lodging is also available in Ithaca, Rochester and Syracuse, which are each approximately one hour from Hobart and William Smith. You can find out more about accommodations outside the greater Geneva area by visiting the Geneva Chamber of Commerce or Ontario County Tourism Bureau websites.

Belhurst Castle/White Spring Manor,  
Geneva  
(315) 781-0201

Microtel Inn & Suites, Seneca Falls  
(315) 539-8438

Geneva-on-the-Lake, Geneva  
(315) 789-7190 or (800) 3-GENEVA

Motel 6, Hamilton Street, Geneva  
(315) 789-4050 or (800) 466-8356

Holiday Inn, Waterloo  
(315) 539-5011 or (800) HOLIDAY

Hampton Inn  
(315) 781-2037

Ramada Inn, Geneva, Lakefront  
(315) 789-0400

**PLACES TO EAT**

*\*Please note that some restaurants are closed on Mondays or Tuesdays, so call ahead.*

*The area code for all numbers listed below is (315).*

**American/Continental**

Abigail's Restaurant, Routes 5 & 20, Seneca Falls, 539-9300  
 Belhurst Castle, Lochland Road, Route 14, 781-0201  
 The Crow's Nest, 415 Boody's Hill Road, 781-0600  
 Emile's Restaurant, East North Street and Routes 5 & 20, 789-2775  
 Geneva-on-the-Lake, 1001 Lochland Road, 789-7190  
 Madderlake Café, West Lake Road, 781-2424  
 The Red Brick Inn, 291 Main St., 789-3247

**Diners/Grilles**

Flour Petal Café, 34 Linden St., 781-2233  
 Parkers' Grille & Tap House, 100 Seneca St., 789-4656  
 Ports Cone & Grill, 4432 W. Lake Road, 789-2020  
 Water Street Café, 467 Exchange St., 789-2560  
 The Captain's Room, 372 Exchange St., 781-0122  
 Dana's Time Out, 258 Hamilton St., 781-2107

**Italian-American and Pizza**

Nonna Cosentino's Trattoria, 1 Railroad Place, 789-1638  
 Uncle Joe's Pizzeria, 99 N. Genesee Street, 781-1199

**International**

Ling Ling, 481 Hamilton Street, 781-0668  
 Main Moon, 480 Exchange Street, 781-5106  
 Wing Tai Oriental Restaurant, 164 Castle Street, 789-8892  
 Garcia's Mexican Restaurant, 313 Hamilton Street, 789-5760

**Fast Food/Family Chains**

Routes 5 & 20 west of downtown Geneva (Hamilton Street) offers an array of popular fast food and family chains, including Quiznos, Tim Horton's, Club 86 Bagels and Cakes, Friendly's, KFC-Taco Bell, McDonald's, Long John Silver's, Pizza Hut, Subway, Waffle Works and Wendy's.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Do you require the TOEFL for international students?**

Yes, we do require the TOEFL (Test of English as a Foreign Language). We offer limited English language support on campus, and require that students have a solid foundation in English prior to admission. The minimum required computer based TOEFL score is 220. The Colleges also will accept the APIEL examination in lieu of the TOEFL.

### **Do you offer financial assistance for international students?**

Need-based scholarships are available to international students. The cost of attending college here for the 2007-2008 academic year is U.S. \$45,968. The average aid package typically equals more than half the annual cost of tuition, room and board. Highly competitive applicants will be considered for a full-tuition scholarship. The financial aid application forms are included in the application for admissions.

### **How many international students do you currently have on campus?**

We have 32 full-time matriculated students in a degree program Fall 2006 Semester. The following countries are represented: Austria, Bulgaria, Canada, China, Colombia, Czech Republic, Germany, India, Nepal, Pakistan, South Korea, Sweden, Turkey, Ukraine, United Kingdom and Vietnam.

### **Do you have an international student adviser?**

Yes, the student adviser is responsible for working with our international students on campus to help them make the transition from home to the Colleges. We offer an international student orientation prior to the first-year and transfer student orientation at the beginning of the academic year, and the beginning of the spring semester for new arrivals. A variety of activities and programs are available throughout the year. Student advising and counseling is available in a variety of other areas on campus, including faculty advisers, Hubbs Health Center, and the Center for Teaching and Learning. We make every effort to work individually with each student to help them reach their potential and make the most of the opportunities available here.

### **Do you have an international student organization?**

Yes. The International Student Association (ISA) is a student organization that celebrates the diverse cultures found around the globe. Other cultural clubs with international perspectives represented on campus include Asian Student Association (ASU), Latin American Organization (LAO), Caribbean Student Association (CSA), and Dia al-Din: Muslim Student Association.

### **Do you have E.S.L. services?**

Yes, an entry level course is offered, as are workshops and one-to-one tutoring. However, the Colleges do not offer a full E.S.L. curriculum.

### **What kinds of housing are available?**

Within the Hobart and William Smith community are dozens of smaller communities--those of the individual residences. The range of housing options is extensive,

with coed or single-sex college residences, cooperative houses, theme houses, and town houses among the choices you'll find over your four years here. Residence halls offer a variety of configurations, with traditional singles and doubles as well as suites. Some recent theme houses have included Jewish Culture House, Multicultural Sisterhood House, Writers House, and International Awareness House. The ten cooperative houses provide an alternative to standard residence-hall living, with residents sharing responsibility for food and housecleaning arrangements.

### **Is it possible to work on campus?**

You are eligible to work up to 20 hours a week on campus, if your visa status permits it. However, the demand for such employment exceeds the number of jobs available. Therefore, you cannot use on-campus employment as a resource for the issuance of the I-20 form.

### **STORAGE AND TRANSPORTATION OF SCHOOL YEAR ITEMS**

Special consideration will be given to those international students who need storage on campus during the school breaks. International students must attend a mandatory meeting in September regarding storage and transportation of school year items. Attendance will be taken at this meeting. Students unable to attend this meeting must take the initiative to set up a meeting with the International Student Adviser before Oct. 1.

The storage and transportation meeting in September will encompass the following information:

a. Date and time of transportation to and from storage areas

- Winter Break (December)
- Summer Break (May)

b. Location of storage areas

c. How to pack and maximum number of storage items allowed

Each student will be allowed no more than 8 items. Items must be labeled with student's name, return date and number of items. Boxes must be secured properly and must be easily manageable. Large items such as refrigerators, sofas, etc. will not be accommodated due to limited space.

d. Transportation Requirements: Items are to be placed at curbside 15 minutes before van arrives for pick up.

e. Cost of transportation = \$20 per student (gas and labor cost)

f. Information on surcharges: The student's account will be charged a surcharge for each infraction:

- No shows = \$50
- Fail to have items at curbside = \$20
- Not packed = \$20
- Change of time and/or date without 24 hour notice to Intercultural Affairs Office = \$40

***Please Note: Storage space is limited, therefore there is no guarantee that you will get storage or transportation support.***

## **IN CASE OF AN EMERGENCY**

If you should have a need to contact the International Student Adviser while traveling outside of the United States please call (315) 781-3656 and ask for extension 3319. You can also contact the office directly by calling (315) 781-3319.

**In an emergency, they can be reached at (315) 781-3333.**

Remember that the International Student Adviser, while a resource to you, is not your only resource during your time at the Colleges. While on campus, your respective deans will be available to assist you with a variety of issues, and should always be kept aware of important matters.

## **WHAT TO EXPECT DURING SCHOOL BREAKS**

Since not everyone is able to return home during school breaks, international students are allowed to remain on campus during those times. At specific times during the fall and spring, you will receive e-mails from the Residential Education office asking about their plans during the upcoming break. Your immediate response is necessary as it is the only way to ensure that you will get permission to remain in your room or elsewhere on the campus during school breaks.

Students are not allowed to remain in their rooms during fall, winter and spring breaks. During summer vacation, students who remain on campus must move into temporary housing. Once again, an e-mail from the Residential Education office is the first step in determining where students will be staying during the summer. Currently, international students are allowed to stay on campus during the summer holiday free of charge (subject to change).

The dining hall is not open to students during the summer months so students will need to provide their own meals. Most summer housing will feature a kitchen, but in the event that one doesn't, appropriate accommodations will be made for those students who wish to prepare their own meals.

The international student adviser must also know your plans and should also be notified if you will or will not be staying on campus.

## **US Holidays/Observances**

January 1	New Year's Day
January 15	Martin Luther King Jr. Day
3rd Monday in February	Presidents Day
2nd Sunday in May	Mother's Day
4th Monday in May	Memorial Day
3rd Sunday in June	Father's Day
July 4th	Independence Day
1st Monday in September	Labor Day
October 31	Halloween
November 11	Veterans Day
4th Thursday in November	Thanksgiving
December 4	Hanukkah begins
December 25	Christmas Day
December 26	Kwanzaa

## SECTION II: IMMIGRATION PROCEDURES

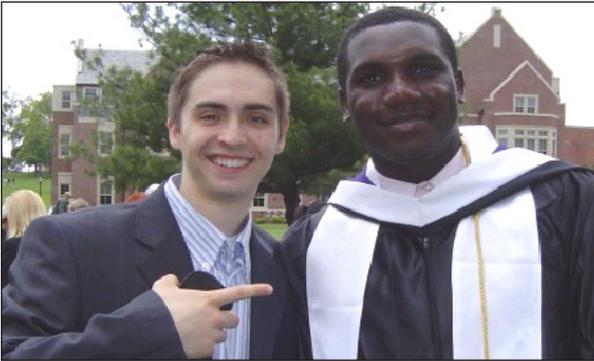
### HOW TO GET ASSISTANCE WITH IMMIGRATION MATTERS

The International Student Adviser is available to help you process your immigration forms and documents. Working with the Department of Homeland Security can be very complicated, detailed, and time-consuming. It is important that you do not rely on information obtained from friends and other students because circumstances may vary from one student to another and the regulations can and do change.

The International Student Adviser must work within the federal immigration laws. When making a request, please make sure that you allow plenty of time for your request to be processed and plan to be patient. Have your documents, such as your passport, I-94 card, I-20 or DS-2019 with you when you go to the international student office for immigration assistance.

**Important:** You should allow at least one week for processing signatures, letters and/or other types of paperwork. Special consideration will be given for emergency situations.

**Reminder:** The International Student Adviser cannot remember when each student's documents expire. It is **YOUR** responsibility to keep track of all immigration documents and keep them current.



*Hristo Dimitrov '09 (Bulgaria), and Ayokunle Abogan '06 (Nigeria)*

## **IMMIGRATION BASICS AND DEFINITION OF TERMS**

As with all countries, the United States has laws and regulations governing foreigners who are temporarily within its borders. The immigration regulations are administered by the **Department of Homeland Security (DHS)**.

Immigration regulations can change frequently and are difficult to interpret. It is important for international students to understand the rules as they apply to student status. **The DHS does not consider ignorance of the law a legitimate reason for failing to obey it.**

Questions should be directed to the International Student Adviser, who will be able to assist with legal regulations and can sign your immigration documents.

DHS requires that a copy of your passport, I-94 and other immigration documents be kept on file by the International Student Adviser, as well as your local address and telephone number.

### **Passport**

Be sure to keep your passport in a safe place. It is your most important document. Most passports are good for a limited period of time. **Your passport must be valid at all times while you are in the United States.**

The expiration date of your passport should be six months beyond the date you enter the U.S. If your passport expiration date is close to the date you will begin classes, obtain a new passport before leaving home.

It is your responsibility to remember when your passport will expire and to contact the nearest consulate or embassy for your country. To find the nearest consulate or U.S. embassy check <http://usembassy.state.gov>.

Your passport can only be extended by your government and it usually takes several weeks for a passport to be renewed, so be sure to allow enough time. You may extend your passport in the U.S. at your home country's embassy or consulate. **You are in this country illegally if your passport expires and are subject to deportation.**

### **Visas**

The visa stamped in your passport at the U.S. Embassy or Consulate is for permission to enter the United States for a specific purpose and period of time. Students are usually given an F-1 visa. J-1 visas are given to researchers, scholars and students who are sponsored by agencies or universities.

Since the visa stamp is only important for entry and re-entry to the United States, there is no need to worry if it expires while you are here if you are maintaining your student status. Because a visa is only a permit to apply for entry into a country, it is not possible to obtain a U.S. visa while you are in the U.S. To apply for a visa, you must go to a U.S. consulate or embassy in a country other than the United States, usually your home country.

### **I-94 (Arrival/Departure Record)**

Form I-94, also called the Arrival/Departure Record of Stay Permit, is the small white card given to you at the port of entry to the U.S. This form is very important since it officially determines how long an international student can remain in the U.S.

Students on the F-1 and J-1 visas usually have their I-94 stamped “D/S” (Duration of Status), which means that the student can remain in this country for the length of time required to complete his/her studies as long as the student follows all of the regulations of the student visa. The eleven-digit number written on your I-94 is your DHS admission number, which is used by the DHS to monitor entry into and departure from the U.S. **The I-94 cards are turned in when leaving the U.S. and a new I-94 is completed with each subsequent entry.**

If you are on a visa other than a F or J, or if you have a specific date stamped on your I-94 card instead of the “D/S” designation, you must apply for an extension, a Change of Status, or exit the U.S before the expiration date or you will be considered out of status and a visa overstay, which can have serious DHS consequences.

## **SEVIS**

An acronym for Student and Exchange Visitor Information System (SEVIS). It is a data collection and monitoring system that creates an interface between institutions of higher education, the Department of Homeland Security (DHS), consulates and embassies abroad, and ports of entry. Schools are required to make regular electronic updates in SEVIS throughout each semester on the records of their enrolled students in F-1 and J-1 status and their dependents and their researchers and faculty on J-1 status. This includes, but is not limited to enrollment status, changes in address, changes in level of study, employment recommendations and school transfers.

## **Form I-20**

When Hobart and William Smith Colleges accepts an international student for full-time study, the student is sent a Form I-20 A-B as proof of acceptance and to use when applying for an F-1 Student Visa at a U.S. Consulate abroad. The student presents the I-20 with their passport and visa at the Port of Entry and the I-20 is stamped and given back to the student. This is your Certificate of Eligibility, and it must be signed by a DSO/ International Student Adviser before you leave the United States. Students should keep copies of all I-20 issued to them.

## **Immigration Status**

This is often confused with “visa” but your immigration status, e.g., F-1, J-1, etc. is determined at the time of your entry into the U.S. by an immigration official and is noted on the Form I-94. You may have many visa stamps in your passport but, upon entry into the U.S., an immigration inspector will admit you in only one immigration status which is noted on the I-94 card.

## **OBTAINING A VISA AND FORM I-20**

Your passport should be valid at least six months beyond the date of entering the U.S. as a student. Be sure to check your passport expiration date. If it will expire close to when you will begin classes, obtain a new passport before applying for your visa.

## **How to Obtain a Visa**

Although U.S. embassies will not issue a student visa prior to 120 days before the start date on the I-20 (or DS-2019 for J's), you can schedule an appointment prior

to the 120-day period. Since processing times have become longer due to increased security clearances, students should check with their local U.S. embassy or consulate to learn the estimated waiting time and allow plenty of time to obtain the visa. A list of consulates and embassies can be found at <http://usembassy.state.gov/>.

You will need to pay a \$100 SEVIS fee at least 3 business days before your visa interview. The fee can be paid online or by mail. For complete directions, see <http://www.fmjfee.com>.

Unless you are a sponsored J-1 student or already in another visa category, the Colleges' Office of Admissions will send you a Form I-20 when you are admitted and have submitted proof of your ability to finance your education. Take the I-20 form, your acceptance letter, passport, copies of sponsorship letters and bank statements to prove financial support, and a receipt for your SEVIS fee payment to the United States embassy or consulate nearest your home. Once you have acquired the visa stamp in your passport, you are ready to enter the U.S.

***Note: Students may not enter the U.S. more than 30 days prior to the start date on their I-20.***

**Canadian and some British Commonwealth citizens** do not need visas to enter the U.S., but they must request F-1 status and present their I-20 forms for processing at the point of entry even if the official does not ask for it. They should also be prepared to show evidence of financial support and proof of citizenship. Without a stamped I-20 and an I-94 card with the F-1 or J-1 designation on it, you are considered a tourist in the United States and will not be legally able to study and take advantage of the special privileges allowed those in Student Status until he or she has been in an immigration status appropriate for studying for at least nine consecutive months.

***Note: If you will not be entering the U.S. on an F-1 visa, do not use an I-20 form to obtain a visa. If you received an I-20, please return it to the Office of Admissions with an explanation of the type of visa you hold.***

If your visa document (I-20 or DS-2019) does not arrive in time for you to secure the proper visa, **do not enter the United States on a B1/B2 Visitor Visa**. Obtain a B-2 "prospective student" or "prospective exchange visitor" visa from a U.S. embassy or consulate post in your country. Be certain the consul writes "Prospective Student" or "Prospective Exchange Visitor" (for J-1) in your passport on the visa page. You will need to present your letter of acceptance and evidence of financial support to request this visa.

In general, it is best to avoid using the B-2 visa since you will have to pay a fee and do a time-consuming change of status through DHS (Department of Homeland Security) after you arrive. You may not begin your studies until the change is completed, so this could also delay the start of your studies until a subsequent term.

***Note: Students must attend the school named on the I-20 or DS-2019 presented at the port of entry in order to be in status. Also, do not enter the U.S. on a "W-T"***

*(waiver) as this classification cannot be extended or changed and you will lose your legal immigration status as a student.*

### **Students Transferring From another Colleges in the United States**

If you are an F-1 student transferring from a U.S. institution and will not be leaving the country prior to enrollment at Hobart and William Smith Colleges, follow the procedures required by DHS. Bring your completed I-20 to the International Student Adviser's office as soon as possible after your arrival on campus. Sign the document and leave it to be processed by a DSO/ International Student Adviser who will notify you when you may pick it up.

If you leave the U.S. before beginning your studies at Hobart and William Smith Colleges, use the new I-20 issued by the Colleges when you arrive at the port of entry. Keep the I-20 from your old school with your immigration records, but do not use it to enter the U.S. It is not necessary for transfer students with an unexpired student visa and who have maintained their status to obtain a new visa, even though the former school's name is listed.

### **Transfer to another School**

To be eligible to transfer schools, you must be pursuing a full-course of study at your current school. Otherwise you are "out of status" and must apply to DHS for reinstatement to student status, which, if granted, will allow you to transfer.

Students transferring to another school must notify the DSO/International Student Adviser of their intent to transfer. Hobart and William Smith Colleges must release your SEVIS record to the new school before a new I-20 can be issued for the transfer. Upon arrival at the new school, the student should take the new I-20 to the International Student Adviser at the new school. J-1 students wishing to transfer should consult with their sponsor.

### **Changing Your Academic Level**

If you are currently a student at Hobart and William Smith Colleges, and will be continuing your studies in an additional program of study (such as a MAT Program), you should follow the transfer procedure. A new I-20 will be issued for the new program, and you will use the new I-20 to enter the country. If you do not leave, bring it to the International Student Adviser as described in the transfer process in the preceding paragraph. Failure to complete this "internal transfer" will cause you to be out of status with DHS, which can adversely affect work authorizations or other student privileges.

### **DIFFERENCES BETWEEN F-1 AND J-1 STATUS**

There are two types of entry visa issued to nonimmigrant students who intend to study full-time at Hobart and William Smith Colleges—the F-1 student visa and the J-1 exchange visitor visa.

- **Source of Funding:** J-1 Exchange visitor visa status is available to those students who are supported substantially by funding other than personal or family funds. Such funding may include that which comes from the U.S. government or the

student's home government, or an international organization, or the Colleges. Students who are supported by personal or family funds are ineligible for J-1 immigration status and must come to the U.S. to study in F-1 immigration status.

- **Foreign Residence Requirement:** Students in J-1 immigration status and the J-2 dependents may be subject to a “foreign residence requirement.” J-1 students who receive direct or indirect U.S. or home government funding, or who are studying in fields for which personnel are considered in short supply in their home countries (most developing nations have “Country Skills” lists of varying lengths), are ineligible to apply for a change to another non-immigrant status (except A or G) or permanent residency in the U.S. until they have satisfied the “two year home country physical presence requirement. Only those in J-1 status with government funding or whose skills are on Country Skills List are subject to the foreign residence requirement, which mean upon completion of the program of study they must reside in their country of last legal permanent residence for two years before they are eligible to apply for entry into the U.S. on an immigrant visa or on specialized work visa (H or L). There is no foreign residence requirement for students on F-1 student status. Refer to the Department of State’s website for additional information on the Exchange Visitor Program.

- **Medical Insurance:** Students in J-1 status and their J-2 dependents are required to have comprehensive medical coverage in order to fulfill U.S. government regulations governing the J Exchange Visitor status. Currently the medical insurance offered by Hobart and William Smith Colleges does not cover all requirements for those in J immigration status. The U.S. Department of State specifies that program participants and their dependents have medical coverage with the following minimum requirements (22 CFR 62:14): medical benefits of at least \$50,000 per accident or illness; repatriation of remains in the amount of \$7, 500, medical evacuation of the exchange visitor to his or her home country in the amount of \$10, 000, and a deductible not to exceed \$500 per accident or illness. For more information please contact the International Student Adviser.

- **Work Permission:** Students in either F-1 or J-1 immigration status may work part time (up to 20 hours per week) on campus with permission from the International Student Adviser. For both statuses, permission to work off campus based on economic need may be requested only after the first full academic year of student status, and only under extraordinary circumstances of unforeseen need. The United States Citizenship and Immigration Services (USCIS) authorizes F-1 students to work off campus, whereas J-1 students submit an application for work permission to their visa sponsor, i.e. the agency or school that issued the DS-2019 form.

- **Practical or Academic Training:** Students in F-1 and J-1 immigration status are eligible to engage in differing lengths of practical or academic training during their studies and at the completion of their academic programs. Practical training, a privilege of F-1 immigration status if you are eligible, is employment in one’s field of study. Those in F-1 immigration classification may be eligible for “curricular” practi-

cal training (which is authorized by the International Student Adviser) during their programs, in addition to one year of “optional” practical training that may take place during or after one’s program of study. Permission to engage in practical training may be granted only after you have been in valid student status for one academic year, except in a graduate program that requires it from the first term. The International Student Adviser recommends optional practical training and the USCIS authorizes it. Refer to the Practical Training Overview for complete information on both curricular and optional practical training. Academic training, a privilege of J-1 immigration status if you are eligible, is employment which is integral, not just related, to one’s field of study. One is eligible to apply for permission to engage in academic training after one academic term in valid student status. A total of 18 months of academic training is possible during or following completion of a program of study, with the exception of some postdoctoral research positions that may qualify for up to 36 months. An application for academic training is made to the J-1 student’s Exchange Visitor program sponsor. Refer to Academic Training Authorization for Those in J-1 Exchange Visitor Immigration Status for complete information.

## **ARRIVING AT A U.S. PORT OF ENTRY ... WHAT A STUDENT CAN EXPECT**

**Plan your arrival:** You may be refused entry into the United States if you attempt to arrive more than 30 days before the start date listed on your SEVIS I-20 form.

**Always carry your passport and I-20 on hand:** Do not check the following documents in your baggage. If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.

*In addition*, it is strongly recommended that you carry on hand the following documentation:

1. Evidence of financial resources
2. Evidence of student status, such as tuition receipts
3. Name and contact information for your International Student Adviser, including a 24-hour emergency contact number at the school

### **Complete your entry paperwork:**

**Arriving by Air:** Flight attendants will distribute Customs Declaration Forms and Arrival-Departure Forms (I-94). These must be completed prior to landing.

**Arriving by Land or Sea:** The CBP Officer at the port of entry will provide the necessary Customs Declaration Form and the Arrival-Departure Form (I-94) to be filled out upon arrival.

As you arrive at the port of entry proceed to the terminal area for arriving passengers. Have the following documents available for presentation: you passport, I-20, Arrival-Departure Form (I-94), and the Customs Declaration Form. Your documents will be examined and processed by the Department of Homeland Security (DHS) at the port of entry. Your passport will be returned to you along with an I-94 card (Arrival/Departure Record) designated “D/S” which means “duration of status”

and refers to the time you are engaged in a full-time course of study as indicated on your visa document. The DHS official will stamp and return your I-20 to you.

**Note: Your documents are extremely important. They legitimize your presence in the United States. Keep them in a safe and secure place.**

**For Further Information:**

Preparing to Study in the U.S. <http://educationusa.state.gov/>

Applying for a Visa to Study in the U.S. [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

**MAINTAINING & BEING IN STATUS WITH DHS**

An F-1 student is considered in-status for the entire length of time during which he/she is enrolled as a full-time student in an educational program if adhering to the conditions of the visa designated on the I-94 card, plus any authorized period of practical training and an additional sixty (60) days to prepare for departure. Be sure to pay close attention to the conditions described below:

- Report to the International Student Adviser for SEVIS registration upon arrival at Hobart and William Smith Colleges.
- Attend only the school authorized. This means that you must only attend the school whose I-20 you last used to enter the U.S. or the school whose I-20 you used to transfer schools. If you decide to withdraw from the Colleges before completing your program, you are not allowed to remain in the U.S. with in-student status unless you transfer to another institution.
- Complete a full course of study for each academic term and make normal academic progress towards completion of program. Attendance and/or full-time enrollment is not required during the summer. At Hobart and William Smith Colleges 4 credit hours per semester is required and exceptions can be made on the recommendation of the International Student Adviser for valid medical or academic reasons as defined by the DHS. Be sure to speak with the International Student Adviser about any exceptions BEFORE dropping below full-time status in order to avoid the serious consequences that may result from being out of status.
- Transfer or extend program in a timely manner. Duration of Status expires if a student takes longer than expected to complete a given academic level (e.g. bachelor's, master's, and doctorate). The amount of time permitted for completing studies at a given level is determined by the date on the initial I-20 issued at the beginning of each academic level. Students must pay close attention to the expected completion date noted in item 5 on the form I-20 for each level. If more time is needed, an application for extension of stay must be filed with the DHS. There are certain requirements to meet in order to be eligible for an extension, so you will need to consult with the International Student Adviser at least 45 days before the completion date.

- Keep continuity in the program of study (In general an absence from the U.S. of more than 5 months terminates status. However, an authorized study abroad program does not break continuity).
- Refrain from unauthorized work. When you apply for an F-1 visa, you must prove that you have full financial support. The law assumes that you will not be employed in the U.S. and therefore will not accept employment that could be filled by a U.S. worker or student. There are some exceptions to this policy provided that full-time enrollment during the year is maintained and the appropriate permission is obtained, but you should always check with the International Student Adviser before accepting employment, especially if it is off campus.
- When traveling abroad, always return in proper F-1 status.
- Maintain a valid passport for 6 months into the future (Some countries have agreements with the U.S. that recognize the passport as valid for 6 months after the expiration date).
- Report any address changes to the International Student Adviser within 10 days of the change. DHS regulations require that the International Student Adviser maintain a record of the current address where you are living. Therefore, you must always notify the International Student Adviser immediately of any change of address. Addresses with a post office box number or addresses of your academic department are not acceptable to the DHS.
- Comply with Special Registration requirements if applicable (NSEERS).
- File timely requests of change of status, practical training and other benefits.
- Obey all State and Federal laws.
- Depart from the U.S. in a timely manner.
- Do NOT enter on a tourist visa (B-1 or B-2).

**Note:** *Students who fail to maintain full-time enrollment are not eligible for any of the benefits of the student visa, such as on-campus and off-campus employment, practical training, remaining in the U.S. during summer vacation, transfer to another school or change of level, or registration for further courses.* They are considered to be “out of status” and must apply to DHS for reinstatement to valid student status. Eligibility for benefits will be regained only if and when the DHS approves the reinstatement. If you have any questions regarding reinstatement, see the International Student Adviser immediately.

## EXCEPTIONS TO A FULL COURSE OF STUDY

- The normal vacation period;
- Medical problems documented by a licensed medical doctor, osteopath or clinical psychologist. Approval for reduced or no course load for a medical condition is limited to 12 months total for the program of study;
- Teaching or research assistantship;
- Valid academic reasons, such as first semester language difficulties and/or adjustment problems, improper course placement, unfamiliarity with American teaching methods;
- The final term when the student needs less than a fulltime course load to complete program of study. Student must be enrolled in at least one credit;
- During a period of full-time Optional or Curricular Practical Training.

## DURATION OF STATUS FOR F-1 STUDENTS

An F-1 student is admitted to the U.S. for a period known as “Duration of Status” which is recorded upon entry documents I-94 and I-20 with the notation “D/S”. Duration of Status refers to the period a student is pursuing a full course of study, plus any authorized practical training following completion. **The dates on the I-20 determine the initial parameters of the duration of status. A student can be admitted to the U.S. up to 30 days prior to the report date on the I-20 and may remain 60 days after completion of program or practical training. Certain factors may reduce grace period to 15 days or to 0 days.** An International Student Adviser authorized withdrawal from classes is allowed a 15-day period for departure. A student who fails to maintain status is not eligible for an additional period for departure.

## TEMPORARY DEPARTURE FROM THE U.S.

If you plan on leaving the U.S. temporarily to visit your homeland or some other country, an International Student Adviser must validate your I-20 for re-entry into the U.S. You may not be allowed back into the U.S. without the validated immigration documents, a current visa, and a passport which is valid for at least six months after you re-enter the country.

Most students with valid status may travel to Canada, Mexico and many of the adjacent islands if they have a valid passport, a valid I-94 and a valid I-20 or DS-2019. If you re-enter the U.S. in fewer than 30 days, an unexpired U.S. visa is not required. However, Canada, Mexico and the Island nations do require entry visas for citizens of certain countries.

It is always best to check with the embassy or consulate of any country you wish to visit. Since certain countries are ineligible for this benefit and travel regulations are subject to change, you should check with the International Student Adviser if you intend to travel with an expired visa.

Students who apply for a new visa in contiguous territory forfeit the right to re-

enter with an expired visa. If the new visa is denied, the student would not be able to re-enter the United States to study until a valid visa is obtained in their home country.

## **ACCEPTING U.S. GOVERNMENT PUBLIC ASSISTANCE OR PUBLIC BENEFITS**

International students and scholars should not, under any circumstance, accept public benefits from the federal, state, county or any other local government agencies in the United States. This includes, but is not limited to, participation in programs such as Medicare/Medicaid, Supplemental Social Security Income, Aid to Families with Dependent Children, food stamps, and subsidized housing. Accepting such benefits can cause you to lose your legal status in the United States and create a bar to your re-entry to this country.

Cooperation between state social service agencies and the INS and Department of State make it possible for an INS inspector or U.S. Consular officer to become aware of an individual who has accepted public benefits. The acceptance of public benefits is interpreted as a declaration that the individual is unable to meet his or her financial obligations (a requirement of obtaining and maintaining status) and thereby rendering him or herself ineligible for F-1 or J-1 status.

Occasionally a well-meaning social service agency, hospital or public housing administrator may offer such assistance not realizing that non-immigrants are ineligible for such benefits. Additionally, even though U.S. citizen children of non-immigrant parents may be eligible for pre and post-natal public benefits, the non-immigrant parent may be denied a visa or re-entry based on the child's receiving the benefits. Again this is interpreted as the non-immigrant individual not being able to meet his or her financial obligations.

## **Information on U.S. Social Security Numbers (SSN)**

If you will be employed in the United States, including at Hobart and William Smith Colleges, you must obtain a U.S. Social Security number, which is used by the U.S. government to identify wage earners for tax purposes. The number assigned to international students is not a valid U.S. Social Security number.

To apply for a Social Security Number (SSN) you must obtain a "proof of work" form from the International Student Adviser confirming your student or exchange visitor status, that you are authorized to engage in on-campus employment, the nature of the employment to be engaged in, and identify the department/office for whom you will be working before being able to apply to the Social Security Administration for a SSN. You must also present your passport, your I-20 or DS-2019 form and your I-94 form. The Social Security Administration office is open Monday-Friday from 9:00 a.m. to 4:00 p.m. (closed on federal holidays).

**Social Ssecurity numbers will not be issued to foreign nationals who are not authorized to work.** A Social Security number is not required for opening a bank account, registering for school, filing a U.S. tax form or applying for a driver's license. If you are required to file a tax return and are not eligible for a U.S. Social Security number, you will have to apply to the Internal Revenue Service (IRS) for a Tax Identification Number (TIN) on form W-7. This form may be obtained from the Colleges payroll department.

**For more information about U.S. Social Security Numbers visit the website or call their toll-free number at 1-800-772-1213.**

## **WORK OPPORTUNITIES FOR STUDENTS IN F-1 STATUS**

The following is a list of all opportunities to obtain authorization to work in the United States if you are in F-1 immigration status. Each category may allow for authorization under different circumstances and at different times during your stay in the U.S. This is summary of work benefits but does not include all regulations governing employment.

**On-campus Work:** Full-time students are allowed to work up to twenty hours per week during the academic year. On campus employment means that you are paid by Hobart and William Smith Colleges or working at a Colleges location with an employer that is providing services to students, such as Sodexho's Saga dining hall or the Café. On-campus employment requires an I-9 Employment verification Authorization form to be completed by you at the Colleges Business Office.

**Off-campus Work Based on Financial Need:** Students who have been in F-1 status for one academic year and who are experiencing extreme financial difficulties due to unforeseen changes that severely affect their financial resources may apply for work permission. Authorization is given by the DHS with the recommendation of the International Student Advisers/ DSO.

**Internship with an International Organization:** Students in F-1 status are eligible to apply for permission to work for international organizations such as the World Bank, the International Monetary Fund, etc. Authorization is granted by the DHS with the recommendation of the International Student Adviser/DSO.

## **WORK OPPORTUNITIES FOR STUDENTS IN J-1 STATUS**

### **J-1 On-Campus Employment**

Enrolled J-1 students may work on campus up to 20 hours per week during the semester and full time during the break with the permission of their sponsor. If the Colleges are your sponsor please see the International Student Adviser.

### **J-1 Off-Campus Employment**

If a J-1 student needs employment during the academic year due to financial hardship arising from unforeseen circumstances, the program sponsor may authorize it. Such employment cannot interfere with full-time pursuit of the exchange visitor's program objective and is limited to 20 hours per week during the academic year and full-time during break.

## **PRACTICAL TRAINING:**

This is defined as employment related to your field of study and is available during and after completion of your studies. The following is a list of the categories of practical training:

Curricular practical training (before completion of your studies) is defined as employment pursuant to a required or optional internship which is an integral part of the established curriculum of your school.

Optional practical training is defined as employment related to your field of study. It is authorized in variable increments, deducted from the maximum of one year of optional practical training per educational level, and is available in the following variations:

1. optional practical training after completion of your studies
2. optional practical training before completion of your studies with three possible variations:
  - a. practical training during the annual vacation. The annual vacation must follow at least two consecutive terms of fulltime enrollment and is usually taken in the summer
  - b. practical training when school is in session, provided that employment does not exceed 20 hours a week
  - c. practical training following the completion of all the course requirements for the degree except the thesis or equivalent

### **Optional Practical Training (OPT) Before Completion of Degree Requirements**

Definition: Employment related to your field of study before completion of all degree requirements. It is authorized in variable increments and is deducted from the maximum of one year (12 months) of optional practical training per educational level. There are three circumstances under which this type of practical training can be authorized:

1. Following completion of all degree requirements except the thesis or equivalent
2. During the annual vacation
3. Part-time (up to 20 hours per week) during the academic year

### **Eligibility to Engage In OPT: You must:**

- be a registered student in F-1 status physically in the United States at the time of application
  - have been enrolled in lawful student status on a full-time basis for at least one full academic year
  - not have used twelve months or more of full-time curricular practical training
- OPT is permitted for a period of up to a maximum of twelve months per educational level (Bachelors, Masters, etc.).

**Procedure:** Obtaining authorization for OPT is a two-step process. Your first step in obtaining an Employment Authorization Document (EAD) is to qualify for a certification from the International Student Adviser/DSO recommending you for OPT. The International Student Adviser/DSO cannot authorize OPT - only the United States Citizenship and Immigration Services (USCIS) can do so by issuing you an EAD.

You may not begin employment until you have been issued an EAD by the USCIS and can work only within the time period indicated on the card. Requests for employment authorization must be mailed to the USCIS Regional Service Center having jurisdiction over your place of residence and may require 6 to 12 weeks for adjudication.

### **When to Apply:**

- Not more than 90 days prior to being enrolled for one full academic year.
- Not more than 120 days prior to the employment start date that you select

Please note: The employment start date cannot be earlier than the date on which you will have completed one full academic year.

### **How to Apply:**

#### **Obtaining the International Student Adviser recommendation**

Since you must first obtain a new SEVIS I-20 with the International Student Adviser/DSO's OPT endorsement, which may require 5 working days, you should make every effort to apply as early as possible within the 90 or 120 day window. You might need to come twice to the International Student Adviser/DSO—once to submit the application and another to pick up the approved recommendation on a SEVIS I-20.

#### **Curricular Practical Training in F-1 Status**

**Definition:** Curricular practical training (CPT) is employment pursuant to an internship requirement or internship elective which is an integral part of the established curriculum of your school, which will be counted towards completion of your degree.

**Eligibility to engage in CPT:** You must be a degree candidate who has been in lawful status for at least one academic year. You must have been offered a specific training opportunity that must fall into one of the following categories:

- to satisfy an internship requirement expected of ALL students in your program and necessary for completion of your degree;
- to satisfy an internship elective which counts towards completion of your degree. The internship elective must be listed in your school's bulletin and must state in the official course description that it is specifically designed to allow students enrolled in the course to engage in off-campus internships;
- the internship may be done to engage in research necessary and integral to the completion of the doctoral dissertation.

**Restrictions:** U.S. Citizenship and Immigration Services (USCIS) regulations do not place an absolute limit on the amount of CPT you may utilize. However, if you engage in one year or more of full-time CPT, you will lose your eligibility to engage in Optional Practical Training. CPT is always part-time during the academic year unless the student is engaged in doctoral dissertation research. CPT may be full time during the annual vacation. You may engage in curricular practical training only after your SEVIS record has been updated by the International Student Adviser and the I-20 has been printed, indicating the approved employment. The endorsement will indicate the precise details of the authorized training, including the name and location of the employer, the specific dates of the training period, and whether it is full-time or part-time. We encourage you to contact the International Student Adviser/DSO if you have questions.

## Departure Checklist

- Admissions letter from HWS
- Evidence of Financial Resources
- Passport with Student Visa
- Form 1-20 or DS-2019
- Copies of medical Records and other important documents translated into English
- If J-1 visa holder – additional health insurance requirements. This must also be translated into English, if needed.
- Emergency outfit packed in carry-on luggage
- Calling card to use during travel
- Emergency phone numbers (HWS: 1-315-781-3333)
- Minimum of 100 U.S. Dollars for use in an emergency
- Sweater or jacket in event of bad weather
- If taking prescription medicine bring prescription for future refills (translated into English)
- Photocopy of your passport, visa, etc. Do not carry in the same place as your original documents.

**SECTION III:**  
**\*SAMPLE\* ORIENTATION SCHEDULE \*SAMPLE\***

Hobart and William Smith Colleges  
International Students Orientation  
“Let Your Adventure Begin!”  
August 22 -25, 2006

**Tuesday, August 22**

8:30 a.m. –7:00 p.m.

Arrival/Check-in  
Location: Office of Intercultural Affairs  
288 Pulteney Street  
\*\*Bring all immigration paperwork

**Wednesday, August 23**

8:30 a.m. –12:00 p.m.

Arrival/Check-in  
Location: Office of Intercultural Affairs,  
288 Pulteney Street  
\*\*Bring all immigration paperwork

HWS Student ID Cards  
Location: Registrar’s Office

Campus Tour

Shopping @ Wal-Mart & Wegmans Supermarket,  
Van leaves from Intercultural Affairs parking lot

12:30 p.m. - 1:30 p.m.

Lunch with Deans of the Colleges  
Location: Blue Room in Scandling Center

1:45 p.m. – 2:45 p.m.

Overview of Library Services  
Location: Warren Hunting Smith Library

6:00 p.m. – 7:30 p.m.

Dinner  
Location: Intercultural Affairs Center

**Thursday, August 24**

7:30 a.m. – 8:00 a.m.

Breakfast  
Location: Saga Dining Hall in the Blue Room

8:15 a.m. 9:45 a.m.

Immigration Regulations Overview  
Location: Conference Room, 2nd Floor,  
Intercultural Affairs

10:00 a.m. – 11:00 a.m.	On Campus Employment/Social Security Elaine Ferrara, Business Office Location: TBA
11:05 a.m. – 11:35 a.m.	Benefits of the HWS Health Insurance Ann Brink, Bursars Office Location: TBA
12:00 p.m. – 1:30 p.m.	Lunch with Chaplain Lesley Adams Location: Chaplain’s Residence, 630 S. Main St.
1:45 p.m. – 2:15 p.m.	Money Matters Beth Turner, Director of Financial Aid Location: TBA
2:30 p.m. – 3:00 p.m.	A Healthy You Location: Hubbs Health Center
3:15 p.m. – 3:45 p.m.	Study Basics Center for Teaching & Learning Location: Center for Teaching & Learning (CTL)
5:30 p.m. – 7:30 p.m.	Welcome Dinner President and Mrs. Mark Gearan & Family Location: President’s House – 690 South Main St.

**Friday , August 25**

10:00 a.m. – 11:00 a.m.	Guide to U.S. Education & Culture Amy Teel and Doug Reilly, Center for Global Education Location: DeLancey House
12:00 p.m. – 1:00 p.m.	Lunch Location: DeLancey House
1:30 p.m.	Join regular campus wide orientation schedule

Welcome to Hobart and William Smith Colleges

