

# F1 IMMIGRATION GUIDE



It is your responsibility to understand and comply with the terms of your F-1 visa during your stay in the United States. A violation of the immigration regulations could jeopardize your immigration status. Please review this information carefully and contact CIE if you have questions.

## IMMIGRATION DOCUMENTS

### PASSPORT

Your passport must be valid for 6 months into the future at all times while in the U.S. You can apply for a new passport either in your home country or in the U.S. at the nearest consulate. If your passport is lost or stolen, you should report to the local police right away, as you will need the police report to apply for a replacement passport.

### F1 VISA

Your F1 visa is permission to enter the U.S. as a student, and can expire while you stay in the U.S. to study. You can only apply for a visa at a U.S. consulate (located outside the U.S.), and CIE recommends that you apply in your home country. An F1 visa is specifically connected to your I-20, as you can see your SEVIS number on your visa..

### UW BOTHELL I-20

The I-20 is issued by the school where you study, and is used to apply for the F1 visa, enter/re-enter the U.S. and prove that you are in the U.S. legally. The information on your I-20 must always be correct. If there is any changes to the following, you need to receive an updated I-20 from CIE right away:

- Major or Minor
- Name in your passport
- Source of funding
- Graduation Date (I-20 End Date)

### I-94 ARRIVAL/DEPARTURE RECORD

This electronic record keeps track of every time you enter and depart the U.S. You can see your I-94 record at [www.cbp.gov/I94](http://www.cbp.gov/I94).

### SHOULD I CARRY MY IMMIGRATION DOCUMENTS WITH ME EVERY DAY?

No. You should keep your immigration documents in a safe place and only carry them if you are going to travel. It is best not to keep documents on you that show your immigration status..

## WASHINGTON STATE ID CARD

We strongly recommend that you use a Washington State ID card (or a valid U.S. driver's license) to use for personal ID on a daily basis. More information about how to apply for this card: [www.dol.wa.gov/driverslicense/gettingidcard.html](http://www.dol.wa.gov/driverslicense/gettingidcard.html)

## KNOW YOUR RIGHTS: WHAT TO DO IF IMMIGRATION OR POLICE STOP YOU

No matter your immigration status, you have rights when you interact with immigration agents or the police. You have the right to remain silent and the right to ask for a lawyer. The ACLU has great resources at: [www.aclu.org/feature/know-your-rights-discrimination-against-immigrants-and-muslims](http://www.aclu.org/feature/know-your-rights-discrimination-against-immigrants-and-muslims)

## CHANGE IN YOUR LOCAL OR HOME COUNTRY ADDRESS

Immigration requires you to report to the Center for International Education within 10 days every time your local or home country address changes. You can make changes to your local address through MyUW. To report a change in your home country address, you should email the new address to [uwbintl@uw.edu](mailto:uwbintl@uw.edu).

## ISHIP: UW INTERNATIONAL STUDENT HEALTH INSURANCE

Washington state laws require that international students on an F1 visa (and their dependents) maintain adequate health insurance while attending UW. You are required to enroll in iSHIP every quarter you are enrolled in classes at UW Bothell. The insurance enrollment is part of your quarterly class registration in MyUW. CIE strongly recommends that you purchase the annual coverage to ensure you have insurance during your vacation quarter if you are going to be in the U.S.

### WHAT IF I ALREADY HAVE U.S. HEALTH INSURANCE?

You may be eligible to not have to buy iSHIP; however, you must submit a health insurance waiver every quarter before the deadline (3<sup>rd</sup> Friday of the quarter). If the waiver is approved, the iSHIP charge will be taken off your UW tuition statement. More information at [www.uwb.edu/cie/health-insurance](http://www.uwb.edu/cie/health-insurance).

## ENROLLMENT

### REGISTER AS A FULL-TIME STUDENT (12 CREDITS FOR UNDERGRADUATES; 10 CREDITS FOR GRADUATE STUDENTS)

You must enroll full-time to maintain legal immigration status; your I-20 will be terminated if you aren't registered full-time. It is very difficult to register for a class after the 14<sup>th</sup> calendar day of the quarter, so you must make sure you are full-time by the first two weeks of the quarter.

#### Online/Hybrid Course

Immigration requires that the majority of your credits each quarter must be in-person courses.

#### Eastside Leadership Center (ELC) Program Students

Students who are studying in a UW Bothell program that is offered at the ELC must take the majority of their credits each quarter in classes that are held at the ELC.

#### Graduation Quarter

If you have less than full-time credits left to complete during your last quarter before graduating, it is OK that you are not a full-time student; however, you must complete a Reduced Course Load Form and submit it to the CIE office at the start of the quarter.

### REDUCED COURSE LOAD (ENROLLING LESS THAN FULL-TIME)

There are limited situations when immigration will allow you to register less than full-time, such as medical necessity or it is your graduation quarter. You must discuss with the Center for International Education to determine if you are eligible for a RCL.

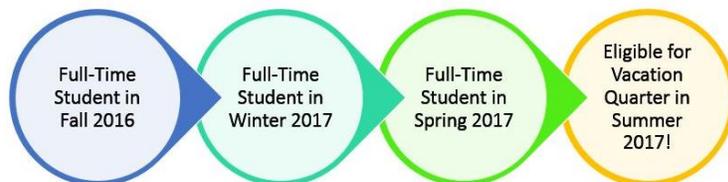
## ACADEMIC CALENDAR & IMPORTANT DEADLINES

It is your responsibility to register for classes and make changes to your schedule following UW course add/drop deadlines. After the first week of the quarter, the university will charge you schedule change fees and you will owe part of your tuition (called "Tuition Forfeiture"). You can find this important information at [www.uwb.edu/calendars](http://www.uwb.edu/calendars)

You will not be able to make changes to your quarterly schedule after the 10<sup>th</sup> calendar day of the quarter in MyUW. You will have a hold on your account, and must get approval from the Center for International Education to make a change to your schedule.

## VACATION QUARTER

Immigration requires that you study full-time for an academic year before you can take a break. At UW Bothell, this means that if you have studied full-time for three consecutive quarters, you are automatically eligible to only take the following quarter off.



Students will typically study full-time in Fall, Winter and Spring Quarter and take their Vacation Quarter in Summer. This is a good idea because it can be difficult to register as a full-time student in Summer Quarter.

During your Vacation Quarter, you can stay in the U.S. without having to take any classes, or you can go home for the quarter.

#### What if I need to go home for a quarter, but I'm not eligible for a Vacation Quarter?

Please consult with the Center for International Education office as we can discuss your particular situation and options.

## ACADEMIC WARNING, PROBATION & DISMISSAL FOR LOW SCHOLARSHIP

You must maintain good academic standing while a student in the U.S. You should meet your Professor, Academic Advisor or CIE office if you begin to have difficulties completing your class requirements. It is better to receive a bad grade in a class than to drop a course which could make you fall below full-time enrollment status. Your I-20 will be terminated if you are dismissed from UW Bothell. Information about GPA requirements for undergraduates is at: [www.uwb.edu/registration/policies/probation](http://www.uwb.edu/registration/policies/probation)

## OFFICIAL TRANSCRIPT & ENROLLMENT VERIFICATION LETTER

You can request in person at the Registrars Office or online through MyUW your official/unofficial UW Bothell transcript or an Enrollment Verification Letter. More information at: [www.uwb.edu/registration/transcript](http://www.uwb.edu/registration/transcript)

## EMPLOYMENT

### DEFINITION OF EMPLOYMENT

Employment is any work performed or services provided in exchange for money, compensation or other benefits such as a gift..

### ON-CAMPUS EMPLOYMENT

Your F1 visa already allows you to work on-campus. The following is important guidelines:

- On-campus employment is defined as the UW Bothell campus. Thus, working at UW Seattle, UW Tacoma or Cascadia College is not permitted.
- Your paycheck must come from UW Bothell. Thus, working at establishments on campus that are not UW Bothell (such as Subway) is not allowed.
- You are permitted to work on the UW Bothell campus up to 20 hours/week during an academic quarter.
- During your vacation quarter and between quarters, you may work up to 40 hours/week on campus.
- You must follow all employment regulations governing your visa status. If you have questions, come talk with the Center for International Education.

### OFF-CAMPUS EMPLOYMENT

Your F1 visa does not allow you to work off-campus. The only situations when immigration would allow you to work off-campus legally are the following, but it requires prior work authorization approval from the Center for International Education and /or immigration:

- Curricular Practical Training (CPT) for off-campus internships.
- Optional Practical Training (OPT) for working in the U.S. after you graduate from UW Bothell.
- Severe Economic Hardship (SEH) – consult CIE for eligibility.

More information about CPT and OPT and CIE workshops are at [www.uwb.edu/cie/employment](http://www.uwb.edu/cie/employment).

### ILLEGAL WORK/U.S.-BASED INCOME

Receiving any type of U.S.-based income is considered a type of illegal work in the U.S.. Any type of illegal work can cause immigration trouble for you, the employer and your future in the U.S. Illegal work/U.S.-based income is not worth the risk. If you are having financial troubles, come discuss your situation with the Center for International Education as there may be options.

## SOCIAL SECURITY NUMBER (SSN)

You are only eligible to apply for a SSN after you get a paid job offer, such as an on-campus job or approved internship. If you already have a SSN, you will use the same SSN. More information at [www.uwb.edu/cie/employment](http://www.uwb.edu/cie/employment)

## TAXES

You are required to file taxes with the Internal Revenue Service (IRS) every year, even if you don't earn any U.S. based income. Although CIE can not provide tax advice, UW and community resources to help you are available at [www.uwb.edu/cie/employment](http://www.uwb.edu/cie/employment)

## BE AWARE OF SCAMS

Unfortunately, there is a scam that often targets international students. The scam calls the student and claims that they are the IRS and that the student owes taxes otherwise they will be deported from the U.S. It is important that you understand that the IRS will never: 1) Call to demand immediate payment over the phone, nor will the agency call about taxes owed without first having mailed you a bill, 2) Threaten to immediately bring in local police or other law-enforcement groups to have you arrested for not paying, 3) Demand that you pay taxes without giving you the opportunity to question or appeal the amount they say you owe, 4) Require you to use a specific payment method for your taxes, such as a prepaid debit card, 5) Ask for credit or debit card numbers over the phone.

If you get a phone call from someone claiming to be from the IRS and asking for money, here's what you should do: Do not give out any information. Hang up immediately. Contact TIGTA to report the call by using their IRS Impersonation Scam Reporting web page at [www.treasury.gov/tigta/contact\\_report\\_scam.shtml](http://www.treasury.gov/tigta/contact_report_scam.shtml) or call 1-800-366-4484.

## **TRAVEL**

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### **TRAVEL SIGNATURE ON UW BOTHELL I-20**

You are required to have a valid travel signature on your UW Bothell I-20 every time you enter the U.S. The signature is good for one year from the date you plan to re-enter the U.S. You should plan to visit the Center for International Education office at least two weeks before your international travel to ensure you can get a signature before you travel.

### **REQUIRED DOCUMENTS FOR RE-ENTRY INTO THE U.S.**

- Valid passport
- Valid F1 visa.
- Updated I-20 with current travel signature
- Evidence of finances
- Official or unofficial UW Bothell transcript (recommend by CIE).
- Your class schedule for the current/upcoming quarter (recommend by CIE)

### **ENTERING THE U.S. FROM CANADA/MEXICO WITH AN EXPIRED F1 VISA (AUTOMATIC REVALIDATION)**

Most lawful F1 students are eligible for automatic revalidation. This allows students to solely travel to Canada, Mexico or Adjacent Islands (except Cuba) and re-enter the U.S. on an expired F1 visa. This is allowed if the trip is less than 30 days, you have a valid I-20 and valid passport.

Exceptions: The following students are not eligible for the Automatic Revalidation: 1) F1 student who applies for a new visa in Canada/Mexico, and 2) Citizens of Cuba, Iraq, Iran, North Korea, Sudan or Syria.

### **EXECUTIVE ORDER BY PRESIDENT TRUMP ON TRAVEL**

Please keep updated with the current travel ban executive order and how it may impact you, at [www.uwb.edu/cie](http://www.uwb.edu/cie)

## **TRANSFERRING OUT FROM UW BOTHELL**

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If you intend to transfer to another school before graduating from UW Bothell, you must drop all of your classes if you are currently registered (UW will not drop you from your classes). You must receive admission to your new school, and complete all paperwork with the Center for International Education office to transfer your I20 to your new school.

The start date at your new school must be within 5 months of your "transfer date" in SEVIS or your new program completion, whichever is earlier.

If you are on OPT, your work authorization will automatically be terminated on the date your I20 is transferred, so plan carefully.

## **GRADUATING FROM UW BOTHELL**

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### **60-DAY GRACE PERIOD**

Once you have successfully completed your program, you have 60 days starting from your I-20 program end date to take one of the following actions. If you depart the U.S. during this time, you can not re-enter the U.S., so plan your travel carefully.

- Depart the U.S.
- Begin Optional Practical Training (if your application has been approved by USCIS)
- Transfer your SEVIS/I-20 record to another school
- Update your SEVIS/I-20 record to reflect your new program of study at UW Bothell
- Change your immigration status (such as applying for a different visa type or applying for permanent residency /green card)

# CONTACT US

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## CENTER FOR INTERNATIONAL EDUCATION

HUSKY HALL 1212, 18115 CAMPUS WAY NE, BOTHELL, WA 98011

[WWW.UWB.EDU/CIE](http://WWW.UWB.EDU/CIE)

[UWBINTL@UW.EDU](mailto:UWBINTL@UW.EDU)

425-352-3876