Sponsored Student Immigration Essentials
Agenda

1) Welcome to CU and ISSS
2) Maintaining F1 immigration Status
3) Resources & Reminders
4) Get Involved at CU
5) Upcoming Events
6) CU Boulder: Get involved!
7) Final Thoughts and Questions?
8) Head to the Lab!
Meet the Sponsored Student Services Team!

Paige Progar  
Assistant Director, International Sponsored Student Services  
Paige.Progar@Colorado.edu

Tori Hoeninghausen  
International Sponsored Student Assistant Advisor  
Victoria.Hoeninghausen@Colorado.edu

Ben Holubiak  
Student Assistant

Hannah Graham  
International Student Advisor  
Hannah.Graham@Colorado.edu

sponsoredadvising@colorado.edu
Meet the Sponsored Student Academic Coach

Brandy Monckton
Senior Academic Coach, International Sponsored Students
Brandy.Monckton@colorado.edu
CASE East Building
Schedule Appointments through Buff Portal Advising
International Student and Scholar Services (ISSS)

**Sponsored Student Advising Hours**
- Monday, Tuesday, Friday: 12:00pm-3:00pm
- Wednesday, Thursday: 10:00am-1:00pm and 2:00pm-3:00pm

**Location**
Center For Community (C4C), S355
2249 Willard Loop Drive

**Contact Information**
Email: sponsoredadvising@colorado.edu
Phone: (303) 492-8057
Web: [http://www.colorado.edu/isss](http://www.colorado.edu/isss)
Maintaining F1 immigration Status

- It is **YOUR** responsibility to maintain your immigration status.
- ISSS is available to answer questions and provide advice.

Know your resources:
- International Student and Scholar Services
- Student and Exchange Visitor Program
- Department of Homeland Security
- Customs and Border Protection
- Study in the States
1) Report your arrival to International Student & Scholar Services (ISSS)

It’s a 2-step process:

☑ Attend an Immigration Essentials Session

❓ Submit Immigration Reporting Form (Online through DocuSign).

You will:

• Upload your I-94 (and your dependents’ I-94s)
• Enter your local Colorado address and contact information
• Read carefully and sign the Student Responsibilities Contract
2) Review the International Student Responsibilities Contract

- The information presented is summarized from the Student Responsibilities Contract.

- Read the full Student Responsibilities Contract to ensure you understand the information presented
  - It is attached to the back of the Immigration Reporting Session Handout Checklist.
3) Document Review

Passport

- Your passport is the legal document issued by your country of citizenship.

- Your passport must always be valid:
  - at least 6 months after your date of entry
  - at least 6 months after your program ends
  - at all times while you are in the U.S.

- Renew your passport through your embassy or your consular office in the United States.
3) Document Review

Visa

- Located in your passport
- Cannot renew in the U.S.
- It is okay if it expires while you are in the U.S.
- Need a valid visa at the port of entry (Canadian citizens do not need a visa).

- **Exception**: Travel to Canada, Mexico, or the adjacent Islands and qualify for automatic visa revalidation

Did you know your visa can be revoked??
Visa Revocation

- If you are arrested for a DUI (driving under the influence) your visa will be revoked.
  - **Please note:** As an international student studying in the U.S. you are subject to federal law, **NOT** Colorado state law

- A conviction is not required, just an arrest.

- If you exit the U.S. with a revoked visa, a new visa will be required for re-entry.

- If your visa is revoked, and you attempt to fly to / enter the U.S., you could be sent back by the airline before boarding the plane, before taking a connecting flight, or at POE.

- You may become ineligible for future benefits, such as employment.
Legal Issues

• If you experience any legal issues while you are here (arrests, court dates, license revocation, etc.), please come see us for advising immediately so we can advise you.

• Legal issues can impact your immigration status.
Port of Entry Stamp in your Passport

**Date of Entry:** Your date of entry should be noted on the Port of Entry stamp.

**Status:** Your correct status should be noted on the stamp. F-1 or J-1 for most international students.

**Expiration:** D/S (duration of status)
Documentation of Status in the U.S.

- Duration of Status (D/S) vs. Visa Validity
- Remember! You can lose your status!
- Keep your documents safe
- ISSS only keeps your documents for 3 years after you graduate
3) Document Review
I-20 (Certificate of Eligibility)

• Needed to obtain your visa and entry to the U.S.
• **Make sure your I-20 is accurate at all times.**
  • If something has changed, please email sponsoredadvising@colorado.edu or see a Sponsored Student Advisor.
• Keep every I-20 you ever receive.
• The expiration date depends on when you complete your course of study.
  • If you will not complete your degree or program by the end date on your document, request an extension at least one month before the document expires.
I-20
Certificate of Eligibility for Nonimmigrant (F-1) Status

<table>
<thead>
<tr>
<th>SEVIS ID Number</th>
<th>Program End Date</th>
<th>Sign Your I-20 Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>90004705512</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3) Document Review

I-94

- Establishes your status in the U.S. and records your arrival and departure
- Review your I-94 after every entry to the U.S. to ensure your information is correct
- Resources:
  - [Download your I-94](#)
  - [I-94 printing instructions](#)

Class of Admission
Should match the visa
(F-1 / Dependents: F-2)

Admit Until Date for F Status
D/S
(Duration of Status)

Electronic I-94 Printout

Get I-94 Information  I-94 FAQ

Most Recent I-94

Admission (I-94) Record Number: 86753099999
Most Recent Date of Entry: 2014 January 03
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname: SIMPSON
First (Given) Name: LISA
Birth Date: 1979 AUG 11
Passport Number: J9876543
Country of Issuance: Australia

U.S. Customs and Border Protection
Securing America’s Borders
4) Attend the school you are authorized to attend!
5) Provide an updated local Colorado address, home country address and a phone number in Buff Portal

- Ensure both your local (U.S. address) and F1/J1 international (home country) addresses are accurate and up to date
- A P.O. Box is not acceptable
- Update your address within 10 days of moving
- You must also keep an accurate phone number in Buff Portal

Directions to Update Address in Buff Portal
6) Maintain full-time enrollment

Undergraduate Students: 12 credit hours per semester

Graduate Students: 5 graduate credit hours per semester
• If you are taking a combination of graduate and undergraduate courses: 8 credit hours per semester
• Registration requirements may change later in a program.

**Your sponsor may require additional credit hours.

Note: No more than 3 credits of distance learning credits (such as online course credits) will count towards the full-time requirement for both undergraduate and graduate students.
DO NOT DROP BELOW A FULL COURSE OF STUDY WITHOUT PRIOR APPROVAL FROM ISSS!

• It is important to be enrolled full time by the start of classes, January 13th.
• On January 30th, 2020, a hold will prevent you from dropping any courses. You will need to see a Sponsored Student Advisor if you want to drop a course.
• The hold is in place to prevent you from dropping below full time and falling out of status, as ISSS is required to terminate underenrolled students after our SEVIS reporting deadline, February 12th.
• Reduced Course Load option: F1 immigration regulations allow for a Reduced Course Load (RCL) for a few, specific medical and academic reasons. This requires prior approval from a Sponsored Student Advisor.
• Please see a Sponsored Student Advisor before taking an incomplete.
7) Course Types

- Your sponsor may not allow you to take online courses or courses through Continuing Education.
- Your sponsor may require you obtain pre-approval for independent study courses.
- It is your responsibility to make sure you comply with your sponsor’s course type restrictions and requirements.
- Your sponsor asks us to report the types of classes you take.
8) Do NOT work on-campus for more than 20 hours per week while school is in session

Note: On-campus employment means:
1. You will be paid by CU-Boulder
   OR
2. You are working for a non-CU company that is located on the CU Boulder campus AND your duties directly serve CU Boulder students (such as working at Subway in the UMC).
   • NOT on-campus work: working online for a company not located on campus, driving for Uber or Lyft, or private tutoring.
9) Do NOT Work Off-Campus without authorization

- If you work off-campus without PRIOR authorization from a Sponsored Student Advisor, your F1 status will be terminated and you will have to depart the U.S. immediately.
  - You must receive approval for employment from ISSS first!
- You may be eligible for OPT and CPT after 2 semesters
10) Do NOT leave the U.S. without letting ISSS know

- Do not take a leave of absence or withdraw from classes (*without prior authorization from ISSS*)

- **Before departing the U.S., it is your responsibility to notify the university and a Sponsored Student Advisor about your departure.**
Taking an international trip? Get a Travel Signature!

11) Travel Signatures

- You need a travel signature on your I-20 to re-enter the U.S.
- Do not wait until the last minute! **Plan ahead!**

**A Sponsored Student Advisor will sign on page 2 of your I-20.**
12) If you want to transfer to another school, follow the immigration transfer procedures

- Complete the SEVIS Record Transfer-Out Request and provide ISSS with a copy of your proof of admission to the new school.
- You must ask a Sponsored Student Advisor to transfer your SEVIS record.
13) One semester before you graduate, come see a Sponsored Student Advisor so we can help you with your immigration options!
14) Observe the grace period upon completion of studies

60 days for F1 students

What is a “grace period”?

• After successfully completing your academic program at CU Boulder, you may remain in the U.S. for 60 days to finalize your next steps.
• If you do not complete your degree, you will not receive the grace period.
• After completing/terminating program, you can no longer enter the U.S. in F1 status using your completed I-20.
Resources & Reminders

Reminders!
15) Tax Return Obligation

- File a tax return with the U.S. Internal Revenue Service (IRS) by April 15th.
- This tax obligation is required for every international individual EVERY year, regardless if you work/earn money in the U.S. or not.
- ISSS and your Sponsored Student Advisor cannot provide tax advice or a tax software program.
- You can consult the IRS, a commercial tax preparer, or use one of the tax software programs created especially for international students.
  - Do NOT use TurboTax; it does not work for international students.
16) Social Security Number (SSN)

- A SSN is a unique number assigned to you. Keep it somewhere secure and safe!
- Do not share your Social Security Number with ANYONE other than your employer (for payment) and your bank!
- You do not need (and are not eligible for) a SSN unless you have a job.
  - You **DO NOT** need to have a SSN to apply for a job or to start a job in the U.S. (as long as you have proper authorization).
  - You **DO** need to have a SSN to be paid by an employer in the U.S.
  - You **DO** need a job offer letter to apply for a SSN.

Additional information about applying for a SSN
17) Open a Bank Account

Want to access money???

Here are some banks that **DO NOT** require SSN:

Most banks, including Elevations Credit Union, **require** an SSN:
18) Waive CU Health Insurance

• The deadline to waive CU Health Insurance is February 5th, 2020. Waiving after this date puts you at risk of accruing late finance charges. The final date to waive is February 19th, 2020. Your Sponsor cannot waive it for you!

• If you do not waive your insurance you will have to pay the $1,874 fee yourself.

• Your sponsor is providing your health insurance (except for SCO students), therefore you must waive the University health insurance policy again every Fall semester.

Questions?
Call the Student Health Plans Office 303-492-5107 or visit Wardenburg.
Can I use CU Medical Services on my insurance?

- Yes
  - Health Services has changed their policy and will now bill all insurance companies directly.

  OR

- You may purchase the BuffCare plan on top of your sponsor given insurance for $225. BuffCare covers out-of-pocket expenses for on-campus care including co-pays, co-insurance and deductible costs.
19) Submit Immunization Records to CU Medical Services at Wardenburg

- You must provide proof of immunization to CU Medical Services by **February 19th, 2020**.
- If you do not meet this deadline, you will be assessed **$25 late penalty** and **you will not be allowed to register for classes**.
- You can find out more information about this at: [CU Medical Services: New Student Information](#).
20) FERPA Release and Transcript Release

In order for us to provide your sponsor with the information they need about you, **you must sign a FERPA Release form online** in myCUinfo and a **paper Transcript Release Form**.
21) Emergency Contacts

- You will be required to add at least one emergency contact before you are allowed to enroll in classes each semester.
- ISSS recommends adding several contacts.
- **Please note:** the University can only contact the people you list as your emergency contact and cannot provide information to anyone else – even if they ask.
- In addition to your family, consider adding someone in the U.S. such as your sponsor and/or your roommates and good friends.
22) Security Passphrase

- If you call ISSS and talk to a Sponsored Student Advisor on the phone, the advisor will ask you to give your security passphrase in order to confirm your identity.
- Your sponsor does not need to know your security passphrase, it is for your use when calling a campus office.
- **Set your Security Passphrase** up through Buff Portal.
23) Confirm 3rd Party Billing has a current copy of your Financial Guarantee from your Sponsor

- Spring 2020 Tuition is due **February 5th, 2020**
- **Before February 5th**, you should email 3rd Party Billing (3rdparty@colorado.edu) to make sure your sponsor has sent them a current Financial Guarantee to avoid having to pay late and finance charges.
- It is your responsibility to make sure the Bursar always has an updated financial guarantee.
- Check your account in Buff Portal and make sure your tuition gets paid.
- Check your account every month for unpaid fees -- **Optional fees are not paid by sponsor**
  - Financial holds prevent transcripts from being sent to sponsor.
Questions about your bill?

Visit the Bursars office or bursar.colorado.edu

Sponsored students:
Email: 3rdparty@colorado.edu
Call: 303-492-7496
Visit: Regent Hall

Bursar’s Office in Regent Hall
• If you still have questions we can help you - please contact ISSS Sponsored Student Advisors.
24) Get a Buff OneCard

- **If you live off campus** you can get your Buff OneCard at the ID Card Office.
  - Bring your passport or other form of identification and student ID number.

**Buff OneCard Office:**
Center for Community N180
Office hours: 8am-5pm
Monday-Friday

- **If you are a first year student living in the residence halls**, you will receive your Buff OneCard at your residence hall when you check in.

*It’s an essential part of being a student at CU!*
Stay in the loop!

25) Access your CU e-mail

• Firstname.lastname@colorado.edu or your identikey@colorado.edu

• Accessed through gmail.com

• Check your CU email **daily**, even when you are in your home country on vacation! **You are responsible for information emailed to you at this account, be sure to read all official emails!**

• Avoid forwarding your CU email to too many different accounts
26) Pay attention to emails and alerts from isss@Colorado.edu or sponsoredadvising@Colorado.edu

- Please be sure to read these emails right away. They will help you avoid problems with your immigration status.
- Your @colorado.edu email address will be automatically subscribed to this list.
27) Look out for the monthly ISSS Newsletter

- The ISSS Newsletter is emailed to all international students and scholars usually on the first Tuesday every month.
- The ISSS Newsletter includes articles about **fun activities**, **interesting information** and other **critical immigration updates**.
- You can also submit content to share with the international community!
28) Add a phone number for CU’s Boulder Alert System

- Receive email and/or text message alerts about potential emergencies or weather closings on campus.
- You are automatically registered using your @colorado.edu email address once you become an active student.
- You will be prompted to add a phone number during course registration periods and update as needed in your Buff Portal.
29) Register your laptop and bicycle with the CU Police

- **Register your laptop with CU Police.**
  - Bring your laptop to one of the registration sites so that the computer can be marked with a tamper-resistant sticker.

- **Register your bicycle with CU Police.**
  - To register your bicycle fill out the online google forum or bring your bike to one of the CU Bike Stations (located by the UMC and Folsom Field).
31) Take the Community Equity Training Online & the Effective Bystander Intervention Skills Training

- **2 Trainings required** for all undergraduate students:
  
  1. The Community Equity Training in [D2L](#)
  
  2. Effective Bystander Intervention Skills Training
     - Attend within the first three weeks of the semester and [sign up for the Effective Bystander Intervention Skills Training](#) in advance!
     - If you have questions or concerns, please contact [the Office of Institutional Equity and Compliance](#).

- **Note**: If you do not complete these trainings, there will be a hold on your account that will prevent future class registration and have possible consequences for your immigration status.
32) Driver’s License

• You should take driving lessons if you do not already have a driver’s license in your home country.

• Before taking a driving test, it is a good idea to review the driver’s manual online.
33) Parking on Campus

- There is no free parking on campus. Make sure you pay the hourly fees to avoid an expensive parking ticket.

- If you park more than a few times a month, it may be cost effective to buy a Student Parking Permit.

- Your sponsor will not pay for parking tickets.
34) Scam Warning

Scammers will:

- Pose as bank/ government/ immigration officials, or potential employers.
- Claim false problems with your immigration record or account
- Demand money or account information immediately
- Threaten with arrest or account closure
- Please also be careful when shopping online for things such as cars, pets, and other expensive items.
What to do if a scammer calls you:

► Hang up!
► Do not provide any personal information
► Do not provide any payment
► Legitimate banks/ government/ immigration officers and potential employers will never:
  ► call you to ask for account info or payment over the phone
  ► call you to discuss an immediate deportation or arrest
  ► threaten you

Remember the 3 R’s:
1. Recognize
2. Refuse
3. Report
What to do if a scammer calls you:

Reporting Scams
In addition to reporting a scam to the local police department, you can also report a scam to the following offices:

• Colorado Attorney General’s Office

You may want to contact the following offices to seek additional support or assistance
All offices are located at CU Boulder:

• OVA
• CAPS
• CUPD
ISSSS Programs

Location: C4C, Room S355

Programs we offer
• Peer Mentor Program
• Excursions
• International Festival
• CU International Club
  • International Coffee Hour
International Peer Mentor Program

- Get matched with an International Student Peer Mentor
- FREE social activities
- Peer Mentor Program Website
Excursions

- Hikes & outdoor adventures
- Sporting events
- Cultural events

http://www.colorado.edu/isss/events
International Festival Committee

- International Festival
- Booths, performances and food samples
- Interest meetings: January 27th, 28th: 4-5PM C4C S350
- [https://www.colorado.edu/event/ifest/](https://www.colorado.edu/event/ifest/)
International Coffee Hour

When: Fridays 4 – 5:30 pm
Where: UMC Grill

Where’s The Food Friday?

When: Fridays after Coffee Hour
Where: Varies

Facebook.com/cuinternational
internationalcu.com
International Events on Campus

Like the ISSS Facebook page:
https://www.facebook.com/ISSSSCU

Snapchat
ADD US! CUSpnsrdStdnt

Instagram
https://www.instagram.com/isss.cu
CU Boulder: Get Involved!
Student Groups

See them all [here](#)!
Mark your calendars.....

Upcoming Events!
Upcoming Events

1st International Coffee Hour
   January 17th from 4-5:30pm in the UMC Alfred Packer Grill

Pizza & Perspectives – United Kingdom
   January 29th from 11:30am to 12:30pm in UMC 247

International Festival (IFest) Interest Meetings
   January 27th, 28th: 4:00-5:00PM C4C S350

Sponsored Student Reception
   January 30th, at 5:00pm in the Old Main Heritage Center

Rocky Mountain National Park Snowshoeing Trip w/ Rec Center
   February 2nd, February 12th

CPT Workshop
   February 15th, at 3:00-4:30pm

International Festival
   April 12th, 2:00-7:00pm at the UMC
Sponsored Student Reception

• **January 30, 2020 in the Old Main Heritage Center from 5pm – 7pm**
• Academic advisors are invited to talk briefly and answer questions.
• Includes a FREE halal meal!
• **Required for all incoming Sponsored Students**

All Students: *Check with your home department, school or college for required orientation information.*
Stay Tuned...
Stay Connected! Follow us!

CUSpnsrdStdnt
&
ISSS CU Boulder
Next we will be heading to the lab to do a FERPA Release Online...

PLEASE FOLLOW THE HANDOUT CLOSELY
The release will look like this...

Click “All Education Records” to release all the information your sponsor needs (this does not include CU Medical Services).

For “Organization” please check your instructions to see if you should use the drop down.

For authorization phrase please use the ID number your sponsor has given you.
Now please fill out the Transcript Release Form
Example of a Completed Check-off Sheet (on the back of the Transcript Release Form)

Sponsored Student Information Release Check-off Sheet

A. Please complete the section below with your scholarship information:
Please provide the ID number given to you by your scholarship sponsor and use this number as your password for your Online Information Release:

XX-XXXX

Please write the name and contact information of your academic advisor from your scholarship sponsor’s office:

Advisor’s name: John Smith
Advisor’s email address: john.smith@spencer.com
Advisor’s phone number:

As you complete each of the steps below, please ask Paige, Tori, or Ben to review it and stamp this form. Be sure to turn in the completed and stamped form to us before you leave:

1. Completed Transcript Release form (the other side of this sheet)
   
2. Created a Security Passphrase (in the computer lab)
   
3. Completed an Online Information Release form (in the computer lab)

Make sure you have all three boxes stamped by Paige, Tori, or Ben before you leave!
Final Thoughts & Questions?
Let’s go to the lab!