

International Student Handbook (2021-2022)



MISSION STATEMENT

*To develop men and women of character and leadership
by inculcating quality Christian education through
healthy institutional services so that they may make
meaningful contributions to the world.*

OMNIS ARBOR BONA FRUCTUS BONOS FACIT

“Good Tree, Good Fruit”

WELCOME

Welcome to the Washington University of Virginia! We are delighted that you considered our SEVP-certified college to achieve your academic goals. We believe that our multi-ethnic, Christian college can provide an excellent, affordable education while broadening your understanding of the world. Our international students, totaling approximately 400, come from over 50 countries.

WUV has three schools: The Neal T. Jones Seminary, the School of Business & Technology, and the College of Arts & Science, offering degree programs related to Theology, Ministry, Counseling, Business Administration, Management Information Systems, Accounting, and Computer Science. Some degree programs are offered in English and Korean, and the majority of our faculty and staff is bilingual. In addition, our Lingua Franca Institute (LFI) offers an intensive English language program. For more information on any of our programs, check out our website **www.wuv.edu**

There is much you need to know to be a college student in the United States and at WUV. General information for all international and resident students can be found on our website and in the WUV Student Handbook.

As an F-1 international student, you must also know your responsibilities and rights, and maintain your status while in the United States. This International Student Handbook will help you with that. It provides you with basic information, so it may not include *all* the situations which could affect your status in the U.S. Because immigration policies and procedures change frequently, you may need further explanation. Please contact the Admissions & Registrar’s Office or make an appointment with a Designated School Officer (DSO). In certain circumstances, you may also need to seek the advice of an attorney.

Student orientation at the beginning of each semester also provides you with important information from the college and degree departments. For an orientation schedule, please check wuv.edu/academic-calendars or call the Admissions & Registrar’s office.

Resources for studying in the U.S:

Information about studying in the U.S.	https://studyinthestates.dhs.gov
U.S. Citizenship and Immigration Services (USCIS)	http://www.uscis.gov/
U.S. Customs and Border Protection (CBP)	http://www.cbp.gov/
U.S. Department of Homeland Security (DHS)	http://www.dhs.gov/
International Student and Exchange Visitor Program (SEVP)	http://www.ice.gov/sevis/
Informational Video	www.youtube.com/watch?v=f5hMolhPyck

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Overview

Offices at WUV

WUV is located at 4300 & 4302 Evergreen Lane in Annandale, Virginia. For any office at the college, call the main number 703.333.5904 and dial the appropriate extension number.

Admissions, Registrar, Designated School Officials (DSO) and the Business Office are all on the second floor of the 4300 building.

Office Hours: Monday to Friday

9:00 am to 6:00 pm

(Closed for Lunch: 1pm - 2pm)

Closed for most major holidays.

Schools & Degrees/Programs Offered

WUV has three colleges: Neal T. Jones Seminary, The College of Arts and Science, and The School of Business & Technology.

WUV has an intensive English language program: The Lingua Franca Institute.

The Neal T. Jones Seminary offers four degree programs:

- Master of Divinity (M.Div.)
- Master of Christian Counseling (M.C.C.)
- Doctor of Ministry (D.Min.)
- Doctor of Clinical Pastoral Counseling (D.C.P.C.)

The College of Arts and Science offers two degree programs (in addition to providing biblical requirement courses for all undergraduate and graduate degrees):

- Bachelor of Arts in Biblical Studies (B.A.B)
- Bachelor of Science in Family Studies (B.S.F.)

The School of Business & Technology (SBT) offers six degree programs:

- Bachelor of Business Administration (B.B.A.)
- Bachelor of Science in Accounting (B.S.A.)
- Bachelor of Arts in Computer Science (B.C.S.)
- Master of Business Administration (M.B.A.)
- Master of Science in Computer Science (M.C.S)
- Master of Science in Management Information Systems (M.I.S)

The Lingua Franca Institute (LFI) offers Intensive English courses:

- Certificate of Completion each semester (*non-degree program*)

Applying to the College

There is a *non-refundable* \$100 **application fee** for all programs at WUV. If you are a current student who wants to change program levels, you are considered a “new” student, and you must re-apply to the college and pay the application fee again.

Application

There are 3 different Admission applications:

- Undergraduate* (Bachelor programs),
- Graduate* (Master and Doctorate programs), and
- ESL- Intensive English* (Lingua Franca Institute).

Each program application at WUV has two parts: WUV Admission Application and I-20 Application. You can obtain both applications online at wuv.edu/forms or contact the Admissions office.

Download the applications to your computer and complete them by TYPING your answers. *Hand-written applications may not be accepted.* Then, email the applications to admissions@wuv.edu or print the applications and apply in person.

If you have any questions, you can fill out the Admissions Inquiry under Apply Now or call the college at 703.333.5904. The college website has important dates you must follow wuv.edu/academic-calendars

Filling Out the Application

Admission Guide

There are three pages (2, 3, & 5) of the application that must be initialized - first letter of your given and family name

Admission Application

Start at the top and select the appropriate *semester* you wish to begin and the program you wish to study in. *Note: Some students who choose Fall semester may need to start in the Summer session. And some students who choose Spring semester may need to start in the Winter session.*

- 1) *Personal Information:* Your first (given) name, your last (family) name, and your birthdate must exactly match your name and birthdate on your PASSPORT. (Your name on your passport is used to create your I-20). If you are overseas, please put down an international phone number, but you do not need a U.S. address until you arrive in the U.S.
- 2) *Academic Information:* List all previous schools you have attended with year of graduation, major, and degree received.

- 3) *Religious Information:* Write your religion and any place of worship you attend in the U.S.
- 4) *Emergency Contact:* Please give us information on at least one person we can contact in case of emergency.
- 5) **At the bottom in the box, remember to read, sign, and date.**

I-20 Application

The second page is an I-20 Application. Make sure this application is filled out completely & correctly.

- 1) *Personal Information:* Your first (given) name, your last (family) name, and your birthdate must match your name and birthdate on your PASSPORT. (Your name on your passport is used to create your I-20). Even if you are in the U.S., you must put down your foreign address. **NEW:** You also need to add your city of birth. This should also match the information on your passport (if given).
- 2) *Financial Information:* Write the total funds you have available for your education and living expenses that you want shown on your I-20. The minimum is \$20,000 for an F-1 without dependents. This available amount must be proven with a current financial statement (*See Proof of Financial Status*). If you are supporting yourself, put down "self" for the relationship. If you have a sponsor, put down the sponsor's relationship to you. *For example, if your sponsor is your father, write "father".*
- 3) *Dependent Information:* If you have a spouse (husband or wife) or unmarried children (under 21 years old) and want them to be your dependents, fill out the information for each dependent. For each dependent, you must show another \$6,000 for support. Make sure the information matches their PASSPORT.
- 4) **Signature: Print your name, sign your name, and date the application. Applications cannot be accepted without a signature.**

International Students must provide:

- Passport-size color photo (for student ID card)
- Valid Passport, Visa, and I-94 for F-1 and any F-2 dependents.
- Valid Driver's License (if you have one)
- Current I-20 (for transfer students)
- Proof of English skills (for degree program students, not ESL)
 - a) Minimum iBT TOEFL score =68 / PBT =520 / IELTS =5.5 / TEPS =546, or
 - b) Minimum 1 year in a U.S. degree program, or
 - c) Minimum one full academic semester of Advanced ESL
- Course-by-Course Evaluation (for degree students)
- Proof of Financial Status (bank statement)
- Declaration of Support (if you have a sponsor)

Proof for Financial Status

All F-1 students must demonstrate that they have enough funds to support their education and living expenses while studying in the U.S. The funds can come from the student (self-sponsor) or a sponsor. An F-1 must prove at least \$6,000 for tuition and \$14,000 for living expenses – totaling \$20,000. If you have F-2 dependents, you must also show financial support for them. For *each* dependent, an additional \$6,000 must be proven.

Self-sponsor: *In order to support yourself, here are some guidelines:*

- You must provide a certificate of deposit or another financial document from the bank with the funds. *This document must be dated within 3 months of applying to WUV.*
- This financial document must show at least the minimum amount to support your tuition, fees, and living expenses for one academic year = \$20,000 (without dependents)
- For *each* dependent, an additional \$6,000 must be proven.
- All financial documents must be in English to show account holder's name, statement date, and U.S. currency.
- We do not return any documents to the student. Make copies, if necessary, before you give us the original.

Other Sponsor: *If you are not paying for your own education, then you must have a financial sponsor. The sponsor must:*

- Complete and sign the Declaration of Financial Support Form
- Prove at least a minimum of the expenses for one academic year by providing a certificate of deposit or another financial document from the bank with the funds. *This document must be dated within 3 months of applying to WUV.*
- Prove at least \$20,000 (tuition \$6,000 plus living expenses \$14,000) for an F-1 without dependents. For *each* dependent, an additional \$6,000 must be proven.
- All certificates of deposit or other financial documents must be *in English to show the account holder's name, statement date, and U.S. currency.*
- We do not return any documents to the student or sponsor. Make copies, if necessary, before you give us the original.
- When payment is made by a sponsor, there must be a Declaration of Financial Support on file. (We do not accept a non-sponsor third-party payment.)

Additional Documents

Any additional documents and essays needed for individual degree programs are listed on WUV's website. <http://www.wuv.edu/application-requirements/>

Obtaining Your Form I-20

A Form I-20 is also called *Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students*. This 3-page document certifies that a non-immigrant student has been admitted to a SEVP-certified school to study full-time. It contains your SEVIS number, biographical information, school and program information, dates, financial information, required signatures, and other necessary information for your program. If dependents (spouse or unmarried minor children) accompany you, they will receive I-20s with F-2 status. Certain documents and adequate financial support are necessary to report dependents on your I-20.

You should always verify your information on your Active I-20 before you sign it. Signing your I-20 acknowledges that all information on it is correct.

Obtaining a Form I-20

The way you acquire a Form I-20 depends on how you apply to WUV – as *an overseas student, a transfer-in student, or a change of status student*. To apply to our college, go to wuv.edu and search for the appropriate application for your program of study. The website also has the important dates you must follow for applying and registering. (*See: Applying to the College*)

Note: If you do not register for courses by the deadline, your I-20 will either be cancelled or terminated.

After classes begin, we will issue an *Active I-20*. You can pick up your I-20 in the Admissions & Registrar's office. **Please keep your signed, original I-20 in a safe place.** If you damage or lose your I-20, you can get a reprinted one for a fee. After you fill out a request form and pay the fee, a reprint will be available within 3 business days.

Overseas Students

The USCIS Chart of the International Student Life Cycle is at

https://studyinthestates.dhs.gov/sites/default/files/SEVP_International%20Student%20Life%20cycle_Oct%202015.pdf

Note: If you are applying to our intensive English program, you must be placed in the program before you apply. Please contact the ESL Director.

If you would like to study at WUV and you are *currently living outside the U.S.*, you must follow procedures to enter the U.S. and begin your program of study. More information can be found at studyinthestates.dhs.gov/students.

- 1) Obtain a WUV Admission Application and I-20 Application online at wuv.edu. Download the applications to your computer and complete them by TYPING your answers and signing them. Hand-written applications may not be accepted. Then, email the applications to admissions@wuv.edu or print the applications and apply in person. If you have any questions, you can fill out the Inquiry under Apply Now or call the college at 703.333.5904. (*See: Applying to the College*)
- 2) Provide the requested documents and pay WUV's application fee. There is also a mailing fee to send documents overseas. (*see: Applying to the College*)

- 3) If you are granted admission to a WUV program, you will receive an official **Acceptance Letter and an Initial I-20** within 10 – 20 business days due to overseas mailing. You must sign the Initial I-20.
- 4) Pay the I-901 SEVIS fee at FMJFEE.com. The fee is paid directly to DHS. It is not included in the application fee for the college. This fee should be paid at least 3 business days before your visa interview.
- 5) F-1 Visa Interview. You must bring your Form I-20, I-901 receipt, and other required documents to a U.S. embassy or consulate for your visa interview.
- 6) Once you receive your F-1 visa, plan to arrive in the U.S. *no more than 30 days* before your program start date on your I-20. You must present your I-20 and visa to the U.S. Customs & Border Protection at the port of entry. If you arrive earlier than 30 days before your start date, your entry into the U.S. may be denied.
- 7) If you do **not** receive visa approval in time for your program start date, you must notify WUV before your program start date. You can find your start date on your Acceptance Letter or the first page of your I-20 in the Program of Study section. *Note: If you do not notify WUV, then your I-20 will eventually be cancelled.*
- 8) If you get denied visa approval and you would like to try again, you need to request a new I-20 with a new start date. There is a fee to create an I-20 with a new start date and a mailing fee to send it overseas. *Note: If you do not notify WUV of your decision and do not request a new I-20, then your I-20 will eventually be cancelled.*
- 9) Once you arrive in the US, come to the Admissions & Registrar's office as soon as possible to finalize the admission process, register for courses, and make tuition payment arrangements. Bring any requested documents.

Transfer-In Students

Note: If you are applying to our intensive English program, you must be placed in the program before you apply. Please contact the ESL Director.

If you are attending another SEVP-accredited school and wish to transfer into WUV, you must do the following:

- 1) Obtain a WUV Admission Application and I-20 Application online at wuv.edu or come to the Admissions & Registrar's office. Download the applications to your computer and complete them by TYPING your answers and signing them. *Hand-written applications may not be accepted.* Then, email the applications to admissions@wuv.edu or print the applications and apply in person. If you have any questions, you can fill out the Inquiry under Apply Now or call the college at 703.333.5904. *(See: Applying to the College)*
- 2) Provide requested documents and pay WUV's application fee. *(See: Applying to the College)*
- 3) If you are granted admission to a WUV program, you will receive an official **Acceptance Letter and Eligibility Form** to bring to your current school. Your current school needs this letter and form to transfer your I-20 to WUV. You must fill it out and sign the student section before giving it to your school. *Note: If your I-20 is Terminated or Completed from the current school, WUV will not accept your application.*

- 4) When your current school completes the Eligibility Form and transfers your I-20 to WUV, we will need all your admissions documents to create your Initial I-20.
- 5) Contact the Admissions & Registrar's office as soon as possible for course registration and payment arrangement of tuition. Submit any requested documents to complete the application.

Change of Status (COS) Students

Note: If you are applying to our intensive English program, you must be placed in the program before you apply. Please contact the ESL Director.

Prospective students who want to change to F-1 status must follow the process outlined in this section. It is the students' responsibility to maintain their current status while they wait for the COS. Different visas have different requirements, so please go to uscis.gov for more specific information or consult an attorney

General Information:

- If you want to take classes while your F-1 is pending, then your visa must be valid within 30 days of your program's start date. For example, if your visa expires on August 5th, then your start date must be BEFORE Sept. 4th. If your start date is later, then you cannot apply to the college.
- If you leave the U.S. while your COS is pending, USCIS will cancel your application.
- If your COS status is approved, you will get the benefits of F-1 status while in the U.S. However, you will forfeit your F-1 status if you leave the U.S. Therefore, you would have to re-apply for an F-1 at a U.S. Embassy, preferably in your home country.

Process for Change of Status (COS):

To apply for a Change of Status with USCIS, you must have a school and a start date.

- 1) Download the applications to your computer and complete them by TYPING your answers and signing them. Hand-written applications may not be accepted. Then, email the applications to **admissions@wuv.edu** or print the applications and apply in person. If you have any questions, you can fill out the Admissions Inquiry under Apply Now or call the college at 703.333.5904. (*See: Applying to the College*)
- 2) Provide requested documents and pay WUV's application fee. (*See Applying to the College*)
- 3) If you are granted admission to a WUV program, you will get an **Acceptance Letter and an Initial I-20**.
- 4) You will need this Initial I-20 to apply to USCIS.
 - *The process to apply to USCIS can be found at **studyinthestates.dhs.gov/change-of-status***
 - *The Change of Status application is at **uscis.gov/i-539***
 - *A Designated School Official (DSO) can explain the process, but you or an attorney must complete the steps for legal reasons. Please talk with an attorney if you need further assistance.*

- 5) The program start date on your initial I-20 is important. Compare your start date with your current visa expiration date. Your expiration date **MUST** be no later than 30 days of start date.
- For example, if your visa expires on August 5, then your start date **must** be **BEFORE** September 4. If your start date is **more than 30 days after your visa expiration date**, then you must apply for an **extension** of your current visa. An extension is different than a COS, but you use the same form.

Change of Status (COS) can take a long time. You may need to get an updated start date & extend your visa.

- 1) While you are waiting for your F-1, *most* visa holders can take classes and others (example: “B” visa holders) may *not* take classes.
 - Go to the USCIS website www.uscis.gov/visit-united-states/change-my-nonimmigrant-status-category/change-my-nonimmigrant-status or contact your DSO.
- 2) If your current visa does *not* allow you to take classes while your F-1 is pending OR you decide not to take classes until your F-1 is approved, the college may need to update your I-20 date
 - Your initial I-20 has a start date, but that date will change if you do not get your COS in time and register for classes. Therefore, the college must change your start date to the next session date. Contact WUV’s Admissions & Registrar’s office for any updated dates.

Inform the college when your F-1 is approved & complete the admission and registration process.

- 1) If you are taking classes while your F-1 is pending...

Submit Notice of Action Form I-797 for your F-1 approval to the Admission Office.
- 2) If you are NOT taking classes while your F-1 is pending...
 1. *Submit Notice of Action Form I-797 for your F-1 approval to the Admission & Registrar Office.*
 2. *Bring any missing documents to the Admissions & Registration Office.*
 3. *Sign up for classes before the deadline on the Academic Calendar.*
- 3) After classes begin, we will issue you an Active I-20.

Pick up your Active I-20 at the Admissions & Registrar Office.

Registering for Classes

There is a *non-refundable* registration fee each semester. This payment must be made to continue the registration process to completion. In addition, there are late fees for registering after certain deadlines and I-20 consequences for not registering by certain deadlines. See below.

Each semester you must register for a “full course load”. This is a minimum requirement to maintain your I-20. (*See Maintaining Your I-20: Credit Requirements*). These credit

requirements are for your courses in your curriculum. Any courses that do not count towards graduation will not be counted for the minimum.

You are responsible for knowing your curriculum that was given to you at enrollment and is accessible through MyWUV. You may need to take **more than the minimum classes** to complete your program by your I-20's End Date.

You must register *online* through your MY.WUV account if you are a *returning* student.

Fees All fees can be found at wuv.edu/tuition-fees/ or contact the **Admissions office**.

Returning Students

Returning students are expected to register during the Registration period, which is about a month long. This registration time is during the previous semester either in April or November. If returning students do not register for classes by the Registration deadline, then they will incur a late fee and receive email notification regarding possible I-20 consequences. The student will have 60 days after classes end in May to fully register and 30 days after classes end in December to fully register.

Failing to register for classes may result in I-20 termination.

Non-Returning Students

If you plan not to attend WUV the following semester, you must inform the office during Registration time (usually April and November). If you do not inform the college of your future plans, then your I-20 may be terminated. It is your responsibility to register or inform the college of your plans by certain deadlines.

New Students or Program Level Change Students

New students or students who change their program level (ex. Bachelor's to Master's) must register in-person by the day before classes begin. New students **cannot** register for the **first** time during Add/Drop period (ie. the first week of classes). *Note: Admission deadlines are earlier than registration deadlines.*

Add/Drop Period

During the first week of classes, all students can change their course registration without a penalty. Students are allowed to add, drop, and/or switch to a different class during this period *only*.

After the Add/Drop period ends, students cannot change classes. Therefore, it is very important to attend your first class. If you stay at WUV and drop a course only, then you will

NOT receive a refund after the Add/Drop period. *Note: If you are taking the minimum credit requirements and drop a course, you will be “out-of-status” and your I-20 will be terminated.*

Maintaining Your I-20

There are many requirements for maintaining your F-1 visa. The college assists you in maintaining your I-20, but ultimately it is your responsibility to know your rights and requirements. In addition to the requirements explained below, you should also maintain a valid passport at all times and get authorization before engaging in any kind of employment. See studyinthestates.dhs.gov/students for more information.

Credit Requirements

To maintain your I-20, you must engage in *full-time study*, not including any vacation periods. Full-time study requirements vary by program. The minimum requirements for full-time study are as follows:

Undergraduate (Bachelors):	12 credits per semester
Graduate (Masters):	9 credits per semester
Doctorate (D.Min):	5 credits per semester
Doctorate (DCPC):	6 credits per semester
Intensive English:	18 hours/week (2 classes)

These credit requirements are for your courses in your curriculum. Any courses that do not count towards graduation must be above the minimum requirements.

Examples:

- If you are an MBA student, but you want to take a Counseling course, you would register for 12 credits, instead of the 9-credit minimum.
- If you failed a course and you have to take it again, you must take more than the minimum.

You may only take one on-line class each semester to fulfill your minimum credit requirements.

Failure to maintain these minimum credit or hour requirements will result in termination of your I-20. See your program curriculum for the *total credits* required to complete your degree. These total credit hours to complete your program by your I-20 End Date may be more than the minimum requirements.

During your final semester of a degree program, if you do not need to take the full-course load, then you must apply for a Reduced Course Load (RCL). See *the Reduced Course Load section for more information*.

If you cannot maintain your minimum requirements due to a medical issue, please talk to a DSO. Failing to take the minimum requirements without a DSO permission will result in termination of your I-20. *See Reduced Course Load for more information.*

Personal Information Changes

Keeping your information updated on your I-20 is important to maintaining your status. If USCIS needs to send you information by mail or email, they will use the addresses in the system.

You should always verify your information on your Active I-20 before you sign it. *Signing your I-20 acknowledges that all information on it is correct.*

When your personal information changes, you must inform the college **within 10 days** by filling out a change form in the Admissions & Registrar's office. Your information will be changed in MY.WUV and the SEVIS system.

This information includes:

- U.S. address, and mailing address (if different)
- Phone number
- Email address
- Sponsor's information (fee for updated I-20)
- Add or Delete Dependent's information (fee for updated I-20)

Adding a Dependent: *When you add a dependent(s) on your I-20, you must prove an extra \$6,000 for each dependent. The financial amount on your I-20 must change and proof of funds must be verified by bank statements for the difference. Use your updated I-20 with the F-2 to apply to USCIS.*

Annual Leave / Summer Vacation

According to USCIS regulations, F-1 students must complete an entire academic year in the U.S (Fall and Spring) before taking a summer vacation. Therefore, if you have only been studying in the U.S. for less than 26 weeks or 2 semesters (whichever is greater), you are required to take summer classes.

- *If you transferred from another school, the time at that school counts towards the total weeks/semesters. Therefore, if you completed one semester at another school and completed one semester at WUV, then you do NOT need to take the Summer session.*

After you have completed your summer session course(s), you are allowed to travel with DSO permission and signature on your I-20. We also strongly recommend travelling with a Certificate of Enrollment which can be obtained from the Registrar's office for a fee.

Attendance

Attending classes is an important part of maintaining your I-20. Regular class attendance is expected and will be recorded in every class. Refer to your specific program for more specific attendance policy rules.

What is an absence?

- 1) Not attending class at all
- 2) Arriving late or leaving early three times

Please check your MY.WUV account regularly to track your attendance. If you believe there is an error, talk to your professor immediately.

If there is a problem that makes attending class impossible, you **MUST** talk to your DSO. **Failure to attend less than 75% of classes may result in I-20 termination, even in your first semester.**

If you add a course during the Add/Drop period, any classes you have missed will be counted as an absence. It is the students' responsibility to contact their instructors for missed assignments. The instructor may allow up to two weeks for a student to complete the make-up assignments. All make-up work not completed within the given time will be given a zero by the instructor.

Attendance Probation

For all programs, you must attend at least 80% percent of classes to be in "Good Standing" at the college. If you attend between 79% and 75% of the classes, you will be put on attendance probation. Attendance Probation puts you into "Not Good Standing" with the college and can negatively impact your I-20 if you are in this status for two consecutive semesters OR three times in total over the course of your program.

If you fall below 75% attendance, then your I-20 may be terminated.

When you receive an Attendance Probation Letter, it is your responsibility to monitor your attendance the following semester. If you drop below the 80%, you must talk to a DSO immediately. If you fail to maintain the requirements of probation, your I-20 may be terminated.

Grades (GPA)

Maintaining your grades (GPA) is an important part of maintaining your I-20. A student is considered to be in “Good Standing” at the college and maintaining their I-20 if the student’s term GPA is:

- 2.5 or higher for *graduates (Master and Doctorate)*
- 2.0 or higher for *undergraduates (Bachelor)*
- 2.0 (C) or higher for *Language training (ESL) students*

The Grading Scale for each course is included in your course syllabus and in the WUV Student Handbook. Please talk to your professors about all graded work for the semester.

Academic Probation

Failure to maintain these GPAs will result in Academic Probation for the first offense. Academic Probation puts you into “Not Good Standing” with the college and **can result in I-20 termination** after two consecutive semesters OR three times in total over the course of your program.

Academic Probation letters will be sent after grades are posted, so ultimately, it is your responsibility to monitor your grades and know your GPA.

If given permission, you may retake any failing courses in a future semester. These courses will NOT count toward a full-course load and must be in addition to your minimum requirements to maintain your I-20.

If you receive failing grades in at least 50% of your courses, your I-20 may be in jeopardy.

If you receive failing grades in ALL of your courses in one semester, you will not be allowed to return to the school.

There are three kinds of notices:

- *Academic Probation Notice* will be given for your first semester receiving below the minimum requirements. The notice warns the student about future academic probation consequences.
- *Academic Probation 2nd Notice* will be given during your second non-consecutive semester of failing to receive the minimum GPA required.
- *Notice of Ineligibility due to GPA* will be given after either a) two consecutive semesters OR b) three non-consecutive semesters of failing to receive the minimum GPA required.

Ultimately, it is your responsibility to monitor your grades and know your GPA.

Paying Tuition

Fulfilling your financial obligations at WUV is a part of maintaining your I-20. Tuition for degree programs is per credit hour and is based on your program. Tuition for the Intensive English program (LFI) is a flat rate for 18 hours/week. For the most current tuition rates, see www.wuv.edu/tuition-fees/ or refer to the Admission Guide with your application.

Tuition must be paid in full or by payment plan at specific times. Failure to pay according to the deadlines will result in late fees and could result in I-20 termination.

Compliance

To maintain your I-20, you must comply with all school policies including Academic Honesty Policy, Code of Conduct Policy, and Acknowledgement of Statement of Faith Policy. In addition, you must follow all federal, state, local, and immigration laws at all times. *See WUV Handbook* for a list of violations.

During enrollment, you are required to sign a statement acknowledging your acceptance of the WUV Academic Honesty, Code of Conduct, and Acknowledgement of Statement of Faith.

If you are found in violation of any WUV policies or U.S laws, you will receive either a warning, probation, suspension, or expulsion from the college. Expulsion will result in termination of your I-20. Violations of the Academic Honesty and Code of Conduct policies will be taken seriously and will be handled in a disciplinary process. *See Disciplinary Procedures in the WUV Handbook.*

Applying for Graduation

You must apply for graduation no later than the first week of your last semester. An email will be sent to your WUV account to remind you. You must respond to it. If you do not, there may be negative consequences for your I-20.

Changes to your I-20

During your status as an F-1 student, you may need to make changes to your I-20. Some of the changes come with fees, and some require USCIS applications. The Admissions & Registrar's office has all the forms necessary to request changes.

Personal Information Changes

See Maintaining your I-20.

Travel

If you travel **outside the United States for a break or a temporary absence** (less than 5 months), you need a passport valid for at least six months, a valid visa, and a current travel signature on page 2 of your I-20. If your visa has expired while in the US or you changed your status to F-1 while in the US, you must get a renewed visa before coming back to the US.

It is not recommended that you travel near the start date of a semester or during a semester. If you are out of the U.S., you are still expected to follow all college policies (e.g. Attendance) and deadlines (e.g. On-time registration, Add/Drop)

To request a travel signature, go to the Admissions & Registrar's office. A DSO will review your documents and sign your most recent I-20. If you have lost or damaged your I-20, you can get a re-print for a fee.

The following are required and recommended documents to CARRY with you when traveling. Do NOT put your documents in your checked luggage. You must carry your documents with you.

Required documents to re-enter the U.S. for an official break, travel during the semester, or a temporary leave of absence:

- **Valid I-20 recently signed by a DSO** *Your I-20 must say "Continued Attendance" under Form Issue Reason in the first box on page 1.*
- **A passport that is valid for at least 6 months**
- **A valid F-1 visa** *If you received your F-1 status as a Change of Status within the U.S., you will forfeit that F-1 when you leave the country. You will have to re-apply for a visa at the U.S. Embassy in your home country. Contact a DSO for more information.*
- **For OPT students: A valid EAD (Employment Authorization Document) card.**

Recommended documents to re-enter the U.S. for travel during the semester (not an official break) or after a temporary leave of absence:

- **Verification of financial support from you or your sponsor (ex. bank statements)**
- **A Certificate of Enrollment (fee).** This proves how long you have been a student at WUV, that you have been maintaining your I-20, and are registered for the next semester (if applicable).
- **A Letter of Support (fee)** This can be helpful if you are travelling during the semester or will return to the U.S after classes have started.
- **An Official Transcript (fee)** An official transcript is never to be opened by the student. If your official transcript is not used, keep it sealed in case you need it in the future.
- **For OPT students: A letter from your employer stating you will resume your position upon returning to the U.S.**

If you have already left the United States without a travel signature, then you have two options.

- 1) You can contact the Admissions & Registrar's Office to request an I-20 reprint with a travel endorsement to be sent to you. *You cannot use an electronic copy or photocopied I-20 to enter the U.S, so you must be sent the original I-20.* Call the office at 703.333.5904 and request a reprinted I-20 with a travel signature. There are fees for the reprint and overseas mailing that must be paid before the request is completed. Make sure your travel plans provide enough time to process the request (3 to 5 business days) and overseas mailing.
- 2) You can arrive at a U.S. port of entry without your I-20 signed for travel. However, the U.S. Customs and Border Protection (CBP) officer may either deny your entry into the United States OR issue you a Form I-515A. This document allows you to have temporary admission into the United States for 30 days while you respond to the request on the form. Talk to your DSO to get more information. If you do NOT respond in a timely manner, your I-20 will be terminated by USCIS and you will need to leave the US immediately.

More information regarding travel can be found at:
www.ice.gov/sevis/travel#_Toc81222014

Employment

An F-1 student has *limited* work opportunities available while studying in the United States. Your financial information on your I-20 proves that you have enough funds to study without needing employment. Therefore, if you work without permission from USCIS and/or your DSO, your I-20 will be terminated and you will have to leave the country immediately. This type of termination may impact your future travel to the U.S. However, there are four ways a student could engage in *authorized* employment: On-campus, Off-Campus, Curricular Practical Training (CPT), and post-completion Optional Practical Training (post-OPT).

On-campus Employment

This type of employment does not need to be authorized by USCIS, only your DSO. At this time, WUV has very few, if any, employment opportunities on campus. Talk to a DSO for more info.

Off-campus Employment

Off-campus employment is requested by a DSO and granted by USCIS. There are only two reasons whereby you can obtain approval to work off-campus that is NOT related to your course of study.

- 1) **Economic Hardship.** This type of request is due to financial problems that make it difficult to pay for tuition and living expenses. *See Economic Hardship section for more information.*
- 2) **Temporary Protected Status (TPS).** People from certain countries can get TPS through USCIS according to the Federal Register Notice. TPS employment authorization is complicated as it relates to F-1 status. Please talk to a DSO or an attorney for more information on how to maintain F-1 status while also having TPS status.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) enhances a student's classroom instruction with practical experience. The employment experience must be directly related to the student's field of study and be part of your curriculum. Therefore, the student must receive at least one course credit for the experience. It can be any type of paid or unpaid internship, practicum, or cooperative education at an off-campus workplace. On-campus employment is not CPT. An F-1 student needs to be authorized by the university to participate in CPT. You do NOT apply for or receive an Employment Authorization Document (EAD), but you do need a Social Security number to receive pay.

CPT Eligibility

To be eligible for CPT, you must satisfy the following requirements:

- Be an F-1 student who is legally maintaining status
- Be in “good standing” at the college
 - Students on academic probation are not eligible for CPT
- Be a degree-seeking student who has been enrolled full-time for at least one academic year before starting CPT.
 - *Exception: Graduate students with an internship requirement in their first academic year.*
 - *LFI – Language Training English students are not eligible for CPT or OPT.*
- Be registered full-time for classes during the time of your CPT.
 - You are also allowed to take a course with CPT on annual vacation (no full course-load requirement).
- Get DSO authorization on your I-20 to show that the school recommends you for employment.

Applying for CPT

To apply for CPT, submit your application to the Admissions & Registrar’s Office *at least two weeks prior to the beginning of the semester with your request and employment info.*

Follow these steps:

- 1) Read, complete, and sign the CPT Application Form with Practicum / Cooperative Education Program Agreement
- 2) Pay the fee.
- 3) Register for an appropriate course that relates to your potential employment.
 - Course must have at least 1 credit hour. You must talk to your Academic Advisor or Program Head for more information.
 - If your CPT is during the summer, you must also register for Fall classes and pay the necessary fees.
- 4) Obtain an Employment Offer Letter with the following information:
 - Name, address and contact information of employer
 - Brief description of job duties that are related to your course of study
 - Exact start and end date of employment
 - Number of hours per week.
 - *Part-time CPT* is less than 20 hours/week. (Fall and Spring)
 - *Full-time CPT* is 20 or more hours/week. (J-terms)
 - *Students who exceed one year of full-time CPT are ineligible for post-OPT.*
- 5) Submit your CPT application and your Job Offer Letter to the Registrar.
- 6) Pick up your new CPT I-20 from the Admissions & Registrar’s Office when contacted via your WUV email. Please make sure the information is correct before you sign your new I-20.

CPT Policy & Rules:

- CPT employment must be a temporary position.
- Authorization is for **one** specific employer and for a specific period of time.
- CPT must be approved and authorized on the I-20 *before* the employment start date.
 - *Working off-campus without prior authorization is a violation of your F-1 status.*
- CPT must be approved for one semester at a time, not to exceed the program end date.
- Students can apply for the CPT up to 4 times during their program (ex: Winter, Spring, Summer, and Fall).
- Employment is limited to part-time (20 hours/week or less) during the Fall and Spring semesters.
- Employment can be full-time (more than 20 hours per week) for all *continuing* students in the Summer and Winter J-terms only.
- 12 months or more of *full-time* CPT will eliminate eligibility for post completion OPT.
Note: Part-time CPT does not affect OPT eligibility.
- You must be able to discuss your work (no non-disclosure agreements)
- CPT may only be for a job in Virginia, Maryland, or Washington DC unless special permission is given.
- CPT may not be for an online job unless special permission is given.
- During your employment, you must fill out CPT Bi-Weekly Progress Reports and log your hours. Failure to do so will make you ineligible for next CPT authorization.
- At the end of your employment, your supervisor must complete an evaluation form. Failure to submit this form will make you ineligible for next CPT authorization.
- You must maintain good academic standing and attendance in each of your courses
 - Minimum 2.5 GPA for graduates or
 - Minimum 2.0 GPA for undergraduates.
 - If good standing is not maintained, CPT authorization will be canceled or you will lose future CPT eligibility.
 - Excessive absences in any course will result in the cancellation of any existing CPT and loss of future CPT eligibility.
 - Note: "Not Good standing" and excessive absences may also negatively affect your I-20.

Post-completion Optional Practical Training (post-OPT)

Optional Practical Training (OPT) is another type of practical experience available for eligible F-1 students. OPT is intended to provide students with work experience *that is directly related to a student's major area of study*.

Students must be a valid F-1 who has completed all degree requirements before OPT begins. WUV has **post-completion** OPT only, and does not offer a **pre-completion** OPT.

Students may engage in an OPT for up to 12 months at each degree (program) level.

Students cannot be granted multiple OPTs for the same program level.

- If you completed an OPT after receiving your Bachelor's degree, then you are eligible to request an OPT after completing your Master's degree.
- If you complete an OPT after receiving a Master's degree, then complete a different Master's degree, you are NOT eligible to request another OPT. Even though it is a different degree major, it is the same program level.
- If you get **approval** for an OPT for a certain degree level, and do NOT use it, you CANNOT apply for another OPT at the same level.
- If you completed 12-months or more full-time Curricular Practical Training (CPT) during the same degree program level, then you are not eligible for OPT.

Requesting an OPT

A valid F-1 student may request an OPT recommendation **up to 90 days before the I-20 End date. You may also make a request during your 60-day grace period, but you must talk to your DSO first.**

It is recommended that a student fill out the WUV request form and apply to USCIS *as soon as possible* because it may take up to 3 months to approve the employment authorization.

IMPORTANT: If you apply for OPT and do not get an answer before your grace period ends (60 days after your End Date), then your I-20 will automatically complete ONLY IF you are denied OPT. At that point, you will have very limited options to continue your education in the US.

To request an OPT I-20:

- 1) Confirm you are in your last semester and have already applied for graduation.
- 2) Satisfy all WUV financial obligations and return all library books.
- 3) Go to the Registrar's Office or **wuv.edu/practical-training** for the OPT application.
- 4) Read, complete, and sign the OPT Application Form.
- 5) Pay the non-refundable fee

You will receive a new *Initial* I-20 with OPT request on the second page. Your I-20 with the OPT request will be in Initial status until USCIS approves your OPT request. *Note: Some students have had problems renewing their Virginia license with an Initial I-20.*

Applying for an OPT with USCIS www.uscis.gov/i-765

- 1) A student must submit your application to USCIS **within 30 days from the date the OPT I-20 was issued. If you are already in your grace period, you must talk to a DSO about strict deadlines.**
- 2) Form I-765, "Application for Employment Authorization" and complete instructions at www.uscis.gov/i-765. **Refer to WUV's Instructions for EAD for OPT.**

Your application must include:

- Check/money order to: *U.S. Dept. of Homeland Security* with application fee.
Do NOT pay the \$85 biometrics fee (see Instructions)
- Two (same) passport-style photos taken recently
- Completed I-765 Application for Employment Authorization
G-1145 for e-Notification (optional)
- Copy of the OPT I-20 (issued within 30 days)
- Copy of passport page with picture and biographical info
- Copy of most recent visa
- Copy of Form I-94 Arrival/ Departure Record
- Copy of any previously-issued Employment Authorization Document (EAD)

- 3) The US mail does NOT forward EAD cards to a new address. Make sure the address on the US CIS application is valid for at least 3 months.
- 4) Processing of your request may take up to 90 days or more.
- 5) If you would like to cancel your OPT request I-20 BEFORE you mail it to USCIS, contact a DSO.
- 6) If you receive a notice that USCIS rejected (not denied) your application because of a mistake in filling it out or payment, contact your DSO immediately. Do NOT send back the same OPT I-20.
- 7) If you want to withdraw your application after it has been received by USCIS (ie. it is in pending status), it is the student's responsibility to notify USCIS in writing. The DSO cannot cancel an application in pending status.
- 8) Do NOT begin employment. Wait for USCIS to make a decision on your OPT request. If you are approved, you will receive a receipt and an Employment Authorization card (EAD) in the mail.

After Receiving Your EAD card / While on OPT

- Check your email for a message from SEVP to set up your Portal account. If you need the account to be reset (link is expired), contact your DSO.
- Start working within 90 days of your EAD start date. Failure to do so will result in your OPT being cancelled.
- Submit your EAD card to the registrar's office.
- Submit your job offer letter and a description of how the employment relates to your degree program. Both must be submitted *within 90 days* after your EAD start date. (After 90 days, your I-20 might be cancelled.) You will get an updated I-20 with your employer's information.

Job Offer letter must have the following information:

Name and address of employer

Contact information of supervisor

Brief description of job duties and position

Exact start & end dates of employment (Must be 12 months or less).

Number of hours per week.

*** *Part-time OPT* is 20 or less hours/week.**

*** *Full-time OPT* is more than 20 hours/week.**

- Notify WUV within 10 days of any changes to employment or personal information.
 - You can also update you own information through the SEVP Portal
- A maximum of 90 days is allowed for *unemployment* during your authorization dates.
- Once you have completed your OPT, you have 60 days to enroll in a new program or depart the United States.
- If you transfer to another school while on OPT, your OPT will end the day your I-20 is transferred. You will not be allowed to work after your I-20 is transferred because USCIS will terminate you EAD.

Extend Program

The Program End Date is item #5 on your I-20. The date is the average length of time it should take a student to complete the program requirements. This time may require you to take more than the minimum credits per semester. Under certain circumstances, you can extend your program by six months or one year.

You cannot need the extension due to failing classes. If you fail a class, you must take more than the minimum requirements to make it up.

You cannot need the extension due to CPT employment delays, academic probation, or temporary college suspension.

Criteria for program extension:

- there is a special academic or medical situation that arises so that you cannot finish your program objectives by your program end date
- you have been maintaining your status and making normal progress toward completion of your program

If you meet the above requirements, follow these steps:

- 1) Fill out an F-1 Extension of Stay request form -- Student Information section
 - request the extension *no earlier than 90 days* before your program end date
 - request the extension at least two weeks *before* your end date to allow time for the college to process it
 - extensions cannot be made after your end date has passed because you will be out-of-status
- 2) Pay a processing fee
- 3) Make sure you have paid the registration fee and selected classes.
- 4) Wait 5 – 7 business days and pick up your new I-20 in the Admissions & Registrar's Office. You may also receive an email reminder.

Changing Your Major or Program Level

If you decide to stay in the *same program level* and **change your major**, you must pay a fee and fill out a form in the Admissions & Registrar's Office at least six months before you wish to begin taking classes in your new major. For example, if you started a Bachelor's degree in *Accounting*, but you want to change to a Bachelor's degree in *Business Administration*, then you need to change your *major* only. You are not changing your program *level*. You will be issued an updated I-20 with your new major.

- The dates to apply for a new major beginning in Fall are: **November 1st through the end of February**. The dates to apply for a new major beginning in Spring are: **April 1 through the end of September**.

If you decide to continue at our school in a **new program level**, you need a new I-20 for that program level. For example, if you completed a language training program, and you want to pursue a Bachelor's degree, you need a new I-20 with the same SEVIS number which shows your Bachelor's level.

- To change program levels and get a new I-20, you must re-apply to WUV, pay all fees, and submit the appropriate documents.
- Submit new financial proof that you can support your new program.
- If your I-20 End Date is past, then you must apply to the college within **two months (60 days)**. After 60 days, you will be out-of-status and you will not be able to get a new I-20.
- See *Applying to Our School* for more information or contact the Admission & Registrar's Office.

Reduced Course Load (RCL)

Note: An RCL is not a Leave of Absence (LOA). If you plan to leave the U.S temporarily, see Leave of Absence for more information.

The US government requires that F-1 students maintain a full course load while studying in the U.S. A full course load is 12 credits for an undergraduate (Bachelor degree) and 9 credits for a graduate student (Master degree), 3 credit hours for a doctorate (PhD degree), and 18 hours/week for Language Training (LFI – English).

- You can request a reduction in your course load in any amount: one, two, or all classes.
- If you do not take any courses, you are still a student at WUV and expected to check your WUV email regularly for important information.

There are two situations in which you can drop below these credit amounts or take no credits at all. A DSO must approve your request. Dropping below a full course of study without prior approval of the DSO results in I-20 **termination**.

Final Semester: If this is your last semester at WUV *as a degree student*, and you do not need a full course load to complete your program, then you must request an RCL before the semester begins. You must take at least 3 credits and complete your program's course requirements on RCL. Also, if you only have one course left, that course CANNOT be online. *Note: LFI-English students can never take a Final Semester RCL.*

For a Final Semester, you must...

- Register for required class(es) to finish your degree program and pay the registration fee.
- Fill out an RCL Request Form and submit it to Admissions and Registrar's Office BEFORE classes begin.

Medical Conditions: If you have a medical condition that will prevent you from being a full-time student, you can request an RCL for one semester and then request it again for the next semester, if necessary. *The maximum time for Medical RCL is 12 months.*

You must provide a letter from a *licensed medical doctor, doctor of osteopathy, or clinical psychologist*. This letter is necessary so that a DSO can request an RCL on your I-20, and it must include ...

- (a) the medical condition (if student wishes to reveal),
- (b) verification that the condition impacts or prevents your ability to study,
- (c) a recommendation of when you can begin full-time course work.

***IMPORTANT:** If the letter is NOT from a medical doctor, doctor of osteopathy, or clinical psychologist, it will NOT be approved. If the letter does NOT contain the required explanation, it will NOT be approved.

For Medical RCL, you must...

- 1) Register for a **full course-load** and pay the registration fee,
- 2) Talk to a DSO about your situation to get initial approval
- 3) Wait for final approval and **ONLY** then can you drop your class(es).
- 4) If your RCL is done after the Add/Drop period, you must pay any outstanding tuition.

Leave of Absence (LOA)

Note: A Leave of Absence is not a Reduced Course Load (RCL). If you plan to stay in the U.S., you must request an RCL. See Reduced Course Load for more information.

Students who wish to *leave the U.S.* for an emergency or personal reason can withdraw from all courses and request a Leave of Absence (LOA). If your F-1 Visa has expired, please talk to a DSO to know how this affects your return.

To be eligible for a Leave of Absence, you must...

- be “in good standing” for grades and attendance
- have completed at least one semester of study in the U.S.
- plan to withdraw from ALL courses *with permission*
- plan to leave the United States

To request a Leave of Absence, you must...

- go to the Admissions and Registrar’s Office and fill out a request form
- contact a DSO to discuss your issue and get important information

Process for LOA:

A LOA will result in I-20 *Termination* due to Authorized Early Withdraw. This type of termination does NOT negatively impact re-entry to the US.

- All students on LOA must leave the country within 15 days from the date of their LOA.

- Make sure you have a travel endorsement signature on your I-20 before you leave.
- *Dropping below a full course of study without prior approval of the DSO results in I-20 termination due to Unauthorized Early Withdraw. This type of termination requires you to depart the U.S. immediately and may negatively impact re-entry into the US.*

Taking a LOA for less than 5 months is recommended in order to avoid certain fees and complications. To calculate the 5 months:

- **Start date** = your last date of attendance OR the date you requested your LOA – *whichever is later.*
- **End date** = the start date of the next session (semester) you will return to school. *Note: The end date is NOT when you plan to return to the U.S. Talk to your DSO!*

Please coordinate your return with the schedule of classes. For example, if your last date of attendance or date of LOA request is February 15, your next class must start before July 15. If you choose to start classes later, then you will be away from classes for more than 5 months.

What You Need to Do to Return:

- Contact your DSO to get your Terminated status changed back to Active 30 to 60 days before you wish to return to the U.S.
Important: The DSO requests a correction back to Active status, but USCIS makes the final decision to reactivate your I-20. As such, USCIS may ask for additional information, and that could delay your approval.
- ***If your Visa has expired***, you must apply for an F-1 at the Embassy or Consulate in your home country. You will need the updated I-20 to do this. Please plan enough time to get your F-1 and return to the U.S. before 5 months.
- Pay a \$20 fee for an updated I-20 to process your request.
- Pay the registration fee for the semester you are returning. If you plan on returning for the *Winter or Summer session*, you must also pay *full tuition due* for the session you are returning PLUS registration fees for the following semester (Fall or Spring).
- Once your status is ACTIVE again, your DSO will contact you and you can travel back to the US within 30 days of your start date.
- Make sure you have all the necessary documents to travel. If you wish to request a Support Letter to re-enter the U.S., contact the Admissions & Registrar's Office.

Taking a LOA for more than 5 months essentially starts the process over again. Students who decide to continue their LOA *past 5 months* must do the following:

1. Request a NEW I-20. That means, you will get a new SEVIS number. You should make this request two to three months prior to your intended return date and pay the necessary fees, including mailing fees.
2. Pay the SEVIS I-901 fee. See **fmjfee.com**
3. If your visa is expired, apply for a new F-1 visa. If your visa has not expired, check with your U.S. Embassy. The U.S. Embassy MAY request that you get a new visa *even if your current visa is still valid*.
4. Enter the U.S. no earlier than 30 days before the start date on the new I-20.
5. Because you will be entering on a new initial I-20 record, you will NOT be eligible for an annual vacation until you complete two semesters.

Economic Hardship

If paying for school becomes difficult, an F-1 student may request authorization from USCIS to work *off campus* due to economic hardship. This financial hardship must be due to unforeseen circumstances which are defined on the USCIS website **uscis.gov** as the following:

“These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.”

The process for Economic Hardship is:

- In order to request a DSO recommendation to work based on economic hardship, you must agree to certain conditions and understand employment restrictions.
- Obtain the RCL Request form in the Registrar's Office and make an appointment with a DSO. When you meet with a DSO, you must bring documents describing the economic need and how this situation was unexpected and beyond your control. Also, provide information regarding your assets, income and expenses.
- If the DSO approves your recommendation request, fill out the EH Request and submit it to the registrar. You will be issued a new I-20 with the recommendation.
- The DSO will also explain the application process and give you a checklist for applying to USCIS for a work permit, also called Employment Authorization Document (EAD).
- For further assistance with the application process, contact USCIS or an attorney.

Concurrent Enrollment

Concurrent Enrollment is when an F-1 student takes a degree-related course at a different SEVP-approved college. The course credits must be transferred to WUV to complete your degree.

If there is a course for your degree program that you wish to take at another college, you must follow certain requirements and get permission *before* registering for the course. After the DSO grants permission, you can take the form to the other college to register.

Student Requirements:

Students must be enrolled in a full course of study. The total number of semester credits at WUV and another college must equal 12 for undergraduate and 9 for graduate students.

Provide evidence that you have successfully registered for a course at the other college. *This must be submitted within the first two weeks of the beginning of the semester.*

Submit an unofficial copy of your transcript from the other college showing that you completed the course. *This must be submitted within 2 weeks after the semester ends.*

Leaving WUV

Typically, students leave the college when they complete the program(s) and/or receive the degree(s) they were seeking. If you decide not to return to WUV to complete your program, then you must either:

- transfer to a different SEVP-approved school
- leave the U.S within your grace period time
- have a pending change of status application

* If you have received approval for a different visa status, you should inform WUV as soon as you get the approval so we can update your records.

IMPORTANT: *If you leave the U.S before your I-20 End Date without officially withdrawing from the school, then your I-20 will be terminated and it could negatively affect you entering the U.S. in the future.*

Program Completion

After you complete your language program, degree program, or OPT at WUV, you have a 60-day grace period to remain in the U.S. During this time, you can prepare for your departure from the U.S., or transfer to another academic program, or change to another immigration status. If you plan to begin a new program, it must start within 5 months of your last class or last day of work.

Transfer Out

If a student wishes not to be enrolled at WUV, a student can transfer out to another SEVP-approved school at any time. If you did NOT register during registration month for the following semester, then you must follow certain deadlines or your I-20 may be terminated.

Follow this process to transfer:

- You must fill out WUV's Transfer Out form.
- You must submit an Acceptance Letter and the Eligibility Form from your new school (if they provide one).
- The transfer process takes approximately 7 – 10 business days. Plan accordingly.
- You must pay any tuition/fees and return all library books.
- Any negative remarks will be transferred to your new school.
- You must start another program within five months of your last class at WUV.

If you have COMPLETED a program at WUV and wish to transfer to another school, you must do it within 60 days of your program end date. The transfer process takes approximately 7 – 10 business days. Plan accordingly.

Once your I-20 is transferred to another school, WUV doesn't have any control of it. Please make sure that your next school is definitely the one you want to transfer to.

IMPORTANT: If you transfer to another school while on OPT, your OPT will end the day your I-20 is transferred to the new school. You will not be allowed to work after your I-20 is transferred because USCIS will terminate you EAD.