

F-1 Student Reader

Immigration

Employment



Academics

**Culture
Shock**

**CSN
Resources**

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The Foundations for Success for International Students course (CAPS 128) is an introductory 5-6 week course. It helps international students with all of the following:

CAPS 128!

In this course, we will help you adjust to living in Las Vegas, and discuss cultural adjustment.



This course will help students transition to higher education in the United States.



This course will explain the relationships between academic success, CSN policies, and F-1 immigration rules. It will also assist students in understanding United States F-1 immigration regulations.



LEARNING OBJECTIVES - ACADEMIC

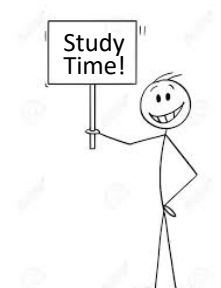
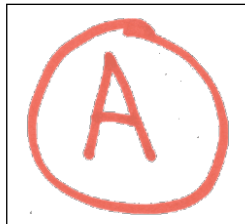


By the end of this course, the student will be able to:

Describe CSN Policy regarding:

- The maximum number of credits students can register for each semester and the process for applying for credit overload permission
- The number of online credits F-1 students can register for each semester
- Consequences for not paying tuition by the payment deadline each semester
- Academic integrity

Performance will be satisfactory if the student can accurately describe all policies.



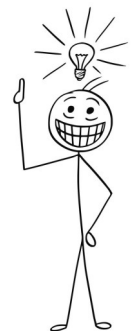
LEARNING OBJECTIVES - ACADEMIC



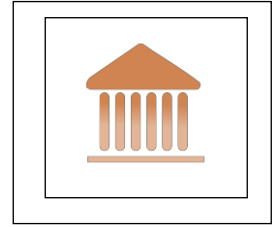
By the end of this course, the student will be able to:

- * Register online for future semesters while complying with CSN policy and U.S. Customs and Immigration Services regulations

Performance
will be
satisfactory if
the student can
outline
registration
steps given
different
circumstances.



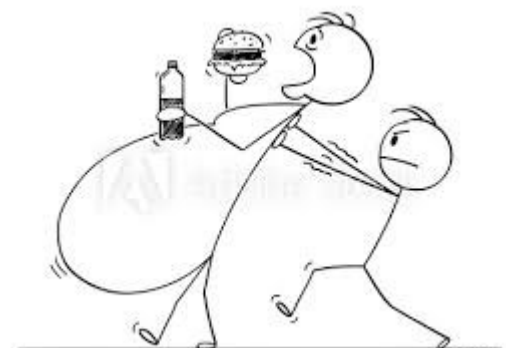
LEARNING OBJECTIVES - ACADEMIC



By the end of this course, the student will be able to:

- * Differentiate between the grades of “W” and “F”
- * Understand the relationship between receiving a grade of “W” and F.
- * Make GPA calculations

Performance will be satisfactory if the student can make competent decisions given a simulated situation.



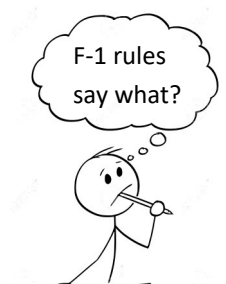
LEARNING OBJECTIVES – LIFE SKILLS & IC POLICIES



By the end of this course, the student will be able to:

- * Describe identity theft
- * Discuss safety tips
- * Discuss International Center policies

Performance will be satisfactory if
the student
demonstrates knowledge of safety
skills and International Center
services and policies.



LEARNING OBJECTIVES –

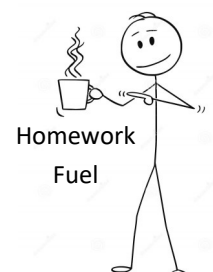
LIFE SKILLS & CULTURAL ADAPTATION



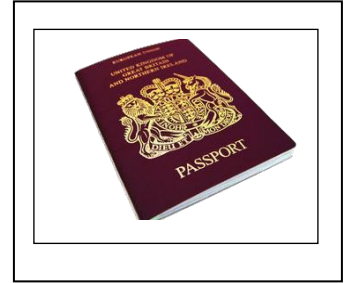
By the end of this course, the student will be able to:

- * Understand skills for getting along with roommates
- * Recognize the phases of culture shock and become familiar with ways to cope with cultural conflict

Performance will be satisfactory if the student demonstrates awareness of useful communication skills as well as culture shock, coping mechanisms, and resources available at CSN.



LEARNING OBJECTIVES - IMMIGRATION



By the end of this course, the student will be able to:

- * Explain how to maintain F-1 status
- * Discuss F-1 student immigration regulations

Performance will be satisfactory if the student can correctly explain the benefits of F-1 status and the consequences for violating status.



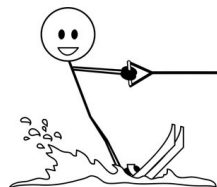
LEARNING OBJECTIVES - IMMIGRATION



By the end of this course, the student will be able to:

- * Identify on and off campus work authorization eligibility and procedures for F-1 students

Performance will be satisfactory if the student demonstrates knowledge of employment opportunities and rules for F-1 students.



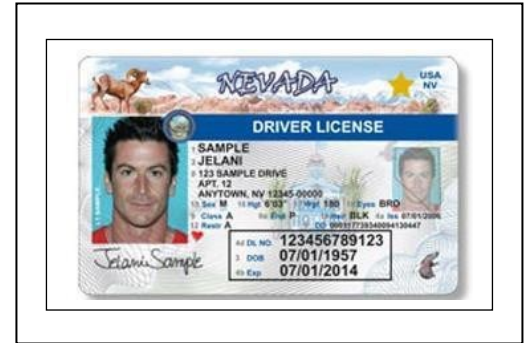
EXPECTATIONS FOR CAPS 128 STUDENTS

- Come prepared and on time to every scheduled class meeting
- Ask questions when you do not understand
- Participate in each class

START STRONG EVERY SEMESTER!



HOW TO OBTAIN A DRIVER'S LICENSE



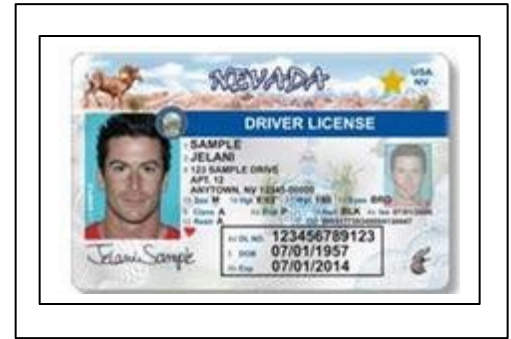
Fill out the application at the Department of Motor Vehicles (DMV).

You will need:

- * Passport
 - * I-94
 - * Visa
 - * Your Continued Attendance I-20
- If you have a driver's license from another state, you must change to Nevada driver's license within 30 days after moving to Nevada.
 - For transfer licenses, you will take a written test about Nevada driving laws.
 - For a new license, you will take the written test and a driving skills test.



HOW TO OBTAIN A DRIVER'S LICENSE

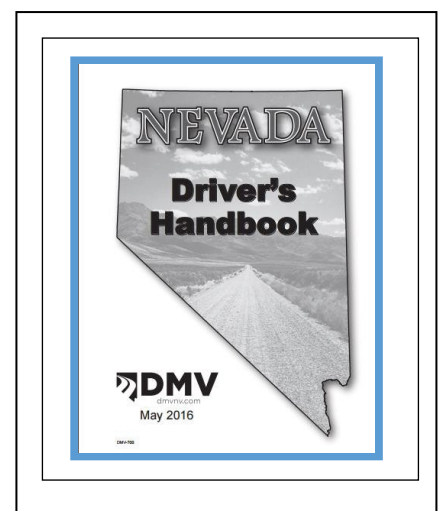


The Nevada Driver's Handbook contains all of the information that you will be tested on in the written test. It includes:

- * Vehicle registration information
- * Insurance requirements
- * Vehicle safety
- * Road signs and other traffic devices
- * Nevada laws and regulations for driving

Visit

<http://www.dmvnv.com/dltesting.htm#Knowledge> for more information about driver's license testing



<http://www.dmvnv.com/pdfforms/dlbook.pdf>

UPDATING YOUR CURRENT NAME AND ADDRESS

International students are required by immigration law to provide the International Center with ANY changes of name and/or address.

- Always keep your address updated in MyCSN
- For mailing & Post Office change of address purposes - <https://moversguide.usps.com/>
- For DMV change of address purposes- <http://www.dmvnv.com/addchange.htm>
- You should also inform your bank, mobile phone provider, and any other business that sends you a bill that your address has changed.

IS YOUR
CONTACT
INFORMATION
UP-TO-DATE?



APARTMENT LIVING



Leases and Rental Agreements

Typical up-front costs include:

- * Application Fees
- * First and Last Month's Rent
- * Deposits
- * Non-refundable cleaning fee
- * Pet Fees

Common Utilities

- * Power
- * Gas
- * Water/Sewer
- * Internet / Cable TV
- * Telephone
- * Deposits
- * Whose name are they under?

APARTMENT – LIVING WITH ROOMMATES

If you are going to live with a roommate it is recommended you and your roommate discuss rules for the house or the apartment.



Common Rules To Discuss:

- Smoking / non-smoking rules
- Quiet / study hours
- Cleaning arrangements
- Food: To share or not to share
- Agree on friends coming over / sleeping over
- Rent payments

Make your rule list early as possible and discuss it with your roommate(s) before problems arise.



"I MISSED MY ROOMMATE SO I WENT OUT AND GOT THIS SPRAY CALLED, "NEVER SHOWERS," AND NOW IT'S LIKE SHE NEVER LEFT."

SAFETY

Less Safe Areas in Las Vegas:

- * Southern part of North Las Vegas
- * Behind the Stratosphere
- * Between UNLV and the Airport
- * 89109 Zip Code
- * Lettered Street Names (ex: D Street)

General Safety Tips

- * There is safety in groups
- * Download the CSN Mobile Safety App
- * Know where the campus emergency call boxes are at on campus
- * Don't carry large amounts of cash
- * Avoid walking alone at night
- * Try to avoid using ATM machine at night
- * Don't leave valuable items or backpacks visible in your car
- * Don't accept rides from strangers or people you just met
- * Bring a designated driver
- * Protect your privacy on social media
- * Popular and effective personal safety supplies include pepper spray, mace, and alert whistles.



Safetymatters

INTERNATIONAL CENTER (IC) POLICIES & ADVISORS AT THE IC

Section Overview:

- How to make an appointment
- Advisors at the IC
- Holds on your MyCSN account
- Requests for paperwork and other requests

International Center Information:

Office Hours: Monday-Friday 8am-5pm
(Due to COVID-19 the physical office is closed, but staff are working from home)

Main Office Phone Number: 702-651-5820

INTERNATIONAL CENTER OFFICE POLICIES

ADVISORS AT THE INTERNATIONAL CENTER

Some examples of things advisors at the International Center can help you with:

- Provide assistance with your class enrollment every semester
- Help you come up with a multi-semester academic plan to help you meet your academic goals at CSN
- Connect you with a wide variety of student support resources at CSN
- Immigration-related issues
- The transfer process to another college or university
- Cultural adjustment issues

1st Semester Advising

ALL international students **MUST** see an advisor at the International Center your first semester in order to add or drop classes.

If summer is your first semester, you will need to see an advisor to change classes during your first summer and fall semesters.

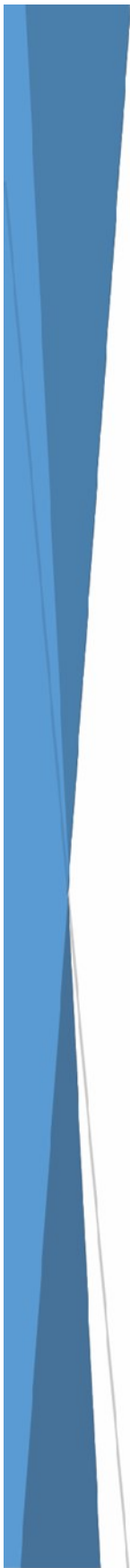
After Your 1st Semester

It is recommended you meet with an advisor at least twice each semester while you study at CSN:

- meet with an advisor at the beginning of each new semester to discuss your class schedule and semester plans
- and meet with an advisor again at the end of the semester to discuss how your semester went and prepare for the next upcoming semester



INTERNATIONAL CENTER OFFICE POLICIES



Usually there is no such thing as a “quick question.”

MAKE AN
APPOINTMENT WITH AN
ADVISOR AT THE
INTERNATIONAL CENTER
IF YOU HAVE ANY
QUESTIONS OR NEED
ASSISTANCE

How To Make an Appointment:

Call the
International Center

International Center Office Phone Number
702-651-5820

HOLDS ON YOUR MyCSN ACCOUNT

What are Student Holds?

- * A “Hold” means that a department will not let you access some of your information in MyCSN, and you may not be able to register for classes until the hold is removed.
- * If you have a hold in MyCSN, click the word “details” underneath the hold to see exactly who put the hold on your account and why.

International Center Holds

New Student Hold – International students have a hold their first semester, and are required to see an advisor to add/drop classes.

Insurance Hold – Each semester you will have an insurance hold on your account, preventing you from registering for classes. The hold will be released after you have purchased your insurance for the upcoming semester.

ESL Hold - Students in the ESL or Pathway program will have an ESL hold on their account and are required to see an advisor to add/drop classes.

When all of your holds are removed, you will be able to register for classes or make updates to your class schedule.

INTERNATIONAL CENTER OFFICE POLICIES DOCUMENT REQUESTS & OTHER STUDENT REQUESTS

- * The International Center Policy is: Document Requests and student requests are usually processed within 7 business days (it may take longer during busy cycles)
- * Many requests can be submitted online through your Terra Dotta student app

Requests include:

- * On-campus work authorization letters
- * Status letters to apply for a Social Security number
- * Replacement I-20's
- * Visa renewal letters

F-1 International students
can access their Terra Dotta
student app through GoCSN

ACADEMIC

Section Overview:

- Different Types of Degrees
- CSN Academic Information
- Working in Groups
- Goals
- Academic Dishonesty

DIFFERENT TYPES OF DEGREES

Education Levels

PhD / DOCTORATE DEGREE



MASTER'S DEGREE



BACHELOR'S DEGREE



ASSOCIATE DEGREE



CERTIFICATE



HIGH SCHOOL DIPLOMA

DIFFERENT TYPES OF DEGREES

COMPARISON

AA – Associate of Arts

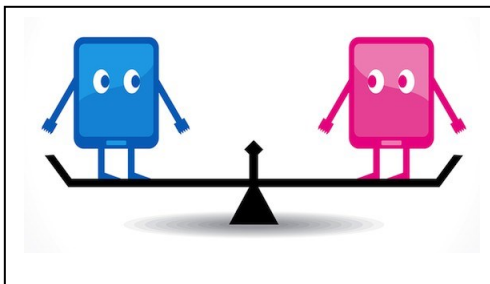
AB - Associate of Business

AS – Associate of Science

These degrees are designed to transfer to a four-year college or university

AAS – Associate of Applied Science

Associate of Applied Science degrees are designed to develop skills for entry level employment or to upgrade skills to improve your opportunity for advancement within an existing position

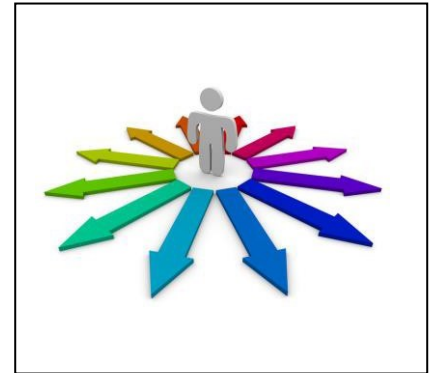


DIFFERENT TYPES OF DEGREES & CERTIFICATES

AGS -Associate of General Studies

Most Flexible Degree At CSN

The Associate of General Studies (AGS) degree is an extremely **flexible** degree for students who want an associate degree with maximum freedom and flexibility to choose from many types of classes for personal goals or other personal reasons. The AGS degree is not designed to transfer to a four year college, although some classes may transfer.



Most Common & Popular Degrees for CSN F-1 Students

Hospitality Management
Hotel Management
Associate of Business
Associate of Science
Nursing
Cabin Service

CERTIFICATE

Certificates are designed to develop skills for entry-level employment. Certificates are also good options for international students who have already earned a bachelor or master's degree in their home country, and they just want to study in a short-term program in the United States.

Certificates are a good option for students who want a quick program to study in America. For example, getting a certificate degree would be a good choice for a student that wants to come to study in America for one year to either learn or gain more knowledge about a specific topic and then go back home.

DIFFERENT TYPES OF DEGREES

You can still transfer to another college or university if you get an AAS degree, Associate of General Studies degree, or a Certificate.

HOWEVER....

For the following degrees:

AA (Associate of Arts)

AB (Associate of Business)

AS (Associate of Science)

There is a higher chance that most of your credits will transfer to a four-year college or university if you graduate with one of these degree types.



And for these degrees:

AGS (Associate of General Studies)

AAS (Associate of Applied Science)

There is a higher chance that some of your credits can't be used for a specific degree program at a 4-year college or university for these degree types.



DIFFERENT TYPES OF DEGREES

Difference Between Bachelors of Arts (BA) and Bachelors of Science (BS)

A Bachelor of Arts degree offers students a broader education in their major. Students are required to take a variety of liberal art subjects such as humanities, literature, history, social sciences, communications, and a foreign language. Students can select from a diverse list of courses that fulfill each liberal arts requirement. This allows students to actively mold their education to their interests. A Bachelors of Arts degree provides a more diverse education in a particular major, therefore, a Bachelors of Arts degree generally requires less credits than a Bachelor of Science degree.

A Bachelor of Science degree offers students a more specialized education in their major. Generally, a Bachelor of Science degree requires more credits than a Bachelor of Arts degree because a Bachelor of Science degree is more focused in the specific major. Students are required to focus on studying their major at a more in-depth level. Students have fewer chances to take classes outside of their major. A Bachelor of Science degree is generally offered in technical and scientific topics like engineering, technology, mathematics, computer science, nursing, and biochemistry. Although a Bachelor of Science degree is generally offered in scientific degrees, many schools offer Bachelor of Science degrees in specialized fields.

ACADEMIC INFORMATION

Retaking classes at CSN

You can retake classes at CSN to get a higher grade as many times as you would like unless you already have an A in that class. The highest grade you earn for a particular class is the grade that will be used in your GPA calculation.

GPA

Minimum GPA for an international student to maintain their F-1 status is 2.0

Full time credit

As an international student you need to register a minimum of 12 credits each semester Fall and Spring (Taking classes in Summer semester is optional; except when Summer semester is your first semester studying at CSN).

On-campus credits

Minimum of 9 credits need to be in-person (classroom). However, due to COVID-19 and student safety reasons, this rule has temporarily been changed.

What letter grade doesn't transfer usually

Sometimes "D" grades do not transfer
"F" grades do not transfer

CSN classes that end with the letter "B" wont always transfer

For example: MATH 115B

WORKING IN GROUPS

Benefits of group work

- Two heads (or multiple brains) are better than one
- Increased productivity and performance
- It helps to develop skills:
 - Speaking skills
 - Listening skills
 - Leadership skills
- Can help you learn more about yourself
 - You will find out your own strengths and weaknesses(for example, you may be a better leader than listener, or you might be good at coming up with the 'big ideas' but not so good at putting them into action)

Tips for effective group work

- Get to know all the members in your group
- Appoint a group leader
- Discuss the group tasks and how the tasks will be divided
 - have everyone do their own research on the project and then come together with their information. Everyone presents the information and then the group decides what to include.
- Make deadlines and keep them
 - deadlines help everyone have small achievable goals
- Communication is key
 - make sure everyone is on the same page

Ask the professor for help if necessary and don't hesitate to ask if you need help

WORKING IN GROUPS

Tips on how to deal with bad group members

- **Talk with the bad group member** - The group leader (or any willing group member) can speak directly to the group member to remind him or her of what is expected. Be polite, but firm about the problems caused by his or her actions and how he or she needs to improve. If quality of work is lacking, offer to help the group member or reassign roles.
- **Reassess and, if necessary, reassign the roles.** What are the work tasks? What are everyone's roles and responsibilities? Changing one or more of these factors, can sometimes solve the problem.
- **Revise the team process.** How do team members communicate? What is the group meeting style? Can changing any of these things help?
- **If the issues continue, discuss the problem with your professor or instructor as soon as possible.**

GOALS

A short-term goal can be a goal for one day, one week, one month. It all depends and can vary. It depends on your goal and how you define “short”.

Long-term goals are goals you set over a long period of time. This could be a goal you set for yourself for the next year, the next 2 years, or several years.

Here Are Some Benefits of Making Short-Term Goals

- Rapid achievement
- Can be used as a motivation booster
- Can give you direction
- Can serve as building blocks for bigger things
- Can help you use your time effectively
- Can give you a sense of purpose

Here Are Some Benefits of Making Long-Term Goals

- Can force you to improve your decision making
- Can help you have more control over your future
- Can provide long-term direction and motivation
- Can help you focus
- Can help you have a fun and interesting journey on your path of accomplishing your goals

ACADEMIC DISHONESTY



What is academic dishonesty?



ACADEMIC DISHONESTY



Academic dishonesty is often defined as cheating.

There are multiple types of academic dishonesty or ways that students can commit academic dishonesty!



Now let's take a look at some different types of academic dishonesty on the next pages.

ACADEMIC DISHONESTY

Plagiarism:

Using the words, creative works, or ideas of another, from the Internet or any source, without proper citation of the sources.

Self-Plagiarism:

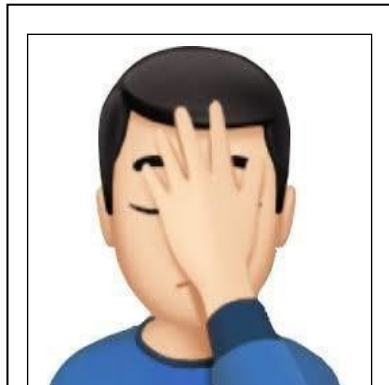
Turning in the same work in more than one course (or when repeating a course) unless permission is received in advance from the instructor

Fabrication:

The falsification of data, information, or citations in any formal academic exercise. Falsifying or altering information connected to academic evaluation: 1. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper. 2. Falsifying or misrepresenting hours or activities in relationship to coursework, an internship, externship, field experience, clinical activity, or similar activity. 3. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and unauthorized changes to any academic record.

Substitution for another:

Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.



All of these are examples of academic dishonesty. More examples on next page!

ACADEMIC DISHONESTY

Unauthorized use or possession of devices or content:

Any means to copy or photograph materials for academic evaluation not authorized by the instructor for use during the academic evaluation or assignment, including but not limited to cameras, telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous courses, commercial research services, and notes.

Deception:

Providing false information to an instructor concerning a formal academic exercise. For example: giving a false excuse for missing a deadline or falsely claiming to have submitted work.

Additional Example:

Receiving external assistance during an examination or any academic exercise unless expressly permitted by the instructor; or communicating in any manner with another student not permitted by the instructor during an examination; or working with others on course work, unless expressly permitted by the instructor; or receiving aid not permitted by the instructor, in connection with any academic assignment, regardless of the location, including in-class, off-site, such as clinical settings, or off-campus.

Sources/References:

<https://www.berkeleycitycollege.edu/wp/de/what-is-academic-dishonesty/> https://www.csn.edu/sites/default/files/documents/2017_academic-integrity-policy_2_0.pdf

https://en.wikipedia.org/wiki/Academic_dishonesty

ACADEMIC DISHONESTY



ALARMING STATISTIC!



Consequences of committing academic dishonesty include but is not limited to:

- * Resubmitting an assignment
- * Reduction of points/letter grade for the assignment or other activity
- * Reduction of points/letter grade for the course
- * Failing grade for assignment or other activity
- * Failing grade for course

... and sometimes much worse!

One of the strongest demographic correlations with academic misconduct in the United States is with language. Students who speak English as a second language have been shown to commit academic dishonesty more and are more likely to be caught than native speakers, since they will often not want to rewrite sources in their own words, fearing that the meaning of the sentence will be lost through poor paraphrasing skills. In the University of California system, international students make up 10% of the student body but comprise 47% of academic dishonesty cases. In British universities, students from outside of the European Union make up 12% of the student body but comprise 35% of academic dishonesty cases.

Sources:

https://www.csn.edu/sites/default/files/documents/2017_academic-integrity-policy_2_0.pdf

https://en.wikipedia.org/wiki/Academic_dishonesty

CULTURAL

Section Overview:

- Culture Shock Overview
- Symptoms of Culture Shock

COPING WITH CULTURE SHOCK

International Students Coping with Culture Shock

Most new students go through periods of adjustment. However, for international students this is even more true. You will be experiencing many different changes when entering college. There are usually four phases that you may experience.

Honeymoon Phase: Everything is great, nothing is wrong, you're having a wonderful time.

Shock Phase: There are so many differences in this country that you don't know how to deal with them. You didn't think things would be like this.

Negotiation Phase: You learn to deal with the problems set before you and try to integrate them with your own beliefs.

Acceptance Phase: You are able to live well in the environment with the differences you are experiencing.

Some cultural differences you may experience include:

Friendship: Most people you will come in contact with will be friendly. They will talk about current events, politics, hobbies, and sports. However, personal matters are often not spoken about such as financial problems or family problems.

Dress: The attire worn is usually informal, unless otherwise told to wear formal clothing.

Greetings: When Americans greet each other, whether male or female, a handshake is a normal custom.

Spatial Distance: Spatial distance is a very important aspect of nonverbal communication. Most Americans stand 3 feet apart when talking.

Schedules: Americans place a high priority on being punctual. The phrase "time is money" is very common. You will be expected to be on time to events that have specific starting times, such as class, dinner arrangements, appointments, etc.

Professors: The relationship between student and professor is usually open and informal. Most professors want their students to talk directly to them about any questions they have.

COPING WITH CULTURE SHOCK

Symptoms of Culture Shock

1. Feeling very angry over minor inconveniences
2. Irritability
3. Withdrawal from people who are different from you
4. Extreme homesickness
5. Sudden intense feeling of loyalty to own culture
6. Overeating or loss of appetite
7. Boredom
8. A need for excessive sleep
9. Headaches
10. Upset stomach
11. Small pains really hurt
12. Depression
13. Loss of ability to work or study effectively
14. Unexplainable crying
15. Marital or relationship stress
16. Exaggerated cleanliness
17. Feeling sick much of the time



In order to have culture shock, you do not need to experience every symptom on this list. It is possible that only a few symptoms may apply to you. These symptoms may also appear at any given time. However, those such as headache and upset stomach should be checked by a physician before you decide it's only culture shock.

COPING WITH CULTURE SHOCK

Solutions for Culture Shock

Even though some people may not be able to eliminate culture shock, there are ways to ease the stress. Some of these activities are listed below:

1. **Keep Active.** By getting out of your room or outside of your apartment, you are able to experience first-hand what Americans are doing. If you visit public places, such as a shopping mall or sporting events, you will be able to watch and learn how American customs are practiced.
2. **Make American Friends.** By having friends you can talk to, you are able to ask them questions about what you do not understand.
3. **Exercise.** By finding an activity that you can enjoy, you will be able to reduce stress and depression. Americans like to run and walk on paths. They also like organized games.
4. **Community Activities.** Talk with your host family or other Americans about community activities, religious services, or volunteer opportunities to help you become a member of the community while you are here.
5. **Work on Your English.** This is an extremely important concept. It is much easier to understand a culture when you can understand the language being used. Ask about any slang terms that you do not understand.
6. **Introduce Yourself to Other International Students.** Other international students may be experiencing the same problems that you are. By talking to them, you may be able to find out ways they are coping with problems.
7. **BE PATIENT.** Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it. If you need to, keep reminding yourself that this is not permanent. If culture shock continues, you may contact the International Center (702-651-5820) to discuss your situation with an advisor.

IMMIGRATION & F-1 STUDENT REGULATIONS

Section Overview:

- Passport
- Visa
- I-94
- I-20
- Program Extension
- Grace Periods
- Common Immigration Vocabulary
- Common Immigration Violations
- How grades impact your F-1 status
- 12 credit minimum rule
- Reinstatement

Understanding your Immigration Documents

Your Passport

Your passport is a document issued by your home country.

- Your passport proves your citizenship
- Your passport grants you permission to travel outside of your home country
- Visas are affixed to your passport

Your passport must be valid at all times while you are studying in the US!

It is recommended, you renew your passport SIX MONTHS before expiration!



Understanding your Immigration Documents

Your F-1 Visa

True or False: F-1 student's visas must be valid the entire time they are studying in the United States.



FALSE

- The purpose of your visa is to **enter** the United States.
- You **do not** need to have a valid visa once you have entered the country
- If your visa expires while you are traveling outside the United States, you must get aa new visa to **re-enter** the United States
- F-1 Visas can be obtained at the US Embassies and Consulates in your home country

Understanding your Immigration Documents

Form I-94

- The I-94 shows that you have lawfully entered the United States
- It shows when and where you entered the United States, as well as the visa type you were admitted under(F-1, B-1, H-1, etc)
- It provides an “Admission/Departure” number for the purpose of tracking
- It states how long you may legally stay in the United

The screenshot displays the U.S. Customs and Border Protection website interface for retrieving an I-94 admission record. The header includes the agency logo and name, along with the OMB No. 1651-0111 and Expiration Date: 11/30/2014. The main content area is titled "Admission (I-94) Number Retrieval" and features a "Print" button. The record details are as follows:

Admission (I-94) Record Number:	[REDACTED]
Admit Until Date (MM/DD/YYYY): D/S	
Details provided on Admission (I-94) form:	
Family Name:	[REDACTED]
First (Given) Name:	Federico
Birth Date (MM/DD/YYYY):	[REDACTED]
Passport Number:	[REDACTED]
Passport Country of Issuance:	Italy
Date of Entry (MM/DD/YYYY):	05/11/2013
Class of Admission:	F1

Additional information and notes are provided at the bottom of the page:

- ▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).
- ▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.
- ▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Duration of Status (D/S)

D/S is defined as the time that an F-1 student is pursuing a full course of study at an approved educational institution

Understanding your Immigration Documents

Form I-20

A Full Course of Study:

- **Must** lead to the attainment of a specific educational or professional objective
- Requires at least **12 credit hours** or units of instruction per academic term
- **Must physically attend at least 9 credits** each Spring and Fall semesters, although the other classes may be online
- Exceptions for program that have their own definition of “Full Course of Study” in their program description (ie. Nursing-AAS)
- Your Designated School Official reports your status to DHS via SEVIS . The information is recorded on your I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: **N0007449362**

SURNAME/PRIMARY NAME		GIVEN NAME	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME		PASSPORT NAME	
COUNTRY OF BIRTH SOUTH KOREA		COUNTRY OF CITIZENSHIP SOUTH KOREA	
DATE OF BIRTH JULY		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME College of Southern Nevada, NSHE CEN Charleston, Main Campus		SCHOOL ADDRESS 6875 West Charleston Blvd, Las Vegas, NV 89146	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Aster Yehdego International Center & Regulatory Program Mgr.		SCHOOL CODE AND APPROVAL DATE FHC214F11126000 09 FEBRUARY 2016	
PROGRAM OF STUDY			
EDUCATION LEVEL OTHER	MAJOR 1 Tourism and Travel Services Management Sr. 0908	MAJOR 2 None 0000000	
NORMAL PROGRAM LENGTH 16 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 14 AUGUST 2015	PROGRAM END DATE 31 DECEMBER 2016		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 9,755	Personal Funds	\$ 24,922
Living Expenses	\$ 19,149	Funds From This School	\$
Expenses of Dependents (0)	\$	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 28,904	TOTAL	\$ 24,922
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
X	DATE ISSUED	PLACE ISSUED	
SIGNATURE OF: Aster Yehdego, International Center & Regulatory Program Mgr.	27 July 2015	Las Vegas, NV	
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
X	DATE		
SIGNATURE OF:			
NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country)	DATE

Understanding your Immigration Documents

Program Extension

A Program Extension maybe granted to students who need time added to their I-20 program end date. Students in F-1 status may request a program extension for the following reasons:

- **Academic Examples**

Your English and/or Math placement scores were low & you need to take lots of ESL & Math in order to meet the requirements of your major

you changed your major & the classes that you have previously taken for your “old” major will not meet the graduation requirements for the ‘new” major

- **Medical Examples**

you had a documented medical illness that required that you temporality stop studying full-time. A documented illness requires medical documentation from a licensed physician

**DELAYS CAUSED BY ACADEMIC PROBATION, SUSPENSION,
OR NOT MAKING NORMAL PROGRESS ARE NOT ACCEPTABLE
REASONS FOR PROGRAM EXTENSION**

Understanding your Immigration Documents

Leaving the Country and Grace Periods

- **PROGRAM COMPLETION**

An F-1 student who has completed a course of study and any authorized period of practical training following completion of studies will be allowed an additional **60** (sixty) days grace period prepare for departure from the United States, to transfer to another school, apply for OPT, or return to CSN to work towards a new degree or certificate

- **AUTHORIZED EARLY WITHDRAWAL**

An F-1 student authorized by the DSO to withdraw from classes will be allowed a **15** days grace period for departure from the United States

Overstays and the 3/10 Rule

An “**overstay**” when you stay in the United States longer than you are authorized. If you overstay, it will be more difficult to return to the United States in the future.

The **3/10 Rule** applies:

- If unlawfully present in the United States for a period of more than 180 days but less than 1 year, you may not be able to receive another visa for **3 years** after the date of departure from the United States.

OR

- If unlawfully present in the United States for one year or more, you may not be able to receive another visa for **10 years** after the date departure from the United States.

IMPORTANT CHECK LIST

- Make photocopies of your visa, passport and any receipts from USCIA
- Keep all of your original I-20
- Check you passport, your I-20 and visa expiration dates

Falling out –of –status & Reinstatement to F-1 Status

Vocabulary

To be “in-status”

To obey the laws related to or about F-1 students

To be “out-of-status”

To violate the laws related to or about F-1 students

Reinstatement

To give back or restore status (only the immigration authorities can do this)

Deportation

To legally require an alien to leave the country

Falling out –of –status & Reinstatement to F-1 Status

Common Violations of F-1 Status

<u>Violation</u>	<u>Reinstatement Possibility</u>
Expired I-20	Student may try to get reinstated or student may have to leave the country and be readmitted to be in status
Below 12 credits	Student may try to get reinstated or student may have to leave the country and be readmitted to be in status
Not Making Normal Progress	Student may try to get reinstated or student may have to leave the country and be readmitted to be in status
Working Illegally	Deportation

Falling out –of –status & Reinstatement to F-1 Status

Your GPA & Your Status

- Students who fail a class from time to time will not be considered out-of-status.
- Students are expected to maintain a cumulative GPA of 2.0.
- Students falling below a cumulative GPA of 2.0 are placed on academic probation.
- Students who are already on academic probation and whose semester and cumulative GPA falls below 2.0 will be suspended.

Exceptions for Falling Below 12 Credits

- A medical condition that is documented by a licensed medical doctor for a period of LESS than 12 months
- Needing less than 12 credits to graduate
- Academic Difficulty(due to English, unfamiliarity, etc)
- **ALL EXCEPTIONS MUST BE PRE-APPROVED AND SENT TO SEVIS BY YOUR INTERNATIONAL STUDENT ADVISOR**

Falling out –of –status & Reinstatement to F-1 Status

Reduced Course Load (RCL)

- Students must have a valid medical or academic reason
- MUST fill out an application for an RCL and submit it to an advisor for approval
- Student who are PRE-approved will receive a new I-20 with RCL authorization
- May take below 12 credits without affecting their status
- Students eligible for an RCL who do not receive pre-approval will be out-of-status for not maintaining 12 credits of class enrollment

Falling Below 12 credits

- You will become out-of-status if you take less than 12 credits because of a medical condition for more than 12 months

Receiving a “W”

- You may be out of status if you receive one or more “W”s that brings your total credits below 12

Falling out –of –status & Reinstatement to F-1 Status

Reinstatement to F-1 status

- Reinstatement is an application process to the USCIS. If an officer approves the application, the student will regain F-1 status as if there were never any violation

Reinstatement Process

1. Meet with an International Student Advisor to receive information about preparing your application
2. Return to the International Center with completed application. Meet with an International Student Advisor to review your documents
3. Submit your application to the local USCIS office

Falling out –of –status & Reinstatement to F-1 Status

After Applying for Reinstatement

- You must bring all of the following to the International Center:
 1. A copy of the receipt showing that you paid for the reinstatement application
 2. The approved reinstatement documents (I-20 and I-94 stamped and signed)
 3. **Your will received a new I-20 after you are reinstated**

Time Limitation

Students have 5 months from the day are reported out-of-status to apply for reinstatement

EMPLOYMENT FOR F-1 STUDENTS & TAXES

Section Overview:

- Social Security Number and Card
- Searching For On-Campus Jobs
- On-Campus Work Authorization
- CPT
- OPT
- Working Illegally
- Taxes

SOCIAL SECURITY – HOW TO APPLY



1. Remember, an international student must meet certain requirements to be eligible for a social security number, and must have an eligible job offer from an employer
2. Obtain a letter from an on-campus employer stating you have been offered a job
3. Obtain a letter from the International Center verifying your academic status and enrollment
4. Bring letters to Social Security office along with I-20, I-94, and Passport
5. Complete the application for a Social Security Card. See diagram to the right — (Check “Legal Alien Allowed to Work” in part 5)

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Form Approved
OMB No. 0960-0086

1 NAME TO BE SHOWN ON CARD FULL NAME AT BIRTH IF OTHER THAN ABOVE OTHER NAMES USED		First	Full Middle Name	Last																									
2 Social Security number previously assigned to the person listed in item 1		[] [] [] - [] [] [] - [] [] []																											
3 PLACE OF BIRTH (Do Not Abbreviate)		City	State or Foreign Country	DATE OF BIRTH MM/DD/YYYY																									
5 CITIZENSHIP (Check One)		<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (see Instructions on Page 3)																									
6 ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	7 RACE Select One or More (Your Response is Voluntary)																									
8 SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female																											
9 A. PARENT/ MOTHER'S NAME AT HER BIRTH B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (see instructions for 9 B on Page 3)		First	Full Middle Name	Last																									
10 A. PARENT/ FATHER'S NAME B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (see instructions for 10B on Page 3)		First	Full Middle Name	Last																									
11 Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?		<input type="checkbox"/> Yes (if "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (if "don't know," skip to question 14.)																											
12 Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last																									
13 Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY																											
14 TODAY'S DATE		15 DAYTIME PHONE NUMBER		Area Code Number																									
16 MAILING ADDRESS (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No., City, State/Foreign Country, ZIP CODE																											
17 YOUR SIGNATURE		18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Child <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify)																											
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)																													
<table border="1"> <tr> <td>NEW</td> <td>COG</td> <td>NTI</td> <td>CAN</td> <td>ITV</td> </tr> <tr> <td>FBC</td> <td>EVI</td> <td>EVA</td> <td>EVC</td> <td>PRA</td> </tr> <tr> <td>NWR</td> <td>ONR</td> <td>UNIT</td> <td colspan="2">SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW</td> </tr> <tr> <td colspan="4">EVIDENCE SUBMITTED</td> <td>DATE</td> </tr> <tr> <td colspan="4"></td> <td>DATE</td> </tr> </table>					NEW	COG	NTI	CAN	ITV	FBC	EVI	EVA	EVC	PRA	NWR	ONR	UNIT	SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		EVIDENCE SUBMITTED				DATE					DATE
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Form SS-5 (09-2011) of (09-2011) Destroy Prior Editions Page 5																													

<https://www.ssa.gov/forms/ss-5.pdf>

SOCIAL SECURITY OFFICE LOCATION



Social Security – Office Location

1250 S. Buffalo Dr.

Suite #150

Las Vegas, NV 89117

(702) 772-1213

Hours: Mon, Tues, Thur, Fri 9am–4:00pm

Wednesday 9am-12pm

Closed Weekends and National Holidays

How To Search For On-CAMPUS jobs at CSN

Go to the CSN Jobs Website To Search For On-Campus Employment Opportunities: <https://www.csn.edu/jobs-csn>

Tips:

- When you are applying for an on-campus job make sure you tell them that you are an international student.
- F-1 students are not eligible for on-campus jobs that are “work-study” positions. Work-study positions are jobs reserved for CSN students who receive federal financial aid.
- You can also contact or visit offices and departments at CSN without an invitation to ask if they are currently accepting applications.
- International students can work at any CSN campus. Remember there are 3 main campuses — Charleston, North Las Vegas, and Henderson. And there are also smaller satellite CSN campuses and CSN learning centers, and international students can work at these locations as well.



On– Campus Work Authorization

To be eligible:

- Must be registered at CSN as a full time student in good status taking a minimum of 12 credits for the current or next semester
- Must have a minimum GPA of 2.0
- Work must be on-campus, serving students
- Must obtain an on-campus work authorization letter from the International Center

Time Allowed to Work

- Up to 20 hours per week while school is in session
- Up to 40 hours per during holidays and breaks

How to get approval and authorization for On-Campus Employment

- Using your Terra Dotta student app, submit a request for an on-campus work authorization letter
- Make an appointment with an advisor at the International Center if you need assistance or have questions

ON-CAMPUS WORK AUTHORIZATION LETTERS ARE VALID FOR ONE SEMESTER ONLY AND MUST BE RENEWED BY THE STUDENT EVERY SEMESTER

Curricular Practical Training (CPT)

Definition

- Work, internship, or practicum
- Must be an integral part of an established curriculum, which means
 - the student must be enrolled in a class for credit
 - is a required or an elective class to get a particular degree
 - the class must be listed on the degree sheet

Work Related Classes

- Internships
- Externships
- Work experience
- Practicum

SOME INTERNSHIP/EXTERNSHIPS & PRATICUMS ARE UNPAID

Curricular Practical Training (CPT)

Which Class Do I Register For?

- Hospitality Majors

Hotel Emphasis	HMD 295
Food & Beverage Emphasis	FAB 295
Culinary Arts Emphasis	CUL 295
Travel & Tourism Emphasis	TCA 251
Casino Emphasis	GAM 295

- Other Majors with Work Experience Options:

Computing & Information Technology	CIT 290
Business Management (AAS)	BUS 290

Who is Eligible for CPT?

- F-1 students who are lawfully enrolled and in good status for at least one academic year (a fall semester & a spring semester)
- Must have a minimum cumulative GPA of least 2.0
- Must complete work during course of study
- Degree sheet for major must list the off-campus intern/externship, or practicum as a required class or elective class

Curricular Practical Training (CPT)

Location

- Students may work only for the specific employer, location and period of time approved by the DSO and stated on the I-20
- Students who change employers must receive a new I-20 by the International Center before starting work with the new employer

Length of Employment

- Employment is authorized on a semester basis until the student has completed the hours required to graduate
- Working hours allowed vary by program. Check with your work experience instructor and advisor for details
- A maximum of 500 hours may transferred to UNLV to fulfill the 1000 hours off-campus employment requirement for hospitality majors
- Employment authorizations can be extended to meet requirements if necessary

Employment Before or After Semester Start and End Dates

- Eligible students must work during the semester they are registered for
- Students may work before the semester begins or after the semester ends under special circumstance and ONLY with approval from the International Center

Curricular Practical Training (CPT)

Special Circumstance Regarding Work Authorization Before or After the Semester Dates

- Getting a job offer before the semester starts
- Not completing the minimum hours during the semester
- Difficulty finding work during the semester enrolled

Appointments Before Registering

- Because programs differ, you must meet with an international student advisor before registering for a class that would require off-campus employment

Part-time vs Full-time

- Part time work= 1-20 hours per week
- Full time work= 21-40 hours per week
- Students must work part time during the fall and spring semesters
- Student can work part time or full time during summer

What Type of Employment Can I Accept?

- The job must be related to your academic field of study **(to be determined by your academic department)**
- The work experience class, internship or practicum must be listed on the degree sheet as a requirement for graduation
- You MUST have first have an offer of employment that meets the above listed criteria

Curricular Practical Training (CPT)

How to Apply

- Meet with an international student advisor for eligibility assessment and general instructions
- Register for the work experience, internship, or practicum that you are required to take

Additional CPT Information

- You will receive a new I-20 after you have been approved for CPT
- Your paid CPT employment may not begin until you receive the new I-20 with the work authorization

Who do I submit my work hours to?

- Submit your work hours to the person listed as the instructor of the work experience course you are enrolled in

Optional Practical Training (OPT)

Definition:

Temporary employment for practical training directly related to student's major area of study

Who is Eligible for OPT?

- F-1 students in full-time status
- F-1 students who have been enrolled in classes for at least one academic year with no breaks in between semesters except summer break
- Good academic standing (means a minimum 2.0 GPA)
- F-1 students are only eligible for Full Time OPT following the completion of the course of study or degree program

Location

- Students may work using OPT for any employer for the length of OPT authorization, as long as the employment qualifies under OPT standards
- Additionally, students are not limited to a geographic location in the United States. OPT employment can be anywhere in the United States.

What Type of Employment Can I Accept?

- Job must be related to your academic field of study
- Job must be appropriate for a person with your level of degree in the field
- OPT employment is approved with or without a job offer

Optional Practical Training (OPT)

When to Apply

- Students should apply prior to completing their academic program
- Is it **STRONGLY** recommended that you apply for OPT 3 months prior to finishing your program and graduating

OPT Workshops

- To learn more, attend an OPT workshop during the spring or fall semester
- Learn the details of the OPT application
- Learn how to fill out the forms

Differences Between CPT & OPT

CPT	OPT
Free to apply	Currently Costs \$410.00 to apply
Complete before graduating	Usually complete after graduating
Approval is relatively quick	Approval can take between 3-6 months
Must have a job offer before getting approval	A job offer isn't necessary to have before getting approval

Working Illegally

- If you are caught working illegally, you will be deported and it will be extremely difficult to get another visa in the future

6 Examples of Working Illegally

1. Working on-campus more than 20 hours per week during the spring & fall semesters
2. Working on-campus when you're not academically eligible (that is, if you are academically suspended)
3. Working (on or off-campus) while you're not taking a full course of study (unless authorized) or out-of-status
4. **Working off-campus without a valid work permit**
5. Working off-campus in a field that is not your filed of study, unless approved by USCIS
6. Working off-campus more hours per week than you are authorized

Income Taxes

Did you know that all international students MUST file income tax papers, even if you didn't work?

ITS TRUE

International students MUST file income tax papers every year, even if they didn't work!!

Why, you ask?

- Because our laws says you must
- Because it could help you in the future if you will work in the United States (you might get a tax benefit because of the length of the time you were in the United States)
- Because it may assist you if you apply for a benefit from USCIS (like an adjustment of status to permanent resident, otherwise known as “Green Card”

Forms & Deadline

- You must fill out the 1040NR or 1049NREZ and the 8843
- These forms are available at most post offices and libraries after the first of the year
- You may also download them from <http://www.irs.gov/>
- Deadline is April 15 every year

For More Information

- go to www.istaxes.com
- Attend any tax workshops that the International Center may offer



Income Taxes



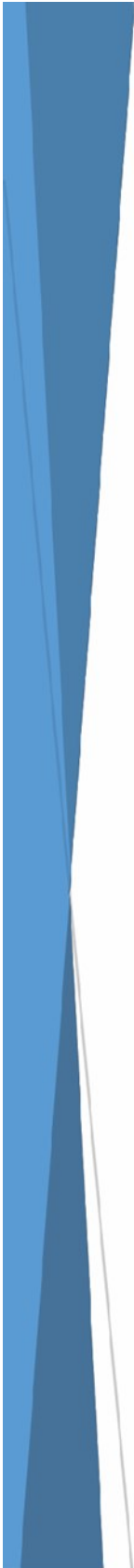
Advisors at the International Center can only provide you with general information about taxes. In addition, advisors at the International Center can only offer you a limited amount of assistance if you need assistance filing taxes.

If you need assistance filing your taxes or paying your taxes, it is recommended you hire a tax specialist or tax preparer to help you with your tax filing needs.

You can use a variety of search engines and review websites to find tax assistance services. It is recommended that you choose a tax specialist who has good reviews from former satisfied customers.



Student Involvement



ISO
STUDENT GOVERNMENT
CSN SERVICES