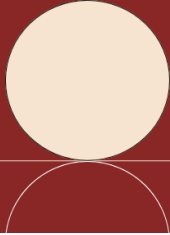


Information for F-1 Students

ARC International Student Program



Introduction to International Student Program (ISP)

What We Do	<ul style="list-style-type: none">• Admit F-1 students into the international student program• Maintain Student and Exchange Visitor Information System (SEVIS) records and ensure that all students are meeting government requirements to maintain legal status• Provide support and guidance for all international students
Who We Are	<ul style="list-style-type: none">• Rochelle Zheng-Garratt, DSO• Tammi Driver, Principal DSO
Contact Information	Email: international@arc.losrios.edu Phone: 916-484-8169 Location: Admissions Counter

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Important Terms & Definitions

International student	<p>a non-US national admitted with a <u>non-immigrant F-1 visa</u></p> <p>*Other visa/status types (visitor, dependent, refugee/asylum, etc.) are not considered international students even if they are students who are not US citizens</p>
Visa	<p>a sticker in your passport that helps Customs & Border Protection decide whether or not to let you in the US</p> <ul style="list-style-type: none">- must also have valid status (documented with valid I-2O)- has an expiration date and may require renewal
Status	<p>permission to legally be in the United States, documented for F-1 students with an active SEVIS record/valid I-2O form</p> <ul style="list-style-type: none">- does not require valid visa once you are already in the US (however, you will need a valid visa if you leave the US while studying and want to return)- no expiration if meeting requirements to maintain status
Designated School Official (DSO)	<p>a school staff member who supports F-1 students with maintaining status and handles recordkeeping and reporting to the US Department of Homeland Security through SEVIS</p>
I-2O (Certificate of Eligibility)	<p>document issued by DSO that proves you are legally enrolled in a program of study in the United States, important to keep safe</p> <ul style="list-style-type: none">- must be signed by DSO and student- shows your expected program end date – if you are not able to complete your program by this date, you must request an Extension of Stay 60 days before the expiration date <ul style="list-style-type: none">• Initial attendance: issued after admission, before enrolling• Continued attendance: issued in first semester after enrolling• Other reasons to issue I-2O: travel authorization, reduced course load, employment authorization, change in information, etc.

About F-1 Status

- The primary purpose of F-1 students is to study and return to their home country after completing studies – not to work or try to immigrate (live permanently) in the US
- F-1 status does not have an expiration or time limit that needs to be renewed and is valid as long as you meet requirements to maintain status
 - You have a 60-day grace period after your program end date to prepare to leave the US, start a new program of study, or apply for a change of status
 - If your status is terminated for failure to maintain status, you must leave the US immediately
- Failure to maintain status means termination of your SEVIS record and (in most cases) having to leave the US. F-1 status is hard to get back if you lose it.
 - The International Student Program works to help you maintain your status, but ultimately it is your own responsibility to know and meet the requirements, since we are legally required to terminate your record if you fail to maintain status
- Be sure to follow all laws and regulations in the US (drinking alcohol, illegal drugs, car insurance, age of consent, etc.)
 - Know your rights – non-immigrants still have certain constitutional rights in the US
 - [ARC Student Standards of Conduct Guide](#)
- Keep a form of identification with you at all times
 - Can get physical student ID card at the Center for Leadership & Development in the Student Center (free)

Student Responsibilities to Maintain F-1 Status

Must be enrolled full-time

- Must be enrolled each fall and spring semester (summer is optional)
- Must enroll in minimum 12 units each fall and spring semester
 - Only 1 online class allowed out of those 12 units, the rest must be in-person or hybrid
 - W's (withdrawals) do not count as enrollment
- If taking classes concurrently at another college, the majority of your units (at least 7) must be at ARC
 - Remaining units to meet 12-unit minimum must come from the same college
 - Must submit a concurrent enrollment form if enrolling outside of the Los Rios district
- Must maintain good academic standing (minimum 2.0 cumulative GPA) and make progress towards educational goal
- **Reduced Course Load (RCL):** authorization by DSO to take less than 12 units per semester
 - Illness or medical condition: must be documented by physician/medical doctor
 - Completion of degree: if in last semester of study and require less than 12 units to graduate
 - Other reasons: consult with DSO, subject to approval on a case-by-case basis
 - Must apply for RCL and receive new I-20 with authorization

Must be enrolled in health insurance and submit proof to ISP every semester

Meet with a counselor at least once a semester and create a Student Educational Plan (iSEP)

Keep your valid I-20 form in a safe and accessible place at all times

Check your Los Rios email regularly

- Important updates from the International Student Program will be sent to your [Los Rios Gmail](#) address
- You can set up [automatic forwarding](#) to your personal email address

Contact the DSO BEFORE:

- Dropping a class
- Enrolling in a class at another college
- Changing your major (updated educational plan)
- Transferring to another college
- Planning to work or take a work experience class
- Applying for a Social Security Number (SSN)
- Traveling outside the U.S. (must have signed authorization on I-20)
- Taking a leave of absence
- Obtaining a driver's license

WHEN IN DOUBT, CONTACT THE DSO FIRST!

Must update DSO within 10 days of any changes to address, phone number, email

Employment for F-1 Students

- Because their primary purpose is to study, F-1 students have strict restrictions on the types of employment they can have and how many hours they can work
- You must contact the DSO for authorization prior to starting ANY work, including unpaid internships
- Work experience (WEXP) courses are a type of employment, even if the work is unpaid – be sure to see a counselor and inform the DSO before enrolling in a WEXP course
- Any employment that is not approved is considered unauthorized employment and is an F-1 status violation - **your F-1 status will be terminated for unauthorized employment**
- Must have new I-20 with work authorization before starting any off-campus employment
 - Any work with financial compensation also requires Social Security Number (SSN)

Types of Eligible Employment

On-campus employment

- Must be enrolled in 12 units (unless otherwise authorized by DSO) and in good academic standing
 - Employment ends when you are no longer an ARC student
- Up to 20 hours per week when school is in session (during the semester), up to 40 hours per week when school is not in session
 - Thanksgiving and spring recess are breaks during the school session (max. 20 hours per week) but winter recess is between school sessions (max 40 hours a week)
 - During the summer, if you are not taking classes then you can work up to 40 hours a week, but if you are taking any classes, you can only work up to 26 hours a week
- Work must take place on school premises and directly provide services for students (departments, bookstore, cafeteria, etc.)
- Cannot begin working more than 30 days before the start of classes

	<ul style="list-style-type: none"> • F-I international students are not eligible for federal work-study positions • See DSO for hiring process
Curricular Practical Training (CPT)	<ul style="list-style-type: none"> • Must be required for your degree/program of study and undertaken while studying for degree <ul style="list-style-type: none"> ◦ Must meet with a counselor to confirm it is required and on education plan • Must be a full-time F-I student for 1 year prior to CPT and enrolled in 12 units • Must have new I-20 with work authorization before starting work • See DSO for more details and how to apply
Optional Practical Training (OPT)	<ul style="list-style-type: none"> • Must relate directly to your major • Must be a full-time F-I student for 1 year prior to OPT • Must have a new I-20 with work authorization and an Employment Authorization Document from USCSIS before starting work • Can be during or after your studies but maximum total time is 12 months • See DSO for more details and how to apply

Tax Information

- **ALL F-I holders and their dependents must submit IRS Form 8843**, regardless of whether or not they worked during the previous year
- F-I holders and their dependents must file state and federal income tax returns if they worked in the US during the previous year
- General information about forms and filing
 - IRS (federal): [Form 8843, foreign students, how to file](#)
 - California (state): <https://www.ftb.ca.gov/file/personal/index.html>
- Information about filing taxes for free
 - IRS (federal): <https://www.irs.gov/filing/irs-free-file-do-your-taxes-for-free>
 - TaxAct, OLT, and IO4O.com support IO4O-NR for nonresidents but others may not
 - California (state): <https://www.ftb.ca.gov/file/ways-to-file/online/index.html#Free-options>
 - Free tax help: <https://www.ftb.ca.gov/help/free-tax-help/index.html>

International Travel as an F-1 Student

- Check in with DSO before traveling to obtain travel authorization and travel letter
 - Must have signed I-20 with travel authorization in order to return
 - Cannot be out of the US for more than 5 months
 - Entry into the US is always at the discretion of Customs & Border Protection officials
 - Know name and contact information of your DSOs (Tammi Driver, Rochelle Zheng-Garratt), as well as ARC address (4700 College Oak Drive, Sacramento, CA 95841)
 - Documents to keep with you (not in checked baggage):
 - Passport (valid for 6 months after entry) with valid (unexpired) F-1 visa
 - Signed I-20 with travel authorization
 - Travel letter signed by DSO
 - Financial information showing proof of necessary funds to cover tuition and living expenses
 - Proof of enrollment/transcript and proof of tuition payment (recommended)
- *If you receive a Form I-515A upon entry, notify the International Student Program immediately
- Not recommended to leave US if you have a pending CPT or OPT application

Resources

F-1 Status

<https://studyinthestates.dhs.gov/students>

<https://www.ice.gov/sevis/students>

I-94 Arrival and Departure Record

<https://i94.cbp.dhs.gov/home>