

WELCOME INTERNATIONAL STUDENTS

**MIDWESTERN
BAPTIST
THEOLOGICAL
SEMINARY**

*International
Student Services*

5001 N. OAK
TRAFFICWAY
KANSAS CITY, MO
64118
816-414-3713

MAINTAINING F-1 VISA STATUS

- Full-Time Enrollment
- Keeping Your Personal Information Current
- Maintaining Valid Travel Documents
- Pursuing Authorized Employment
- Extending Your I-20 if You Need More Time
- Making Changes to Your Program
- Dropping Classes
- Traveling Outside the U.S.
- Transferring to Another School
- Planning Graduation

U.S. Department of Justice
 Immigration and Naturalization Service
 Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students. (DSB) NS-1115-05(1) Page 1

Please read instructions on Page 2
 This page must be completed and signed in the U.S. by a designated school official.

1. (Print Name/Name(s))
 First Name: Middle Name: Last Name: SEVIS Student ID# 8000

2. School (School district name; the University of Pennsylvania) (the University of Pennsylvania)
 School Official to be notified of status change: Alan Johnson
 School address (include zip code): 3715 Chestnut Street, Philadelphia, PA 19104-6399
 School code (including 1-digit suffix, if any) and approval date: 9822A99211000 approved on: 01/23/2001

3. This certificate is issued in the student's normal absence from the United States unless otherwise indicated.
 Level of education the student is pursuing or will pursue in the United States: DOCTORATE

4. The student named above has been accepted for a full course of study at this school, majoring in Business Administration and Management. The student is expected to report to the school no later than 02/02/2002 and complete studies not later than 08/02/2004. The normal length of study is 72 months.

5. This school has information showing the following as the student's source of support (estimated for an academic term of 9 months (4 to the same number of months given in item 7)):
 Student's personal funds \$ 0.00
 Funds from school \$ 0.00
 Other source \$ 0.00

6. English proficiency: This school certifies that the student has the requisite English proficiency to pursue the course of study.
 Test type: SAT
 Test score: 1000
 Test date: 01/20/01

7. This school estimates the student's expenses for 12 months to be:
 a. Tuition and fees \$ 1,248.00
 b. Living expenses \$ 22,500.00
 c. Expenses of dependents (if any) \$ 0.00
 d. Other (specify) expenses \$ 1,600.00
 Total \$ 25,348.00

8. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 7 was completed before I signed this form and is true and correct. I executed this form in the United States and I am a resident in the United States by me or other officials of the school of the student's application, acceptance, or other records of process. Status 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; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(b)(1). I am a designated official of the above named school and am authorized to issue this form.
 Alan Johnson, Director of International Law, Approval Date: 02/07/2002, 9822A99211000, PA

9. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form when signed by me is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States as a non-immigrant student and to pursue a full course of study at the school named on page 1 of this form. I also authorize the use of my nonimmigrant status.
 Name of Student: _____ Date: _____

10. Name of parent or guardian: _____ Signature of parent or guardian: _____ Address (city) (State or Province) (Country) (Zip): _____
 Form I-20-A (Rev. 08-27-00) For Official Use Only
 SEVIS File Number: _____

MAINTAINING F-1 VISA STATUS

Full-Time Enrollment

- ❑ Undergraduate students must be enrolled in at least 12 credit hours per semester.
- ❑ Graduate students must be enrolled in at least 9 credit hours per semester.
 - Graduate students may request authorized reduced course load if they are approved for Graduate Research Assistantships or Graduate Teaching Assistantships

Only three (3) credit hours may be taken online. Only six (6) credit hours may be taken by concurrent enrollment (i.e., as a visiting student at another school).

- ❑ Doctoral students must be enrolled in at least four (4) credit hours or dissertation research credits to maintain status.

Authorization to be Enrolled Less Than Full Time is Required

See Your International Student Advisor

MAINTAINING F-1 VISA STATUS

Updating Personal Information

- You are required to report any changes to your personal information within 10 days of the change.
 - Report change of address to International Student Services at cscott@mbts.edu.
 - Report current home country address to International Student Services cscott@mbts.edu.
 - Report any changes to your personal status such as marriage, a new birth, or change of visa status (including achieving Permanent Resident status) by sending the new visa, passport, EAD or “green card” to cscott@mbts.edu.

U.S. Department of State
Immigration and Naturalization Service
Form I-20, (Rev. 08/22/01)
Page 2
Duration of Stay in Program (U.S. Only)
Entry on Arrival and Program End Date (U.S. Only)

1. Full name (Last, First, Middle Initial) MAY, LOUISA, OREGON	2. Date of Birth (MM/DD/YYYY) 06/10/85	3. Sex F	4. Date of Issuance 04/29/07
5. Program Name M.B.A.	6. Program End Date 06/30/07	7. Level of Education Master's	8. Duration of Status 12
9. Issuance Location U.S. Consulate, Manila, Philippines	10. Issuance Date 04/29/07	11. Issuance Category F-1	12. Duration of Status 12

Immigration Status on Form I-20

Keep Your Travel Documents Current

- Apply for passport renewal at least 6 months prior to expiration.
- Your visa is valid for the duration of your stay, which is the program end date on Line 5 of your I-20. *There is no need to travel to your home country for visa renewal as long as you are maintaining your status in the U.S.*
- Your I-94 card must have the same Duration of Status stamp that is on your Initial I-20. If this stamp is missing, contact International Student Services.

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Immigration and Naturalization Service
I-94
Departure Record

APR 29 2007
Class: F1
D/S

13. First (Given) Name
MAY, LOUISA

14. Birth Date (DD/MM/YYYY)
06/10/85

15. Country of Citizenship
DOMINICAN REPUBLIC

See Other Side specimen STAPLE HERE

MAINTAINING F-1 VISA STATUS

Authorized Employment

- ❑ F-1 visa holders may work part-time (no more than 20 hours per week) on campus during regular semesters and full time during summer and spring breaks.

- ❑ Off-campus work is only available with prior authorization:
 - *Curricular Practical Training (CPT)* - Part-time, off-campus work, in your degree field, with a job offer letter, prior recommendation from your academic advisor, and a CPT I-20.
 - Students must be enrolled full time for one academic year to be eligible for CPT.

MAINTAINING F-1 VISA STATUS

Authorized Employment

- *Optional Practical Training (OPT)* – Post-graduate work, in your degree field, with application to the Department of Homeland Security, and receipt of an Employment Authorization Card (EAD card). Pre-Completion OPT is possible. *See an International Student Services advisor.*
- *Economic Hardship* – Any international student may apply for Economic Hardship work authorization after one academic year of study if facing loss of sponsorship, tragic disaster in their home country that affected the economy, or reasons deemed applicable by the Department of Homeland Security adjudication officer. Application to DHS is required. *See an International Student Services advisor.*



MAINTAINING F-1 VISA STATUS

You Must File Taxes Every Year

IRS help with Non-resident or Resident returns

- ❑ Main site www.irs.gov
- ❑ Help available www.irs.gov/help/index.html
- ❑ Frequently asked Tax questions www.irs.gov/faqs/index.html
- ❑ National Hotline (800) 829-1040



For assistance with your income tax return by Internal Revenue Service employees:
Phone: (314) 612-4002

Missouri Department of Revenue Websites & Phone
Numbers:

- Main site dor.mo.gov/tax
- Frequently Asked Questions dor.mo.gov/faq/personal/
- Free preparation of your Missouri individual income tax return
by Department of Revenue employees:
3256 Laclede Station Rd., Ste. 101
Maplewood, MO 63143
Phone: (314) 877-0177



MAINTAINING VISA STATUS

Authorized Employment

F-2 DEPENDENTS MAY NOT BE EMPLOYED UNDER ANY CIRCUMSTANCES. THIS IS A VIOLATION OF THEIR VISA STATUS AND MAY NOT BE CORRECTED BY REINSTATEMENT.

*A good name is to be
chosen over great
wealth; favor is better
than silver and gold.*

Prov. 22:1-2

MAINTAINING F-1 VISA STATUS

Dropping Classes

- ❑ Students may not drop below full-time enrollment without prior authorization from an International Student Services advisor.
- ❑ Students receiving a failing grade must discuss next semester courses with an International Student Services advisor.
- ❑ Students experiencing medical difficulties must apply for reduced course load ***before*** dropping below full time enrollment. *A letter from a doctor or mental health provider is required.*

MAINTAINING F-1 VISA STATUS

Making Changes to Your I-20

- ❑ Students may not change their degree program or major without prior approval from their academic and International Student Services advisors. This process will require a new I-20; therefore, please see both advisors in advance.
- ❑ Students may add a dependent to their I-20 when married outside the U. S. If a child is born in the U.S., please provide a copy of the birth certificate or passport to International Student Services.

MAINTAINING F-1 VISA STATUS

Making Normal Progress Toward Your Degree

- ❑ Students must meet the academic requirements established by the Seminary.
- ❑ Interruptions to enrollment such as academic probation or financial holds due to non-payment place students' visa status at risk. *See an International Student Services advisor if you are having difficulties.*
- ❑ If you don't think you will graduate by your current I-20 program end date, you may request an extension at least 30 days prior to the end date on Line 5 of the I-20. *See an International Student Services advisor.*

MAINTAINING F-1 VISA STATUS

Maintain Academic Integrity

Students are expected to use care when writing their papers, using quotes, and citing sources.

- ❑ Academic probations and suspensions due to *plagiarism* and other forms of *academic dishonesty* result in under enrollment or inability to enroll, which may cause you to be “out of status.” *Carefully read* the Seminary’s Academic Catalog for guidelines.

See an International Student Services advisor if you are on probation or have been suspended.

- ❑ Students must carefully read their class syllabus and clearly follow professor’s instructions for the best performance on course work and projects.

MAINTAINING F-1 VISA STATUS

Traveling Outside the U.S.

- ❑ Students may travel outside the U.S. during summer and spring breaks by obtaining a travel endorsement on their I-20 from an International Student Services advisor. Requests should be submitted no later than 10 business days before the expected trip.
- ❑ Students who plan to conduct research abroad must see an International Student Services advisor for an updated I-20.
- ❑ Students who plan to leave their F-2 dependents (wife and children) in the U.S. for extended periods of time should discuss their travel plans with an International Student Services advisor.
- ❑ F-2 dependents may travel to and from the U.S. whenever they wish as long as the F-1 student is maintaining visa status.

MAINTAINING F-1 VISA STATUS

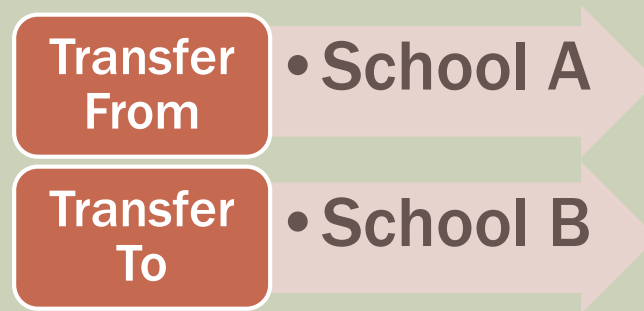
F-2 Dependents

- ❑ F-2 dependents reaching the age of 21 must apply for their own F-1 visa status. This application must be submitted prior to their 21st birthday.

MAINTAINING F-1 VISA STATUS

Transferring to Another School

- Students who are transferring from MBTS to another school must submit a transfer request with an International Student Services advisor, and an admission letter from the new school



MAINTAINING F-1 VISA STATUS

Planning for Graduation

- ❑ Students expecting to graduate should complete an **Exit Form** with International Student Services.
- ❑ Graduating students have a **60-day grace period** to make the following changes:
 - advance to a new degree level
 - transfer to another school
 - apply for another visa status
 - apply for Optional Practical Training (OPT), or
 - leave the U.S.
- ❑ If a student plans to participate in OPT, he or she must complete OPT orientation. **Contact an International Student Services advisor at least 90 days before expected graduation date for instructions.**

INTERNATIONAL STUDENT SERVICES

Candice M. Scott, Designated School Official,
International Student Services,

cscott@mbts.edu ● 816-414-3713

Hours 8 a.m. – 4 p.m.

Monday - Friday

Dr. Michael D. Hawkins, Registrar
Assistant Professor of Pastoral Ministry
Primary Designated School Official
816-414-3713