



HTIR Work - Study USA

3740 University Street, Eugene, Oregon 97405 United States of America
Phone: 541-484-0581 E-mail: coopadmin@htir.com Web-site: <http://www.htir.com>

Welcome! Below is very important information about the HTIR Work-Study Program at **Sullivan University**.

When you first receive the visa, please contact HTIR at admissions@htir.com.

Please book your flight to the Louisville International Airport.

Airport Pick-up Service

As soon as you have made your travel arrangements you should email them to HTIR at admissions@htir.com with flight details so airport pick-up can be arranged for you. **To be assured that someone will pick you up from the airport, you will need to give at least five days notice.** If you do not receive confirmation of pickup within three days of sending your travel plans, please email us at admissions@htir.com right away.

Airport pick-up is a courtesy service. In no way is the airport pick-up a guaranteed service and no money will be given to you if you and your pick-up person miss each other. Please see below for what to do in this situation.

If you have a late change of plans, or your flight is delayed, or you no longer require Airport Pick-up that you have pre-arranged, you MUST notify Shawn Schwaner with these facts as soon as possible. It is your responsibility to cancel pick-up service if you do not need it. Please contact Shawn Schwaner sschwane@sullivan.edu (502)644-6157 and the HTIR Admissions Office so we can cancel the pick-up service for that time/day and make arrangements for a new pick-up time, if need be.

Upon arrival at airport: IMMEDIATELY UPON ARRIVAL at the airport, call **Shawn Schwaner at (502) 644-6157 (cell)** to confirm that you have arrived. It is important for us to know that you have arrived. (Leave voice message if no answer.) **You should then proceed to the baggage claim area. On your way to baggage claim, look for someone holding up a sign with your name. This will be your airport pick-up person. If you have made other arrangements with your pick-up person, please follow those agreed-upon instructions.**

If you and your pickup person miss each other, notify Shawn that you missed your pick-up person and then you should take a taxi to the hotel (described below), or to a hotel of your choice. **A taxi from the Louisville airport to Sullivan area is about \$35. Please notify Shawn of your location right away.**

Taxi or Shuttle Service

If you have NOT pre-arranged a pick-up with Shawn, then after retrieving your baggage, take a taxi to a hotel or to whatever other housing arrangements you have made. Taxis are available right outside the airport terminal doors by the baggage area. **You can take a shuttle or taxi from the airport 4.5 miles for about \$25 to \$35.**

Housing Upon Arrival

Sullivan University will try its best to provide temporary housing for you to stay in until you find more permanent housing. However, this is just a courtesy service which may or may not be possible to arrange. You should be prepared to stay at a hotel for up to a week, in case temp housing is not available. You are responsible for your own hotel costs. No money will be given to you for your stay. The following is a suggested hotel, but you can choose another if you like:

La Quinta, 4125 Preston Hwy, Louisville, Kentucky 40213; (502) 368-0007. The cost of a room at La Quinta is approximately \$85 per night. [Http://836.lq.com](http://836.lq.com)

Upon arrival at school, your FIRST ORDER OF BUSINESS, is to REGISTER FOR THE WORK-STUDY PROGRAM. Until you have done this, you are not in the program. This is arranged with Shawn Schwaner at Sullivan (502) 644-6157, sschwane@sullivan.edu.

Regarding Internship

Please note that you will not be able to legally start your internship position until you have 1) been in the U.S. for at least 10 days, 2) attended your first class and 3) obtained your social security card. It takes about two weeks to obtain the SS card. Employment in a curriculum related job is mandatory. When the student has completed their US resume updates, HTIR will assist the student with their job placement. Said employment may or may not be exactly the kind of employment preferred by the student. However, during the course of the assigned employment the student will be allowed to search for a better job and, upon being offered another job consistent with the preference of the student, a two week notice must be given to the first employer before starting work for the new employer. It is understood that all wages earned in CPT employment may be used by the student as he/she chooses. Please email an updated resume to our employment placement person, Shawn Schwaner at sschwaner@sullivan.edu

While students may receive some assistance from the university, HTIR, or from other students in matters of employment, housing and other personal needs, it is ultimately the responsibility of the students to locate their own CPT employment, housing, and to arrange their own transportation.

Important notice regarding border arrivals

When you arrive at the border you will need to show your passport (with the valid F-1 visa stamp) and your I-20. You also may be asked to show official financial documentation, (either your bank statement or your sponsor's letter and bank statement) so be sure to bring that with you in a sealed envelope. It also is helpful to have your SEVIS receipt with you. The immigration Inspector will review your papers and issue you Form I-94 (white card) "Arrival and Departure Record." The Form I-94 is an important document because it indicates how long you may legally remain in the US. The Form I-94 will be stapled into your passport. Please see enclosed US entry sheet.

You are asked to report to school the week before classes start for your first session. It is important to keep in contact with the school and HTIR regarding any difficulties you may have in arriving for registration. Students who do not show up for registration will have seven days to contact the school. After that the school will be forced to report the student to Homeland Security as "out of legal status." If you cannot come for the session on your I-20, please let us know before you leave your country so the university can write you an extension letter or issue a new I-20 for a future session. Please do this before you leave your home country. Once you are in the US the university is not allowed to issue you an extension. If you have any problems at US immigration, please contact Shawn Schwaner at (502) 644-6157, sschwaner@sullivan.edu or Chris Howell at (801)773-6789, chrishowell.htir@gmail.com If you cannot reach one of them, then please try to call Jerry Slack at 541-484-0581.

ESTIMATED expenses for the first month

Airport Pick-up	\$ -0-
Apartment	\$1,000 a month (less if shared with others)
Food	\$300 a month if prepared at home by student
Transportation	\$64 a month (unless you get a car)
Hotel	\$700 a week
Taxi	\$35 (if you miss your airport pick-up person)
Tuition and fees:	As noted on the I-20
Application fee:	\$100
Per course fee:	\$50
Books	\$300 (approx for first semester)
Insurance	\$400-600 a year (depending on insurance company)

Books and stationery are not included in the tuition fees and may be purchased separately through the bookstore. There are certain special fees such as science lab fees, independent study fees, credit overload fees, etc., which will be invoiced after registration, as appropriate. For more details on costs, please review the "Explanation of Costs" sheet.

*please note tuition and fees are subject to change. The final cost will be what is reflected on your I-20 and admission letter.

Paying Tuition and Fees

You will need to pay your tuition and fees for the first semester. We recommend you wire your school tuition directly to the school's bank account before you leave your country. If you have not yet paid your \$100 application fee, you will need to do so before you can register. **YOU WILL NOT BE ABLE TO REGISTER WITHOUT PAYING THE APPLICATION FEE.**

Room and Board

Be sure to arrive with sufficient money to pay for your housing, and other personal expenses. If 3 or 4 students share an apartment near the school, the monthly cost for the rental space and utilities is estimated to be approximately \$400 per month each. If food is purchased by students and they prepare it themselves, the cost is estimated to not exceed \$300 per month.

Sufficient Funds

Thus you should plan on having at least \$10,000 available for your first few months of studying. We recommend you wire to the school your first semester tuition so you do not have a large amount of cash on your person. (We have had a student mugged and he lost all of his tuition money.) Please keep in mind that it might take from 10-14 days to establish an account at a local bank, as well as get your funds wired from your home country. You should bring with you in cash enough funds to cover your first few weeks until you receive your wired funds in your own bank account. Remember that as soon as you start your internship position, you will begin earning money. However, it may take one to three months to obtain your internship job. And you get paid at the end of a work period, not the beginning.

You will be responsible to pay for all of your own tuition and fees, living, travel and personal expenses, both before and after you find employment. In other words, this program is NOT one where your tuition and fees will be paid for you, but rather, this is a very unique opportunity for you to LEGALLY find a paid full time off-campus job where you can keep and use your earnings to help finance your own education.

Transcripts

If you have not yet submitted your official transcripts you will need bring them with you to register. **YOU WILL NEED TO SUBMIT OFFICIAL TRANSCRIPTS BEFORE YOU ARE ALLOWED TO REGISTER.** You WILL also need a second set of sealed transcripts for WES evaluation. You will need to have your transcripts evaluated by WES in the first semester of study.

Health Insurance

All students must provide their own health insurance coverage, which is recognized in the United States, during their stay in the US. Proof of this health coverage will be required in order to register. The school may provide health insurance you can purchase. If you do not have medical coverage, you will be required to purchase it. If your coverage is from outside the U.S., you will need to pay your medical expenses in advance and submit the bills to your insurance company for reimbursement. Make sure if you buy the insurance in your home country, that it will cover you while in the US. If you do not get health insurance in your home country, there are several health insurance plan providers in the US for international students. Here are some options, which allow you to enroll online:

www.travelinsure.com/what/susarate.asp
www.internationalstudent.com
www.hginsurance.com
www.compassbenefit.com

www.gatewayplans.com
www.studentinsure.com/ti
www.consumerbenefits.net

Immunizations

You do not need any immunizations to enter the US, but you will to register at the school.

Electrical Appliances

You will need to provide your own electrical appliances, such as hair dryers, or non-cooking appliances. Here in the US, Electrical appliances run on 110 Voltage. You may bring or buy an adapter for non U.S. appliances. Or you may purchase small appliances locally after your arrival. There are many places to buy low cost (even used) electrical appliances. The apartments you rent will come with the major appliances, so you will not need to worry about these (refrigerator, stove, etc.)

Luggage and Mail

Keep your personal belongings to a minimum. Any luggage or mail sent in advance should be addressed to the student but sent to the collage. Or, you may want to have family or friends send it to you after you have settled in. That way you will know what you need.

Clothing

You will need to be prepared for cool and hot weather. Summer and winters are long, with hot, dry summers and cool winters. Colder weather does occur from November through April. Spring and fall temperatures average 60° F -70° F and tend to be very rainy. Summer starts in June and lasts through September.

Sweaters, jeans, jackets, and slacks are useful during the cooler weather. For the cold weather, have some warm socks, a pair of gloves, a scarf and a coat. Rainwear and umbrellas are also necessary. You will definitely want to bring sandals, bathing suits and shorts for the summer months.

We are very pleased that you will be in our internship program and look forward to your arrival on campus. If you have any questions, please do not hesitate to email us at admissions@htir.com

Best Wishes,
HTIR Team



U.S. Immigration
and Customs
Enforcement

Updated – June 30, 2004

Contact: SEVP Program
202 305 2346

Fact Sheet

WHAT A STUDENT OR EXCHANGE VISITOR CAN EXPECT UPON ARRIVAL AT A U.S. PORT OF ENTRY

The Student and Exchange Visitor Program (SEVP), an office of the U.S. Immigration and Customs Enforcement (ICE) of the U.S. Department of Homeland Security (DHS), in cooperation with the U.S. Bureau of Customs and Border Protection and the Department of State, wishes to assist you in your entry into the United States.

Approximately 28 million nonimmigrants enter or leave the United States annually to conduct business, study, visit family, or tour the country. Legitimate visitors are most welcome and the U.S. government is committed to facilitating their travel. However, a critical need for tighter security requires that we enforce entry and exit procedures.

Careful planning and preparation by students and exchange visitors can ensure that the delay based on these procedures is minimal.

If you are a nonimmigrant student or exchange visitor, here are some things you should do:

- ✓ If you are an initial student or exchange visitor entering to attend school for the first time, you cannot enter the United States more than 30 days before the program start date indicated on your I-20/DS-2019. If you are a continuing student or exchange visitor, including a student or exchange visitor who is transferring schools or programs, you may leave the U.S., and re-enter at anytime provided you have proper documentation from the school or program you will attend upon your return.
- ✓ Before leaving your country, confirm that your passport and visa are still valid for entry into the United States. The passport should be valid for at least six months beyond the date of your expected stay.
- ✓ Also, check to see that your visa accurately reflects your correct visa classification.
- ✓ When you receive your nonimmigrant visa at a U.S. embassy or consulate, the consular officer will seal your immigration documents in an envelope and attach it to your passport. You should not open this envelope! The Customs and Border Protection Officer at the U.S. port of entry will open the envelope.

- ✓ When you travel, you should carry some specific documents on your person. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

Here are the documents you should carry on your person:

- **Passport (including attached envelope of immigration documents) with visa**
- **SEVIS Form I-20 AB, I-20 MN, or DS-2019**
- **Evidence of financial resources**

In addition, SEVP recommends that you also carry the following:

- **Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts)**
- **Name and contact information for Designated School Official or Responsible Officer at your intended school or program**
- **Writing instrument (pen)**

If you are traveling by aircraft, the flight attendants on board will distribute CF-6059 Customs Declaration Forms and I-94 Arrival-Departure Record Forms for immigration, before you land at your initial point of entry in the United States. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection Officer upon your arrival. **If you do not understand a form, ask the flight attendant for assistance.**

Upon arrival at the port of entry, proceed to the terminal area for arriving passengers for inspection at one of the Department of Homeland Security stations. As you approach the inspection station, **have your:** passport, SEVIS Form I-20 or DS-2019, Form I-94 Arrival-Departure Record, and CF-6059 Customs Declaration Form available for presentation to the Customs and Border Protection Officer. The Form I-94 should reflect the address where you will reside (not the address of the school or program).

If you are entering through a land or designated sea port, the Customs and Border Protection Officer will provide the necessary CF-6059 Customs Declaration Forms and I-94 Arrival-Departure Record Forms at the port of entry. **If you do not understand a form, ask the Customs and Border Protection Officer for assistance.**

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. **It is important that you tell the Customs and Border Protection Officer that you will be a student or exchange visitor.** Be prepared to include the name and address of the school or exchange visitor program where you will enroll/participate.

Once your inspection is complete, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for F and J visa holders**
- **Stamp your SEVIS Form for 30 days beyond program end date for M visa holders**
- **Stamp the I-94 and staple it in the passport**

SECONDARY INSPECTION REQUIREMENTS:

If your information cannot be automatically verified by the inspector or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows Inspectors to conduct additional research in order to verify information. Verifications are done apart from the primary inspection lines so that an individual case will not cause delays for other arriving passengers.

In the case your admission/participation needs to be verified, **we strongly advise** that you have readily available the **name and phone number of the foreign student advisor** at your school or the person responsible for your J-1 Exchange Visitor Program. In the event you arrive during non-business hours (evenings, weekends, holidays), you should have a phone number where this individual can be reached during non-business hours.

Failure to provide proper documentation and to comply with entry/exit procedures is cause to refuse the student or exchange visitor admission into the United States. In limited circumstances, if a student or exchange visitor is mostly, but not fully in compliance, he/she may be issued a Form I-515A “Notice to Student or Exchange Visitor”. This form authorizes temporary admission into the United States and requires the student or exchange visitor to take immediate action to submit proper documentation. Noncompliance with the directions contained on these forms may result in denied re-entry.

US-VISIT:

On January 5, 2004, US-VISIT, a comprehensive entry-exit registration system was implemented at all international airports throughout the United States, pre-clearance inspection facilities and designated seaports servicing cruise ships.

All nonimmigrant visitors holding visas (including students and exchange visitors) will participate in the program that involves obtaining a scan of two index fingerprints and a digital photograph. Race, national origin, and religion **are not factors** in the US-VISIT program, as it applies to nonimmigrant visa holders.

For more information visit www.dhs.gov/us-visit

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM:

Some individuals will require additional scrutiny and will have to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. In the future, NSEERS will be integrated under US-VISIT. *Anyone* could be subject to additional scrutiny and should follow the directions of the Customs and Border Protection Officer if additional information regarding itinerary, length of stay, or other security questions is required. A packet of information will be available at the port of entry explaining the registration procedure.

For more information, search for NSEERS at <http://www.ice.gov/graphics/index.htm>

For greater detail on procedures for traveling and arriving in the United States, visit:

<http://educationusa.state.gov/predeparture/travel/customs.htm>

FOLLOWING ADMISSION INTO THE UNITED STATES:

Students should report to their school as soon as practical and register for courses or validate their intended participation.

Exchange visitors should report to their exchange program Responsible Officer within (but no later than) 30 days after the “Program Begin Date” listed on their Form DS-2019, for validation of intended program participation with the Foreign Student Advisor.

CONTINUING STUDENTS:

Continuing Students may leave the United States and re-enter at anytime with the proper documentation. See your foreign student advisor and obtain an endorsement from the Designated School Official (DSO) or Responsible Officer (RO). The endorsement will be made on page 3 of the SEVIS Form I-20 or page 1 of the DS-2019. When returning to the United States, a continuing student/exchange visitor must present a valid SEVIS Form I-20 or DS-2019 with the DSO or RO signature showing that the student is active and in good standing with the school or program.

If you are authorized optional practical training (OPT) by your school, make sure that the school has updated your records in SEVIS to reflect this authorization and issued you a new SEVIS I-20 showing OPT authorization on page 3 of the form.

Travel Information

Congratulations on your visa to the HTIR co-op program. We have compiled travel information that you may find useful. We recommend you carefully read and study the below information so you do not have any troubles while traveling to the U.S. We also recommend you read the additional, attached "US entry facts" sheet.

First and most important, please be hypervigilant at the airports. There are many pickpockets and thieves just waiting to steal your bags and wallets. Many airports throughout the world have expert teams of thieves. One set of team members will distract you while the others steal your bags.

We recommend that you keep your passport and visa documents on your person, not in a bag or wallet. We have had students lose all of their money and documents at an airport and were forced to return home, losing their opportunity to study in the U.S. Any large quantities of cash that you carry should be in a safe place on your body. (we have had people tape cash to their stomachs or sew it into their clothes). Do be careful of anyone who is near you, because the pickpockets are very good at what they do.

Also, it is important to know that you cannot bring into the US more than \$10,000 cash without telling immigration. (We have had students whose money was taken from them at the boarder because they had more than \$10,000.) The safest thing to do is have your tuition and fees wired directly to the school.

Upon first arrival into the U.S., you will need to go through the immigration inspection. The immigration inspector will need to see the appropriate visa page in your passport and the appropriate supporting documents. Please do read through the U.S. entry information that we have sent to you in a separate email.

On the plane, a flight attendant will distribute the I-94 Arrival /Departure form to non-immigrants. You should complete the white form. (NOT the green form, which is for tourists from certain countries who are eligible for a 90-day visit without a visa).

It is to your advantage to know what to expect and to be mindful of what occurs at the port of entry. Having your documents processed properly at the time you arrive is extremely important. The I-94 card does not appear significant, but is the most important immigration document you will possess. It is the only document with a record of the *status* in which you were admitted to the United States, the date on which you entered, and at which port of entry. It is difficult and expensive to replace, and you are advised to make a photocopy of it and keep it in a safe place. Often, the immigration officer will staple into your passport. **It is also important to make sure you fill out this card correctly.** Pay attention to Surname, Given and Middle names. Also, make sure you put your birth date in the correct order. Pay attention to month, day and year. If this document is incorrect, it can take up to four weeks longer to get your Social Security (work permit) card issued.

WHAT TO HAVE WITH YOU at all times. Carry your ORIGINAL documents on your person rather than packed in your luggage. You will have to present them to the immigration inspector upon your arrival, and you won't have access to your luggage until *after* you go through immigration inspection.

Your documents should include:

Valid, unexpired, passport (for at least six months into the future) with a valid, unexpired entry visa, school 1-20, original supporting financial documents, such as letter of appointment or bank statements. Also, if applicable bring your marriage license, dependents passports and any medical records. You should also know the street address where you will spend your first nights. If you are not sure you can use the school's address.

The documents listed above are the most crucial ones that you could be required to present at the port of entry. In addition, the following items are strongly suggested: Calling Phone card, Credit Card that you can use in the US, ATM card, US Currency, US Traveler's Checks.

Upon arrival, you will go first to immigration inspection. The immigration inspector will need to see the appropriate visa page in your passport and the appropriate supporting documents. At this time you will be required to take yourself, along with all of your luggage, through an inspection process. If you have checked your luggage you will need to go to baggage claim and get your luggage before you go through the inspection. After you clear customs in the US you can recheck your luggage to your final destination.

Please note: that if you have a second connecting flight (have to change planes again) after you have gone through immigration/inspection, you will **not** have to retrieve luggage between flights and recheck it on the new plane. The airlines will automatically have your luggage transferred to your final destination.

If for whatever reason, your luggage does not make it to its final destination you will need to go to "Lost Luggage" department (it will be in the baggage claim area) to fill out a form reporting your luggage has not arrived. They will ask you for an address to where they should have your luggage sent after it has been retrieved. If you do not yet know where you will be living, then you should put down the school address and phone number.

Note: Check-in at the airliner counter is not required for connecting flights. You should have been given a boarding pass for each connecting flight. Simply present the proper boarding pass for the next flight segment.

If you have any problems at the airports, or if your flight has been canceled or delayed, you should immediately contact HTIR and your airport pickup contact so they are aware of the change in itinerary. Otherwise, when you arrive to your destination there will be nobody there to pick you up.

If you miss a flight for some reason, don't panic. Again, DO CALL HTIR and your pickup contact right away to let them know of the change of plan. The airlines will probably be able to put you on a later flight that same day.

If you do not have an international or US cell phone and you need to call HTIR you can use a pay phone or go phone. Pay phones are in abundance at the airports. You will need to use either a credit card, pre-paid phone card or U.S. coins. You can also buy pre-paid cell phones at the airport.

We recommend that as soon as you get into the US you find a currency exchange center. Here you can obtain U.S. currency as well as ask for coins in case you need to make a phone call. You should have at least \$5.00 of coins so you can make a long distance call. Another option is to buy a pre-paid phone card or a "go phone". Many of the retail stores at the airport will have calling cards or "go phones" available for purchase. Using a calling card to make your long distance call will be less expensive than using the coins. Just follow the calling directions on the phone card. The phone cards can also be used to call internationally. We do know that family members are always anxious to know if you have made it to the U.S. safely.

The Transportation Security Authority (TSA), has recently announced that passengers are only allowed to bring liquids through the security checkpoint that fit in a 3 Oz or smaller container. These containers must fit in a quart size clear plastic bag. This is for all liquids and gels, including, beverages, shampoo, lotion, toothpaste, hair gel, and other items of similar consistency. If you are going to transport these items in containers larger than 3 oz, then you will need to place them in your checked luggage. Passengers may have baby formula, or juice if a baby or small child is traveling. Passengers may also have prescription medication labeled with a name which matches the name on the passenger's ticket, insulin, or other essential non-prescription medications. Items purchased passed the security checkpoints may be brought on board the aircraft. For further information, please go to www.tsa.gov

If you have traveled at all in the past few years, you've probably already stood in security lines while your bags were x-rayed and you and your fellow passengers produced your identification papers numerous times, took cell phones and laptops out of their cases, emptied pockets of coins and keys, stripped off shoes, belts and jewelry. And for some, the need to stand, arms and legs outstretched, while an electronic wand was waved around their body, possibly to determine what caused all that beeping when they stepped through the metal detector.

Remember: This is a good time to keep your sense of humor, but it is not a good time to make jokes. Comments about guns, bombs, box cutters, hijackings and anything else related to terrorist activities that have caused the deaths of thousands of innocent travelers will be taken seriously. At the very least, you will be detained—not a good way to start your journey.

It is important to arrive early at your departure site—90 minutes to two hours is the general rule. International travelers usually go through three lines—once at check-in, once for the examination of checked luggage, and once at the personal security check-through. Being late for your flight will not get you moved to the front of these security lines. Note: you will not have to go through security for any connecting flights unless you leave the secure area.

To make things move faster for yourself and for those waiting in line behind you, make use of the following tips:

- Read the permitted and prohibited items list: <http://www.tsa.gov/>. Some things that are not allowed in your carry-on baggage can be carried in your checked luggage.
- Keep your passport, Visa and boarding pass readily available. You will be asked for these documents more than once, so there is no point in putting them away until you are completely through security.
- How you dress for an international flight can make a difference in how quickly you can move through security. Since you will be asked to remove your shoes, intricate laces, long rows of clasps, buckles, or other fasteners that take time to get your footwear off and on will hold up the line. It is recommended that travelers wear slip-on shoes, which are also convenient for getting comfortable on long international flights.
- Although you will not be asked to remove your clothes (other than coats, suit jackets, and blazers), clothing with metal buttons and buckles will definitely cause the beepers to go off and you will need to be "wanded" which, again, uses up time for everybody. Wear comfortable clothing with a minimum of metal fasteners.
- Keep in mind that you will have to remove much of your jewelry if it contains metal, and you will also have to empty your pockets of coins, keys, cell phones, and other bulky items. Even full packs of cigarettes can set off the beepers. It takes time to take things off and put them back on, to empty each of your pockets and fill them up again. Dress accordingly. If you have lots of pocket items, put them in a clear plastic bag so you can pull it out for inspection in one easy go and are not patting yourself down repeatedly while your fellow travelers are glancing at their watches. Even better, put the plastic bag in your carry-on luggage and retrieve it after clearing the inspection point.
- Pack your valuables and fragile items such as jewelry, cash, cameras, and laptop computers in carry-on baggage only. If you are traveling with a laptop computer, remember that you will have to remove it from its case and may need to turn it on for inspectors. You may be asked to do the same with other electronic devices.
- Put all undeveloped film in your carry-on baggage because the checked-baggage screening equipment could damage it. Don't hold things up by trying to locate and remove it from your suitcase while in an inspection line.
- Do not pack wrapped gifts and do not bring wrapped gifts to the security checkpoint. This will assuredly cause you to be pulled aside for further inspection. And use common sense: if you bought Aunt Berta a great set of knives, pack them—unwrapped—in your checked, not your carry-on luggage. Items confiscated at security checkpoints are not returned, and you wouldn't want to disappoint Aunt Berta.

- If you wish to lock your baggage, use a Transportation Security Administration (TSA)-recognized lock [http://www.tsa.gov/public/interapp/editorial/editorial_multi_image_with_table_0234.xml]; otherwise you may find the fastener on your bag broken when you arrive at your destination. Checked luggage may randomly undergo additional inspections before being loaded onto the carrier. If your bag is chosen, it will be opened—so it's best to allow unfettered access.

We hope you have a nice trip!



U.S. Immigration
and Customs
Enforcement

Updated – June 30, 2004

Contact: SEVP Program
202 305 2346

Fact Sheet

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- ✓ If you are an initial student or exchange visitor entering to attend school for the first time, you cannot enter the United States more than 30 days before the program start date indicated on your I-20/DS-2019. If you are a continuing student or exchange visitor, including a student or exchange visitor who is transferring schools or programs, you may leave the U.S., and re-enter at anytime provided you have proper documentation from the school or program you will attend upon your return.
- ✓ Before leaving your country, confirm that your passport and visa are still valid for entry into the United States. The passport should be valid for at least six months beyond the date of your expected stay.
- ✓ Also, check to see that your visa accurately reflects your correct visa classification.
- ✓ When you receive your nonimmigrant visa at a U.S. embassy or consulate, the consular officer will seal your immigration documents in an envelope and attach it to your passport. You should not open this envelope! The Customs and Border Protection Officer at the U.S. port of entry will open the envelope.

- ✓ When you travel, you should carry some specific documents on your person. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

Here are the documents you should carry on your person:

- **Passport (including attached envelope of immigration documents) with visa**
- **SEVIS Form I-20 AB, I-20 MN, or DS-2019**
- **Evidence of financial resources**

In addition, SEVP recommends that you also carry the following:

- **Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts)**
- **Name and contact information for Designated School Official or Responsible Officer at your intended school or program**
- **Writing instrument (pen)**

If you are traveling by aircraft, the flight attendants on board will distribute CF-6059 Customs Declaration Forms and I-94 Arrival-Departure Record Forms for immigration, before you land at your initial point of entry in the United States. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection Officer upon your arrival. **If you do not understand a form, ask the flight attendant for assistance.**

Upon arrival at the port of entry, proceed to the terminal area for arriving passengers for inspection at one of the Department of Homeland Security stations. As you approach the inspection station, **have your:** passport, SEVIS Form I-20 or DS-2019, Form I-94 Arrival-Departure Record, and CF-6059 Customs Declaration Form available for presentation to the Customs and Border Protection Officer. The Form I-94 should reflect the address where you will reside (not the address of the school or program).

If you are entering through a land or designated sea port, the Customs and Border Protection Officer will provide the necessary CF-6059 Customs Declaration Forms and I-94 Arrival-Departure Record Forms at the port of entry. **If you do not understand a form, ask the Customs and Border Protection Officer for assistance.**

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. **It is important that you tell the Customs and Border Protection Officer that you will be a student or exchange visitor.** Be prepared to include the name and address of the school or exchange visitor program where you will enroll/participate.

Once your inspection is complete, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for F and J visa holders**
- **Stamp your SEVIS Form for 30 days beyond program end date for M visa holders**
- **Stamp the I-94 and staple it in the passport**

SECONDARY INSPECTION REQUIREMENTS:

If your information cannot be automatically verified by the inspector or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows Inspectors to conduct additional research in order to verify information. Verifications are done apart from the primary inspection lines so that an individual case will not cause delays for other arriving passengers.

In the case your admission/participation needs to be verified, **we strongly advise** that you have readily available the **name and phone number of the foreign student advisor** at your school or the person responsible for your J-1 Exchange Visitor Program. In the event you arrive during non-business hours (evenings, weekends, holidays), you should have a phone number where this individual can be reached during non-business hours.

Failure to provide proper documentation and to comply with entry/exit procedures is cause to refuse the student or exchange visitor admission into the United States. In limited circumstances, if a student or exchange visitor is mostly, but not fully in compliance, he/she may be issued a Form I-515A “Notice to Student or Exchange Visitor”. This form authorizes temporary admission into the United States and requires the student or exchange visitor to take immediate action to submit proper documentation. Noncompliance with the directions contained on these forms may result in denied re-entry.

US-VISIT:

On January 5, 2004, US-VISIT, a comprehensive entry-exit registration system was implemented at all international airports throughout the United States, pre-clearance inspection facilities and designated seaports servicing cruise ships.

All nonimmigrant visitors holding visas (including students and exchange visitors) will participate in the program that involves obtaining a scan of two index fingerprints and a digital photograph. Race, national origin, and religion **are not factors** in the US-VISIT program, as it applies to nonimmigrant visa holders.

For more information visit www.dhs.gov/us-visit

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM:

Some individuals will require additional scrutiny and will have to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. In the future, NSEERS will be integrated under US-VISIT. *Anyone* could be subject to additional scrutiny and should follow the directions of the Customs and Border Protection Officer if additional information regarding itinerary, length of stay, or other security questions is required. A packet of information will be available at the port of entry explaining the registration procedure.

For more information, search for NSEERS at <http://www.ice.gov/graphics/index.htm>

For greater detail on procedures for traveling and arriving in the United States, visit:

<http://educationusa.state.gov/predeparture/travel/customs.htm>

FOLLOWING ADMISSION INTO THE UNITED STATES:

Students should report to their school as soon as practical and register for courses or validate their intended participation.

Exchange visitors should report to their exchange program Responsible Officer within (but no later than) 30 days after the “Program Begin Date” listed on their Form DS-2019, for validation of intended program participation with the Foreign Student Advisor.

CONTINUING STUDENTS:

Continuing Students may leave the United States and re-enter at anytime with the proper documentation. See your foreign student advisor and obtain an endorsement from the Designated School Official (DSO) or Responsible Officer (RO). The endorsement will be made on page 3 of the SEVIS Form I-20 or page 1 of the DS-2019. When returning to the United States, a continuing student/exchange visitor must present a valid SEVIS Form I-20 or DS-2019 with the DSO or RO signature showing that the student is active and in good standing with the school or program.

If you are authorized optional practical training (OPT) by your school, make sure that the school has updated your records in SEVIS to reflect this authorization and issued you a new SEVIS I-20 showing OPT authorization on page 3 of the form.