News & Agenda Topics

- Busy & challenging summer ahead
  - Staff on leave; Changing roles/duties; New regs

- Agenda
  - Preparation for incoming students
  - Visiting students & scholars
  - Overview of ISO forms, reporting, trends
  - STEM OPT regulations
  - Payment practices for graduate students
  - Intensive English Program (Cambridge)
  - Questions / Discussion

F-1 & J-1 Students

- Fall 2015: ISO’s student population
  - Enrolled: 2755; Post-Completion: 667; Total: 3422 (~25%)
  - 5-year Growth: Enrollment (total 1769) up 56% since 2011
  - 10-year Growth: Enrollment (total 1140) up 142% since 2005
  - Representation: China (over half), India, South Korea
  - Trends: STEM; UGs; Professional programs; Visiting study

Understanding “International Student”

- Data reflects ISO-sponsored visa holders only (F-1, J-1)
- Other categories; Perm. Residents; Undocumented; Etc.
- Variety of previous experiences & familiarity with U.S.

Communicating with ISO staff

- General Inquiries: questions@iso.rochester.edu
- Admissions Team: admitquestions@iso.rochester.edu
- UR Notifications & Forms: admin@iso.rochester.edu for Change of Status forms, conferral lists, letters, and other updates (not intended for student use)
- Employment Reporting: opt@iso.rochester.edu
- Tax Scheduling & Support: tax@iso.rochester.edu vs. GLACIER Tax Professionals: support@online-tax.net or Payroll’s GLACIER Admin: glacier@hr.rochester.edu
- Visiting Programs/Inquiries: visiting@iso.rochester.edu

Role of ISO Student Services

- ISO Services and Programming
  - Immigration: Detailed advising, Benefits, & Reporting requirements
  - Counseling: Cross-cultural, personal, academic, financial issues, etc.
  - Communications: Website, newsletters, TIPS On-Demand videos
  - Programming: Orientation, workshops, services, social activities

- Our Team of Immigration Professionals
  - Mgmt: Stephanie Krause (Assoc. Dir.); Elisabeth Foster (Asst. Dir.)
  - Advisors: Lena Ovcharov, Jon Ramsey, Rani Bhagwat, Keri Grimes, and Megan Kless
  - Assistants: Stephanie Johnson, Mary Mottler, Tomás Páez
  - ISO: Cary Jensen (Director & Sr. Counsel); Scholar Services team

Refer your students to ISO!

213 Morey Hall (River Campus) | CPU Box 270446
phone (585) 275-2866 | fax (585) 276-2943
questions@iso.rochester.edu | www.iso.rochester.edu

Office Hours: 9:00 am to 4:00 pm, Monday to Friday
Walk-In Advising: 2:00 pm to 4:00 pm
Appointments recommended; 30 minutes, one-on-one

ESM Satellite Office: 506 Main Building (Gibbs Street)
1:30 pm to 4:30 pm; Tuesday & Wednesday; Sept. to May

After Hours Emergencies: UR Public Safety at (585) 275-3333
for imminent immigration & travel problems only
Preparation for Incoming Students

Summer/Fall 2016

Incoming Students

- Online Resources & Information
  - Step By Step: Procedures for Incoming Students [www.iso.rochester.edu/study/incoming/process](http://www.iso.rochester.edu/study/incoming/process)
  - TIPS On-Demand: Tools for Immigration & Preparation Support [www.iso.rochester.edu/study/incoming/resources/index](http://www.iso.rochester.edu/study/incoming/resources/index)

- New Student Request for I-20/DS-2019
  - Minor updates for this year; Latest version: March 2016
  - Students: Complete white portions (page 1 & top of page 2)
  - UR Departments: Complete gray section (page 2) OR Attach Department Data page from admissions database

For interested schools, this form can be created in conjunction with ISO, as a mail-merge document referencing fields in your Admissions database.

New Student Request Forms

- Reminders on required information
  - Copies of original Passport & evidence of financial support
  - Dates of Study: Expected for program (not necessarily max), so automatic ISO notifications are timely & useful!
    - Doctoral study: 7 years, through August
    - Masters: Varies by typical program expectations/reqs.
      - 12, 18, or 24 months (vs. 5 yrs); Thesis vs. Exam
      - May (commencement), August, or December (finals)
    - UGs: 4 years, May (commencement); EAPP, December
  - ISO Expense Template: Name & Total; Add $7000/dependent
  - Department Certification: Sign, date, phone; Verify ID & ISIS

NSRF: What to Expect

- Submission & ISO Processing
  - Mail to “ISO New Admits, Box 270446” (not specific staff) OR Scanned version to admitquestions@iso.rochester.edu
  - 2 weeks processing for most documents; Priority given to students with earlier program start dates
    - Immig. Transfers processed after SEVIS Release Date
    - Change of Status/Change of Level require advising
    - Return from temporary LOA within 5 months
  - ISO notifies department when docs are ready for pick-up

- Form for Fulbright/Sponsored Students
**Arrival to U.S. & UR**

- Applying for the F-1 or J-1 visa
  - SEVIS ID & School Code to schedule the Consular appt.
  - Do **NOT** scan I-20 or DS-2019 to student by email!!
  - I-901 SEVIS Fee must be paid in advance & printed
  - Report Visa Delay/Denial online; Defer start date as needed
- Entry to U.S. and Report arrival to ISO
  - Students may enter the U.S. up to 30 days before start date
  - ISO Welcome & Immigration Check-In: 9am – 4pm, daily
    - Bring Passport, I-20/DS-2019, and I-94 (if provided)
    - Let us know in advance if you’ll be sending over a group!

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**Orientation Plans**

- Pre-Arrival Orientation (TIPS On-Demand)
  - Students enrolled via Blackboard; Notification plan needed
  - Immigration Basics, Travel, & Community Expectations
  - ISOP presentations now assume baseline understanding!
- International Student Orientation Program
  - 3½ hour interactive presentation with ISO advising staff
    - Maintaining Immigration Status
    - Legal & Community Responsibilities
    - Cultural Adjustment & Academic Expectations
    - Mandatory attendance, even if previously studied in U.S.

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**ISOP Schedules**

- Details online throughout the summer
  - [www.iso.rochester.edu/study/incoming/isopschedule.html](http://www.iso.rochester.edu/study/incoming/isopschedule.html)
- Tentative program dates:
  - Simon School MS Programs: 7/18 arrival; 7/19 ISOP, SSN ?
  - Simon School MBA Programs: 7/25 arrival; 7/26 ISOP, SSN ?
  - Graduate Meeting: 8/17 ISOP, with SSN session to follow
    [for ASE/Hajim, SMD, EIOH, Warner, Simon PhD, SON]
  - Eastman School of Music: To be determined
  - College Undergraduates: 8/22 arrival; 8/23 ISOP; 8/24 SSN
- Remind your students for scheduling travel!

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**Visiting Students & Scholars**

- Common types of Visiting Programs
  - Academic Relationship: Non-matriculated study or research
    - Faculty/Dept. invitation to individual or small group
    - Exchange Program, via formal partnership (study abroad)
  - Professional Relationship: Research, collaboration, observation, or other activities, without an employee or post-doc appt.
- Collaboration with Global Engagement
  - Megan Kless: ISO’s Visiting Student & Scholar Advisor
  - Ruth Levenkron & Megan Bennett: Global (Provost’s Office)
  - Centralized support and monitoring for visiting opportunities

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**Global Visitors Program**

- Process to invite visiting students & scholars
  - [www.rochester.edu/global/visitors/index.html](http://www.rochester.edu/global/visitors/index.html)
  - Initial Inquiry submitted to Global Engagement online
    - Indication of Interest: Completed by faculty/department
    - Online Application: Completed by visitor, with docs.
    - Dept. Chair must approve & agree to outstanding fees
  - ISO will make determination for appropriate visa category
  - Global provides department with an official Letter of Offer
  - Visitor receives welcome information & submits ISO form(s)
  - Department completes ISO form(s); Return to Global
  - ISO issues appropriate document for visitor to obtain visa

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**Visit the Global Engagement Unit**

- Megan Kless: ISO’s Visiting Student & Scholar Advisor
- Ruth Levenkron & Megan Bennett: Global (Provost’s Office)
- Centralized support and monitoring for visiting opportunities
**Notes on Visiting Programs**

- Important considerations:
  - Exchanges/Study Abroad/etc. will NOT go through Global
  - Contact Global to generate an initial Early Invitation Letter, often needed for visitors to secure financial support abroad
  - Based on intake forms, ISO may determine that a B-1/B-2 Visitor category, or Visa Waiver Program, is appropriate
  - F-1 & J-1 participants MUST check-in with ISO on arrival
    - Regular GVP orientation programs will be scheduled
  - For Visiting Students, $250 registration fee per term
    - Global will coordinate FT academic registrations
  - Feedback welcome: This process is still under development!

**ISO Forms & Reporting**

- To update SEVIS and/or request benefits
  - [www.iso.rochester.edu/forms.html](http://www.iso.rochester.edu/forms.html)
  - Academic Program Changes
    - Extend/Shorten Completion Date
    - Reduced Course Load
    - SEVIS Immigration Transfer
  - Employment Authorizations
    - F-1 Curricular Practical Training
    - F-1 Optional Practical Training
    - J-1 On-Campus Work & Academic Training
  - Most changes must be reported & processed in advance!

**Extend/Shorten Program**

- To modify I-20/DS-2019 Completion Date
  - What does the completion date mean?
    - Initially set to reflect common, estimated time to degree
    - Student must be enrolled full-time each term until then
    - For credit-based study: Flexibility after course completion
    - Impacts eligibility for on-campus employment & CPT
    - Extensions require a compelling academic reason:
      - Change in study; Research problems; Documented illness
      - Must be processed before current completion date passes
      - Submission of ISO form should reflect academic permission!

**Reduced Course Load**

- To authorize enrollment less than full-time
  - Full-time study is required every term until completion
    - 12 credits per semester; 9 credits per quarter
    - 9 credits plus RA/TA, for graduate students
    - 18 classroom or 22 lab hours per week for visiting students
    - Annual vacation term does not require registration
  - RCL authorizations for specific reasons & eligibility:
    - Academic difficulties (only once during program of study)
    - Documented medical condition (requires UHS approval)
    - Final term with fewer than FT credits remaining
    - Summer completion date requires summer enrollment!

**Immigration Transfers**

- To release SEVIS record to another school
  - Students may request a “Transfer Out” at any time
    - Differentiate between academic vs. immigration transfer
    - Must document admission to the new school
    - UR/ISO cannot refuse to transfer the SEVIS record (unpaid bills, incomplete research, etc. do not matter)
    - Selecting the Release Date for the transfer
    - Record will deactivate at UR & activate at new school
    - May be scheduled in advance, or effective the same day
    - Permission to study or work at UR ends on that date!
    - UR certification only for transfers prior to completion
**Employment: F-1 CPT**

- **Approving Curricular Practical Training**
  - Work permission for academic internship/training activities
  - Must be related & integral to student’s field of study
  - Specific to course credit, co-op, or degree requirement
  - Full-time (20+ hrs/wk) or Part-time; Paid or unpaid
  - Unlimited: Eligibility criteria and implications
    - Student maintains F-1 status for 1 academic year (9 mos.)
    - Authorization cannot extend beyond completion date
    - Aggregate 12 months FT CPT eliminates OPT eligibility
    - Used during vacation or academic terms (if FT enrolled)
  - Submit ISO form with academic authorization & job offer

**Employment: F-1 OPT**

- **Recommending Optional Practical Training**
  - Work permission for hands-on experience in field of study
  - 12-month authorization available for each higher degree
  - Application to USCIS: $380; 3 months processing time
  - Employment period is tied to program completion date
  - Completion date to reflect degree requirements are met, not administrative dates for graduation or conferral
  - Post-completion OPT may not begin before comp. date
  - Permission for all UR student employment also ends
  - Flexibility for PhD students w/ “excluding thesis” option
  - Signed ISO form indicates approval to focus on employment

**Employment: J-1 Permissions**

- **Documenting On-Campus Work**
  - Written authorization for UR employment during studies
    - Scholarship; Fellowship; Assistantship; Campus job
- **Approving Academic Training**
  - Off-campus work permission for experiences related to study
    - Single allotment for pre- and post-completion work
    - 18 months total; Additional 18 months following PhD
    - Authorization only with a specific employer & job offer
    - Work after degree completion must begin within 30 days
    - Advisor must document & approve all training activities

**ISO Reporting Obligations**

- **Academic registration, every term**
  - Confirm active enrollment within 30 days of start of term
  - Report failure to enroll FT within 30 days of add/drop
  - Monitor online/distance education used to satisfy FT
  - Any changes in enrollment (RCL, leave, separation, etc.)
- **Address and contact details, as needed**
  - U.S. residential address, Foreign address, Phone, Email
  - Students required to report changes to ISO within 10 days
- **Changes to program, benefits, status, etc.**

**Recent Trends …**

- Visa Revocation for DUI/DWI in U.S.
  - Consulate cancels visa validity for travel; Email notification
  - May be based on a guilty plea, conviction, or even arrest
  - Does not impact current status, but ability to travel & reenter
- USCIS scrutiny on benefit applications
  - Increased processing times, communications, review, etc.
  - Bizarre outcomes: Delay; OPT Denial; Request for Evidence
- Travel with previous version of valid I-20
  - New format must be distributed to all students by June

**STEM OPT Regulations**

- Must be related & integral to student’s field of study
- Specific to course credit, co-op, or degree requirement
- Full-time (20+ hrs/wk) or Part-time; Paid or unpaid
- Unlimited: Eligibility criteria and implications
  - Student maintains F-1 status for 1 academic year (9 mos.)
  - Authorization cannot extend beyond completion date
  - Aggregate 12 months FT CPT eliminates OPT eligibility
  - Used during vacation or academic terms (if FT enrolled)
  - Submit ISO form with academic authorization & job offer
**New STEM OPT Rule**

- **Background**
  - OPT Extension for recent graduates in eligible STEM fields
  - Additional 17 months, after initial 12-month OPT period
  - May obtain STEM once, for current degree program
  - Legal action filed in 2015 on grounds that DHS did not follow rule-making procedures & impedes U.S. workers
  - Judgement postponed until May 2016, to allow for new rule

- **Effective: May 10, 2016 (published 3/11)**
  - Current STEM authorizations remain valid beyond this date
  - Graduates may continue to apply, though may prefer to wait

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**Revisions to STEM OPT**

- **New eligibility criteria/options**
  - STEM Extension authorized for additional **24 months** (3 yrs)
  - May obtain based on any U.S. **STEM degree within 10 years**
  - Approval can be granted **twice**, if at a higher degree level

- **Requirements for students and employers**
  - **Form I-983**: Training Plan for STEM OPT Students
    - Contract for purpose/methods of the training opportunity
    - Specify goals, evaluations, supervision, relation to degree
    - Required to ISO, for STEM recommendation & updates
  - Employer must use E-Verify database (same), report to ISO (same), protect U.S. workers & subject to site visit (new)

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**Next Steps for STEM**

- **Transitions for current OPT/STEM folks**
  - May be eligible to apply for additional 7 months this summer
  - Pending applications as of 5/10 will be subject to new rules

- **What does this mean for UR?**
  - Little involvement for departments when students apply
    - Role as employer is more complicated! (I-983 reqi, etc.)
  - F-1 sponsorship via ISO for up to 3 years after completion
  - Requires active communications throughout STEM period!!

- **More Info: STEM Workshop, 4/19, 2pm**
  - Recording will be posted online to ISO website, as well

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**Payment practices for graduate students**

- **Opti. teaching, research, project**
  - Payment to all students in a given program

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**Graduate Payment Issues**

- **Current practices & impending challenges**
  - Most graduate students paid on 506 Form for all activities
  - Various payment relationships lumped together
  - Assistantship, Fellowship, Research grant, “Stipend”, etc.
  - Service-based (est. 20 hrs/wk) vs. Non-service payments
  - Accurate hourly records for Affordable Care Act compliance
  - Concerns that some payments have not been properly taxed

- **Some useful terminology, for consistency**
  - Graduate Award: Payment to all students in a given program
  - Add-On Appointment: Optional teaching, research, project

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**Payment Requirements**

- **Legal requirements for UR, as employer**
  - **ACA**: Limit employment to <30 hrs/wk for grad students
  - Educational activities (non-service) can be excluded
  - Work activities (service) must be reflected in effort hours
  - **Taxes**: Ensure accurate withholdings and yearend reporting
  - **Immigration**: F-1/J-1 on-campus work limited to 20 hrs/wk

- **Timing concerns – As Soon As Possible!**
  - **Fall**: Separate Add-On Appts.; **Jan**: Grad Awards non-service
  - New mechanisms to capture required data for payment types
  - Ongoing discussions on updates necessary to UR databases

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The Future State

- Processing for typical graduate payments
  - Graduate Awards will be processed on a modified 506 Form
  - Ability to process non-service payments w/o SSN likely
  - Add-On Appointments will be hourly; Different mechanisms
  - Research & other activities, hire via Student Employment
  - Teaching activities exempt (paid lump sum), hire via HR

- Implications for international students
  - As non-service, Graduate Awards will NOT be SSN eligible
  - Limit any Add-On Appts. and/or other UR jobs to 20 hours
  - Payment & hiring practices are under now review …

Staggered Rollout Proposed

- Plans for Fall 2016: Add-On Appointments
  - Add-Ons to be accurately classified & valued for work hours
  - Unsure yet whether via new 506, or HR/FAO (FY17)
  - Most Grad Awards still viewed as service-based, 20 hrs/wk
  - New int’l students → Issue SSN Eligibility Letter
  - Complication: Int’l students cannot have Award & Add-Ons?

- Plans for January 2017: Graduate Awards
  - Grad Awards to be non-service; No SSN eligibility for ISO
  - Int’l students can pursue Add-Ons & other UR jobs (20 hrs)
  - Stay Tuned … ISO will continue to advocate!

Intensive English at UR

- Selected Vendor: Cambridge Education Group
  - Global led UR committee to review proposals & campus visits
  - Active negotiations for final contract terms; Due shortly
  - Approx. 20 students to integrated IEP planned for fall 2016

- Anticipated Program Model
  - Instruction offered at various levels of English ability/need
  - IEP students enroll as Language Only or Conditional Admit
  - Support for matriculated UR students, at limited costs
    - Pre-session and/or concurrent language study options
    - Cambridge to supplement existing UR programs, as suitable

Moving forward with IEP

- Logistical arrangements & plans
  - Limited operations for first year; Fall 2016 courses TBD
  - Summer Intensive ESL still offered this year (OSP)
  - ISO will process I-20s and maintain F-1 student records
  - Cambridge courses to be registered in ISIS for all programs
  - Staffing: Cambridge will hire Program Director, faculty, etc.;
    UR Program Manager to help facilitate campus operations
  - Space: Discussions for office, classrooms, housing, & growth

- Some benefits to look forward to …
  - Ability to recruit strong students with greater English needs
  - Increased diversity in UR programs via Cambridge networks

Wrap Up

Remaining Q & A

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