

University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
APPROVAL/FILING OF IMMIGRATION APPLICATIONS FOR INTERNATIONAL STUDENTS	June 2008	2513.005b

PROCEDURE STATEMENT (R)

Designated School Officials as defined by immigration law are available to advise students, and, where appropriate and required, to provide documentation of their status in the filing of documents with the U.S. DHS – USCIS, USCBP, or USICE.

- a. The student schedules an appointment with an advisor as needed.
- b. The student's situation is reviewed and, if needed, appropriate forms and appropriate ISSS information/instruction sheets are provided to the student. Application procedure is discussed including any application fee charged by USCIS or any other immigration agency.
- c. The student comes in for a second appointment. At this appointment, student brings the completed forms, supporting documents, and filing fee, if applicable.
- d. The advisor reviews the material and, if appropriate, attaches any other documentation about the student's situation.
- e. ISSS staff makes copies of all documents for the student's file. For Reinstatement and Change of Status applications, Student mails application packet to VSC. OPT applications are mailed to TSC.
- f. When ISSS receives USCIS (or applicable agency) response, student is notified. If the student receives the response instead, he/she must provide ISSS with copies of the documents for his/her file.

USCIS charges a fee depending on which documents are filed. Fees are paid directly by the student to USCIS. USCBP may charge fees for certain POE/Border processing. ISSS charges no fee for assisting the student with the filing of documents.

Students who do not file required documents with USCIS in a timely manner face consequences imposed by USCIS, USCBP and USICE under SEVP policies and SEVIS regulations including violation of legal status in the U. S. The University imposes no penalty on students for failure to file immigration documents. However, ISSS will deny immigration benefits to students who are out-of-status in accordance with SEVIS regulations.

REASON FOR PROCEDURE (O*)

To fulfill the University's responsibilities and assist students in complying with immigration procedures and applications for certain F-1 benefits. This procedure was created pursuant to U.S. Citizenship and Immigration Service (USCIS), U.S. Customs and Border Protection (USCBP), U.S. Immigration and Customs Enforcement (USICE), Student and Exchange Visitor Program (SEVP) and all applicable sections of 8 CFR 214.2 (f).

DEFINITION (R)

Form I-94 (Arrival/Departure Record) - Form used to document entry to and departure from the U.S. of all foreigners. At entry, this form is stamped according to the person's visa classification. The period of authorized stay is also noted on this form.

Form I-102 - Form used to request replacement of lost documents. This form is used to request for replacement of Form I-94 (arrival/Departure Record).

Form I-515A - Form issued to F-1 students on a 30-day admission status.

Form I-539 - Form used to request a change of Nonimmigrant status and Reinstatement to F-1 students.

Form I-765 - Form used to request employment and practical training.

RESPONSIBILITIES (O)

Copies of documents filed are maintained in the student files, if reviewed or sent through ISSS. If student files application through personal immigration attorney, student is responsible for record keeping.

HISTORY (R*)

Effective Date: 1991; Revision Date(s): June 2008.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Student Affairs
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

International Student and Scholar Services
11200 S.W. Eighth Street, GC 355
Miami, Florida 33199
Telephone Number: (305) 348-2421

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For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

***R = Required**

***O = Optional**