



**International Student and Scholar Services Scope of Services #2513.005**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
1991	February 15, 2021	Office of International Student and Scholar Services (ISSS) Division of Academic Affairs

**POLICY STATEMENT**

The Office of International Student and Scholar Services (ISSS) provides international students with comprehensive immigration and compliance-related services mandated by the Student & Exchange Visitor Information System (SEVIS), the Department of State (DOS), and the United States Citizenship and Immigration Services (USCIS). The ISSS Office also promotes international student success by comprehensively supporting their experience prior and post arrival in the United States, as well as during their studies and upon completion of their degree.

**SCOPE**

This policy applies to all international students pursuing a degree at any level on an F-1 or J-1 visa at Florida International University.

**REASON FOR POLICY**

To promote campus internationalization and international student success by comprehensively supporting the international student experience prior and post arrival in the United States as well as during their studies and upon completion of their degree.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
International Student	A student who comes from a country other than the United States and holds an F-1 or a J-1 visa issued by the American Embassy in their home country.
SEVIS	Student & Exchange Visitor Information System <a href="https://www.ice.gov/sevis">https://www.ice.gov/sevis</a>
USCIS	United States Citizenship and Immigration Services <a href="https://www.uscis.gov/">https://www.uscis.gov/</a>
DOS	Department of State <a href="https://www.state.gov/">https://www.state.gov/</a>



OPT	Optional Practical Training is a period during which undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for one academic year are permitted by the United States Citizenship and Immigration Services (USCIS) to work for one year on a student visa towards getting practical training to complement their education.
CPT	Curricular Practical Training is temporary off-campus employment authorization for F-1 visa non-immigrant foreign students in the United States while enrolled in a college-level degree program.

**ROLES AND RESPONSIBILITIES**

The ISSS Office provides international students with comprehensive in-person and virtual support through its team of advisors, assistant, associate, and executive directors, through its website ([iss.fiu.edu](http://iss.fiu.edu)), and a robust ISSS Portal where students submit all their requests. Students play an active role in the completion of all immigration-related process during and upon the completion of their studies.

The ISSS Office works with all student services offices and departments on campus to link its international students to the services or information they need.

**RELATED RESOURCES**

- Office of International Student and Scholar Services  
<https://globalaffairs.fiu.edu/iss/>

**CONTACTS**

Executive Director, FIU Global Mobility  
Office of International Student and Scholar Services and Education Abroad  
Florida International University  
11200 SW 8 Street, SASC 230, Miami, FL 33199  
Office: 305-348-2421  
Email: [iss@fiu.edu](mailto:iss@fiu.edu)  
Virtual Office (Mon to Fri 9am to 12pm and 2:30pm to 4:30pm)  
<https://go.fiu.edu/virtualoffice>  
Website: <https://globalaffairs.fiu.edu/iss/>

**HISTORY**

**Initial Effective Date:** 1994



FLORIDA  
INTERNATIONAL  
UNIVERSITY



**Review Dates** (*review performed, no updates*): November 22, 2023.

**Revision Dates** (*updates made to document*): November 9, 2020; February 15, 2021.



**International Student and Scholar Services Scope of Services  
#2513.005a**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
1994	February 15, 2021	Office of International Student and Scholar Services (ISSS) Division of Academic Affairs

**PROCEDURE STATEMENT**

The ISSS Office provides services to FIU F-1 and J-1 international students and J-1 exchange visitors and scholars as follows:

**International Students**

- Upon their admission to FIU and while they are still in their home country preparing to travel to the United States (through the ISSS Engagement Campaign and Pre-Arrival Virtual Sessions)
- Upon their arrival in the United States through comprehensive Welcome Sessions, workshops, and events to assist them in their understanding of the immigration rules and regulations, and the university culture.
- During their time at FIU through a program of activities and events to integrate them into the FIU community and beyond.
- During their studies to provide guidance on on-campus employment opportunities as well as off-campus (CPT) employment rules and regulations.
- During the students’ last term of studies to assist them with their government application to their Optional Practical Training.
- Upon completion of students’ one-year OPT period if they are in a STEM Field and wish to extend the OPT benefit for two more years.

**Exchange Visitors/Scholars**

- The ISSS Office works with FIU departments/faculty members who wish to host exchange visitors and assists in the compilation of all documentation for J-1 visa processing.
- The ISSS Office provides comprehensive support to exchange visitors including welcome orientation, immigration status maintenance, health insurance guidance, and programming events and activities.
- The ISSS Office complies with Export Controls requirements for each FIU exchange visitor as mandated by the FIU Compliance Office.