

TO: International Students
SUBJ: IMMIGRATION REMINDERS

You will be receiving periodic alerts from our office reminding you of key immigration requirements to keep you informed and maintain your non-immigrant status. Please review this memo to ensure that you are in compliance. Feel free to contact our office if you have any questions.

- **As always, be sure to maintain your full-time status at ALL times.** We are alerted daily from the Student Information System (SIS) on any student dropping below full-time status.
- **Please inform us of all U.S. address changes, within 10 days of the change, by adding your new address to SIS on-Line.**
- **On-Campus Employment is limited to 20 hours per week.** The only exception to this rule is during the school vacation periods.
- **Off-Campus Employment or Paid/Unpaid Internships, must have PRIOR APPROVAL of the International Center and in most cases of the United States Citizenship & Immigration Services (USCIS).**
- **You must have paid your Health Insurance Fees or have received a Waiver from the Tufts Health Services Department by this time.** If you have not, then you will not be cleared for the spring semester and this will impact your Immigration Status. Remember that you are not eligible for any free medical services, based on your visa status.
- **If you are Married and your spouse is on F-2 or J-2 visa category, it is your responsibility to inform us in writing when he/she has changed to another visa type.** We are required to cancel their F-2 or J-2 on our SEVIS system. Remember that your dependents must have health insurance as well.
- **Students Planning on Traveling outside of the U.S.** – Check your Form I-20 or Form DS-2019 to determine the last time we signed your document. If the signature is older than 6 months and you are planning on traveling outside of the U.S., you should have our office sign your document. Our office needs one week to process the signature. Check your I-20 or Form DS-2019 prior to leaving on Spring Break.
- **Taking a Leave of Absence - You must obtain approval from our office prior to taking a Leave of Absence.** This includes Tufts & Non-Tufts Study Abroad Leaves, Personal Leaves, Medical Leaves, Military Leaves, etc. **Failure to do this may negatively affect your immigration status and future work option benefits.** We refer you to this section of our website for more detailed information on Leaves, <http://ase.tufts.edu/icenter/currentLeave.htm>.

Graduate Students of A&S, should direct registration questions to the Graduate School Office at 617- 627-3395.

Nutrition Graduate Students, should direct registration questions to Genevieve C. Alelis at 617-636-3777.

Veterinary Graduate Students – *The above information relating to registration for A&S & Nutrition School students does not apply to you. If you are not clear on what constitutes full-time enrollment or if you have any registration questions, please contact Ms. Sandra Gatley at 508-839-8733.

Seniors, Juniors and Graduate Students close to Completion of Program – If you are about to complete your studies at Tufts within the next 3-4 months and are interested in applying for Post-Completion Practical Training,

be sure to register for a Mandatory Practical Training Informational Session. You can sign up through our website, <http://ase.tufts.edu/icenter/eventsOPTsession.aspx>.

- **Completion Date of Program/Post-Completion Practical Training** – Post-Completion Practical Training is based on your completion date. Completion date does not mean graduation date. For graduate students the completion date is the anticipated date of your Thesis or Master’s Project Approval by your department. Feel free to call us if you have any questions on this. The International Center needs 2-3 weeks to process a Practical Training Petition, and USCIS can take another 8-12 weeks to review the application.
- **Pre-Completion Practical Training** - If you have been a full-time student in good academic standing for one academic year, you are eligible to apply for Pre-Completion Practical Training. Details on both Pre-Completion and Post-Completion Practical Training are discussed at the Practical Training Informational Workshops mentioned above.

The application process for Practical Training takes 3-4 months to complete so please plan accordingly!

Please remember that you can always contact one of the advisors at the International Center. You may contact your International Center Advisor, based on the letter of your alphabet:

Last name beginning with letters **A - J**, contact Naoko Kotoge (naoko.kotoge@tufts.edu);
Last name beginning with letters **K - Q**, contact Jodi Hanelt (jodi.hanelt@tufts.edu);
Last name beginning with letters **R - Z**, contact Hannah Mumma (hannah.mumma@tufts.edu)