

ATI College



International Student Application Booklet

Main Office: 12440 Firestone Blvd. Ste 2001, Norwalk, CA 90650
Contacts: (562) 864-0506 ♦ (800) 516-1119 ♦ (714) 730-7080 ♦ INFO@ATI.FDU

ATI COLLEGE

Dear International Student,

The Office of International Programs & Student Services at ATI College appreciates and would like to thank you for your interest in this college.

Your main contact from this point on will be the Office of International Programs & Student Services, located in the school's general admissions department. We invite you to browse through the various sections of our college website at www.ati.edu before you complete the international student application. For any additional information and assistance, please contact us at 1-800-516-1119 or write to info@ati.edu .

Welcome and we look forward to meeting you in short time.

International Programs & Student Services
ATI COLLEGE

Main:

12440 Firestone Boulevard
Suite 2001
Norwalk California 90650
Tel. 1.562.864.0506
Fax. 1.562.864.7806

Branch:

1125 East Seventeenth Street
Suite N251
Santa Ana, CA 92701
Tel. 1.714.730.7080
Fax. 1.714.730.9280

www.ati.edu
info@ati.edu

ATI COLLEGE

F-1 Student Information

The US Immigration and Customs Enforcement (ICE) have created an internet-based system to maintain current information on all F-1 international students. The system is called **SEVIS** (Student and Exchange Visitor Information System).

SEVIS will track F-1 students until they complete their programs and will require ATI College to report to the USCIS any students who do not maintain lawful status.

Under the new regulations, even the minor status violations (i.e., failing to inform ICE of change of address, dropping below full-time study without permission, or failure to process a timely transfer) could result in possible termination. In order to keep you well informed of these important changes, ATI College has prepared the following information for you to read. In addition, ATI College will provide students with up-to-dated information concerning these regulations as they become available or are revised.

ATI College is authorized under federal law to admin non-immigrant alien students.

International Admissions Policy

All international applicants to ATI College must meet the same admissions standards as all other students. Additionally, international students must demonstrate competence in the English language by one of the following standards: graduation from a secondary or a postsecondary institution whose primary language of instruction was English; a minimum score of 213 on the computer TOEFL, or an equivalent level of English proficiency from an approved English as a Secondary Language (ESL) program; or proof of successful completion of a minimum of six months (two quarters) of postsecondary coursework at an accredited institution in which English was the language of instruction; or register to study Vocational English (VESL) program at this college.

Additional Admissions Requirements for Nonimmigrant Alien Students

1. Complete and sign International Student Application for Admission form;
2. Original or official copies of all educational transcripts (high school and if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
3. Proof of English language proficiency (if applicable);
4. A completed and signed Confidential Statement of Financial Support (this statement is not required if the student is able to provide Official Bank Statements);
5. Official Bank Statements - bank statements must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
6. A photocopy of the students' passport to provide proof of birth date and citizenship (students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
7. For all applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival departure record (both sides);
8. For all applicants residing in the United States at the time of application in F, M, or J nonimmigrant classification: complete Notice of Intention to Transfer to ATI College form confirming of valid nonimmigrant status at previous school attended before transferring to ATI College. All transferring students must have the **Notice of Intention to Transfer to ATI College** form completed by school official.

ATI College is authorized under federal law to admin non-immigrant alien students.

ATI COLLEGE

Maintaining Your F-1 Student Status

Maintaining F-1 Student "Status" is the most important concept for F-1 students to understand. Under current US immigration law, you must "maintain your visa status." If you don't, the consequences can be serious.

How Do I Stay In Status?

- **Have a valid I-20:** I-20s have expiration dates, which can be found in item #5 on the Form I-20. If your I-20 is going to expire before you finish your program, talk to the Student Services Manager or PDSO within 30 days before the expiration date so that we may extend your program. It is your responsibility to ensure that your I-20 is valid at all times during your study in the United States. Also, keep your passport valid at all times.
- **Be a full-time student making normal progress toward completing a course of study:** In order to maintain status, F-1 student must be enrolled at all times and for a minimum of 18 hours per week and be making normal progress toward completing a course of study. "Normal progress" presumes maintaining a regular 70% attendance rate needed to pass a given class.
- **Never work without authorization!** It is illegal to work in the US as an F-1 student without proper authorization. F-1 students should ensure they have sufficient funds to study in the US without needing to work. This is a major violation of student status.

How Can I be sure I am following the Regulations?

To avoid problems with your immigration status while at ATI College, we offer you the following advice:

- You should always make sure you are enrolled for a current session unless you have completed your studies in the US and will be returning to your home country.
- Always communicate with the office regarding your plans at the end of the session. If you are returning to your country, wish to take a vacation, or plan to transfer out to a different college/university, always inform the office of your plans *before* the session ends so that your SEVIS record can be correctly updated.
- F-1 students must never accept off-campus employment before obtaining proper authorization from the INS.
- F-1 students must always keep their local address updated by reporting a change of address within 10 days of moving. Let us know immediately so we can update our records and your SEVIS record.

Please pay careful attention to your student status and make every effort to maintain it. We encourage you to speak with the student services manager/advisor with your questions and/or concerns.

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: _____

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International Student Policy

As an F-1 student at ATI College, please be familiar with the following requirements:

Attendance: At ATI College, we enforce a strict attendance policy. F-1 students are required to attend classes on a regular basis and must maintain a minimum of 70% attendance rate for their classes. You must inform us in timely fashion to avoid drops/termination. Students requesting leave of absence must do so in advance and in writing by completing the "Leave of Absence Request Form".

Vacation Policy: F-1 international students must finish six (6) months of study before requesting any vacation time. Any student who requests a vacation must have the intention of returning to full-time schedule. As such, tuition pre-payment is required before student is granted permission. Student must complete "Leave of Absence Request Form" for request to be considered by the student advisor.

Medical Illness or Condition: In extraordinary cases, such as illness, a leave of absence can be granted, though such a request would require sufficient documentation and the permission of the Primary Designated School Official (PDSO).

Leaving the US (Including Mexico & Canada): The PDSO's signature is required on the third page of your Form I-20 should you need to leave the United States for any period of time (including a weekend to Tijuana). Please remember that the office requires 5 working days to process your request.

School Transfer Policy: F-1 students may transfer out to a different college or university once they complete at least 50 percent of the program that is listed in their enrollment agreement and maintained their status at ATI College (including a minimum 70% attendance) and have no financial obligation to ATI College before transfer request can be approved. Student will need to forfeit 50% of paid tuition if wish to transfer out before completing 50% of enrolled program. For more details on the transfer process, please talk to your student services manager. Transfer request may be processed by submitting a "Transfer Request Form" to the student services department.

Cancellation Policy: All funds less registration fee of \$150.00 paid will be returned if the student is rejected for enrollment. Student has the right to cancel enrollment agreement for a course of instruction. Cancellation shall occur when the student gives written notice of cancellation at the institution's address. Student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that student no longer wish to be bound by the enrollment agreement. On the first day of class, student will be given two notices of cancellation forms for his/her use if decides to cancel, however, student can use any written notice that he/she may wish. You do not cancel the contract by just not attending classes.

Refund Policy: International students may cancel their enrollment at any time for partial refund. Student will need to forfeit 50% of paid tuition if wish to cancel before completing 50% of enrolled program. Prorated refund calculation will take place for the students that have completed greater than 50% of enrolled program. For more details on the transfer process, please talk to your student services manager. Cancellation/Refund request may be processed by submitting a written cancellation request to the student services department.

Program Extension: Program extension requests are reviewed by individually. Such request may be reviewed by the program director then by the PDSO depending on the circumstance and whether or not student has maintained their status. It is the student's responsibility to be aware of the expiration date on their I-20 and to notify the office of their intention to continue, should more time be needed to complete registered program. For more information on program extension, please speak with your student advisor. If you have any questions about your plans at the end of the session, please talk to a student advisor so that your options can be clarified.

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: _____

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11. PROPOSED PROGRAM(S): _____

12a. COUNTRY OF CITIZENSHIP: _____

12b. COUNTRY OF PERMANENT RESIDENCE: _____

13. CITIZENSHIP STATUS

- I – U.S. noncitizen, immigrant
- J – U.S., noncitizen, J visa
- F – U.S. noncitizen, F visa
- M – U.S. noncitizen, M visa
- R – Refugee
- O – Other visa (specify): _____

14. ETHNIC IDENTITY please enter a code: _____

- | | | |
|-------------------------------------|---|-----------------------------|
| 1 American Indian or Alaskan native | 2 Black, non-Hispanic, including African-American | 3 Mexican-American, Mexican |
| A Central American | B South American | Q Cuban |
| P Puerto Rican | 4 Other Latino, Spanish-Origin, Hispanic | C Chinese |
| J Japanese | K Korean | R Asian Indian |
| 5 Other Asian | M Cambodian | L Laotian |
| V Vietnamese | 6 Other Pacific Islander | 7 White |
| F Filipino | 8 Other | 9 No Response |
| D Decline to state | | |

15a. HIGH SCHOOL LAST ATTENDED (include city and country): _____

15b. GRADUATION DATE (month/year): _____

15c. LIST IN CHRONOLOGICAL ORDER NAMES AND LOCATIONS OF ALL INSTITUTIONS ENROLLED IN AFTER HIGH SCHOOL REGARDLESS OF LENGTH OF ATTENDANCE, EVEN IF NO WORK WAS COMPLETED.

Name	All Institutions Country	Enrolled (from – to)	Number of units completed (Sem. Units or Qtr. Units)	Degree Earned	Year Degree to be Received	Fee Status Res / Non

16a. LIST BELOW ANY COLLEGE COURSES IN WHICH YOU ARE CURRENTLY ENROLLED AND ANY ADDITIONAL COURSES YOU PLAN TO COMPLETE BEFORE ENTERING, INCLUDING SUMMER SCHOOL (use a separate sheet if more space is needed).

Institution	Term	Course No. and/or Program Title	Unit Value

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16b. For transfers from U.S. Institutions, please list courses completed or in progress that are available at ATI.

Institution	Term	Course No. and/or Program Title	Unit Value	Grade

Total Unit Completed: _____
 Total Unit in Progress: _____

17. ARE YOU CURRENTLY IN THE US? Yes or No: _____
18. DATE YOU ENTERED U.S. (month/year): _____
19. WHAT WAS YOUR VISA STATUS WHEN YOU ENTERED THE U.S. _____
20. TYPE OF VISA NOW HELD: _____ EXPIRATION DATE (month/day/year): _____
21. IF YOU ENTERED THE U.S. AS A VISITOR, WHAT SCHOOL ISSUED THE I-20 FORM FOR YOUR STUDENT VISA? _____
 _____ DID YOU ATTEND: _____
22. IF YOU ENTERED THE U.S. ON AN F VISA, WHAT SCHOOL ISSUED THE I-20 FORM FOR YOUR STUDENT VISA? _____
 _____ DID YOU ATTEND: _____ WHEN: _____
23. HAVE YOU APPLIED FOR PERMANENT RESIDENCE IN THE US? _____ WHEN? _____
24. HAS PERMANENT RESIDENT CARD (GREEN CARD) BEEN ISSUED? _____ WHEN? _____
25. PERMANENT RESIDENT CARD NUMBER: _____
26. HAVE YOU APPLIED FOR POLITICAL ASYLUM OR REFUGEE STATUS? _____ WHEN? _____
27. IF MARRIED, WILL YOUR FAMILY ACCOMPANY YOU TO THE U.S.? _____

I. Foreign Transcript Information:

ATI COLLEGE must receive official transcripts of all your academic records listing the following information: Subjects completed; grades or marks received; number of hours per week or per year spent in each class; diplomas, degrees, or other certificates received. Records in a foreign language must be accompanied by a certified English translation. DO NOT send original documents which cannot be replaced; certified or photographic copies should be submitted. Students are required to present the original documents for verification in person.

NOTE: The acceptability of any foreign work and academic placement will be determined by the school.

II. Required Test:

All applicants who have not completed at least three years of course work at the secondary level or above where English is the principal language of instruction must submit scores for the Test of English as a Foreign Language (TOEFL). If you are a graduate with a bachelor's degree from a college or university where the language of instruction is not English, then you will need to take the WONDERLIC'S Ability To Benefit (ATB) exam instead. If you are transferring from a college or university in the state of California, you will need to take the WONDERLIC'S Ability To Benefit (ATB) exam.

I have taken or plan to take the TOEFL on (month/year) _____
 I have taken or plan to take the ATB on (month/year & location) _____

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III. Financial Information:

a. Please indicate the estimated amount of funds available to you during each year you expect to be enrolled at this institute:
U.S. \$ _____

b. From what source will you received funds (specify – sponsor, personal savings, or other): _____

c. If you answered “sponsor” in question b above, indicate your sponsor’s name, address, and relationship (if any). Include your name on supporting financial statement sent to our office.

_____ last name first name middle name

Current Mailing Address: _____ street number street name apartment number

_____ city state zip code country if not USA Intl. Postal Code

d. Please indicate the name and address of a relative or close friend in the United States who may inquire about your application.

_____ last name first name middle name

Current Mailing Address: _____ street name apt number city state zip code

IV. General:

List your reasons for seeking transfer to ATI COLLEGE: _____

V. The ATI COLLEGE expects you to provide complete and accurate responses to the items on this application for admission. Further, the official documents that you submit in support of this application must be authentic, unaltered records that pertain to you. Your signature is your certification of the accuracy and completeness of the information you provide.

I certify under penalty of perjury, or after being duly sworn, that I have provided complete and accurate responses to the items on this application. I further certify (swear) that all official documents submitted in support of this application are authentic an unaltered records that pertain to me. I authorize release of any information submitted by me in connection with this application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings. I understand that any misrepresentation may be cause for denial or cancellation of admission or enrollment.

Signed at _____ City and Country Applicant’s Signature Date

Print your full name: _____ Last Name First Name Middle Name

Please mail, fax, or email completed application:

**ATI COLLEGE
INTERNATIONAL PROGRAMS & STUDENT SERVICES
1125 E 17TH STREET STE N251
SANTA ANA, CA 92701
USA**

SEVIS School Number: LOS214F18250002

Tel. (714) 730-7080 Fax. (714) 730-9280

Email. lisa@ati.edu

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Confidential Statement of Financial Support

Please complete this form and return to International Admissions with all supporting financial documentation for college to process Form I-20. Failure to complete all sections may delay your admission.

Applicant's Name: _____
Last (Family) Name First (Given) Name

Birth Date: _____ Major/Program: _____ Expected Start Date: _____

Country of Citizenship: _____ Country of Birth: _____

To be completed **only** if you have dependents.

If your dependants are accompanying you or joining you later, please complete the following information for each one*.

NAME (Last, First Middle)	DATE OF BIRTH (mm/dd/yyyy)	COUNTRY OF BIRTH	Spouse	Son	Daughter

*Estimated cost per dependent joining you in the US is \$5,000 per academic year.

Source of Funds (must submit supporting bank documentation)

Your own funds: US\$ _____ Funds from Sponsor (parent, relative): US\$ _____

Other Funds: US\$ _____ Total Amount of Available Funds: US\$ _____

(Total amount must be greater than **US \$19,500.00**)

Parent or Sponsor Affidavit of Support (to be verified by parent or sponsor if support is indicated above)

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided in the amount indicated under "Source of Funds" above:

Signature of Sponsor: _____ Date: _____

Printed Name of Sponsor: _____

Relationship of Sponsor to Student: _____

Sponsor's address: _____

Signature of Applicant

I certify that the information provided above is correct and complete and that I will notify ATI COLLEGE of any changes in my financial circumstances.

Signature of Student: _____ Date: _____

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INTERNATIONAL PROGRAMS & STUDENT SERVICES FORM I-20 APPLICATION

(Must complete if applicant has dependent(s) to add to Form I-20)

PLEASE READ: The form I-20 is necessary for an F-1 visa student to reenter the U.S.A. It may also be used by the spouse or children of an F-1 who are, or will be, F-2 visa holders.

IMPORTANT: An F-1 student who is married to a U.S. citizen or permanent resident alien cannot return to the U.S.A. without the Certificate of Permanent Residency ("Green Card"). If you fall within this category, please make an appointment with the Immigration Counselor.

Student ID NO: _____

Name: _____
(family name) (first) (middle)

Address: _____
(street number) (city) (state) (zip)

Telephone No: _____
(area code) (number)

Alternate Contact No: _____
(area code) (number)

Reason for Form I-20: _____

Date leaving US: _____
(month/day/year)

Date returning to US: _____
(month/day/year)

Program: _____
(month/year)

Source of financial support: _____

If this I-20 is for, or includes, spouse and/or children who are F-2s, please complete the following:

Spouse:	Date of Birth:	Gender:
Child 1:	Date of Birth:	Gender:
Child 2:	Date of Birth:	Gender:
Child 3:	Date of Birth:	Gender:
Child 4:	Date of Birth:	Gender:
Child 5:	Date of Birth:	Gender:

Student Signature: _____ Date: _____

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Notice of Intention to Transfer to ATI College

All prospective students applying to ATI COLLEGE presently on an F-1 VISA must submit this form completed by the Advisor at your last authorized school. It is necessary to submit this form in order to be considered for acceptance.

Student Full Name (First Middle Last):	_____	_____
SEVIS ID #:	_____	_____
Name of Last School Attended:	_____	_____
School Address:	_____	_____
School Telephone:	_____	_____
School Facsimile:	_____	_____
SEVIS School Number:	_____	_____
Dates Attended:	_____	_____ to _____
Last date of attendance or expected date of graduation:	_____	_____
Did student maintain full-time status? If No, why?	_____	_____
Does the student have any outstanding obligation to your school? If Yes, please explain.	_____	_____
Number of units completed (if applicable):	_____	_____
State type of program studied:	_____	_____
Major course of study:	_____	_____
Date on which student's SEVIS I-20 will be released (mm/dd/yyyy):	_____	_____

_____	_____	_____
Designated School Official	Designated School Official's Signature	Date

Please refer to information below when you release this student to our college using SEVIS:

ATI COLLEGE
1125 East 17th Street Suite N251
Santa Ana, CA 92701
SEVIS School Number: LOS214F18250002
Tel. (714) 730-7080

Please return this form via facsimile to (714) 730-9280 or scan email to lisa@ati.edu. Thank you!

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PERSONAL GUIDE/ASSISTING PROGRAM

Following services are available to assist newly arriving international students with their needs. From airport pick-up to touring of the city where student will reside and attend school, wide range of service is available at additional cost.

- Airport pick-up
- Acquiring housing (locating and setting appointments to view homestays, share housings, rental properties – service may last 2 to 4 days)
- Vehicle purchase (pick-up to and from dealers, if necessary service may last 1 to 2 days)
- Insurance planning (auto, health, other, if required)
- Scheduling appointment & acquiring California Driver's License from DMV (if required)
- Town tour (spread-out to 3 day service)

COST: \$1800.00 (meals and other personal charges not included)

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Contact Information

Main Campus

12440 Firestone Boulevard
Suite 2001
Norwalk, CA 90650
USA
Phone: 562-864-0506
Fax: 562-864-7806

Branch Campus

1125 East Seventeenth Street
Suite N251
Santa Ana, CA 92701
USA
Phone: 714-730-7080
Fax: 714-730-9280

For International Programs & Student Service:

lisa@ati.edu

Executive Director/USCIS Primary Designated School Official (PDSO)

Tel. (714) 730-7080 Extension 105 Fax. (714) 730-9280

Students & Exchange Visitors Information Booklet

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Students and Exchange Visitors

The international student or exchange visitor has some responsibilities to attend to before they can enter the United States to attend a Student and Exchange Visitor Information System (SEVIS) certified school or program. This section of the Student and Exchange Visitor Program (SEVP) website is here to assist with those responsibilities.

How To Become a Student or Exchange Visitor

One of the first responsibilities for the international student or exchange visitor is to apply for a visa. The following information will assist with this process. Keep in mind that visas are issued by American embassies and consulates.

Student Visas

On April 8, 2008, DHS announced an extension of Optional Practical Training for qualified students. For more information, visit the USCIS website and the ICE International Students webpage.

Student Applicants (for F-1 and M-1 visas) - Overview

If you are going to the U.S. primarily for tourism, but want to take a short course of study of less than 18 hours per week, you may be able to do so on a visitor visa. You should inquire at the appropriate U.S. Embassy or Consulate. If your course of study is more than 18 hours a week, you will need a student visa. Please read this information for general information on how to apply for an F1 or M1 student visa. For additional student related information, visit the [EducationUSA website](#) created by the Department of State, [Bureau of Educational and Cultural Affairs](#) to learn about educational opportunities for undergraduate and graduate study, opportunities for scholars, financial aid, testing, admissions, and much more.

In most countries, first time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. Students should consult Embassy web sites or call for specific application instructions.

Keep in mind that June, July, and August are the busiest months in most consular sections, and interview appointments are the most difficult to get during that period. Students need to plan ahead to avoid having to make repeat visits to the Embassy. To the extent possible, students should bring the documents suggested below, as well as any other documents that might help establish their ties to the local community.

Changes introduced shortly after September 11, 2001 involve extensive and ongoing review of visa issuing practices as they relate to our national security. It is important to apply for your visa well in advance of your travel departure date.

When Do I Need to Apply for My Student Visa?

- Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.
- The consular officer may need to get special clearances depending on the course of study and nationality of the student. This can take some additional time. For more information on applicants who may have additional processing requirements see [Special Processing Requirements](#).
- Students should note that Embassies and Consulates are able to issue your student visa 120 days or less, in advance of the course of study registration date. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time to accomplish any of the necessary special clearances or other processes that may be required.
- Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S.
- A beginning student who wants an earlier entry into the U.S. (more than 30 days prior to the course start date), must qualify for, and obtain a visitor visa. A prospective student notation will be shown on his/her visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before

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beginning any studies, he or she must obtain a change of classification, filing [Form I-539](#), Application for Change of Nonimmigrant Status, and also submit the required Form I-20 to the Department of Homeland Security office where the application is made. Please be aware that there is an additional fee of \$140 for this process, and that one may not begin studies until the change of classification is approved.

- Continuing students may apply for a new visa at any time, as long as they have been maintaining student status and their SEVIS records are current. Continuing students may also enter the U.S. at any time before their classes start.

What is SEVIS and SEVP? What should you know about it?

The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security and Department of State better monitor school and exchange programs and F, M and J category visitors. Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor's stay in the United States. Select [SEVIS](#) to go to the Department of Homeland Security, U.S. Immigration and Customs Enforcement Internet site and learn more.

All student applicants must have a SEVIS generated I-20 issued by an educational institution approved by DHS, which they submit when they are applying for their student visa. The consular officer will need to verify your I-20 record electronically through the SEVIS system in order to process your student visa application. Unless otherwise exempt, participants whose SEVIS I-20 was issued on or after September 1, 2004 must pay a SEVIS I-901 Fee to the Department of Homeland Security for each individual program. The fee may be paid either through a special website, via Western Union, or by mail. See [SEVIS-901 Fee](#) or [SEVIS](#) for further information on how to pay the fee.

Notice: Effective 10/27/2008 the SEVIS fees will increase. To find out what the increase will be for your particular exchange program please see the [SEVP Fact Sheet](#).

Applying for a Student Visa

As part of the visa application process, an interview at the embassy consular section is required for visa applicants from age 14 through 79. Persons age 13 and younger, and age 80 and older, generally do not require an interview, unless requested by embassy or consulate. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. It is important to remember that applying early and providing the requested documents does not guarantee that the student will receive a visa. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available on our website at [Visa Wait Times](#), and on most embassy websites. During the visa application process, usually at the interview, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further [administrative processing](#), which takes additional time after the visa applicant's interview by a Consular Officer. Also, because each student's personal and academic situation is different, two students applying for same visa may be asked different questions and be required to submit different documents. For that reason, the guidelines that follow are general and can be abridged or expanded by consular officers overseas, depending on each student's situation.

Required Documentation

Each applicant for a student visa must submit these forms and documentation, and submit fees as explained below:

- Form I-20A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students or Form I-20M-N, Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students. You will need to submit a SEVIS generated Form, I-20, which was provided to you by your school. You and your school official must sign the I-20 form. All students, as well as their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS), an Internet-based system that maintains accurate and current information on non-immigrant students and exchange visitors and their dependents (F/M-2 visa holders). Your school is responsible for entering your information for the I-20 student visa form into SEVIS. Students will also have to pay an SEVIS I-901 fee for each program of study. Questions regarding your exchange program should be directly to your program sponsor;

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- A completed application, Nonimmigrant Visa Applicant, Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. A separate form is needed for children, even if they are included in a parent's passport. The DS-156 must be the March 2006 date, electronic "e-form application." Select Nonimmigrant Visa Application Form DS-156 to access the electronic version of the form DS-156.
- An interview at the embassy consular section is required for almost all visa applicants. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. During the visa interview, an ink-free, digital fingerprint scan will be quickly taken, as well as a digital photo. Some applicants will need additional screening, and will be notified when they apply.
- A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States (unless country-specific agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application.
- One (1) 2x2 photograph. See the required photo format explained in nonimmigrant photograph requirements;
- A MRV fee receipt to show payment of the visa application fee, a visa issuance fee if applicable (Please consult the Visa Reciprocity Table) and a separate SEVIS I-901 fee receipt. While all F-visa applicants must pay the MRV fee, including dependents, only the F-1 principal applicants must pay the SEVIS fee.
- Students who are authorized for Optional Practical Training (OPT) must have an I-20 endorsed for OPT, and provide a USCIS-issued Employment Authorization Document (EAD).

All applicants should be prepared to provide:

- Transcripts and diplomas from previous institutions attended;
- scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor own a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.

Applicants with dependents must also provide:

- Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.);
- it is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.

Additional Information

- No assurances regarding the issuance of visas can be given in advance. Therefore final travel plans or the purchase of non refundable tickets should not be made until a visa has been issued.
- Unless previously canceled, a visa is valid until its expiration date. Therefore, if the traveler has a valid U.S. visa in an expired passport, do not remove the visa page from the expired passport. You may use it along with a new valid passport for travel and admission to the United States.

Entering the U.S. - Port of Entry

A visa allows a foreign citizen coming from abroad, to travel to the United States port-of entry and request permission to enter the U.S. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have authority to permit or deny admission to the United States. Student visitors must have their Form I-20 in their possession each time they enter the United States. In advance of travel, students should review important information about Admissions/Entry requirements, as well as information related to restrictions about bringing food, agricultural products or other restricted/prohibited goods explained on the Department of Homeland Security, Customs and Border Protection website. Upon arrival (at an international airport, seaport or land border crossing), you will be enrolled in the US-VISIT entry-exit program. In addition, some travelers will also need to register their entry into and their departure from the U.S. with the Special

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Registration program. If you are allowed to enter the U.S., the CBP official will determine the length of your visit on the Arrival-Departure Record (Form I-94). Since Form I-94 documents your authorized stay in the U.S., it is very important to keep in your passport.

Staying Beyond Your Authorized Stay in the U.S. and Being Out of Status

- You should carefully consider the dates of your authorized stay and make sure you are following the procedures under U.S. immigration laws. It is important that you depart the U.S. on or before the last day you are authorized to be in the U.S. on any given trip, based on the specified end date on your Arrival-Departure Record, Form I-94. Failure to depart the U.S. will cause you to be out-of-status. Additional information on successfully maintaining your immigration status while a student or exchange visitor can be found on the Immigration and Customs Enforcement (ICE) website.
- Staying beyond the period of time authorized by the Department of Homeland Security (DHS) and being out-of-status in the United States is a violation of U.S. immigration laws, and may cause you to be ineligible for a visa in the future for return travel to the U.S. Select Classes of Aliens Ineligible to Receive Visas to learn more.
- Staying unlawfully in the United States beyond the date Customs and Border Protection (CBP) officials have authorized—even by one day—results in your visa being automatically voided, in accordance with INA 222(g). Under this provision of immigration law, if you overstay on your nonimmigrant authorized stay in the U.S., your visa will be automatically voided. In this situation, you are required to reapply for a new nonimmigrant visa, generally in *your* country of nationality.
- For non immigrants in the U.S. who have an Arrival-Departure Record, Form I-94 with the CBP admitting officer endorsement of Duration of Status or D/S, but who are no longer performing the same function in the U.S. that they were originally admitted to perform (e.g. you are no longer working for the same employer or you are no longer attending the same school), a DHS or an immigration judge makes a finding of status violation, resulting in the termination of the period of authorized stay.

What Items Do Returning Students Need?

All applicants applying for renewals must submit:

- A passport valid for at least six months;
- An application Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Applications Forms;
- A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent's passport who is also applying for a U.S. visa, is needed;
- A new I-20 or an I-20 that has been endorsed on the back by a school official within the past 12 months.

All applicants applying for renewals should be prepared to submit:

- A certified copy of your grades from the school in which you are enrolled;
- Financial documents from you or your sponsor, showing your ability to cover the cost of your schooling.

Students Away from Classes More Than Five Months

Students in or outside the U.S., who have been away from classes for more than five months, will likely need a new visa to enter the U.S.

How long may I stay on my F-1 student visa?

When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in America. For a student who has completed the course of studies shown on the I-20, and any authorized practical training, the student is allowed the following additional time in the U.S. before departure:

- F-1 student - an additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

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- M-1 student - An additional 30 days to depart the U.S. (Fixed time period, in total not to exceed one year). The 30 days to prepare for departure is permitted as long as the student maintained a full course of study and maintained status. An M student may receive extensions up to three years for the total program.

As an example regarding duration of status, if you have a visa that is valid for five years that will expire on January 1, 2001, and you are admitted into the U.S. for the duration of your studies (often abbreviated in your passport or on your I-94 card as "D/S"), you may stay in the U.S. as long as you are a full time student. Even if January 1, 2001 passes and your visa expires while in America, you will still be in legal student status. However, if you depart the U.S. with an expired visa, you will need to obtain a new one before being able to return to America and resume your studies. A student visa cannot be renewed or re-issued in the United States; it must be done at an Embassy or Consulate abroad.

The restrictions are:

- Students who attend public high schools in the U.S. are limited to twelve months of study. Public school attendance in the U.S. prior to November 30, 1996 does not count toward this limit.
- F-1 visas can no longer be issued to attend public elementary or middle schools (Kindergarten - 8th grade) or publicly-funded adult education programs.
- Before an F-1 visa for a public school can be issued, the student must show that the public school in the U.S. has been reimbursed for the full, unsubsidized per capita cost of the education as calculated by the school. Reimbursement may be indicated on the I-20. Consular officers may request copies of canceled checks and/or receipts confirming the payment as needed.

Further Visa Inquiries

- Questions on visa application procedures and visa ineligibilities should be made to the American consular office abroad by the applicant. Before submitting your inquiry, we request that you carefully review this web site and also the Embassy Consular web site abroad. Very often you will find the information you need.
- If your inquiry concerns a visa case in progress overseas, you should first contact the U.S. Embassy or Consulate handling your case for status information. Select U.S. Embassy or Consulate and you can choose the Embassy or Consulate Internet site you need to contact.
- If you have additional inquiries about F or M student visas/J-1 exchange visitor visas, please email our Student/Exchange Visitor Visa Center at: fmjvisas@state.gov.

Tips for Students and Exchange Visitors

ARRIVING AT A U.S. PORT OF ENTRY- WHAT A STUDENT CAN EXPECT

U.S. Immigration and Customs Enforcement's Student and Exchange Visitor Program (SEVP) is committed to facilitating your stay in the United States while you take advantage of our nation's academic, educational, and cultural offerings. To enhance security without slowing legitimate travel, the Department of Homeland Security (DHS) has instituted some changes in U.S. entry and exit procedures. Careful planning and preparation by international students can ensure that any delay based on these procedures is minimal.

PLAN YOUR ARRIVAL

You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form.

ALWAYS HAND-CARRY YOUR DOCUMENTS

Do not check the following documents in your baggage. If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States

1. Your passport, valid for at least six months beyond the date of your expected stay;

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2. SEVIS Form I-20.

In addition, it is strongly recommended that you also hand carry the following documentation:

1. Evidence of financial resources;
2. Evidence of student status, such as recent tuition receipts and transcripts;
3. Paper receipt for the SEVIS fee, Form I-797, and
4. Name and contact information for your "Designated School Official", including a 24-hour emergency contact number at the school.

For comprehensive information on procedures for traveling and arriving in the United States, visit:
<http://educationusa.state.gov/predeparture/travel/customs.htm>

COMPLETE YOUR ENTRY PAPERWORK

- If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.
- If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

AS YOU ARRIVE AT THE PORT OF ENTRY

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, not the address of the school or program.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be a student. Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

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

FOLLOWING ADMISSION INTO THE UNITED STATES

Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

SECONDARY INSPECTION REQUIREMENTS

If the CBP officer at the port of entry cannot initially verify your information 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 without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, we strongly recommend that you have the name and telephone number of the foreign student advisor at your school. In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official.

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Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a "Notice to Student or Exchange Visitor" Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

US-VISIT

All nonimmigrant visitors holding visas -- regardless of race, national origin, or religion -- participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more information: www.dhs.gov/xnews/releases/press_release_0305.shtm

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM (NSEERS)

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more information: www.dhs.gov/xnews/releases/press_release_0305.shtm

Q & A

Q: What if I have an expired passport or one that will expire in less than six months?

A: You must renew your passport before reentering the United States. In most cases, to enter the United States, you must have a passport that is valid for at least six months after the date you enter or reenter.

However, some countries have an agreement with the United States that allows you to enter on a current passport up to the actual date of expiration.

Try to keep your passport current at all times. You need to determine your country's requirements for renewing passports as well as the time it will take. Many countries will allow you to renew your passport while in the United States. The other alternative is to renew your passport when you return home for a visit.

You may want to delay leaving the United States until you have renewed your passport. You will not be able to reenter the United States without a valid passport.

If your expired passport has a valid visa, you can still use it if you kept the old passport. Present the old passport, along with the new passport when you reenter the country.

The countries that have an agreement with the United States allowing entry with a passport until the date of expiration are:

Algeria	Antigua and Barbuda	Argentina	New Zealand
Australia	Austria	Bahamas	Norway
Bangladesh	Barbados	Belgium	Panama
Bolivia	Bosnia-Herzegovina	Brazil	Philippines
Canada	Chile	Colombia	Qatar
Costa Rica	Cote D'Ivoire	Cuba	Senegal
Cyprus	Czech Republic	Denmark	St. Vincent and the Grenadines

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Dominica	Dominican Republic	Ecuador	Slovenia
Egypt	El Salvador	Ethiopia	Sri Lanka
Finland	France	Germany	Sweden
Greece	Grenada	Guatemala	Taiwan
Guinea	Guyana	Hong Kong (Certificates of Identity and passports)	Trinidad and Tobago
Hungary	Iceland	India	United Arab Emirates
Ireland	Israel	Italy	Venezuela
Jamaica	Japan	Jordan	Netherlands
Korea	Kuwait	Laos	Nigeria
Latvia	Lebanon	Liechtenstein	Pakistan
Luxembourg	Madagascar	Malaysia	Peru
Malta	Mauritius	Mexico	Portugal
Monaco	Paraguay	St. Lucia	Russia
Nicaragua	Poland	Slovak Republic	Syria
Oman	Romania	Spain	Togo
Singapore	St. Kitts and Nevis	Suriname	Turkey
South Africa	Switzerland	Tunisia	Uruguay
Sudan	Thailand	United Kingdom	Zimbabwe

In addition, travel documents issued by the Government of the Trust Territory of the Pacific Islands are considered to be valid for the return of the bearer to the Trust Territory for a period of six months beyond the expiration date specified therein.

[Reference 8 CFR 214.1(a)(3)]

Q: What are the basic requirements for an F-1 to reenter the United States after traveling abroad on pleasure or personal business?

A:

- A SEVIS Form I-20, endorsed for travel and signed by your DSO
- You have been out of the United States for less than five months
- A current passport valid for at least six months after the date of your reentry or, if you are from one of the countries listed below, a passport that is current through the date of entry
- A valid, current visa or you traveled to contiguous country or adjacent island for less than thirty days
- Financial information showing proof of necessary funds to cover tuition and living expenses

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Bringing your most recent I-94, Departure Card, will facilitate your reentry, if reentering through a land POE. If you are flying, the airline will collect your I-94 prior to departure and you will complete a new one upon reentry.

Q: What if my F-1 student visa has expired?

A: You can stay in the United States on an expired F-1 visa as long as you maintain your student status. However, if you are returning home or traveling to a country where automatic revalidation does not apply, you must have a valid visa to return to the United States.

Ensure that you have all the documentation you need for your visa application and allow sufficient time for processing a new visa. The documentation you may need for a new visa includes, but is not limited to the following:

- A SEVIS Form I-20, endorsed for travel and signed by your DSO and your original Form I-20 (see your DSO before you travel)
- Original evidence showing proof of necessary funds to cover tuition and living expenses
- Evidence showing your intention to return to your home country upon program completion, including evidence of compelling social and economic ties to your home country
- If you have applied for or had optional practical training (OPT) approved, bring a copy of your Form I-20 endorsed for OPT and your Employment Authorization Document (EAD), if one has been issued

The Department of State recommends that you apply for a visa in your home country. For more information about visa applications visit the Department of State website at www.UnitedStatesVisas.gov.

You can apply in a third country for a visa, but you will not be able to return to the United States until your visa has been issued. In some cases, this could take several weeks if a background check is required. If your visa is denied, you will not be able to return to the United States. Be sure to check the Department of State website for specific information pertaining to each consulate.

If you have an expired visa and a terminated record, we strongly advise that you do not travel outside the United States until your SEVIS record shows that you are in active status. If you do travel, you may not be able to renew your visa or return to the United States.

Q: Are there any other requirements for travel outside the United States?

A: The questions above outline the general requirements for reentry for F-1 students. However, because individual circumstances vary, consult your DSO, embassy, or legal advisor before traveling. If you discuss your travel plans as soon as possible, this will allow time to ensure you have proper documentation for travel.

If you are not returning to your home country, you should check the requirements of the country you are visiting. Some countries will require a visa. You may also need an in-transit visa for countries where you are making a connecting flight. Be sure to check before you travel. Most countries have immigration websites that provide visa information.