

**New  
International Student  
Guide**

**2022 - 2023**

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# RESOURCES

## Immigration

### Study in the States – <https://studyinthestates.dhs.gov/students>

- How to maintain your student status
  - Rules for F-1 students
  - Full-time enrollment requirements
  - Travel out of the U.S.
- Benefits for F-1 students
  - Driver’s License
  - Social Security Number
  - Employment rules
- Ask a general or case-specific question to Student & Exchange Visitor Program (SEVP)
  - Call – (703) 603-3400
  - Email – [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov)

### U.S. Customs & Immigration Services (USCIS)

- Students & Employment – <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>
- Find Legal Services – <https://www.uscis.gov/avoid-scams/find-legal-services>
- Avoid & Report Immigration Scams – <https://www.uscis.gov/avoid-scams>
- Contact USCIS Customer Service
  - Call – 1 (800) 375-5283

### Student and Exchange Visitor Program (SEVP) – <https://www.ice.gov/sevis>

- What is SEVP
- What is SEVIS
- Tips for Students – <https://www.ice.gov/sevis/students>

### Travel.State.Gov

- Student & Exchange Visitor Visas – <https://travel.state.gov/content/travel/en/us-visas/study.html>
  - Visa Applications
  - Visa Renewal
  - Travel in and out of U.S.

### U.S. Customs & Border Protection

- Find I-94/Admission/"A" Number – <https://i94.cbp.dhs.gov/i94/#/home>

## **Banks**

### **Bank of America**

Address: 11195 Anderson St, Loma Linda, CA 92354

Phone: (909) 796-0151

Distance from ISSS Office: 295 feet (90 m)

### **Citibank**

Address: 25487 Barton Rd, Loma Linda, CA 92354

Phone: (909) 748-1868

Distance from ISSS Office: 1.0 miles (1.6 km)

### **Chase Bank**

Address: 25701 Barton Rd, Loma Linda, CA 92354

Phone: (909) 801-3030

Distance from ISSS Office: 1.2 miles (1.9 km)

### **U.S. Bank**

Address: Stater Bros. Markets, 25630 Barton Rd, Loma Linda, CA 92354

Phone: (909) 799-2019

Distance from ISSS Office: 1.2 miles (1.9 km)

### **Wells Fargo Bank ATM**

Address: 11271 Mountain View Ave, Loma Linda, CA 92354

Distance from ISSS Office: 1.0 miles (1.6 km)

### **Wells Fargo Bank**

Address: Citrus Plaza, 27480 W Lugonia Ave, Redlands, CA 92374

Phone: (909) 793-3023

Distance from ISSS Office: 4.9 miles (7.9 km)

## **Cell Phone & Electronics Stores (Partial List Only)**

### **Apple Store**

Address: ILLU Tech Store, 11161 Anderson Street, Ste. 110, Loma Linda, CA 92354

Phone: (909) 558-4129

Distance from ISSS Office: 138 feet (42 m)

### **MetroPCS Store**

Address: 2094 Redlands Blvd #F, Redlands, CA 92373

Phone: (909) 335-0010

Distance from ISSS Office: 2.2 miles (3.5 km)

**T-Mobile San Bernardino**

Address: 1047 Harriman Pl, San Bernardino, CA 92418

Phone: (909) 478-0138

Distance from ISSS Office: 1.3 miles (2.1 km)

**Best Buy**

Address: 888 Harriman Pl, San Bernardino, CA 92408

Phone: (909) 885-4049

Distance from ISSS Office: 1.5 miles (2.4 km)

**Verizon Wireless 4G - Victra**

Address: 2054 Redlands Blvd, Ste. E, Redlands, CA 92373

Phone: (909) 255-3980

Distance from ISSS Office: 3.0 miles (4.8 km)

**Walmart**

Address: Pavilion at Redlands Shopping Center,

2050 W Redlands Blvd, Redlands, CA 92373

Phone: (909) 798-9114

Distance from ISSS Office: 3.2 miles (5.1 km)

**AT&T**

Address: 1971 W Redlands Blvd A, Redlands, CA 92373

Phone: (909) 792-6865

Distance from ISSS Office: 3.2 miles (5.1 km)

**Food Stores/Markets & Pharmacy****Loma Linda Market**

Address: 11161 Anderson Street, #100, Loma Linda, CA 92350

Phone: (909) 558-4565

Distance from ISSS Office: 138 feet (42 m)

**Stater Brothers**

Address: Loma Linda Shopping Center, 25630 Barton Rd, Loma Linda, CA 92354

Phone: (909) 478-5488

Distance from ISSS Office: 1.1 miles (1.8 km)

**Walmart Neighborhood Market**

Address: 25755 Barton Rd, Loma Linda, CA 92354

Phone: (909) 283-7239

Distance from ISSS Office: 1.3 miles (2.1 km)

**Rite Aid Pharmacy**

Address: Mountain View Plaza Shopping Center, 25710 Barton Rd, Loma Linda, CA 92354

Phone: (909) 799-0591

Distance from ISSS Office: 1.2 miles (1.9 km)

**Clark's Nutrition – Loma Linda**

Address: Mountain View Plaza Shopping Center, 11235 Mountain View Ave., Loma Linda, CA 92354

Phone: (909) 478-7714

Distance from ISSS Office: 1.3 miles (2.1 km)

**Food 4 Less**

Address: Pavilion at Redlands Shopping Center, 2070 W Redlands Blvd, Redlands, CA 92373

Phone: (909) 793-0722

Distance from ISSS Office: 3.2 miles (4.8 km)

## **Post Office & Mailing Services**

**Digital Production Ink**

Address: 11161 Anderson St., Ste. 105, Loma Linda, CA 92354

Phone: (909) 558-4552

Distance from ISSS Office: 138 feet (42 m)

**Mail Choice**

Address: 25612 Barton Rd., Loma Linda, CA 92354

Phone: (909) 796-6445

Distance from ISSS Office: 1.1 miles (1.8 km)

**U.S. Post Office**

Address: 25925 Barton Rd., Loma Linda, CA 92354

Phone: (909) 478-0448

Distance from ISSS Office: 1.5 miles (2.4 km)

## **Transportation**

**Bus Systems:**

OmniTrans – (San Bernardino County): <http://www.omnitrans.org/>

RTA – (Riverside County): <https://www.riversidetransit.com/>

**Metrolink – Train**

<http://www.metrolinktrains.com/>

**Supershuttle Express – Transport to Airports**

<http://www.supershuttle.com/>

**Enterprise Rental-A-Car**

Address: 1325 Industrial Park Ave, Redlands, CA 92374

Phone: (909) 478-9118

**City Guides**

**Loma Linda Chamber of Commerce** – <http://lomalindachamber.org/>

**Redlands Chamber of Commerce** – <http://www.redlandschamber.org/>

Activities & Entertainment

City History

Apartments

Historical Sites

Churches

Moving & Storage

Community Events

Restaurants

**California State Guides**

<http://www.ecfmg.org/evsp/state-resources-california.html>

<http://www.ca.gov/>

<http://www.visitcalifornia.com/>

<https://www.lonelyplanet.com/usa/california>

# INTERNATIONAL STUDENT RESPONSIBILITIES

## Outline of Regulations and Procedures

The purpose of this section is to help you become aware and follow the regulations. International Student & Scholar Services' personnel are prepared to answer your questions or check with the proper authorities. Please be aware, however, *it is your responsibility to abide by the laws and regulations affecting your status and not International Student & Scholar Services' job to keep your status in good standing.* Your status is clearly your responsibility and no one else's. Department of Homeland Security (DHS) a branch of the U.S. Department of Justice and the U.S. Department of State (DOS), are responsible for enforcing the immigration regulations and not International Student Services & Scholar (ISSS). ISSS is available to assist you, when we can. You may visit the DHS website at <http://www.uscis.gov> to check the latest regulations and/or download many of the DHS forms.

DHS's system *Student and Exchange Visitor Information System* (known as SEVIS), is an internet-based system that gives DHS a real-time student tracking system. This means that DHS will know, in a very real and timely way, where students are and what academic activities they are engaged in. What this also means, is that this system will be making status determinations and not allowing ISSS staff to determine nor intervene in your status.

As an international student, scholar, or visiting professor in F-1 or J-1 visa status, you have certain obligations to maintain your status. The regulations are outlined as follows:

- 1. Newly arriving students and scholars are required to come to ISSS office upon arrival at Loma Linda University.** To be legally present in the United States (U.S.), DHS requires that all students, scholars, visiting professors, and their families to check in with the international student/scholar office and show their visa-related documents (i.e. passport, visa, I-94, I-20, etc.) and have their arrival reported in the SEVIS system.
- 2. Report changes of address and phone number to ISSS within ten days of a change.** A change of address should be reported to DHS by completing the AR-11 Change of Address form and submitting it to ISSS for university record keeping.
- 3. Keep your passport valid at all times.** You may request a "verification of status" letter from ISSS to help in extending your passport. You need to provide ISSS with a photo copy of the new passport or extension stamp.
- 4. Other documents that ISSS is required to have photocopies of, if you have them, are your U.S. Social Security Card, U.S. Driver's License, change of marital status (i.e. you get married), change of status (e.g. from F-1 student to U.S. Permanent Resident).**
- 5. Attend the school and program you are authorized to attend (as listed on your current I-20 or DS-2019 form) at LLU.** Your I-20 or DS-2019 only authorizes you to attend LLU. If you need some courses from a school other than LLU, you must obtain a letter of permission called "Concurrent Enrollment Authorization" from ISSS **before** enrolling at any other school.
- 6. Maintain a full-time academic load for at least three of four quarters a year (summer quarter maybe taken off, if your program allows such).**



- a. **Undergraduate students** should satisfactorily complete a minimum of twelve quarter-units per quarter to fulfill DHS visa requirements. Normally, however, your program will require more than twelve units per quarter to complete your program in the recommended time frame.
- b. **Graduate students** should satisfactorily complete a minimum of eight quarter-units per quarter to fulfill DHS requirements or complete a load validation form for their research, thesis or dissertation units, when applicable, to bring a quarter's registration load to a full-time equivalent.
- c. **Exceptions to a full-time course load *must be cleared through ISSS in advance of registering.*** Some academic, family, or health reasons may allow a load variance but will require proper documentation. Failure to enroll for full-time study may jeopardize your status with the DHS, including the loss of benefits (e.g. on-campus work and/or practical training) to which you are normally entitled.

\*\*\* **Please note** that each quarter you may have an ISSS registration hold. This helps ISSS to track number of units you are registering for because the units will be reported to DHS through the SEVIS system. The hold may also inform us if you are registered for a class that requires off-campus clinical training or field practicum.

7. **Apply for a program extension prior to the completion date on your I-20 or DS-2019.** An extension requires a written request for the extension from your academic advisor and a new financial declaration form with the appropriate documentation for the period being requested.
8. **Apply for a new I-20 or DS-2019 when changing from one academic level to another (e.g. from masters to doctorate) or when changing programs (e.g. microbiology to medicine).**
9. **Apply for a transfer from LLU to another school prior to completion of your LLU program.**
  - a. **F-1 students:** You must notify ISSS of your intent to transfer by showing your acceptance letter from the new school prior to the expiration of your LLU I-20 or prior to the completion of your LLU program (at least 15 days prior to your program completion date is recommended). ISSS will report a release date to SEVIS so the new school can complete your transfer and issue you their I-20.
  - b. **J-1 students:** Transferring from one exchange sponsor to another is usually discouraged by the DOS. However, if you want to transfer, you need to notify ISSS of your intent by showing your acceptance letter from the new school prior to the expiration of your current DS-2019 or prior to the completion of your LLU program (at least 15 days prior to your program completion date is recommended). The current sponsor must agree to release you to the transfer sponsor. The transfer sponsor has to determine your eligibility and status. The current sponsor will report your release date to SEVIS so the transfer sponsor can complete your transfer and issue you their DS-2019.
10. **Obtain authorization for ANY on- and/or off-campus employment for ISSS *BEFORE* accepting employment (i.e. you need ISSS authorization first).** Special note: If you

have an active Optical Practical Training work permit, from a previous school, it is automatically voided and you cannot use it once you start your new program at LLU.

- 11. Limit employment to 20 hours, or less, per week while registering for courses and classes are in session during three of four quarters of a school year.** However, regulations allow you to work full time (up to 40 hours per week) during school breaks and summer vacations when school is not in session.
- 12. Obtain a re-entry signature on your I-20 or DS-2019 from an International Student Advisor BEFORE traveling outside of the U.S.** Re-entry into the U.S. requires a valid passport, valid entry visa, and an ISSS re-entry authorization signature on your I-20 or DS-2019. Each dated signature is valid for 6 months (I-20) or 1 year (DS-2019) unless the I-20 or DS-2019 is expiring before the 6 month validity. If your entry visa expires before your return to the U.S., you will need to obtain a new I-20 or DS-2019 and apply for the new visa in your home country. (Note: if your visa is still valid but lists a previous school, you should apply for a new entry visa when you return to your home country).
- 13. Keep all your visa-related documents in a secure place.** You are expected to keep all certificates of eligibility (all I-20's or DS-2019's, your I-94, and your passport) secure and together. You should immediately inform ISSS if you lose any of these documents.
- 14. F-1 post-completion Optional Practical Training (i.e. 12 months of work in field of study, after completion of studies):**
  - a. You have to have been in good F-1 status for one full academic year to be eligible for post-completion Optional Practical Training (OPT).
  - b. You are required to apply for OPT *before* completion of all your course requirements. You are, however, allowed to apply up to 90 days before completion but never after the completion of all your course requirements.
  - c. You have to complete 12 months of post-completion OPT within 14 months of completion of your program. Therefore, if you apply less than 90 days prior to completion or if DHS takes more than 90 days to process, you may lose some of your 12 months of OPT.
  - d. You cannot start work or travel outside the U.S. until you have received the OPT work permit. Once you have your OPT work permit, you need to continue getting re-entry authorization signatures on your I-20 and have the permit with you when you travel.
  - e. You are allowed a period (up to 12 months) of OPT after each level of study (e.g. associate, bachelor's, master's, doctorate), as long as you apply before each program ends.
  - f. You are allowed 60-day grace period to stay in the U.S. after completion of your program and your last OPT. However, if you are going to continue studying at a higher degree level, you must make arrangements for the "old school" to release you before the end date of your OPT so that the new school can issue you a new I-20 *before* the expiration of your status.
  - g. All employment, phone and address changes are to continue to be reported to ISSS as long as you are on OPT or on LLU's I-20. The same 10-day address change reporting regulation is in effect as long as you are in the U.S.

- 15. J-1 Student (not Scholars or Visiting Professors) have *Academic Training* DHS instead of F-1 Optional Practical Training.** Many of the rules are similar or the same but check with ISSS for details on Academic Training.
- 16. You must notify the ISSS of your final departure plans (or changes in status) just prior to your leaving or the change. This way, your SEVIS file will be properly closed.**

# WHAT IS AN I-20?

## Student Exchange Visitor Information System (SEVIS) I-20:

- **Definition:** a multi-purpose government form used in connection with many F-1 procedures and benefits.
- **Page 1:** Contains program and biographical information

### **Very Important Note:**

It is your responsibility to give International Student Services Office advanced notice, if you need to make any of the following changes:

- 1) **Concurrent Enrollment** – enrolling at another school part-time (to fulfill a program requirement at LLU) while also enrolling at LLU full-time.
- 2) **Program Extension** – needing additional time to complete your program; extensions must be completed before the I-20 expires
- 3) **Change your major or add a second major**
- 4) **Change your program level (Degree)**
- 5) **Transfer schools**
- 6) **Withdraw from your program**
- 7) **Leave of Absence from your program**
- 8) **Change of U.S. home address** – changes must be reported within 10 days of move

**Note:** If any of the above changes are not updated on your I-20 in a timely manner, you will be considered out of status and will be required to go through the process of reinstatement.

- **Page 2:** Contains employment authorization data and provides space for travel authorizations.

**Note:** This page will be updated by our office to reflect any type of permitted employment. Each re-entry signature by our office on this third page is valid for 6 months only. Make sure you have this page signed by our office if you think you will pass the six-month limit by the time you will be returning.

- **Page 3:** Consists pre-printed instructions and information.

**Note:** It is your responsibility to read and understand this page. By signing Page 1 of the I-20, you are acknowledging that you have read and understand the information printed on the whole I-20.

## Dependents

- Spouses or children, accompanied by the F-1 student, will be issued their own SEVIS I-20 that will indicate they will be in F-2 (Dependent) status.

## Applying for F-1 Student Visa

- An I-20 by itself is only a “certificate of eligibility” and does not grant F-1 status by itself To obtain F-1 status, you will need to do one of the following:
  - If currently in the U.S. on another status, apply for a change of status using a LLU I-20 and filing the I-539 form (found on the USCIS website - [www.uscis.gov](http://www.uscis.gov))
  - If currently out of the U.S., apply for an F-1 visa using a LLU I-20 at a U.S. Embassy or Consulate and enter U.S. with the I-20 and the F-1 visa
    - Natural Born Canadians will only need to cross the U.S. border with their I-20; they are not required to obtain an F-1 visa from the Embassy

## Duration of Status (D/S)

- An F-1 student is normally admitted to the United States for “*Duration of Status*” which is noted as “D/S” on both the form I-94 and the student’s I-20
- “*Duration of Status*” is defined as the time during which an F-1 student is pursuing a full course of study, at the school which has issued the SEVIS I-20, or engaged in authorized Optional Practical Training (OPT) following completion of their program
  - This means that a student is allowed to stay in the country even after the F-1 visa (located in the passport) has expired as long as they are maintaining their F-1 status
  - If traveling outside the U.S., a new visa (if expired) will be needed to re-enter

## Maintaining F-1 Status

- If you are maintaining your status, your visa has expired, and you wish to go out of the country, you need to make sure you make arrangements to apply for a new visa before re-entering the U.S.
- Please visit International Student Services Office for documentation you will need to take with you to the visa appointment

## Other very Important Notes

- You are in F-1 status as long as your I-20 and passport are accurate and valid, and you have not completed your program
- Your “*Program Completion Date*” will not necessarily match the “end date” recorded on your I-20, since it is usually an estimated date; therefore, the following situations may arise:
  - If your I-20 is going to expire before you finish your program, you will need to request an I-20 extension from International Student Services Office
  - If you will complete your program before the expiration date of your I-20, you need to notify International Student Services if you will transfer to another

- school, apply for Optional Practical Training (OPT), or leave the U.S. within your 60 day grace period
- “*Program Completion Date*”: the day you turn in your last paper or assignment, take your last exam, finish your last rotation (internship, clinical or field practicum), or last program (degree) requirement

## **EXTENDING YOUR I-20**

### **Extension on an I-20**

Although an F-1 student is admitted to the United States for “*Duration of Status*” to complete an educational program, the student must actually finish all program requirements before the completion date indicated on Page 1 of their current I-20.

- If a student will not complete the academic program by this completion date, prior to reaching this date, they must comply with procedures for program extension

### **Eligibility for I-20 Extension**

An F-1 student is eligible for program extension if:

- They apply to the DSO for the extension ***prior to the program completion date***, and the
- DSO updates the SEVIS record to reflect the extension before the completion date
- They have “continuously maintained status”
- The delay in completion is “caused by compelling academic or medical reasons”
- Submit the following documents:
  - A letter or email from an academic advisor or program director listing the reason why an extension is necessary and propose a new program completion date
  - A bank statement(s) to show funding is available to cover your tuition, fees, and living expenses during the extended period

**\*\*Legal Note:** Delays caused by academic probation or suspension are not acceptable reasons for program extension.

A student who fails to complete their program within the time listed on Page 1 of their I-20 and cannot meet the eligibility criteria for program extension, or does not return the required documents to the DSO in a timely manner, is considered out of status and must apply for reinstatement. The student’s reinstatement must be approved before they may be able to complete the remainder of their program.

## **CHANGE OR ADD MAJOR**

An F-1 student is admitted to the United States to work towards “the attainment of a specific education or professional objective.”

The DSO (the advisor at International Student Services) indicates the subject matter of the objective in SEVIS and on the form I-20. Should a student wish to change or add to their major field of study, they must comply with the procedures required by the regulations to remain in status.

If, by changing the majors, a student will need more time to complete their program than originally estimated, the procedures for Program Extension should be followed.

**\*\*Legal Note:** As a practical matter, a student should have their major field of study correctly reflected on their most current I-20, as it will have implications for their status.

## **CHANGE PROGRAM LEVEL (NEW PROGRAM AT LLU)**

Like extension of stay, changing levels or changing degree programs at the same school is a notification procedure, which requires an update in the SEVIS by International Student Services.

If you complete your program at LLU and then plan to complete an additional full-time educational level, you will need to do one of the following:

- 1)** If you want to do this new program at LLU, you will need to go through the process of issuing a new I-20 (you have to follow the steps you initially followed to be eligible to obtain an initial I-20).
- 2)** If you want to pursue this education objective at another SEVIS approved school, you need to go through the process of transferring you to that school. (See the “Transferring Schools” information enclosed).

# **CONCURRENT ENROLLMENT**

Effective January 1, 2003, regulations allow an F-1 student to be enrolled in two different SEVIS-approved F-1 schools at the same time, as long as the enrollment in both schools amounts to a full time course of study, this is called a Concurrent Enrollment.

The Concurrent Enrollment provision requires the school from which the student will earn his or her degree or certificate to issue and maintain the I-20 form, to handle all SEVIS and other reporting requirements, and to ensure that the student is pursuing a full course of study.

## **In order to do this, our office needs to obtain the following information from you:**

- 1) The name and address of the school you will be taking additional classes at.
- 2) The Course Title and the number of units of class(es) you will be registering for outside of Loma Linda University.

## **What our office will do with the above information:**

Based on the information you provide our office as far as the classes, number of units and location in which you will be doing the Concurrent Enrollment, we will issue a letter giving you permission to take those classes at the locations specified.

The Concurrent Enrollment provision is applicable only to those who will be registered less than full-time at the school that has issued their I-20 and who are relying on enrollment in another school in order to maintain a full time status.

As long as a student is enrolled full-time in the institution that issued their I-20, they do not need special permission to take additional classes at another school (unless this second school wants a letter from LLU giving you permission to do this).



# **PROGRAM WITHDRAWAL OR ACADEMIC DISMISSAL**

## **Approved Withdrawal**

An F-1 student who has been granted an authorized withdrawal by the DSO (by notifying International Student Services prior to ceasing class attendance), may remain in the United States for up to 15 days following the withdrawal noted in SEVIS, to prepare to depart from the United States.

**\*\*Legal Note:** Immigration regulations refer to “preparation for departure” as the only permissible activity during the 15 days grace period following the authorized withdrawal. No employment is permitted. The provision granting the 15 days grace period does not refer to preparation for transfer, as a permissible activity during this time frame.

## **Unapproved Withdrawal**

If a student fails to maintain status, or withdraws from school or otherwise terminates or interrupts their course of studies without first obtaining DSO (International Student Services), approval, in SEVIS, the student is not eligible for any grace period and is considered out of status, immediately.

## **I-20 Termination Procedure**

- Your leave of absence, program withdrawal, or academic dismissal will be processed by University Records
- Once it is processed our office will receive a notification
- When we receive the notification we must terminate your I-20
- On the day your I-20 is terminated your 15 day grace period clock will start
- You will have 15 days to put your affairs in order before you should exit the U.S.

# **TRANSFER TO ANOTHER SCHOOL**

You are required by immigration law to notify International Student Services of your intent to transfer to another school as soon as you are notified of your acceptance, before you finish your program here at LLU or if you don't plan on not registering because of your intention to transfer, whichever is earlier.

In order to successfully transfer your I-20, please provide a copy of your acceptance letter and transfer request form (if required by your new school) in a timely manner.

# **EMPLOYMENT**

As an F-1 Student you are allowed to work part-time on the premises of the school that has issued your most current I-20, while you are attending that school and maintaining your F-1 status.

## **Quick checklist of things you need to know;**

- Eligible immediately upon obtaining F-1 status
- Must be on-campus (LLU and/or LLUMC)
- Can be used during the period student is pursuing a full-time course of study
- Limited to 20 hours per one week (40 hours per two weeks), while school is in session; can be full-time (40 hours per one week), during official school breaks and official holidays
- Job does not have to be related to your course of study

Students who are hired for part-time on-campus jobs must complete and return the ***On-Campus Employment form*** to ISSS before starting work. This form can be downloaded from the ISSS website under the Current Student section – <https://home.llu.edu/iss>

\* All on-campus work is treated the same for the 20 hours per week limit, teaching assistant is considered on campus employment and if you wish to have a second job the number of hours allowed to work at this second job would be (20-number of hours of your teaching assistant job).

\*\* **International students and exchange visitors are not eligible for Federal Work Study jobs.**

## **Looking for Jobs On-Campus**

Unfortunately there are not a lot of jobs available on-campus, however there are some avenues you might want to pursue in finding a job that would not conflict with your busy full-time schedule.

All available on-campus jobs can be found on the LLUH website – <https://jobs.lluh.org/find-a-job>

Also talk with your professors, department chair, or the Associate Dean of Student Affairs in your school. Some job listings are only listed through advertisements in your school (i.e. bulletin boards, emails, etc.).

## **SOCIAL SECURITY NUMBER**

Social Security numbers are used to report your wages to the government. Social Security numbers can be assigned to International Students who are authorized to work in the United States after they have a written job offer from an employer on their campus and a letter from their office of International Student Services.

### **How do I apply for a Social Security number and card?**

Applying for a Social Security number and card is free. When you apply for a Social Security number at a Social Security office, you must bring the following documents:

- LLU Employer Verification Letter
- SS5 Application ([www.ssa.gov](http://www.ssa.gov))
- I-20 (F-1 students) or DS-2019 (J-1 Exchange Visitors)
- Passport
- I-94 print out (<https://i94.cbp.dhs.gov/i94/#/home>)
- LLU ID Card
- Birth Certificate (if available)

### **How long will it take to get a Social Security number?**

The Social Security Office must verify your documents with DHS before they assign a Social Security number to you. They will issue your Social Security number and card within two weeks of receiving the verification from DHS. Most of the time, they can verify your documents quickly with DHS online. If your documents cannot be verified online, it may take DHS several weeks or months to respond to your request.

### **Do I need to have my number before I start working?**

You are not required to have a Social Security card before you start working, but the Internal Revenue Service requires employers to report wages using the Social Security number. While you wait for your Social Security card, your employer can use a letter from Social Security.

### **How can I get my LLU Employer Verification Letter?**

Since this letter is a requirement to apply for an SSN, please contact the supervisor of the position you would like to apply for. If the supervisor would like to hire you for the position, please contact International Student Services Office to obtain the letter template. We will send you the template to pass on to your supervisor or send it directly to them. Once the supervisor has printed and signed your letter, International Student Services will also sign the letter before you are ready to go to Social Security Office to apply for the SSN.

# **F-1 CURRICULAR PRACTICAL TRAINING (CPT)**

## **General Introduction**

Any enrolled F-1 student whose program has a **required** "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school", may apply at International Student and Scholar Services for legal authorization to participate. [see Code of Federal Regulations, 8:214.2(f)(10)(i)]

Sponsored employment is defined as "structured employment or training that is monitored by the school and obtained through the support" of Loma Linda University.

Curricular Practical Training has the following general guidelines:

- An undergraduate student must have been in lawful F-1 status at least twelve consecutive months (or four academic quarters) to be eligible to apply.
- A graduate student must be in lawful F-1 status and are eligible to apply as soon as necessary for their program of study.
- Curricular Practical Training must be in the student's field of study and the student must be registered and earning academic credit towards their program of study for the training.
- Part-time Curricular Practical Training is only limited by a student's program requirements. However, if twelve months or more of full time training accumulates, then the student is no longer eligible for the post-completion Optional Practical Training benefit (work experience after completion of their course of study)
- Part-time Curricular Practical Training employment is defined as 20 hours or less per week or 40 hours per two-week pay period.
- Full-time Curricular Practical Training employment is defined as greater than 20 hours but not more than 40 hours per week or not more than 80 hours per two-week pay period.
- Curricular Practical Training should not start until approved by a Designated School Official from the International Student and Scholar Services.

## **Application Procedure**

The applicant needs to send the following document to International Student and Scholar Services office to apply:

- Download the ***Curricular Practical Training (CPT) form*** from the ISSS website under the Current Students section – <https://home.llu.edu/iss>
- Send completed form to the DSO in ISSS no later than one day prior to the start date of the off-campus activity.
- DSO will report the activity on the student's SEVIS record and issue a new I-20.
- This I-20 authorizes the student to participate in the off-campus activity.

The Designated School Official (DSO), at the International Student and Scholar Services office, will review the documentation and determine eligibility. If the applicant is eligible, the DSO will authorize the Curricular Practical Training through the SEVIS web site and

generate a new third page of the student's I-20.

**Any participation in internship, clinical, or field practicum is not allowed until the international student has received proper CPT authorization from International Student Services Office. Failure to obtain timely and proper authorization may be grounds for loss of F-1 status, Department of Homelands Security detention (jail, and/or deportation.**

# **F-1 OPTIONAL PRACTICAL TRAINING (OPT)**

## **Definition of OPT:**

Optional Practical Training is defined in the regulations as “temporary employment for practical training directly related to the student’s major field of study.”

## **Who is eligible for OPT?**

An F-1 student must have been “lawfully enrolled on a full-time basis in an approved college, university, or conservatory or seminary for one full academic year” to be eligible for OPT. However, F-1 students who have one year or more of full-time curricular practical training authorization (CPT) are not eligible for OPT for that particular degree.

## **How long is the duration of OPT?**

Optional Practical Training can be authorized for a maximum aggregated period of 12 months per educational level.

**Legal Note:** A student becomes eligible for another 12 months of OPT when he or she changes to a higher education level (e.g. bachelors to masters or masters to doctorate), this student needs to be in this new level for another full academic year before becoming eligible for another OPT for this new education level.

**Legal Note:** The regulations state that “authorization to engage in practical training employment is automatically terminated when the student transfers to another school or begins study at another educational level.”

## **When should you apply for OPT?**

For Pre-completion OPT you must apply before your program end date. For Post-completion OPT you can apply as early as 90 days before your program end date and as late as 60 days after your program end date. OPT processing takes about 3 months. The sooner you apply the more likely you will receive your OPT card by the time you graduate. Employers will not allow you to start work until you have received your OPT card.

## **Where do I mail my application?**

Applications can be submitted online through the USCIS website. Please visit the USCIS website for information on filing the online application or the correct mailing address for the paper application – <https://www.uscis.gov/i-765>

## **What will happen after I apply for my OPT?**

You will get a receipt from USCIS in about 2 weeks after mailing in the OPT application.

## **How long will it take for me to get my Employment Authorization Document (EAD) card?**

Depending on which immigration service you are applying at, it might take from 60 to 90 days from your receipt date, for you to receive your card.

**Legal Note:** As long as you are on F-1 student status or F-1 status engaged in OPT, you are required by law to inform us of your address change on an AR-11 form within 10 days of the change. This form is available online at:

<http://uscis.gov/graphics/formsfee/forms/AR-11.htm>

**Can I travel out of the country after applying for OPT?**

Yes, you may travel temporarily out of the country after you have applied for your OPT. (Make sure you read and follow the next question and answer)

**What do I need to be able to get back in the country?**

You need to make sure that your I-20 has a valid signature. Each signature is valid for 6 months at a time for traveling purposes. You would need a valid F-1 visa in your passport. A letter from your employer stating they are waiting for your return or a letter from a prospective employer stating you will return to start your employment with them. You will also need to have your EAD card if you have received it.

**Failure to fulfill any one of the requirements stated above will greatly decrease the chances of being able to get back into the U.S.**

**When can I start working?**

After completing your program, you may not start your work on or off-campus until you have received your Employment Authorization Document card, and the beginning date on the card has been reached.

**Do I have to report my employer to LLU International Student & Scholar Services?**

Yes. As of 2008, immigration regulations state that a student in OPT is allowed to be listed on their SEVIS record as “unemployed” for up to 90 days throughout their whole 12-month OPT period. In order to prevent the cancelation of your OPT you must report your employer name and address to LLU International Student Services as soon as you begin employment, if not sooner, so that we may keep the employer information up-to-date on your SEVIS record. You must report all changes in employer information to our office within 10 days after a change is made.

You may contact our office at 909-558-4955 or [IntlStdSrv@llu.edu](mailto:IntlStdSrv@llu.edu) to submit all employer updates.

# **CALIFORNIA DRIVER LICENSE**

**\*\*Helpful Department of Motor Vehicles Resource – New to California:**

<https://www.dmv.ca.gov/portal/driver-education-and-safety/special-interest-driver-guides/new-to-california/>

## **Who is eligible for a driver license or ID?**

Any F, M or J nonimmigrant may apply for a driver license or ID as long as he or she is in lawful status and presents the necessary supporting documents required to verify legal presence in the United States. All nonimmigrant applicants must wait a minimum of 10 calendar days from the date of entry into the US before applying for a driver's license or ID.

## **What documentation must a nonimmigrant present to the DMV?**

In general, the nonimmigrant should present:

- ❖ Passport
- ❖ I-94 print out – <https://i94.cbp.dhs.gov/i94/#/home>
- ❖ Form I-20 (F visa) or Form DS-2019 (J visa)
- ❖ Social Security number or Social Security Administration letter of ineligibility.

## **Does a nonimmigrant need a Social Security Number (SSN) to apply for a driver license or ID?**

No. A nonimmigrant does not need an SSN; however, the nonimmigrant will need to go thru the application process to obtain an SSN. Follow the instructions on how to apply for a social security card as described on the SSA Web site at <http://www.ssa.gov/pubs/10096.html#3> If the nonimmigrant is ineligible for an SSN, he or she will receive a decision letter stating that ineligibility. The nonimmigrant must present this SSA letter when applying at the DMV office to fulfill the SSA requirement.

## **Can a nonimmigrant apply for a driver license if his or her Form I-20 has expired?**

Yes. However, the nonimmigrant should consult with the DMV office and DSO (International Student Advisor) before applying for a driver license. The DMV requires a nonimmigrant to present supporting documentation, such as an Employment Authorization Document (EAD), validating the duration of stay in the country. All documents should reflect the nonimmigrant's program start date and end date in the US or approved practical training (OPT) period.

## **What are the requirements for an accompanying spouse and/or dependent?**

The accompanying spouse and/or dependent applying for a driver license or state ID should present supporting documentation from the principal nonimmigrant (F-1 or J-1) to reflect the duration of status, as well as their own. The DMV will look for consistency between the spouse/dependent duration of status and that of the primary visa holder. It is advisable (and, in some states, required) that the principal nonimmigrant accompanying his or her spouse and/or dependent applying for a driver license and present supporting documentation to validate the duration of status.



**How to apply for a driver license:**

- ❖ Visit a DMV office (make an appointment at <http://www.dmv.ca.gov/> for faster service)
- ❖ Complete application form DL 44 (An original DL 44 form must be submitted)
- ❖ Give a thumb print
- ❖ Have your picture taken
- ❖ Provide your social security number or ineligibility letter from SSA
- ❖ Verify your birth date and legal presence
- ❖ Provide your true full name
- ❖ Pay the application fee
- ❖ Pass vision exam
- ❖ Pass traffic laws and sign test. There are 36 questions on the test. You have three chances to pass (a sample test can be viewed on the DMV website)

**If you have a license from another country, you will be required to take a driving test. If you have a license from another state, the driving test can be waived.**

To take your driving test, you will need to:

- ❖ Make a driving test appointment (driving test are not given without appointments). You may also call 1-800-777-0133 between the hours of 8 a.m. and 5 p.m. Monday – Friday, to make a driving test appointment
- ❖ Provide proof of financial responsibility
- ❖ California Insurance Requirements

You have three chances to pass the driving test. If you fail, you may practice for a while, and then make another appointment. There is no waiting period, but you must make an appointment. If you fail to successfully complete the driving test on the first attempt, you must pay a \$6 fee for each additional driving test that is administered under an application for an original driver license.

After you pass your driving test you will be issued an interim license valid for 60 days until you receive your new photo license in the mail. Double-check your address before you leave DMV and tell the DMV representative if you have moved or if your address is incorrect. If you have not received your license after 60 days, call 1-800-777-0133 and they can check on the status for you. Have your interim license with you to provide information when requested.

## Tax Returns

If you work and earn income in a part-time on-campus job or through an authorized internship, field practicum, or clinical rotation off-campus (i.e. CPT) you may need to file a tax return. For example, if you work all or part of the previous calendar year and earn income (i.e. you are paid with a paycheck, not with a scholarship or tuition waiver or for a volunteer position), then you will may need to file a tax return form by **mid-April** of the current calendar year.

Please reference the chart below if you will have to file a tax turn, and if you need to file as a “Non-Resident” or a “Resident.”

We will provide tax preparation software and workshops for “Non-Resident” filing during Winter Quarter.

### Who Needs to File Tax Return Forms?

	<b>File Tax Return Forms?</b>	<b>Form 8843</b>	<b>Form 1040NR</b>
<b>In U.S. <u>Less Than 5</u> years and <u>Did Not</u> earn income</b>	Yes	Yes	No
<b>In U.S. <u>Less Than 5</u> years and earned income</b>	Yes – Must file as a Non-Resident. File 8843 & 1040NR forms.	Yes	Yes
<b>In U.S. <u>More Than 5</u> years and <u>Did Not</u> earn income</b>	No	No	No
<b>In U.S. <u>More Than 5</u> years and earned income</b>	Yes – Must file as a Resident. File Resident forms (not 8843 or 1040NR).	No	No