



**INTERNATIONAL STUDENT GUIDE**



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**Welcome to**

# **Mt. San Antonio College!**

The International Student Center (ISC) designed to assist international students as they adjust to life in Los Angeles on a F-1 visa. We offer workshops and one-on-one meetings to help students understand federal immigration regulations and the benefits and restrictions of living in the United States on an F-1 visa.

**For assistance please contact:**

International Student Center: 909-274-5032

Patricia Montoya (PDSO): ext. 5571

Martin Escarcega (DSO): ext. 5581

Connie Lee (DSO): ext. 5592

Lorena Molina (DSO): ext. 5597



welcome

## Around Town

Mt. San Antonio College is located in the city of Walnut—a city that twice ranked higher than any other California city on the list of “America’s Best Small Towns.” We are one of the best and largest colleges in the United States with over 35,000 students and a beautiful 425-acre campus. Due to Mt.SAC’s central location, the school is surrounded by interesting neighborhoods like Anaheim and Chino Hills and it is close to cities like Santa Monica, Costa Mesa, and Long Beach.

For information on Anaheim visit: <http://visitanahiem.org/>

For information on Chino Hills visit: <https://www.chinohills.org/>

For information on Santa Monica visit: <http://www.santamonica.com/>

For information on Costa Mesa visit: <http://www.costamesaca.gov/>

For information on Long Beach visit: <http://www.visitlongbeach.com/>

The campus is located just 25 minutes away from Downtown Los Angeles, which is close to Hollywood and the historic and recently trendy “east side” of the city, which includes the neighborhoods of Los Feliz (Hollywood), Silver Lake and Echo Park. Interesting landmarks in **Downtown** and on the **East Side** include:

- Griffith Park Observatory (Los Feliz)
- Walt Disney Concert Hall (Downtown)
- Historic Olvera Street (Downtown)
- Barnsdall Art Park (East Hollywood)
- Echo Park Lake (Echo Park)
- Little Tokyo (Downtown)
- The Art District (Downtown)

For more information on Walnut visit: <http://www.cityofwalnut.org/>

# Banking in the United States

## Some Banking Tips

- **Make a budget and stick to it!** Be realistic when determining a budget.
- **Keep track of your income and expenses.**
- **Use credit responsibly. If you don't have the money the bank, you can't afford it!**
- **Don't carry around large amounts of cash**
- **Never give away your credit card or banking information to ANYONE.**

## Local Banks:

- **Bank of America**
- **Citi Bank**
- **Chase Bank**
- **Wells Fargo Bank**

## Overview

There are two basic kinds of accounts: checking accounts, for payment of regular bills and shopping needs; and savings accounts where money you do not need to use immediately can earn interest. Banks also offer a variety of other types of accounts and financial services.

Most will be similar, but there can be important differences. To open a bank account is fairly easy; deposit your funds and complete any required bank forms. (Be aware that if you are making a deposit with an overseas check or bank draft, you may have to wait three days to three weeks before your money will be available to you.) Some banks will want you to have a Social Security Number when you open the account. Others will not.

## Checking Accounts

When opening a checking account, be sure to ask about different types of checking accounts. All banks have several kinds of accounts and most have checking accounts, which accrue interest if a minimum balance is maintained. Be sure to look at the account fees and when they may be charged. After opening an account you will be given a book of temporary checks, but you should order checks with your name and local address printed on them. Most businesses will only accept a check that has the printed information.

## Writing a Check

Checks should be filled out at the time you are making a payment. Fill in all blank spaces on your check. The amount should be written numerically and written out in longhand. Draw a line through any unused blank spaces. Be sure that you never sign a check until you are ready to use it, since it can be cashed as soon as your signature is on it. Most merchants will require you to know one or two pieces of photo identification before they will accept your check. You may use your drivers license, s passport, identity cards, or any other government issued forms of identification.

## Savings Accounts

Savings accounts, which earn interest on the balance, are available at all banks. If you have larger sums of money that you do not need for

routine living expenses, a savings account is a safe place to keep it. Certificates of Deposit (CDs) earn higher rates of interest than regular savings accounts, but your funds must remain on deposit for a designated period of time. An early withdrawal from a CD will result in a penalty fee. Check with your bank to work out the details of your savings account, as interest rates tend to vary

## Deposits

Deposits to your accounts can be made with a bank teller or at an ATM. It is best to use a deposit slip when making a deposit, which can be either pre-printed or filled in by hand. Always use a deposit slip when you are depositing cash. To deposit a check made out to you, you must first endorse the check by signing it on the back. You should also print "for deposit only" and write your account number after your signature. After you endorse a check it is as good as cash and can be used by anyone unless you have followed the previously mentioned safeguards

## ATM (Automated Teller Machine) Cards and Debit Cards

An ATM card is used for two purposes: as a banking tool to access your bank accounts and as a debit card. Most cards can be used at any ATM anywhere, and can be used for purchases. Many businesses now accept debit cards for payment. A debit card works very much like a check because it takes money directly out of your bank account to make a payment. Note that some banks have fees for debit cards if you use an ATM at another bank.

When you open an account at a bank, you will be issued an ATM card (the card will come in the mail). The card is directly linked to your bank accounts. At the bank, you must think of a Personal Identification Number (PIN) to be linked to your ATM card. Use a PIN that is easy to remember. Never write your PIN down, and never give or tell your PIN to anyone -ever-, not even to a bank employee. When using an ATM, be sure that no one sees your PIN. If your ATM card is ever lost or stolen, notify your bank immediately.

## Writing a Check

For information on credit card eligibility speak to your bank. If you have questions regarding your foreign credit cards, you must check with your home bank.

# CELL PHONES

## American Cell Phone Carriers:

- AT&T Wireless
- Sprint
- Verizon
- T-Mobile
- Metro PCS

## American Mobile Phones

When a provider speaks of minutes available when you purchase a plan or a pre-paid card, they mean incoming and outgoing calls combined. Therefore you will need to consider much time you spend on the phone overall when you are determining a cost efficient plan that works for you.

## Service Options

There are essentially three options you have when choosing a mobile phone provider:

1. Monthly or No-Contract (T-Mobile, METRO PCS, AT&T)
2. 2 Year Contract (AT&T, Verizon)
3. Pre-Paid (Virgin Mobile)

## Monthly Services (No Contract)

Month- to-month plans are an excellent option for all students who plan on staying in the US for a semester or longer. No contracts are required and you pay your bill on a monthly basis. They require the purchase of a phone at regular price, or you can use a phone from overseas if it is GSM, tri or quad-band, and unlocked (only with T-Mobile or AT&T). A major credit card is usually required for these plans.

## Contract Plans

This option is recommended for students who plan to stay in the United States for two or more years. There are benefits and drawbacks to this option. The **benefits** of a contract is that the phone often comes at a discounted price, there are low upfront costs, there tends to be good service (more towers), better phones (smart phones, i-phones, etc.) as well as internet access.

One of the drawbacks of a contract plan is that you must sign a two-year contract, which means that even if you wish to discontinue service, you will still have to make monthly payments or pay an expensive penalty to get out of the contract. The monthly payments for these plans tend to be more expensive than no-contract plans.

## Pre-Paid Cell Phones

This option is not recommended because the rates per minute are extremely high. If you want to use your GSM phone from home while away in the US, remember that you can just as easily go with month-to-month or contract plans from AT&T or T-Mobile. The benefit of a pre-paid phone is that there is no contract, therefore if you wish to discontinue service you do not have to pay any extra fees. A drawback is that these plans tend to have more expensive 'minutes.'

## How to Choose

In order to determine which type of service to select, you will have to consider the duration of your stay as well as your financial circumstances when you arrive in America. As many contract plans require a credit check, your options may be limited. Make sure to do your research because some cell phone providers may cater better to your needs than others. You should check to see if your cell phone is locked to a US carrier, or if it may be used internationally, as many pre-paid phones may not be used outside of The United States.

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# Transportation

## No Car? No Problem!

Los Angeles is a huge city, which is why going anywhere outside of your neighborhood might seem a bit daunting. Don't fret – there are several ways to get around this giant city if you don't have a car, or if you simply don't feel comfortable driving in certain parts of LA. Here are some options for the carless commuters at Mount San Antonio College:

## Take the bus or subway

Despite what you might've heard, Los Angeles has an extremely efficient public transportation system. Always remember to plan your route and check operating hours ahead of time.

## Carpool with a friend

Many students attending Mt. San Antonio College have cars. Don't be shy to ask for a lift from one of your peers.

## Rideshare (Uber, Lyft, Sidecar)

Rideshare apps tend to be cheaper than conventional taxis and are a convenient and safe option for iPhone users as cash is not required – the app store charges each ride to your credit card.

## Take a taxi

Taxis in Los Angeles tend to be more expensive than other options, though are sometimes necessary in the event that you cannot access other modes of transportation or in cases of emergency.

It is important for our international students to remember that it is never safe to accept a ride from a stranger in Los Angeles. We ask that you call a certified cab or rideshare company if you plan to hire a cab.

# Driving in California

## California Driver License:

If you plan to drive in California, you must obtain a valid California Driver License. While you may have an International Driver License, the California Department of Motor Vehicles (DMV) requires you to have a valid California Driver License if you drive a car in California.

You may contact the DMV to obtain more information. If you need a verification letter stating your status in the U.S., please come to the International Center.

## Steps to Obtaining a California Driver License\*:

1. Go to the DMV, and pay the application fee (Save time by making an appointment online at [www.dmv.ca.gov](http://www.dmv.ca.gov) or call 1-800-777-0133.
2. Take your passport, I-20, and I-94 Card with you. Make sure you write your name exactly as it appears on your I-94 Card.
3. Take the written test; if you pass, you will be issued a Learner's Permit.
4. Take the behind-the-wheel driving test. (You have 3 chances to pass this test.) If you pass, you will be issued a Temporary Driver License.
5. Provide proof of financial responsibility & automobile insurance.
6. You should receive the actual Driver License in 1-2 months (may vary).

\*Subject to change. Please come to the International Center if your request for a Driver License is rejected.

## Nearest Department of Motor Vehicles (DMV) Office to Mt. SAC

Pomona DMV  
1600 Garey Ave  
Pomona, CA 91766

West Covina  
800 S Glendora Ave  
West Covina, CA 91790  
(800) 777-0133  
<http://www.dmv.org/>

Fullerton  
909 W Valencia Dr.  
Fullerton, CA 92832



# Settling Into American Life

## Adjustment to American Life

You will find common similarities and differences between your culture and the United States. Some differences may include; culture, language, food, music, and weather. Differences may create a period of adjustment.

If you are living in another culture different from your own, there may be times where you experience frustration, alienation, depression, or other reactions that are labeled as “**culture shock.**”

Culture shock affects people differently. Experiencing emotions is a normal adjustment process, and you should not feel bad, guilty, or inadequate as you adjust to your life.

## Cultural Adjustment

You may find this time to be exciting and challenging. It is a time of new experiences, sights, sounds and activities. The initial period of settling in will often seem like an adventure with so much to learn and absorb in the new culture.

As these differences emerge, they may be troubling and sometimes shocking. Culture shock does not happen all at once. It is a feeling that grows slowly as you interact with other students, faculty and people in the community

## Common Culture Shock Signs

- Homesickness
- Avoiding social interactions
- Feeling sick often
- Sleep problems
- Depression or feelings of helplessness
- Difficulty with concentration
- Boredom or fatigue
- Hostility towards Americans
- Loss of sense of humor

## Coping with Culture Shock

There are ways to adjust to culture shock. Remember culture shock is a period of adjustment. It will get better, but it does take time. You can do small things to help recover quicker. Some of those include;

- Learn about and experience the new culture
- Meet people and make new friends, including Americans to help you better understand and exchange cultural similarities and differences
- Expect transition will be hard
- Stay in contact with family and friends at home. You can call, email, FaceTime or watch videos from your home country.
- Talk about what you are feeling with friends who are sympathetic of your situation, or contact an advisor at the International Center
- Talking about these feelings will assist in overcoming negative feelings about your new environment. Good hygiene.
- Exercise regularly

## Mt. SAC Counseling Center

If you are having a difficult time with your transition to , know that there are campus resources to help. The ISP office and the Counseling Center is always here to help.

The Counseling Center is a space where students can talk to a counselor about problems. They provide individual and family counseling. Please don't be afraid to contact them!

**Center: 310 660 3643**

## SEVIS Transfer Students

- If you are changing schools within the U.S. and transferring your SEVIS record to Mt. SAC, there are visa and travel policies unique to your situation.
- You can travel with your current F-1 visa and Mt. SAC I-20, even if the visa has your previous school's name on it, as long as the visa is not expired and you are not outside the U.S. more than five months between academic programs.
- To receive your updated I-20 from Mt. SAC and to transfer your SEVIS record, your previous school's DSO must complete section C2 of the International Verification Form
- You can use your Mt. SAC "transfer pending" I-20 to enter the U.S. once without a travel signature before the start date, even earlier than 30 days before the I-20 start date. The 30-day rule is only for travel with "initial" I-20s, not "transfer pending" I-20s. However, if you wish to travel outside the U.S. after your initial entry on your Mt. SAC "transfer pending" I-20, you will need a travel signature from a DSO.

## Health Insurance

All Mt. SAC students are required to have Health Insurance.

## Review Post-Arrival Checklist

Review the **Post Arrival Checklist** to be prepared for your arrival in Los Angeles

# POST-ARRIVAL CHECK-LIST

## Check-in With Mt. SAC College

Upon your arrival into Los Angeles, F-1 regulations require that you report to campus. To meet this requirement, follow the instructions below.

 **909-274-5032**

## New Arrivals from Outside the U.S.

Step 1: Check-in with the International Student Office.

Step 2: Submit a photocopy of your signed I-20

## New Arrivals from Inside the U.S.

Step 1: Obtain your new Mt. SAC I-20 from the International Student Office

Step 2: Sign your name on page 1, line 11 on your new I-20

Step 3: Submit a photocopy of you signed I-20 to the International Student Office.

Step 4: Report your U.S. Address to the International Student Office. This action must be completed with-in 10 days of your arrival.

## Airport Ground Transportation

When you arrive to Los Angeles International Airport (LAX), you can take a shared ride van. These include but are not limited to, Super Shuttle, Prime Time Shuttle, etc. directly to Mt. SAC College or any location in Los Angeles. Reservations are not required to use a shared ride van. Shared ride vans are located at the designated ground transportation areas just outside baggage claim areas. Each van will have a sign on it indicating its destination. Make sure your van is going to Los Angeles. You can ask where and when to board a shuttle van by using the courtesy phones available in the baggage claim areas. The cost is approximately \$15 - \$35 for transportation from LAX to Los Angeles with an optional tip recommended for the driver. The shared ride van will take you to the destination you specify. You may also take a taxi, which will cost significantly.



# International Student Center

International Student Center, 9F

Tel: (909) 274-5030  
Fax: (909) 274-2041

Need help with an issue...or a place to study...or just want to hang out? Come to the International Student Center, a special place on campus where you can connect with fellow F-1 students and the international community. Located in Building (9F), you will find comfortable spaces to network with friends as well as computer stations available for your academic needs.

Here's the place where you find out what's happening and what special activities are being planned for F-1 students, like workshops and field trips. The courteous staff at the ISC counter will refer you to all kinds of useful student services and resources. The International Student Center is where you can feel at home!

## Workshops

Through various workshops, International students have an opportunity to enhance their knowledge base, and gain skills to succeed in the classroom and beyond. Past workshops include: finding employment, applying for scholarships, transfer, graduation, etc.

## Global Pals

Mt. SAC students have the unique opportunity to engage in a cross-cultural experience, by pairing domestic and international students together with similar interests. Global pals learn about each other's culture, while participating in social happenings throughout Southern California. Program runs each Fall and Spring semester.

## Global Café

A coffee house with an international flare occurring each semester. Providing students the opportunity to relax, have engaging conversations with others while, enjoying coffee from various regions of the world. All of the coffees are FREE.

## Summer Institute

The Summer Institute is a FREE program occurring during the end of July and beginning of August every year. F-1 visa students attending Mt. San Antonio College are eligible to participate. Space is limited and an application is required. Participants will experience amazing excursions and activities. Enhance their English language skills and be better prepared to succeed academically. Make new friends while strengthening communication and social skills.

## Conversation Circles

Non-native speakers often face the challenge of not having enough opportunity to speak English. The result is that they do not feel confident in their speaking abilities. Conversation Circles will provide a safe place for F-1 students to use English in a variety of situations to discuss a range of topics formally and informally. Conversation circles occur Thursdays during Fall and Spring semester and free snacks are included.

## International Student Club

The international student club united students from around the world and provides them a home away from home. The club allows both domestic and international students the opportunity to create a culturally rich and diverse environment. The International Student club strives to provide a sense of unity, service and togetherness.

# Mt. SAC Student ID Card

**STOP &  
READ**

## **HOW CAN I GET MY STUDENT ID?**

All you need to do is stop by the bookstore with the required items. Times will be posted outside the bookstore. After the first week, Photo IDs will be available during regular business hours.

## **WHAT DO I NEED TO GET MY STUDENT ID?**

### **YOU WILL NEED:**

- your Mt. SAC student ID number  
(can be obtained by visiting [MYPORTAL.MTSAC.EDU](http://MYPORTAL.MTSAC.EDU))
- a valid California Photo ID or Drivers License
- to have paid your student fees

## **WHAT DOES A STUDENT ID COST?**

Student IDs are free for credit students the first three times they are issued. Every time after this, there is a \$10 fee to replace your card.

Non-credit students must pay a \$10 fee for their student ID.



**You MUST  
print your  
ID Card!**

# Student Health Insurance Card

## Print ID Card Step-By-Step:

1. Go to hyperlink: <http://www.studentinsuranceusa.com>
2. Hover your mouse over International **F1 Visa** Students

The screenshot shows the Student Insurance website interface. At the top, there is a navigation bar with links for Home, Student Insurance, Other Insurance, Info, About Us, and Contact. A dropdown menu is open under 'International Students', listing options such as Enroll Online, Brochures, Enrollment Forms, Benefits Flyers, Medical Claim Form, Print ID Card, My Nurse 24/7, CVS Minute Clinic, Walgreens Health Clinic, Find a Doctor, HIPAA/PIRA Authorization Form, Find A Pharmacy, and View Claim Status. The main content area features a world map with 'Internat' and 'roll Now!' text, a 'Telemedicine' section with a red telephone icon, and a 'K-12 Students' section with an image of children in a classroom. A footer section contains the text 'Providing quality student insurance services for over 60 years' and 'Commitment. Communication. Concern.' followed by a paragraph about the company's history and services.

3. Select "Your college or university." Then, select Mt. San Antonio College.
4. Select, "Print your ID card."
5. Insert your Student ID number, your Student Password is your birth date. Example May 1, 1980 is: 05011980
6. Click Submit
7. You will be asked to establish a security question. Pick one you will remember!

**Print and Keep This Card and Keep with You AT ALL TIMES**



# Campus Health Center

International Students pay a fee to access to the Health Center. This on-campus center is a great resource if you have a simple health concerns, want to talk to a licensed counselor about challenges you are experiencing or get your annual flu shot. The Health Center offers all these services free of charge! This is a separate service from your mandatory health insurance benefits.

Free Services by Appointment ONLY:

- Chiropractic services
- Health workshops: Locations and times vary
- Sexually transmitted disease testing
- Psychological Counseling



**Student Health Center**  
Located in Building 9E or 67E

**Contact information**  
(909) 274-4400

**Medical or Psychiatric  
Emergency**  
(909)274-4555

**Substance Abuse  
Info & Hotline**  
(800) 821-4357

**Crisis Center 24 –hour phone**  
(310) 391-1253

**Suicide Prevention Center**  
24-hour phone  
(310) 391-1253

# RULES & REGULATIONS



This section contains comprehensive regulatory information and a description of the electronic student and exchange visitor information system, SEVIS. In addition, you will find an FAQ on the topic of obtaining a green card and information on finding an immigration lawyer, which are areas outside the normal scope of Mt. San Antonio College.

## IMMIGRATION INFORMATION FOR F-1 STUDENTS

### What is F-1 Status

In the United States, the F visas are a type of non-immigrant student visa that allows foreigners to pursue education (academic studies and/or language training programs) in the United States. F-1 visas are only issued in U.S. embassies and consulates outside the United States. Prospective F-1 students must apply to school and receive a form I-20 in order to apply for an F-1 visa. F-1 students must show that they are able to support themselves during their stay in the U.S., as their opportunities for legal employment are quite limited. F-2 visas are given to dependents of an F-1 student. F-2 visa-holders are prohibited from any form of compensated employment.

### Period of Authorized Stay

Your admission to the U.S. is for "duration of status," that is, for the length of your F-1 status. F-1 status covers the period when you are a full-time registered student making normal progress toward your degree (or exchange program), plus an optional period of practical training following completion of studies, plus a 60-days "grace period" to prepare to depart the U.S. or change to another status. Your length of authorized stay is not related to your F-1 visa expiration date. The F-1 visa is specifically for entry into the U.S. The F-1 visa might expire before your status expires, and your status might end before your visa expires.

### Documents

Federal Law requires that you carry registration documents at all times. It is recommended that you keep copies of all your documents separate from your originals.

### Passport

- Your passport must be valid at least 6 months into the future
- Passport renewal procedures vary, depending on country – typically, you may renew your passport 6 months prior to the expiration date

- Contact your country's embassy in the US to determine the procedure for obtaining a new passport

### Visa

- After you received your Form I-20, you applied for an F-1 visa at a US consulate.
- Your F-1 visa has an expiration date. If the VISA expires while you are in the US, it is not a problem
- Travel outside the US requires a valid visa to reenter the US.

### I-94

If you arrived to the U.S. prior to April 26, 2013 you were issued an 11 digit ID number on a white card that was completed for you by US Customs official at port of entry. Your I-94 card is marked D/S (Duration of Status). Do not lose this card.

If you entered the U.S. after April 26, 2013 your I-94 information is available to you though [www.cbp.gov/I94](http://www.cbp.gov/I94).

### I-20

Your form I-20 was generated by SEVIS and issued by Mt. SAC College. It contains biographical data, indicates your program of study, describes the funding amount, and it contains your SEVIS ID number. The I-20 allows you to apply for an F-1 visa if you are outside the U.S. apply for F-1 status within the U.S., enter and reenter the U.S. in F-1 status, and prove your eligibility for various F-1 benefits.

- You must ensure that your I-20 is valid, the program dates are current, and the program information is correct.
- We can extend your I-20 BEFORE it expires.
- We cannot extend your I-20 AFTER it expires.
- You may receive an email alert from the Mt. SAC before your I-20 expires.
- If your I-20 ends, your F-1 student status will terminate.



# IMMIGRATION INFORMATION FOR F-1 STUDENTS

## Events That Require an Update to Your I-20

### Program Extension

If you are unable to complete your course of study before the completion date noted in item 5 on your I-20, you must request an extended I-20 before your current I-20 expires. For more information and instructions, see Program Extension.

### Changing Schools

You must register full-time at Mt. SAC, since the school issued your I-20 and oversees your SEVIS record. If you decide to transfer to another school, contact the International student office prior to completing your final semester at Mt. SAC.

### Change of Funding

If there is a substantial change in the source or amount of your funding, report this change to the Registrar and a new I-20 will be issued to you. For example, if you receive an Mt. SAC Scholarship through your department, but your I-20 indicates that you use personal funds to pay for expenses, you should request a new I-20.

### Name Change

The name on your I-20 should match the name on your passport. If you change any part of your legal name—first/given name, middle name, or last/family name—on your passport, this change should be reflected on your I-20. Conversely, if you want a different name on your I-20, the Registrar will wait for you to change your passport first, before updating the I-20.

## Maintaining your Status

F-1 degree-seeking students must enroll and complete full-time credit in the fall and spring semesters to maintain lawful immigration status.

ENROLL IN and COMPLETE the required number of units: Undergraduate Students 12 units.

There are limited reasons for under-enrollment. You must have permission from a DSO prior to under-enrollment.

## Exceptions to Full-Time Enrollment

- Reduced Course Load (RCL) for Specific Academic Reasons
- Reduced Course Load (RCL) for a Documented Medical Condition
- Travel outside the US requires a valid visa to reenter the US.
- Final Semester
- Concurrent Enrollment

## About Full –Time Enrollment

### Online Courses

US immigration regulations limit international students to only ONE online course per semester toward the minimum full-time enrollment requirement.

You can take more than one online course, but only one will meet your full-time enrollment requirements

### Independent Study Courses

Do not generally count toward the full-time enrollment requirement. They are not required to be completed within a given semester, nor do they require in-class time.

An Independent Study course must be a degree requirement to count toward full-time enrollment.

The Registration office must have documentation in your file from your academic advisor regarding the necessity of the independent study course.

### Other Enrollment Issues

- “I”—incomplete—or “N” – no credit assigned - grades do NOT count toward the full-time requirement.
- Auditing a course does NOT count toward the full-time requirement.
- Withdrawal from a course at ANY point in the semester does NOT count toward the full-time requirement.
- Courses that BEGIN in the middle of the semester do NOT count toward the full-time enrollment

# IMMIGRATION INFORMATION FOR F-1 STUDENTS

## Employment in the U.S.

### On Campus Employment

USCIS allows F-1 students to work up to 20 hours per week on campus during the fall and spring semester without special permission. Employment must be on the Mt. SAC campus. F-1 students may work more than 20 hours per week on campus during school vacations (summer break, spring break and fall break)

### Off Campus Employment

You may work off-campus ONLY with permission from USCIS or a DSO. Most students cannot apply for off-campus work authorization until they have been in full-time student status for one academic year. Mt. SAC provides employment authorization workshops each semester – schedule will be posted on the Mt. SAC website on or after the third week of semester

## F-2 Dependents

Your spouse and unmarried children under 21 may be eligible for F-2 dependent status. Immigration regulations do not permit F-2 dependents to be employed in the U.S. The regulations also restrict full-time study for F-2 dependents, with two exceptions:

- F-2 dependents CANNOT study in a degree program at Mt. SAC, but may enroll in courses that are recreational in nature.
- An F-2 child may engage in full-time study if the study is in an elementary or secondary school.

F-2 dependents must be approved for a change of status to F-1 by the USCIS prior to commencing study at Mt. SAC. Applications take 6-8

## Change of Address Procedure

International students must update their address with-in ten days of moving. International students must update their address with-in ten days of moving. Please contact the Registration Office to update your address.

## Travel

- Travel within the US does not require a travel signature from an Mt. SAC DSO.
- Travel outside the US requires that your I-20/ be signed for travel by an Mt. SAC DSO.
- Visa expired? You must apply for and receive a new visa before re-entering the US.
- We recommend you carry clear copies of your immigration documents if you travel to US border areas or large metropolitan areas. For more information, see Travel.

## IMMIGRATION INFORMATION FOR F-1 STUDENTS

### Termination & Reinstatement

- A violation of status will result in a termination of your F-1 status
- Students whose F-1 status is terminated may qualify for a Reinstatement of Status
- You must apply directly to USCIS requesting reinstatement back into F-1 status
- This option is not available for all violations, notably employment violations

For more information, see **Reinstatement**.

### Graduation or Program Completion

The end of your academic program affects your F-1 status. After you graduate or complete your program you have a 60-day grace period. Within this 60-day period you have the following options:

- Depart the U.S. Once you leave the U.S. (including trips to Canada and Mexico) after completing your studies you are not eligible to re-enter with your current I-20. The grace period is meant for travel within the states and preparation to depart the U.S.
- Request a new I-20 if you will continue at Mt. SAC in a new degree program.
- Transfer your SEVIS record to a new school.
- Apply to change status to another visa category. Mt. SAC DSO advisers cannot assist with change of status applications. If you need additional assistance, we recommend you contact an immigration attorney.



Mt. San Antonio College



# SEVIS: STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM

## Overview

**SEVIS** reports the following information to USCIS (United States Citizenship and Immigration Services) and ICE (Immigration and Customs Enforcement):

- **Personal Address Information**
- **Financial Information**—education funding
- **Academic Program Information**—full time/part time enrollment, major changes, disciplinary actions, extension of program
- **Employment information:** optional/curricular practical training, off campus employment authorization
- **Termination or completion** of study
- **Dependent information**

It is important to understand the F-1 [immigration regulations](#) in order to maintain status while you are in the U.S. For more information, please [contact the Registration Office](#).

# TRAVEL & VISAS

## Re-entry Into the U.S.

Be prepared to present the following materials at the port of entry into the U.S.

- I-20 and Travel Signature (pg. 3) from a DSO (F-1 students)
- Passport—valid at least six months into the future
- Valid F-1 visa stamp in passport
- Evidence of financial support (bank statement, scholarship/assistantship letter)
- Proof of enrollment (transcript and computer printout of current enrollment, and next semester's enrollment, if available)

## I-20 Travel Signature

Page 3 of your I-20 **must** be signed by a Designated School Official in the Registration Office before you leave the U.S. This signature will be **valid for one year** (12 months) and can be used for multiple entries. If you are on OPT, you must obtain a travel signature every 6 months.

To obtain a travel signature, **submit your I-20 to the Registration Office front desk**. Your I-20 will be available for pick-up the next business day. We require 1 business day to process the travel signature so please plan ahead before you travel.

## Valid Passport

Your passport must be valid for at least six months when seeking admission or readmission to the United States, unless your country has an agreement with the United States. For a list of countries under this agreement, see the list on the Immigration Customs Enforcement website. Your passport should remain valid throughout your stay in the U.S.

## Valid Visa

You must present a valid, unexpired visa in the category for which admission is being sought each time you enter the U.S. (Canadian citizens are exempt from the visa requirement; however,

landed immigrants of Canada are generally required to obtain a visa.) If your visa expires while you are in the U.S., the next time you travel abroad you must obtain a new visa in the proper category in order to be readmitted to the United States. Apply for the visa in your home country, unless circumstances or travel plans make this impossible. If you apply for a visa at a U.S. consulate in another country, your application may be reviewed more critically than if you applied at home. In-person interviews are required for most visa applicants. You are encouraged to contact the U.S. consulate as early as possible to schedule the visa interview appointment. Anticipate delays in visa issuance due to enhanced security reviews.

## Automatic Visa Revalidation

An exception to the rule requiring a valid, unexpired visa exists for students in F-1 and J-1 status who travel for less than 30 days solely to Canada or Mexico or islands in the Caribbean except Cuba. Your visa will be considered to be "extended" (and "converted" to the proper visa category if you had changed status while in the U.S.) to the date of re-entry, eliminating the need to obtain a new visa at a U.S. consulate before that particular re-entry.

Note that if you apply for a new visa while in Canada, Mexico and islands in the Caribbean, you will not be able to return to the U.S. unless the visa is granted. Also, citizens of Iraq, Iran, Syria, Libya, Cuba, Sudan, and North Korea are not eligible for automatic visa revalidation.

## Travel With-in the U.S.

If you are traveling with in the U.S. it is recommended that you carry the following items:

- Passport
- Valid I-20
- I-94 number

# TRAVEL & VISAS

## Entry Into Another Country

Before you leave the United States, contact the consulate of the country to be visited to inquire about visa and travel procedures. If you plan to visit Canada, contact the Canadian Consulate in Los Angeles to determine if you need a visa to enter Canada. Travel after completion of studies

### F-1 students:

If you travel outside the U.S. after completion of studies you may return to the U.S. in F-1 status provided you are in possession of:

- A new I-20 indicating a new program of study, passport, visa and evidence of financial support.

or

- An Employment Authorization Document (EAD), I-20 endorsed for OPT and signed for travel within the last six months, proof of em-

## Travel and OPT

If your pre-completion OPT application is pending or approved, you may travel and reenter the U.S.

If your post-completion OPT application is pending, you may travel and re-enter the U.S.

After graduation, if your post-completion OPT has been approved and your EAD issued, you may not re-enter the U.S. unless you have evidence of employment. You should carry the following documents with you:

I-20 signed for travel by an international student adviser within the last **6 months**

EAD card

Valid passport

Unexpired F-1 visa (unless returning from a short trip to Canada, Mexico, or the Caribbean)

Evidence of employment in your field of study (letter of employment, written job offer)

## What Is a Visa?

The F-1 visa stamp in your passport is permission to apply to enter the United States in that visa category. Although your passport and I-20 must remain valid while you are in the U.S., your visa need not remain valid once you have used it to enter the U.S. If your visa expires while you are in the U.S. and/or its number of entries has been used, or if you have changed your nonimmigrant status while in the U.S., the next time you travel abroad you must obtain a new visa in the proper category in order to be readmitted to the U.S. Visas can only be obtained outside of the U.S. at a U.S. consulate. (Canadian citizens are not required to have a visa stamp to enter the U.S.)

## Automatic Visa Revalidation

An exception to the rule requiring a valid, unexpired visa exists for students in F-1 and J-1 status who travel for less than 30 days solely to Canada or Mexico or islands in the Caribbean except Cuba. Your visa will be considered to be "extended" (and "converted" to the proper visa category if you had changed status while in the U.S.) to the date of re-entry, eliminating the need to obtain a new visa at a U.S. consulate before that particular re-entry.

Note that if you apply for a new visa while in Canada, Mexico and islands in the Caribbean, you will not be able to return to the U.S. unless the visa is granted. Also, citizens of Iraq, Iran, Syria, Libya, Cuba, Sudan, and North Korea are not eligible for automatic visa revalidation.



# TRAVEL & VISAS

## How, Where and When to Apply for a Visa

Apply for the visa at a U.S. consulate in your home country, unless circumstances or travel plans make this impossible. It may be possible to apply for a visa at a U.S. consulate in a country other than your home country. This is called a "third country national (TCN)" application. Not all U.S. consulates accept TCN applications, and some allow TCN applications for limited situations; check with individual consulates, including those in Canada and Mexico, for TCN application policies. It can be risky to apply in a country other than your home country. For instance, if you apply for a new visa in Canada and encounter delays, you must remain in Canada for the length of the processing. You will not be able to reenter the U.S. until the new visa is approved.

U.S. consulates require in-person interviews for most visa applicants. You are encouraged to schedule the visa interview appointment as early as possible. The U.S. Department of State maintains an excellent website on the visa application process, and you should study it carefully. You can also find information about how long it will take to get your visa. Students applying for initial -entry F-1 and F-2 visas may be issued the visas up to 120 days before the academic program start date as noted on the I-20.

Visa processing delays may occur due to enhanced security reviews that take into account your field of study, country of origin, and likelihood of returning home after completion of studies.

- **Visa application** Complete the form provided by the U.S. consulate in the country where the application will be submitted. You will be charged a fee for the visa application.
- **Receipt** confirming payment of the SEVIS fee, if applicable.
- **Valid passport.** Your passport must be valid for at least six months when seeking admission or readmission to the United States, unless your country has an agreement with the United States. For a list of countries under this agreement, see the list on the Immigration Customs Enforcement website. Your passport should remain valid throughout your stay in the U.S.
- Passport-size photos.
- **I-20.** If you are applying for a visa to continue studies at Mt. SAC, be sure that a DSO has signed the travel validation section of the form

within the past year. (Newly admitted students do not need a travel signature for the initial visa interview.)

- **Financial evidence** detailing source and amount of funding. Consular and immigration officers exercise considerable discretion in determining whether financial support exists and is sufficient to cover your entire period of stay. Prepare documentation that is thorough, consistent, credible and varied.
- **Official academic transcript and confirmation of enrollment.** You can request these documents from the Registration Office. **(If you are a newly admitted student, you should provide proof of admission to Mt. SAC)**
- **Proof of English language proficiency** may also be requested.
- **Evidence of continuing ties** (such as family, career, or property) to your home country. Visa applicants are presumed to be "intending immigrants." Your visa will be denied unless you satisfy the consular officer that you will return home. Unfortunately, there is no single explanation, document, or letter that can guarantee visa issuance.
- Consular officers conduct quick interviews! Their initial impression of you is critical to your success. Keep your answers concise. Be honest in everything you write on your visa application and say during the interview. Anticipate that the interview will be conducted in English. Don't bring other people to speak on your behalf.
- Be able to explain the reasons you want to study in the U.S. and remember that your main reason for coming to the United States is to study, not to work!
- If your spouse and children are remaining behind in your home country, be prepared to explain how they will support themselves in your absence. If they are accompanying you to the U.S., be prepared to show proof of adequate funding.
- If you are denied the visa, ask the officer for a list of documents he or she would suggest you bring the next time you apply, and try to get the reason you were denied in writing. Maintain a positive attitude!

# EMPLOYMENT

This section contains information about F-1 student employment options, including how to obtain a Social Security number.

- On-Campus Employment
- CPT
- OPT
- Severe Economic Hardship
- Social Security Number





# ON-CAMPUS EMPLOYMENT

## Overview

Your F-1 student status permits you to work on the campus of the school that issued your current I-20. You must successfully complete one semester with 12 units to before you are eligible to work on campus. While working on campus you are required to maintain your status (except for approved exceptions) and be in good academic standing. Employment must be on Mt. SAC campus or Offsite Location

## Time Period

- F-1 Students are allowed to work up to 20 hours per week on campus during the fall and spring semester.
- F-1 Students may work more than 20 hours per week on campus during school vacations (summer break, spring break and fall break).

## Expiration of On-Campus Employment Eligibility

Your on-campus employment eligibility ends:

- When you graduate.
- If you transfer to another College; your work authorization expires on the day of your SEVIS record release date.
- If you violate your F-1 status.

## Obtaining Employment

Contact the Center for Creative Careers for available job opportunities on campus.

1. Obtain a **Letter of Employment** from your hiring supervisor

2. Submit the **Letter of employment** to your designated DSO. Employment start date cannot be more than 30 days in the future. The Employment Letter must be dated within the last 30 days.
3. Obtain the **Social Security Letter** from the your DSO. Only the Designated School Official at Mt. SAC can write this letter after receipt of the letter of employment. It certifies that the student is enrolled full time and holds a valid F-1 status
4. Bring the following documents to the Social Security Office:
  - Original I-20
  - Passport with printed I-94 and Visa
  - Employment Letter from Employer (F-1)
  - Original Social Security Letter from DSO
  - Form SS-5 (Social Security Number Application)
5. Once a Social Security Number has been issued, **On-Campus Employees** should bring the following documents to the employer along with.
  - SSN Card
  - Original passport with U.S. visa

# CURRICULAR PRACTICAL TRAINING

## CPT Overview

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 students when the training (i.e. internship or employment) is considered an integral part of the established curriculum and directly related to the student's major. "Training" refers to paid or unpaid work/study experience, internships, or cooperative education.

## Time

CPT can only be used during a student's program of study.

CPT approved for part-time (20h or less per week) or full-time (20+ hours per week). Full-time CPT granted for summer semester only.

- Students who use 12 full months of full-time CPT become ineligible for OPT under US immigration law
- Use of part-time CPT does not affect OPT
- Consider applying for pre-completion OPT if your degree program is not eligible for CPT

## Eligibility

You are eligible for CPT if:

- Lawfully enrolled as full-time student for one academic year (fall + spring semester)
- You will earn your degree from Mt. SAC

Other requirements:

- Must have an employment/training offer related to your major area of study
- Students authorized for part time CPT (20 hours or less per week) must be enrolled in a minimum of 10 credits for graduates and 12 credits for undergraduates each semester they engage in CPT. Students authorized for full time CPT (more

than 20 hours per week) must be enrolled in at least one credit hour each semester they engage in CPT.

- Students who have completed their program requirements and are merely delaying graduation to make use of CPT are NOT eligible.

## CPT Employment Duration & Limitations

- Approval granted each semester.
- You must reapply prior to each semester if interning multiple semesters.
- Not permitted to work until you receive an I-20 authorizing specific CPT dates
- Approved for a specific employer and a specific time period

## Application Procedure

- Attend CPT workshop
- Meet with your Department Chair and/or Instructor; request that s/he complete the CPT Authorization Request Form
- Obtain detailed internship offer letter (see template)
- Submit application to your DSO.
- Pick up CPT I-20 after you have been notified via email by your DSO
- DO NOT START THE INTERNSHIP BEFORE YOU ARE AUTHORIZED FOR CPT!

# OPTIONAL PRACTICAL TRAINING

## OPT Overview

Optional Practical Training (OPT) is work authorization available to international students who have been in valid F-1 status for at least two consecutive semesters and who plan to seek employment in the U.S. in their field of study. Temporary employment authorization is granted by the U.S. Citizenship and Immigration Service (USCIS).

OPT can be taken during annual summer vacation, part-time during regular school session, after completion of course requirements or after completion of course of study.

### Pre-OPT

- Pre-Completion OPT is temporary employment available to F-1 students prior to completion of the course of study (i.e. prior to the program end date on the I-20).
- The employment must be directly related to the student's field of study and commensurate with the student's education level.
- A student may be eligible for up to 12 months of OPT per degree level.
- A student will become eligible for another 12 months of OPT when he/she completes a higher educational level.
- A student must receive an EAD card from the USCIS Service Center and the start date on the EAD card must arrive before they may begin their OPT employment.

### Post-Opt

Post-Completion OPT is temporary employment available to F-1 students following completion of the course of study (i.e. after the program end date on the I-20).

The employment must be directly related to the student's field of study and commensurate with their education level.

- A student may be eligible for up to 12 months of OPT per degree level.

- A student will become eligible for another 12 months of OPT when he/she completes a higher educational level.
- A student must receive an EAD card from the USCIS Service Center and the start date on the EAD card must arrive before they may begin their OPT employment.

## How Does Pre-Completion OPT differ from Post-Completion OPT

- Pre-Completion OPT occurs before the I-20 program end date. ISS will not shorten the I-20 program end date.
- Days of unemployment do not accrue during Pre-Completion OPT.
- A student may not be able to work full-time (see the section above).
- If a student does not graduate by the program end date on their I-20, the student may request an F-1 Extension of Stay.
- Students are not eligible to apply for the STEM OPT Extension.
- Students are not eligible for the H-1B CAP GAP fix.

## How Does Pre-Completion OPT differ from Post-Completion OPT

Pre-Completion OPT occurs before the I-20 program end date. ISS will not shorten the I-20 program end date.

Days of unemployment do not accrue during Pre-Completion OPT.

A student may not be able to work full-time (see the section above).

If a student does not graduate by the program end date on their I-20, the student may request an F-1 Extension of Stay.

Students are not eligible to apply for the STEM OPT Extension.

Students are not eligible for the H-1B CAP GAP fix.

# OPTIONAL PRACTICAL TRAINING

## Time Period

During the period of OPT, a student continues in F-1 status, since OPT is considered to be part of the program of study.

### Pre-OPT:

- A student who still has coursework remaining to complete his/her educational objective or degree program is limited to 20 hours per week of Pre-Completion OPT during the Fall and Spring semesters.
- All students may apply for full-time Pre-Completion during annual vacation (summer) and other official school breaks.

### Post-OPT:

- A student may work full-time while on Post-OPT
- For OPT purposes, your completion date is the day you complete your final degree requirements: Your completion date is considered to be the last day of final exams of the semester your degree requirements are fulfilled.
- You are allowed a 60-day grace period following your OPT expiration date to leave the U.S., change your status, or transfer your F-1 to a new school or program. Please keep your address information updated during this period as well (you are not allowed to work during the grace period).

## Eligibility

You are eligible for Pre-OPT if:

- An F-1 student who has completed full-time enrollment for at least one Fall and one Spring semester or who is within 90 days of doing so.
- Students who work full-time for 12 months or more on Curricular Practical Training (CPT) are not eligible for OPT.

You are eligible for Post-OPT if:

One year of OPT is available after completing each higher level degree program.

## Employment

- A job offer is not required to apply for OPT. However, once you find a qualifying job, you must notify your DSO Office.
- Unemployment is allowed for no more than 90 days.
- For Post-OPT the employment may occur anywhere in the U.S.
- No special permission is required to change employers or terminate your employment. However, you must notify your DSO of your unemployment and/or new employer's information using the OPT Reporting Form
- Once you complete your degree, you cannot work on-campus or off-campus until you have the EAD in your possession and your chosen start date has arrived.

Employment may include:

**You should be employed at least 20 hours per week. Regardless of your job title or how the position is classified, such as an "intern," "temp," "freelance contractor," "post-doc," etc., the following employment options are allowed:**

- **Multiple employers:** you may work in your field of study for more than one employer.
- **Work for hire:** contract employment in your field of study
- **Self-employment:** you may start a business and be self-employed in your field of study. You must have a business license and document your active engagement in business related to your degree.
- **Employment in your field of study through an agency or consulting firm.**
- **Volunteer service:** you may work as a volunteer or unpaid intern in your field of study, as long as this does not violate any labor laws.

# OPTIONAL PRACTICAL TRAINING

## Travel & OPT

### Pre-OPT:

If your pre-completion OPT application is pending or approved, you may travel and reenter the U.S. (However, please note that the USCIS sometimes sends a request for more information or for you to correct a problem with your documentation. These requests are sent by postal mail, so it might be difficult for you to respond if you are not inside the U.S. It is your application, so Mt. SAC does not have the authority to respond for you.)

### Post-OPT:

If your post-completion OPT application is pending, you may travel and re-enter the U.S.

After graduation, if your post-completion OPT has been approved and your EAD issued, you may not re-enter the U.S. unless you have evidence of employment. You should carry the following documents with you:

- I-20 signed for travel by an international student adviser within the last 6 months
- EAD card\*
- Valid passport
- Unexpired F-1 visa (unless you are Canadian or are returning from a short trip to Canada, Mexico, or the Caribbean)
- Evidence of employment in your field of study (letter of employment, written job offer)

\* On the EAD card, there is a statement "Not Valid For Reentry" which means that the EAD card alone is not a proof of your legal status to seek entry into the U.S. You must have all of the documents mentioned above to be able to reenter the country.

Once the approved period of OPT has begun, time spent outside the U.S. will count as unemployment against the 90/120-day limits. However, travel while employed either during a vacation authorized by an employer or as part of your employment will not count as unemployment.

Please keep your DSO informed of any travel plans while on OPT that may affect your status.

If you have dependents in F-2 status who will travel without you, be sure they carry a photocopy of your EAD card and proof of your employment along with their updated F-2 I-20 that is properly signed for travel.

## Study While on OPT

While approved for OPT you may take recreational courses, but if you begin a new degree program, your OPT is automatically terminated.

## After your Post-OPT Ends

Students who do not exceed 90/120 days of unemployment and report employment to the ISS as required are automatically granted a 60-day grace period after the end date listed on the EAD (Employment Authorization Document). Within this 60-day grace period, you have the following options:

- Depart the U.S. Once you leave the U.S. (including trips to Canada and Mexico) after completing your studies and OPT period, you are not eligible to reenter with your current I-20. The grace period is meant for travel within the states and preparation to depart the U.S.
- Request a new I-20 if you will continue at Mt. SAC in a new degree program. If you are an undergraduate and will begin graduate studies, your new I-20 will be issued by the Graduate School you choose.
- Transfer your SEVIS record to a new school.
- Apply to change status to another visa category.

# OPTIONAL PRACTICAL TRAINING

## Application Deadlines

- It can take the USCIS three to five months to issue the Employment Authorization Document (EAD) that allows you to begin working on OPT. There is no way to expedite an application.
- Once the OPT application is submitted to the USCIS, it is very difficult to change or cancel the application.

### Pre-OPT:

- Students may apply up to 120 days prior to their requested Pre-Completion OPT start date as long as they are within 90 days of attaining a complete academic year of full-time enrollment or they have already attained it.

### Post-OPT:

The earliest you can apply for OPT is 90 days before your "completion date." The latest date the USCIS will accept your application is 60 days after your completion date. In addition, OPT applications must be submitted to USCIS within 30 days of receiving an OPT I-20 from the Center for Creative Professions Office.

## Application Procedure

- Attend an OPT workshop
- Complete and submit an OPT Request Form to the Center for Creative Professions
- Complete form I-765
- Check or money order payable to "U.S. Department of Homeland Security" for \$380.00
- Photocopies of Form I-94 front and back. "If you are filing FORM I-765 under the © category, Form I-94 is not required.
- Photocopies of all prior I-20 forms
- Picture ID: 1) Photocopy of your last EAD (front and back) or, 2) Federal Government-issued identity document, such as a **passport**; **visa** issued by a foreign consulate; **birth certificate** with photo id; **national id** document with photo and/or fingerprint.

- 2 color photos on white background (The photos should be approximately 2" x 2". Write your name and I-94 number on the back of each photo in case they get separated from your application)
- Obtain a new I-20 from the Center for Creative Professions
- It is **YOUR** responsibility to mail application and supporting documents to appropriate USCIS:

USCIS Phoenix Lockbox (USPS) deliveries:

USCIS

PO Box 21281

Phoenix, AZ 85036

### Express mail and courier service deliveries:

USCIS

Attn: AOS

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034

*It is possible to receive e-notification of application/petition acceptance, using **Form G-1145**.*



## SEVERE ECONOMIC HARDSHIP

### Overview

If you are suffering a severe economic hardship due to unforeseen changes in your financial circumstances, you may apply to the United States Citizenship and Immigration Services (USCIS) for authorization to work off-campus. You must have been in F-1 status for one academic year, be in good academic standing, and document that on-campus employment opportunities are unavailable or insufficient to meet your financial needs. Examples of unforeseen circumstances include loss of financial support or on-campus employment, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of your source of support, medical bills, or other substantial and unexpected expenses.

Contact a DSO in the Registration Office to discuss your situation before you complete the required documentation. Your adviser will determine your eligibility and assist you in completing the application and submitting it to USCIS. Required documentation includes:

Application processing times vary between two to four months. If approved, USCIS will issue an Employment Authorization Document (EAD) for a maximum of one year. Do not begin working until you receive the EAD. If approved, you may work for any employer up to 20 hours per week while enrolled in a full course of study and full-time during quarter breaks and your annual vacation quarter. This employment does not affect your eligibility for Optional Practical Training (OPT). Employment authorization is automatically termi-



# SOCIAL SECURITY NUMBER

## Overview

A Social Security Number is issued to track earnings over a worker's lifetime. Students holding F-1 status and are employed in the U.S. must apply for a Social Security Number.

- Only students who have an official employment offer can apply for a Social Security Number.
- All Mt. SAC student employees must apply for a Social Security Number (SSN) BEFORE reporting to the Hiring Personnel for Payroll processing.

## Application Procedure

### F-1 Students with On-campus Work:

1. Obtain a Letter of Employment from your hiring supervisor.
2. Submit the **Letter** to the DSO in the ADMISSION OFFICE. Employment start date cannot be more than 30 days in the future. The Employment Letter must be dated within the last 30 days.
3. Obtain the **Social Security Letter** from your designated DSO. Only the Designated School Official at Mt. SAC can write this letter after receipt of the Letter of Employment. It certifies that the student is enrolled full time and holds a valid F-1 status
4. Bring the following documents to the Social Security Office:
  - Original I-20
  - Passport with printed I-94 and Visa
  - Employment Letter from Employer (F-1)
  - Original Social Security Letter from your DSO
  - Form SS-5 (Social Security Number Application)

Once a social security number has been issued, **On-Campus Employees** should bring the following documents to your supervisor to complete payroll signup forms.

- SSN Card
- Original passport with U.S. visa

### F-1 Students Authorized for CPT

1. Form I-20 updated and endorsed for CPT
2. Passport
3. I-94 printout
4. Form SS-5

### F-1 Students Authorized for OPT

1. Form I-20 endorsed for practical training
2. Passport
3. I-94 printout
4. EAD card
5. Form SS-5

## Location

### Social Security Administration

960 W Mission Blvd, Pomona, CA 91766  
 Phone : 1-800-772-1213  
 TTY: 1-800-325-0778

### US Social Security Administration

501 S Vincent Ave #201, West Covina, CA 91790  
 Phone : 1-800-772-1213  
 TTY: 1-800-325-0778

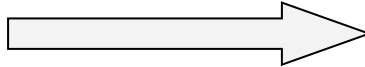


# WHERE TO TURN FOR ANSWERS

## If you need help with:

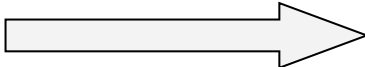
## Contact:

- Trouble with your professor
- Trouble with your English



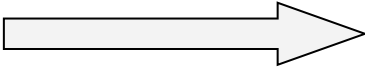
**International Academic Counselor**

- Details about a specific course
- Late Assignments
- Can't understand the lecture



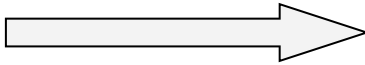
**Professor teaching that course**

- Student Activities
- Photo ID Cards



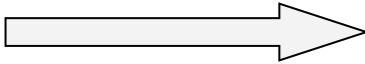
**Student Activities Center  
Bookstore**

Medical Problems



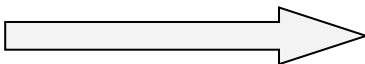
**Health Center  
Student Insurance Agent**

Personal or Adjustment  
problems



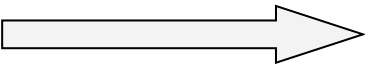
**Health Center Counseling  
International Student Advisor**

Visa or I-20 problems



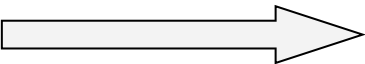
**Designated DSO**

Schedule of Courses



**View Online: [www.mtsac.edu](http://www.mtsac.edu)**

- Graduation Questions
- Field of Study (Major)



**International Academic Counselor**

## ABOUT US

### Contact the Office of Admissions for the following reasons

1. You are a new student seeking to attend Mt. SAC
2. Change of Status Advisement
3. You are a new student seeking to Transfer-in to Mt. SAC
4. Academic & Immigration Advising
5. Academic Issues (Probation & DQ)
6. Approval of Benefits
7. Approval to Attend Part-time
8. Concurrent Enrollment
9. Change of Address forms/ reporting
10. Driver's License Information
11. Extension of Program
12. New Student Check-in
13. Passport or Visa Questions
14. Severe Economic Hardship
15. Transfer-out Requests
16. Travel Signatures
17. Curricular Practical Training
18. On-Campus Employment
19. Optional Practical Training
20. Social Security Guidelines
21. Reinstatement Advising
22. Travel Study or Mobility/ Exchange
23. Travel Signatures

### Available DSOs

1. Martin Escarcega
2. Lorena Molina
3. Connie Lee

### Contact the International Student Center for the following reasons

1. Steps to apply for Mt. SAC
2. Cultural adjustment advising
3. Information on events and workshops
4. Enroll in field trips and activities
5. Printing services
6. Questions regarding Student Health Insurance
7. Campus tour
8. Computers and study areas
9. Find more friends and practice English
10. Meet the staff!

### Available Directors

1. Patricia Montoya - Director of International Student Program / Assistant Director of Admissions & Records, 9B

### Hours of Operation, Location & Contact

#### Admissions:

Monday - Thursday: 8 a.m. - 7 p.m.  
 Friday: 8 a.m. - 4:30 p.m.  
 Building 9B, 1st Floor  
 (909) 274 - 4705

#### International Student Center:

Monday - Friday: 8 a.m. - 4:30 p.m.  
 Building 9F  
 (909) 274 - 5032  
 Fax: (909) 274 - 2041

### Mailing Addresses

#### International Student Program

Admissions & Records Office  
 1100 North Grand Avenue  
 Walnut, CA 91789

## APPENDIX

### WEBLINKS

**Mount San Antonio College:**  
[www.mtsac.edu](http://www.mtsac.edu)

**Mt. SAC Portal:**  
[www.inside.mtsac.edu](http://www.inside.mtsac.edu)

**International Student Program:**  
<http://www.mtsac.edu/international/>

### State Department and Government Links

**US State Department:**  
[www.travel.state.gov](http://www.travel.state.gov)

**Visa Bulletin:**  
[travel.state.gov/visa/bulletin/bulletin\\_1360.html](http://travel.state.gov/visa/bulletin/bulletin_1360.html)

**Home Page US Department of State:**  
[www.state.gov](http://www.state.gov)

**Social Security Online:**  
[www.ssa.gov/](http://www.ssa.gov/)

**Social Security for Noncitizens:**  
[ssa.gov/pubs/10096.html](http://ssa.gov/pubs/10096.html)

**US Citizenship & Immigration Services:**  
[www.uscis.gov](http://www.uscis.gov)

**Embassies and Consulates**  
[www.evaluationworld.com/](http://www.evaluationworld.com/)

**Foreign Consulates in the US**  
[www.embassy.org/](http://www.embassy.org/)

### Credential Evaluation Services

**World Education Services**

[www.wes.org](http://www.wes.org)

**Educational Credential Evaluators, INC**  
[www.ece.org](http://www.ece.org)

**Currency Conversion and Time Zones Oanda:**  
[www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/)

### Internal Revenue Service and Taxes

**US IRS:**  
[www.irs.gov/](http://www.irs.gov/)

**Forms and Publications:**  
[www.irs.gov/formspubs/](http://www.irs.gov/formspubs/)

### Lawyers

**American Immigration Lawyers Association:**  
[www.aila.org](http://www.aila.org)

**Lawyer Directory:**  
[www.ilw.com/directory/findlawyer.asp](http://www.ilw.com/directory/findlawyer.asp)

### Resources

**Cultural Adjustment and Transitioning:**  
[www.internationalstudentguidetotheusa.com](http://www.internationalstudentguidetotheusa.com)

**The National Association of Foreign Student Advisers (NAFSA):**  
[www.nafsa.org](http://www.nafsa.org)

**International Items: Flags/ Clothing:**  
[www.visionwear.com/](http://www.visionwear.com/)

## EMBASSIES IN WASHINGTON, D.C.

- Afghanistan – Embassy Telephone:**  
(202) 483-6410  
[www.embassyofafghanistan.org](http://www.embassyofafghanistan.org)
- Estonia – Embassy Telephone:**  
(202) 588-0101  
[www.estemb.org](http://www.estemb.org)
- Lebanon - Embassy Telephone:**  
(202) 939-6300  
[www.lebanonembassyus.org](http://www.lebanonembassyus.org)
- South Africa – Embassy Telephone:**  
(202) 232-4400  
[www.saembassy.org](http://www.saembassy.org)
- Argentina - Embassy Telephone:**  
(202) 238-6401  
[www.embassyofargentina.us](http://www.embassyofargentina.us)
- France - Embassy Telephone:**  
(202) 944-6000  
[www.infofrance-usa.org](http://www.infofrance-usa.org)
- Luxembourg – Embassy Telephone:**  
(202) 265-4171  
[www.luxembourg-usa.org](http://www.luxembourg-usa.org)
- Spain - Embassy Telephone:**  
(202) 452-0100  
[www.spainemb.org](http://www.spainemb.org)
- Australia - Embassy Telephone:**  
(202) 797-3000  
[www.austemb.org](http://www.austemb.org)
- Germany – Embassy Telephone:**  
(202) 298-4000  
[www.germany-info.org](http://www.germany-info.org)
- Malaysia - Embassy Telephone:**  
(202) 572-9700  
[www.kln.gov.my](http://www.kln.gov.my)
- Sri Lanka – Embassy Telephone:**  
(202) 483-4026  
[www.slembassyusa.org](http://www.slembassyusa.org)
- Austria - Embassy Telephone:**  
(202) 895-6700  
[www.austria.org](http://www.austria.org)
- Greece - Embassy Telephone:**  
(202) 939-1300  
[www.greekembassy.org](http://www.greekembassy.org)
- Mexico-Embassy Telephone:**  
(202) 728-1600  
[www.embassyofmexico.org](http://www.embassyofmexico.org)
- Sweden- Embassy Telephone:**  
(202) 467-2600  
[www.swedenabroad.se](http://www.swedenabroad.se)
- Belarus – Embassy Telephone:**  
(202) 986-1604  
[www.belarusembassy.org](http://www.belarusembassy.org)
- India - Embassy Telephone:**  
(202) 939-7000  
[www.indianembassy.org](http://www.indianembassy.org)
- Mongolia - Embassy Telephone:**  
(202) 333-7117  
[www.mongolianembassy.us](http://www.mongolianembassy.us)
- Switzerland-Embassy Telephone:**  
(202) 745-7900  
[www.swissemb.org](http://www.swissemb.org)
- Belgium - Embassy Telephone:**  
(202) 333-6900  
[www.diplobel.be](http://www.diplobel.be)
- Indonesia - Embassy Telephone:**  
(202) 775-5200  
[www.embassyofindonesia.org](http://www.embassyofindonesia.org)
- Netherlands - Embassy Telephone:**  
(877) 388-2443  
[www.netherlands-embassy.org](http://www.netherlands-embassy.org)
- Syria - Embassy Telephone:**  
(202) 232-6313  
[www.syrianembassy.us](http://www.syrianembassy.us)
- Bolivia - Embassy Telephone:**  
(202) 483-4410  
[www.bolivia-usa.org](http://www.bolivia-usa.org)
- Iran - Embassy Telephone:**  
(202) 965-4990  
[www.daftar.org](http://www.daftar.org)
- Norway - Embassy Telephone:**  
(202) 333-6000  
[www.norway.org](http://www.norway.org)
- Taiwan- Embassy Telephone:**  
(202) 895-1800  
[www.roc-taiwan.org](http://www.roc-taiwan.org)
- Brazil - Embassy Telephone:**  
(202) 238-2700  
[www.brasilemb.org](http://www.brasilemb.org)
- Ireland - Embassy Telephone:**  
(202) 462-3939  
[www.embassyofireland.org](http://www.embassyofireland.org)
- Pakistan - Embassy Telephone:**  
(202) 243-6500  
[www.pakistan-embassy.org](http://www.pakistan-embassy.org)
- Thailand-Embassy Telephone:**  
(202) 944-3600  
[www.thaiembdc.org](http://www.thaiembdc.org)
- Bulgaria - Embassy Telephone:**  
(202) 387-0174  
[www.bulgaria-embassy.org](http://www.bulgaria-embassy.org)
- Israel - Embassy Telephone:**  
(202) 364-5500  
[www.israelemb.org](http://www.israelemb.org)
- Peru – Embassy Telephone:**  
(202) 833-9860  
[www.peruvianembassy.us](http://www.peruvianembassy.us)
- Turkey - Embassy Telephone:**  
(202) 612-6700  
[turkishembassy.org](http://turkishembassy.org)
- Cambodia -Embassy Telephone:**  
(202) 726-7742  
[www.embassyofcambodia.org](http://www.embassyofcambodia.org)
- Italy - Embassy Telephone:**  
(202) 612-4400  
[www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it)
- Philippines - Embassy Telephone:**  
(202) 467-9300  
[www.philippineembassy-usa.org](http://www.philippineembassy-usa.org)
- Ukraine - Embassy Telephone:**  
(202) 333-0606  
[www.mfa.gov.ua/usa/en](http://www.mfa.gov.ua/usa/en)
- Canada - Embassy Telephone:**  
(202) 682-1740  
[www.canadianembassy.org](http://www.canadianembassy.org)
- Japan - Embassy Telephone:**  
(202) 238-6700  
[www.us.emb-japan.go.jp](http://www.us.emb-japan.go.jp)
- Romania - Embassy Telephone:**  
(202) 332-4846  
[www.roembus.org](http://www.roembus.org)
- United Kingdom- Embassy Telephone:**  
(202) 588-6500  
[www.britainusa.com](http://www.britainusa.com)
- Chile – Embassy Telephone:**  
(202) 785-1746  
[www.chileusa.org](http://www.chileusa.org)
- Jordan - Embassy Telephone:**  
(202) 966-2664  
[www.jordanembassyus.org](http://www.jordanembassyus.org)
- Russia - Embassy Telephone:**  
(202) 298-5700  
[www.russianembassy.org](http://www.russianembassy.org)
- Uruguay – Embassy Telephone:**  
(202) 331-1313  
[www.uruwashi.org](http://www.uruwashi.org)
- China (PRC)- Embassy Telephone:**  
(202) 328-2500  
[www.china-embassy.org](http://www.china-embassy.org)
- Kazakhstan - Embassy Telephone:**  
(202) 232-5488  
[www.kazakhembus.com](http://www.kazakhembus.com)
- Saudi Arabia – Embassy Telephone:**  
(202) 342-3800  
[www.saudiembassy.net](http://www.saudiembassy.net)
- Venezuela - Embassy Telephone:**  
(202) 342-2214  
[www.embavenez-us.org](http://www.embavenez-us.org)
- Colombia - Embassy Telephone:**  
(202) 387-8338  
[www.colombiaemb.org](http://www.colombiaemb.org)
- Kenya - Embassy Telephone:**  
(202) 387-6101  
[www.kenyaembassy.com](http://www.kenyaembassy.com)
- Serbia - Embassy Telephone:**  
(202) 332-0333  
[www.serbiaembusa.org](http://www.serbiaembusa.org)
- Vietnam-Embassy Telephone:**  
(202) 861-0737  
[www.vietnamembassy-usa.org](http://www.vietnamembassy-usa.org)
- Egypt - Embassy Telephone:**  
(202) 895-5400  
[www.egyptembassy.net](http://www.egyptembassy.net)
- Korea, South - Embassy Telephone:**  
(202) 939-5600  
[www.koreaembassyusa.org](http://www.koreaembassyusa.org)
- Singapore - Embassy Telephone**  
(202) 537-3100  
[www.mfa.gov.sg/washington](http://www.mfa.gov.sg/washington)
- El Salvador - Embassy Telephone:**  
(202) 265-9671  
[www.elsalvador.org](http://www.elsalvador.org)
- Kuwait – Embassy Telephone:**  
(202) 364-2100  
[www.kuwaitculture.com](http://www.kuwaitculture.com)
- Slovenia – Embassy Telephone:**  
(202) 386-6601

## DIRECTORY

### Mt. SAC Telephone Directory and Location

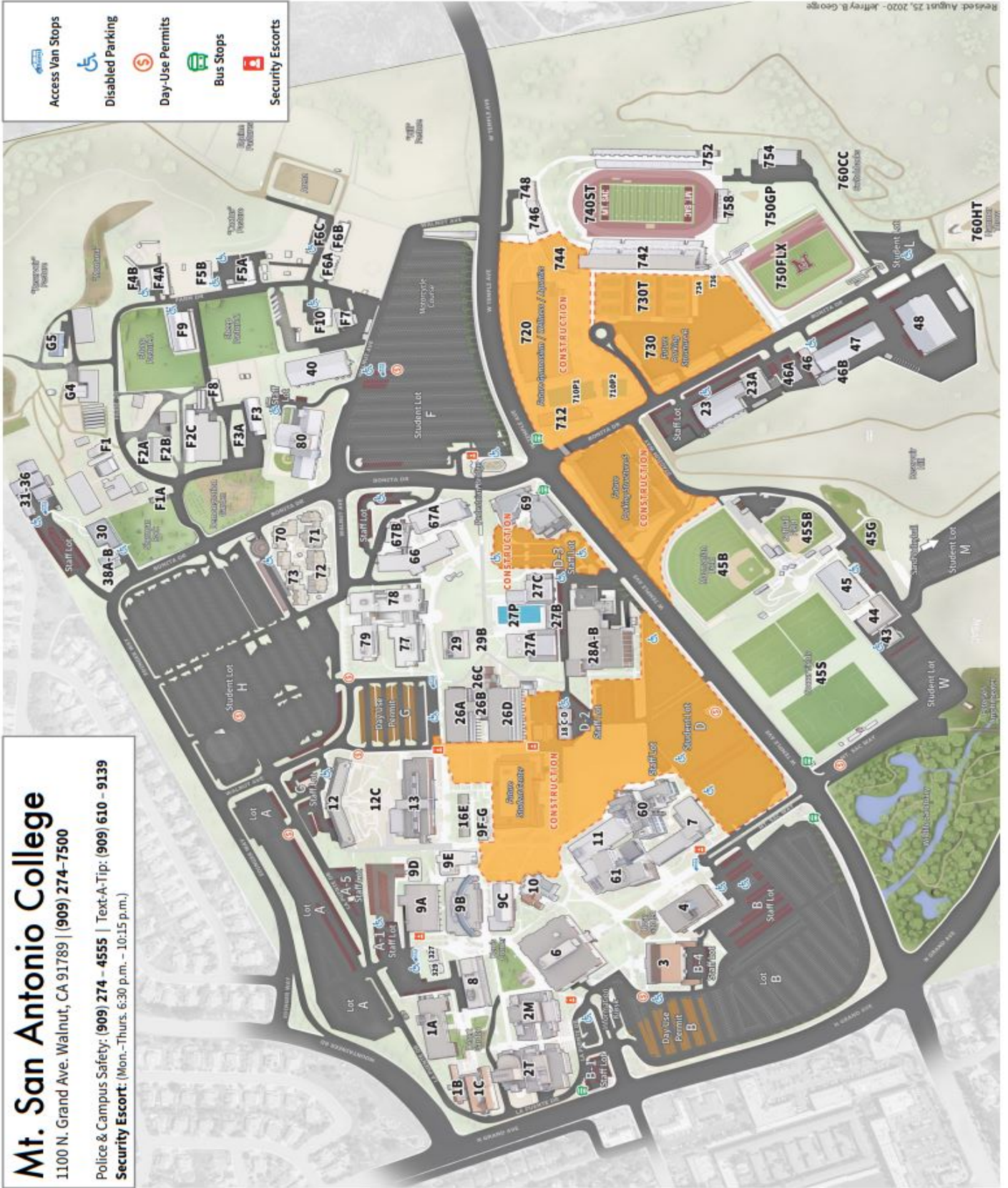
College Main Telephone Number: (909) 274-5611

<b>Registration &amp; Counseling Services</b>	<b>Ext.</b>	<b>Loc.</b>
Admissions & Records	4415	Bldg. 9B
Counseling Center	4380	Bldg. 9B
Health Services (personal counseling)	4400	Bldg. 67B
<b>Academic Division Offices</b>	<b>Ext.</b>	<b>Loc.</b>
Arts	5200	Bldg. 12
Business	4600	Bldg. 17
Continuing Education	4220	Bldg. 40
Humanities & Social Sciences	4570	Bldg. 66
Kinesiology, Athletics, & Dance	4630	Bldg. 45
Library & Learning Resources	5658	Bldg. 6
Natural Sciences	4425	Bldg. 61
Technology & Health	4750	Bldg. 28A
Honors Program	4528	Bldg. 26A
<b>Parking Permits &amp; Violations</b>	<b>Ext.</b>	<b>Loc.</b>
Cashier's Office	4960	Bldg. 4
<b>Placement Testing &amp; Results</b>	<b>Ext.</b>	<b>Loc.</b>
Assessment Center	4265	Bldg. 9B
<b>Financial Aid &amp; Scholarships</b>	<b>Ext.</b>	<b>Loc.</b>
Financial Aid	4450	Bldg. 9B
Scholarship Information	4457	Bldg. 9B
<b>Fee Payment &amp; Photo ID</b>	<b>Ext.</b>	<b>Loc.</b>
Cashier's Office	4960	Bldg. 4
Photo ID	4475	Bldg. 9A
<b>Books &amp; Materials</b>	<b>Ext.</b>	<b>Loc.</b>
Sac Book Rac (Bookstore)	4475	Bldg. 9A

## DIRECTORY

<b>Student Life</b>	<b>Ext.</b>	<b>Loc.</b>
Associated Students	4525	Bldg. 9C
Clubs & Organizations	4525	Bldg. 9C
Student Complaints & Grievances	4525	Bldg. 9C
Student Conduct & Discipline	4525	Bldg. 9C
Student Leadership Programs	4525	Bldg. 9C
Lost & Found	4525	Bldg. 9C
Student Center	5959	Bldg. 9C
<b>Child Care</b>	<b>Ext.</b>	<b>Loc.</b>
Child Development Center	4920	Bldg. 70
<b>Security &amp; Safety</b>	<b>Ext.</b>	<b>Loc.</b>
Public Safety Office/Escort Svc.	4555	Bldg. 23
<b>Student Services</b>	<b>Ext.</b>	<b>Loc.</b>
Disabled Student Programs & Services	4290	Bldg. 9B
<b>Health &amp; Fitness</b>	<b>Ext.</b>	<b>Loc.</b>
Exercise Science & Wellness Center	4625	Bldg. 27A
Health Services (medical care)	4400	Bldg. 67B
<b>Job Search &amp; Employment</b>	<b>Ext.</b>	<b>Loc.</b>
Career & Transfer Services	4510	Bldg. 9B
<b>Library &amp; Tutoring</b>	<b>Ext.</b>	<b>Loc.</b>
Learning Assistance Center	4300	Bldg. 6
Library	4260	Bldg. 6
Tutorial Services	6605	Bldg. 6
Math Activities Resource Ctr. (MARC)	5014	Bldg. 61
Transfer - MARC (TMARC)	5389	Bldg. 61
Writing Assistance Center	5325	Bldg. 26B
<b>Performing Arts</b>	<b>Ext.</b>	<b>Loc.</b>
Box Office	2050	Bldg. 2





**Lawful Status:** **EXPLANATION OF TERMS** le-  
gal presence in-

**Lawful Status:** legal presence inside the United States; following (complying with) the rules and regulations on Page 3 of your I-20 in order to stay in school in the U.S.

**Out of Status:** breaking the rules or regulations mentioned above.

**USCIS-United States Citizenship and Immigration Service:** the division of the U.S. government which monitors your activities while you are studying here.

**Withdraw:** to drop out of a class; to stop attending a course before the end of the semester.

**Notify:** to give notice, to alert or advise.

**Restatement:** the process of filing paperwork to ask the United States Citizenship and Immigration Services (USCIS) to permit you to return to classes after you have fallen **Out of Status**.

**GPA (Grade Point Average):** Calculation of the sum of your grade points. A=4points, B=3 points, C=2 points, D=1 point, F=0 points. To find your average, you multiply the number of units by the grade points (example: 4 units x 3 points (B Grade)=12 points. Do this for each grade you receive. Then you divide your grade points by the number of units you have attempted. This sum is your GPA for the semester. There are examples in the catalog for you to follow.

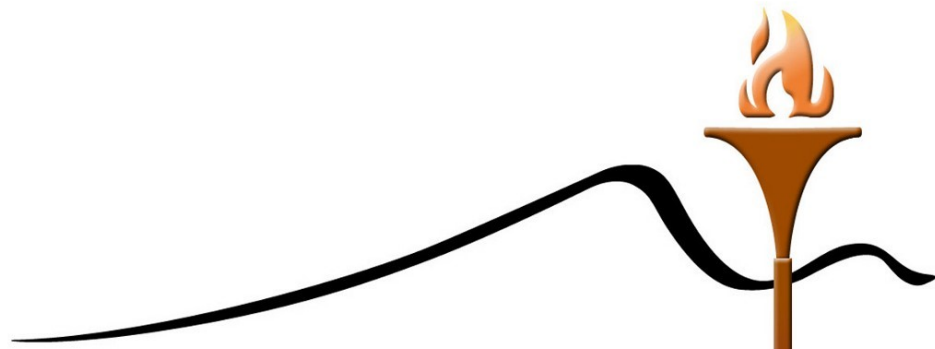
**Academic Probation:** This is the school's warning that you are in danger of being

**Dismissed** (denied enrollment) from the school for poor performance if your grade point average falls below 2.0 for 2 semesters.

**OPT (Optional Practical Training):** is a period during which undergraduate students with F-1 status who have completed their degree are permitted by the USCIS to work up to one year on a student visa without needing to acquire a work H-1B visa towards getting a practical training to complement their field of studies.

**DSO (Designated School Official):** SEVP-certified official who can communicate with SEVP, update student records in SEVIS and help you maintain your student status by providing advice, or assisting you with filling out important forms.





**MT. SAC!**

Mt. San Antonio College