

# **HOW TO MAINTAIN YOUR I-20**

**and other useful U.S. immigration tips for  
international students**

# WHAT IS AN I-20?

- The Form I-20 is a “Certificate of Eligibility for Nonimmigrant Student Status” in the U.S. and issued by Student and Exchange Visitor Program (SEVP)-Certified Schools for students in F or M status.
- Oklahoma City University issued your I-20 and sent it to you when you were admitted. You used your I-20 to apply for your F-1 student visa.
- Your I-20 includes:
  - Biographical information about you
  - Information about Oklahoma City University
  - Information about your program: Major, start date, end date
  - Relevant employment information

# WHAT DOES IT MEAN TO “MAINTAIN” MY I-20?

- Maintaining your I-20 means that you are “In Status” and legally allowed to study and live in the United States.
- If you do not properly maintain your I-20, you may be “Out of Status.”
- Students that are “Out of Status” must take steps to correct their immigration issues immediately or risk serious consequences including:
  - Reinstatement
  - Arrest
  - Deportation
  - Ban on reentering the U.S.



# THE I-20

WHAT IS THIS THING?!

Your SEVIS ID

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS <b>F-1</b>
PREFERRED NAME John Doe-Smith	PASSPORT NAME	<b>F-1</b> ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH UNITED STATES	COUNTRY OF CITIZENSHIP UNITED STATES	
DATE OF BIRTH 14 JANUARY 1983	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith	

**SCHOOL INFORMATION**

SCHOOL NAME SEVU School for Advanced SEVIS Studies SEVU School for Advanced SEVIS Studies	SCHOOL ADDRESS 9302 Steady Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Belene Robertson DESO	SCHOOL CODE AND APPROVAL DATE BALS14P1411525 03 APRIL 2015

**PROGRAM OF STUDY**

EDUCATION LEVEL DOCTORATE	MAJOR 1 Education, General 45.0401	MAJOR 2 None 02.0000
NORMAL PROGRAM LENGTH 12 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2016	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 23,500	Personal Funds	\$ 3,000
Living Expenses	\$ 6,500	Scholarship and Teaching Assistantship	\$ 29,500
Expenses of Dependents (if)	\$ 3,500	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 32,500	TOTAL	\$ 32,000

**REMARKS**

Orientation begins 8/25/2015. Please report to ISSS upon arrival.

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/>	DATE ISSUED 21 April 2015	PLACE ISSUED Ft. Washington, MD
SIGNATURE OF: Belene Robertson, DESO		

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

<input checked="" type="checkbox"/>	DATE
SIGNATURE OF: John Doe Smith	
<input checked="" type="checkbox"/>	DATE
NAME OF PARENT OR GUARDIAN	
SIGNATURE	ADDRESS (city/state or province/country)
	DATE

Your name, birthday, citizenship

Start date

End date

Signature from IA Office

Your signature!

OCU's Info

Financial Info

# MAJOR INFORMATION ON YOUR I-20 (PAGE 1)

Your Biographical Data

OCU's Information

Program Information

Financial Information

SEVIS ID: N0004705512 (F-1)      NAME: John Doe Smith

**EMPLOYMENT AUTHORIZATION**

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

**CHANGE OF STATUS/CAP-GAP EXTENSION**

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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**EVENT HISTORY**

EVENT NAME	EVENT DATE
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**OTHER AUTHORIZATIONS**

AUTHORIZATION	START DATE	END DATE
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**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Employment:  
OPT, CPT

Travel  
Signatures

## MAJOR INFORMATION ON YOUR I-20 (PAGE 2)

- Employment information
- Change of status, event history
- Travel Endorsements

This page will start out blank like this, and authorizations will be added as needed



# YOUR I-20 RESPONSIBILITIES

HOW TO KEEP YOURSELF IN STATUS!

# **YOUR I-20 SHOULD HAVE THE FOLLOWING ACCURATE INFORMATION:**

- Your legal name exactly as it is written on your passport. It should also match your visa and I-94.
- Your correct biographical data (date of birth, country of birth, country of citizenship)
- Your correct major
- Your correct program start date and your expected graduation date
- Your signature!
- If you have been granted work authorization, this will be printed on your I-20 as well
  - CPT, OPT, and OPT STEM Extensions will all be notated on the second page



# YOU SHOULD UPDATE THE INTERNATIONAL OFFICE IF:

- Your name changes
- You move
- If you have applied to change your immigration status

Updates must be made in SEVIS (Student & Exchange Visitor Information System) within 10 days of the change!



# HOW TO MAINTAIN YOUR I-20

AND YOUR LEGAL IMMIGRATION  
STATUS

## Do not let your I-20 expire!

- Be sure to remember the “Program End Date” listed on your I-20. If you have not completed your program by that date, you should request an extension.
- Extension forms can be found in the International Admissions Office.
- Extensions should be submitted any time before your Program End Date.

## DO BE OUT OF STATUS!

Allowing your I-20 to expire means that you are out of status!! Your I-20 can EASILY be extended before your program end date. After your program end date, your I-20 can only be extended by filing a reinstatement.

## Get your I-20 signed before you leave the U.S.!

- A counselor from the International Admissions Office should sign the 2<sup>nd</sup> page of your I-20 before you travel outside the U.S. for vacation.
- You should be enrolled for the next semester before getting your I-20 signed.
- Don't wait until the last minute! The University closes before major holidays.

## **DON'T FORGET YOUR TRAVEL SIGNATURE!!**

The travel signature tells the Port of Entry that you are a current and continuing OCU student when you return from your vacation!

## You may NOT work off-campus without proper work authorization!

- Students must be approved for OPT, CPT, etc. before working off-campus.
- Failing to get work authorization can result in deportation and a 10 year ban on reentering the U.S.
- Visit the International Admissions Office or check our [Employment PPT](#) on the website for more details!

**YOU MUST HAVE  
PROPER WORK  
AUTHORIZATION  
TO WORK OFF-  
CAMPUS!!**

Working illegally is an extremely serious violation of your F1 student status.

Please see the International Admissions Office to discuss your options for working off-campus legally.

## Make normal progress toward degree completion

- International students are required to be enrolled full-time every Fall and Spring semester. For UG students that is 12 hours per semester, and for GR students 9 hours per semester.
- Authorized time off and reduced course loads are available – see the International Admissions Office for more details!

## MAKE NORMAL PROGRESS

Enrolled full-time every semester

only enroll in courses that are required for degree completion

The length of the time of study should not be significantly impacted by repeated/failed courses



# WHAT HAPPENS IF I DON'T MAINTAIN MY I-20?

TERMINATION, REINSTATEMENTS, AND  
OTHER BAD THINGS!!

# WHY AM I TERMINATED?

Students can be “terminated” (otherwise known as “out of status”) for the following reasons:

- Failure to extend the I-20 before the Program End Date
- Unauthorized employment
- Unauthorized drop below full-time enrollment
- Failure to enroll without notifying the International Office that you will be taking time off
- Failure to make timely updates to personal and program information
- Failure to make normal progress toward degree completion
- Suspension or Expulsion



# WHAT ARE MY OPTIONS AFTER TERMINATION?

- Students that have been terminated must either file a reinstatement or return home with a new I-20 and re-enter the U.S. with the new record to correct their status.
- Reinstatements are EXPENSIVE! Reinstatements cost \$455 and take many months to process. Lengthy reinstatement processing times can even cause you to lose your eligibility for OPT and other F-1 student benefits.
- If you are concerned that you may be out of status, see the International Admissions Office IMMEDIATELY!! Most status problems are easier to fix the sooner the problem is discovered. We will advise you on your options and will help you to find the best solution.



# FOR MORE INFORMATION CONTACT

**INTERNATIONAL  
ADMISSIONS**

[IA@OKCU.EDU](mailto:IA@OKCU.EDU)  
405-208-5358