

LOUISIANA STATE UNIVERSITY SYSTEM
HEALTH SCIENCES CENTER NEW ORLEANS
F-1/J-1 INTERNATIONAL STUDENT
PRE ARRIVAL INFORMATION AND APPLICATION PACKET



LSU Health Sciences Center New Orleans
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INSTRUCTIONS FOR COMPLETING F-1/J-1 APPLICATION KIT

1. Fill in all blanks. If something does not apply to you, write N/A in the blank so it is clear you have not inadvertently skipped the item.
2. Pay special attention to pages that require your signature. This means you must print the page, sign it, then scan and return the signed copy by email to your department contact.
3. Pay attention to the documents that you are required to provide. These items requiring additional documentation are marked with a * to indicate that you must provide the documents requested.

F-1/J-1 EXCHANGE VISITOR APPLICATION DATA SHEET

F-1/J-1 Students are admitted to the United States for the purposes of study. F-1/J-1 students must maintain full time enrollment (unless an exception is permitted) and make normal academic progress in their course of study to maintain proper F-1/J-1 status.

NAME:(LAST,First,Middle) _____

SOCIAL SECURITY NUMBER: _____ PHONE: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

EMAIL: _____

SEX: Male Female DATE OF BIRTH: (mm/dd/yyyy) _____

PLACE OF BIRTH City: _____ Country: _____

LEGAL PERMANENT RESIDENT OF: _____ CURRENT RESIDENT OF: _____

LSU HSC SCHOOL APPLIED FOR: _____ CURRENT STUDENT STATUS: _____

HIGHEST DEGREE COMPLETED:* _____ PRIMARY FIELD OF STUDY: _____

If currently in the United States:

If not currently in the U.S., check here

CURRENT NON-IMMIGRANT STATUS: _____ I-94 No. _____

EXPIRATION DATE: (mm/dd/yyyy) _____

How do you intend to obtain F-1/J-1 status? Change of Status within U.S. Travel and Re-entry

LIST PREVIOUS DATES OF UNITED STATES VISITS AND STATUS HELD (add more as needed)

*Submit copies of all U.S. related entry visas, I-94 cards, I-20s, DS-2019s, I-797 Notices as available/applicable.

Status: _____ Entry Date: _____ Exit Date: _____

Status: _____ Entry Date: _____ Exit Date: _____

Status: _____ Entry Date: _____ Exit Date: _____

FAMILY INFORMATION: (For family members who will also apply for F-2/J-2 status. Only legal spouses and children under the age of 21 are eligible for F/J dependent status.) *Provide passport information page, current immigration documentation if in the U.S. and documentation of relationship (marriage license/birth certificate, translated if necessary) for each dependent.

Full Name(LAST, First Middle)	Relationship	Date of Birth	Place of Birth(City,Country)	Nationality
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

HOME COUNTRY ADDRESS (students in F/J status are required to maintain a foreign address at all times they are in F/J status): Street # and Name: _____ Apt# _____

City or Town: _____ State or Province: _____

Country: _____ Zip or Postal Code: _____

PENDING PETITIONS/APPLICATIONS:

Do you have a lawful permanent resident petition (green card) approved or pending with USCIS? Yes No
 If yes, please indicate which applications are approved or pending: I-140 I-485 I-765 I-131 I-130
 (*Provide copies of any Approval/Receipt Notices)

Do **you** have any **other** applications or petitions currently pending with USCIS? Yes No
 If yes, please state what applications are pending and status requested*: _____
 (*provide copy of Receipt Notice(s))

Do **your dependents** have any applications or petitions currently pending with USCIS? Yes No
 If yes, please state what applications are pending and status requested*: _____
 (*provide copy of Receipt Notice(s))

Evidence of Qualifications*

Every applicant must provide acceptable evidence that they possess the requisite skills, education or background to be successful in their educational program. Students who will enroll at a graduate level are typically required to have at least a bachelor's degree in order to qualify, though some exceptions may be permitted based on a case by case evaluation of each applicant and their program by the respective school admitting them. A more advanced degree may be required based on institutional rules and regulations. No immigration related documents will be issued to applicants who have not provided appropriate documentation.

Evidence of Funding*

Each applicant whose period of study is supported with funds that are not provided by LSU HSC New Orleans is required to provide acceptable documentation (award letter, bank statement, etc.) of the source, amount and dates of the financial support they will receive for a minimum the first (or following) year (12 months) unless graduation/completion will occur prior to the one year mark before LSU Health Sciences Center New Orleans will issue any documents to facilitate entry to the United States. Applicants who provide evidence of funding that totals less than the amounts listed in the LSU HSC Catalog for their respective school will be advised to obtain additional funding, and provide acceptable evidence of such funds. For each dependent who will apply for F-2/J-2 status, the F-1/J-2 student must provide evidence of funds of at least \$3500/year.

ADDITIONAL DOCUMENTATION: * Provide English Translation of any Non- U.S. Degree. For each Non-Resident, please attach copies of all previous entry, work or visitor visas, Current passport, Both Sides of Current I-94(if in U.S.)

Am I eligible for a J-1 or an F-1?

Federal Regulations state that a student is eligible for participation in the J-1 Exchange Visitor Program if at any time during an educational program in the United States, the student or their program are:

- Financed directly or indirectly by:
 - The United States Government;
 - The government of the student's home country; or
 - An international organization of which the United States is a member by treaty or statute;
- The program is carried out pursuant to an agreement between the United States Government and a foreign government;
- The program is carried out pursuant to written agreement between:
 - American and foreign academic institutions;
 - An American academic institution and a foreign government; or
 - A state or local government in the United States and a foreign government;
- The student is supported substantially by funding from any source other than personal or family funds;

(See [22 CFR 62.23\(c\)](#))

If you qualify and begin your course of study on in J-1 status, and your circumstances change, you may maintain your J status even if you, or your program, no longer meet the above criteria.

If you meet any of the above criteria please find more comparison information on the J-1 and F-1 student status below:

Visa/Immigration Options for LSUHSC International Students¥

Visa Type	F-1 Student	J-1 Exchange Visitor Student
Eligibility Criteria	Must be unconditionally admitted to an LSUHSC educational program. Must provide evidence of a minimum of one year (12 months) of financial support (personal/family funds/school support) prior to I-20 issuance.	Must be unconditionally admitted to an LSUHSC educational program. Must provide evidence of appropriate financial means/support for full duration of program of study prior to DS-2019 issuance.
Intent	Intent to return home following completion of educational program. Conversion to different educational level or J-1/ H1B visa at end of program or OPT period allowed.	Intent is to return home at end of program. 212(e) waiver/fulfillment needed to convert directly to H1B if EV subject. May not adjust to Permanent Residency if subject.
Duration of Stay	No particular duration, normal degree/program completion requirements apply. Duration includes any approved period of Post Completion OPT and 60 day grace period following program completion. Extensions for completion outside of normal time are available if extension is not necessary due to probation or academic suspension.	No particular duration for degree students, normal degree/program completion time applies. Duration includes any approved period of Academic Training and 30 day grace period following program completion. Extensions for completion outside of normal time are available if extension is not necessary due to probation or academic suspension. Non-degree J-1 students are limited to 24 month duration, including all Practical Training periods. NO extensions available to exceed this limitation.
Academic Requirements	Must maintain full time enrollment and make normal progress toward educational goal. (12 hours undergraduate; 9 hours graduate in Fall/Spring semesters). Any drop below full time enrollment must be requested and approved by the LSUHSC International office prior to dropping below full time hours. Must meet GPA and other requirements as set by degree program.	Must maintain full time enrollment and make normal progress toward educational goal. (12 hours undergraduate; 9 hours graduate in Fall/Spring semesters). Any drop below full time enrollment must be requested and approved by the LSUHSC International office prior to dropping below full time hours. Must meet GPA and other requirements as set by degree program.
Changes to Program/Study	Students are permitted to change their education level through SEVIS update to Form I-20.	J-1 Degree Students are permitted to change to a higher education level without Department of State approval or travel/re-entry. Requires SEVIS update to Form DS-2019. J-1 Degree Students are NOT permitted to change to a lower education level or to Non-Degree category through SEVIS update. (Doctorate to Master's; Master's to Bachelor's, etc.) Considered a change in purpose and must be approved by Department of State or accomplished through travel/re-entry with new DS-2019. J-1 Non-Degree students are NOT permitted to change category to Degree student without Department of State approval. Considered a change in purpose and must be approved by Department of State or through travel/re-entry with new DS-2019.
Transfers to another school	Transfer Out of SEVIS record to another SEVP authorized educational institution may be requested and granted during program, including during 60 day grace period following degree completion/graduation date on Form I-20. Transfers to LSUHSC must be coordinated with current school.	Transfer Out of SEVIS record to another SEVP authorized program sponsor may be requested and granted during program, must be requested, approved and completed in SEVIS prior to degree completion/graduation date on Form DS-2019. Transfers to LSUHSC must be coordinated with current program sponsor.

Visa Type	F-1 Student	J-1 Exchange Visitor Student
Employment	<p>On campus employment up to 20 hours per week while in school.</p> <p>Curricular Practical Training and Pre-Completion Optional Practical Training available during educational program for either full or part time/paid or unpaid training that is required by degree program/for course credit. Must be approved in advance by LSUHSC International Office. May be paid or unpaid.</p> <p>Off campus employment due to Economic Hardship, or with an International Organization may be approved by USCIS following DSO recommendation in SEVIS.</p> <p>Off campus employment pursuant to Special Student Relief may be approved by DSO. SEVIS record notation required prior to beginning employment.</p> <p>12 months of Post Completion Optional Practical Training available following degree/coursework completion. (Not available if have used 12 months of Full Time CPT) Must be directly related to degree and approved by USCIS. (Form I-765;\$380 fee) May be full or part time. May be paid or unpaid.</p> <p>Post Completion OPT STEM extensions for degrees in STEM listing (Cannot be used for employment at LSUHSC). (Form I-765;\$380 fee). Must be paid to meet requirements.</p>	<p>Employment pursuant to a Scholarship, Assistantship or Fellowship for up to 20 hours per week may take place either on or off campus, and must be approved <i>in writing</i> by ISO or program sponsor before commencing duties.</p> <p>On campus employment for up to 20 hours per week while in school must be approved <i>in writing</i> by program sponsor prior to commencing duties. Re-authorization required every 12 months.</p> <p>Off campus employment due to Economic Hardship for up to 20 hours per week may be approved <i>in writing</i> by program sponsor prior to commencing duties.</p> <p>18-36 months of Academic Training available during/following degree completion. Must be directly related to area of study/degree and authorized by program sponsor <i>in advance</i> of beginning training. May be full or part time. May be paid or unpaid.</p>
Visa Type	F-1 Student	J-1 Exchange Visitor Student
Dependents	Legal spouses and children under 21 eligible. F-2 dependents may not work or apply for work authorization. Child dependents in grades K-12 may (required in Louisiana if child under age 18) attend school.	Legal spouses and children under 21 eligible. J-2 dependents may request full time, open market work authorization from USCIS. Must apply for work authorization and receive approval before commencing employment. (Form I-765; \$380 fee) J-2 dependents may attend school either full or part time, including pursuit of a University degree.
Changing to another status	No restrictions.	212(e) Home Residency Requirement -depending on funding source and skills list of home country <u>may</u> require EV and any dependents to return to home country for 2 years following J program. 212E makes subject EV (and dependents) ineligible for a change to H1B or adjustment to Permanent Resident status unless fulfilled or waiver obtained.
Processing Time	For consular processing and entry/re-entry through travel, generally at least 30 days following visa interview (if entry visa required). Visa wait times vary. For Change of Status in U.S., generally, 90-180 days from when USCIS receives the application. No Premium Processing is available.	For consular processing and entry/re-entry through travel, generally at least 30 days following visa interview (if entry visa required). Visa wait times vary. For Change of Status in U.S., generally, 90-180 days from when USCIS receives the application. No Premium Processing is available.
Required Fees	Student pays SEVIS fee (\$200) and entry visa fee (\$140) at consulate if abroad. Exchange visitor completes I-539 and pays application fee (\$290) if changing status in U.S. Not eligible for In-State tuition rates, must pay non-resident LSUHSC tuition and fees.	Exchange visitor pays SEVIS fee (\$180) and entry visa fee (\$140) at consulate if abroad. Exchange visitor completes I-539 and pays application fee (\$290) if changing status in U.S. Not eligible for In-State tuition rates, must pay non-resident LSUHSC tuition and fees.

✘Other statuses/visas do permit full or part time study, these are only the types available for sponsorship by LSUHSC.

Click [here](#) for more information on studying in the U.S.

F-1 INSURANCE INFORMATION

The need for health insurance

It is *dangerous* to be in the United States without adequate health insurance. Although in many countries the government bears the expense of health care for its citizens, and sometimes even for visitors, individuals and families in the United States are responsible for these costs themselves. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat uninsured patients except in life threatening emergencies. Most Americans rely on insurance, and you should do the same. Insurance gives you access to better and more timely health care, and provides the only protection against the enormous costs of health care in this country.

How medical insurance works

When you purchase health coverage, the money you pay (your premium) is combined with the premiums of others to form a pool of money. That money is then used to pay the medical bills of those participants who need health care. Your coverage remains valid only as long as you continue to pay your insurance premiums.

Once you purchase insurance, the company will provide you with an insurance identification card for use as proof of your coverage when you are seeking health care from a hospital or doctor. The company will also provide written instructions for reporting and documenting medical expenses (filing a claim). The company will evaluate any claim that you file, and make the appropriate payment for coverage under your particular policy. In some cases the company pays the hospital or doctor directly; in other cases the company reimburses you after you have paid the bills.

LSU HSC offers a student [policy](#) through Blue Cross Blue Shield of Louisiana that is available to any student enrolled. During the registration process, every student will be asked to enroll in the student coverage or provide proof of acceptable coverage from another company.

LSU HSC New Orleans strongly recommends that you obtain health insurance for yourself **and your dependents** during your stay in the U.S.

J-1 INSURANCE INFORMATION

The reason for the requirement—and the need for health insurance

It is *dangerous* to be in the United States without adequate health insurance. Although in many countries the government bears the expense of health care for its citizens, and sometimes even for visitors, individuals and families in the United States are responsible for these costs themselves. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat uninsured patients except in life threatening emergencies. Most Americans rely on insurance, and you should do the same. Insurance gives you access to better and more timely health care, and provides the only protection against the enormous costs of health care in this country.

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As a J-1 Exchange Visitor program participant, **effective May 15, 2015** you and any dependents who accompany you are **required** by the United States Department of State to have health insurance in the amount of **at least \$100,000 per accident or illness, repatriation of remains in the amount of \$25,000, expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000, a deductible not to exceed \$500 per accident or illness; co-insurance that does not exceed 25% and; does not exclude coverage for activity that is part of your exchange visitor program upon arrival in the United States in J status (regardless of the program begin date on the DS-2019). You must purchase a minimum of your first two months of coverage, through a company of your choosing before departing for the United States. Please understand you may select any insurance policy that meets the requirements stipulated above; however, the company issuing the policy must have an office in the United States and they must be either a government backed entity or a company with a rating of one of the following: An A.M. Best rating of "A-" or above, a Standard & Poor's Claims-paying Ability rating of "A-" or above, a Weiss Research, Inc. rating of B+ or above.**

You will be responsible for payment of the insurance premiums with the company you choose and providing verification of coverage on form LSU HSC-34 before you depart for the United States. Willful failure to obtain appropriate insurance coverage is grounds for program termination.

We recommend purchasing coverage through International Medical Group. They offer the Patriot Exchange Program policy whose **Standard** option with the **\$100,000 plan maximum** meets the J regulation requirements effective as of May 15, 2015 with additional coverage available, if desired. Enrollment, payment and proof of coverage can all be taken care of [online](#).

Signature

Date _____

I understand that I am responsible for maintaining insurance coverage for myself and any dependents for the entire duration of my stay in the United States. This includes any time that I am **physically present** in the United States in J status, **regardless of the program dates listed on my DS-2019.**

Please ensure timely completion and submission of Certificate of Insurance (LSU HSC 34) with required signatures.

Information for Sponsored Foreign Nationals on the Affordable Care Act

What is the Affordable Care Act?

The Affordable Care Act (ACA) is a U.S. law about health insurance coverage that took effect on **January 1, 2014**.

What does the Affordable Care Act require?

Beginning **January 1, 2014** ALL individuals present in the U.S. (including dependent spouses and minor children) who do not maintain “minimum essential healthcare coverage” as defined by the Affordable Care Act (ACA) **may** be required to make an additional “penalty” payment to the Internal Revenue Service (IRS) when filing federal tax returns. More explanation is provided [here](#).

The requirements of the ACA **do not change** any insurance requirements that may be related to a particular immigration status or status as a student at LSUHSC. The ACA requirements do not have any impact on U.S. immigration laws or regulations, and failure to comply with the ACA requirements is not an immigration status violation. (For example, exchange visitors in J status must take care to maintain the insurance coverage – including medical evacuation and repatriation benefits-required by the Department of State in order to maintain their immigration status.)

What happens if I (or my household members) don't have the required insurance?

You **may** be required to pay a penalty when you file your 2014 federal tax return (must be filed by April 15, 2015). The IRS Question and Answer page on the penalty (also called the individual mandate) can be found [here](#).

Any short coverage gap of **3 continuous months or less (beginning January 1, 2014)** for the calendar year will not result in an owed penalty. Only **one** short coverage gap per calendar year is permitted in order to avoid owing a penalty, as detailed [here](#) and [here](#).

The penalty payment for the 2014 calendar years is \$95 per household person without coverage OR 1% of annual household income for 2014, whichever is **higher**. The penalty increases each calendar year after 2014, as explained [here](#).

How do I know if my policy meets the ACA's requirements?

Ask your insurer or employer if your plan meets ACA requirements. You can ask your employer to complete the [Employer Coverage Tool](#). Your insurer (Blue Cross, United Healthcare, Cigna, etc.) should be able to tell you if your plan meets the ACA's requirements.

- LSU System policies offered as employee coverage **do** meet ACA requirements.
- LSUHSC Student policy with BCBS of La. may **NOT** meet ACA requirements, as noticed [here](#). Contact BCBS about your particular policy to determine if it meets the ACA requirements.
- The IMG [Patriot Exchange Plan](#) used by many J-1 Students does **NOT** meet ACA requirements, as detailed [here](#).
 - As stated above, ACA requirements are *separate* from insurance that may be required to maintain immigration status, such as the Department of State requirements for J exchange visitors and their dependents described [here](#). **Failure to obtain/maintain the insurance required for a particular immigration status is still an immigration status violation even if the insurance obtained meets ACA requirements.**
- Insurance plans provided by a non-U.S. entity (foreign government or company based outside the U.S.) **MAY** meet ACA requirements. Ask your insurer if they have applied for recognition of your plan as

“minimum essential healthcare coverage” from the U.S. Department of Health and Human Services as described [here](#).

Who is subject to the individual mandate penalty?

Only individuals present in the U.S. long enough to attain residency status for **federal tax filing purposes** are subject to payment of the individual mandate penalty. Persons who remain non-residents for **federal tax filing purposes** are not subject the penalty payment, as detailed [here](#).

How do I know if I am a non-resident or resident for federal tax filing purposes?

The IRS provides details on determining alien tax status [here](#), and on the substantial presence test used to determine residency status for federal tax filing purposes [here](#).

Many F/J students and J exchange visitors are exempt from counting days of presence in the U.S., for purposes of determining residency status for federal tax filing purposes, as designated by the IRS. *Generally*, F and J students/dependents are exempt from counting days of presence toward resident federal tax filing status for the first **five** calendar years they are in the U.S. in F status. J exchange visitors/dependents are exempt from counting days of presence toward resident federal tax filing status for the first **two** calendar years spent in J status. Additional specifics and details can be found [here](#) for F students and [here](#) for J exchange visitors. **It is highly recommended that you read the IRS information pages to determine your status for federal tax filing purposes at the links provided above.**

Examples of how to count days of presence under the substantial presence test for exempt F and J status holders can be found [here](#).

Where can I look for coverage that meets ACA requirements?

If you are a paid employee of LSUHSC, working at least 30 hours per week (75% effort), you **may** be able to enroll in an LSU employee coverage plan. Non-employee dependents cannot be enrolled in employee coverage without enrollment of the qualifying employee. Contact Benefits at hrmquestions@lsuhsc.edu or (504) 568-7780 for more information.

Persons living in Louisiana may search for and enroll in coverage on the federal exchange at www.healthcare.gov. **The federal exchange’s open enrollment period ends on March 31, 2014. A plan must be selected and enrollment completed by February 15, 2014 to begin coverage on March 1, 2014 or by March 15, 2014 to begin coverage on April 1, 2014.**

Persons living in Louisiana may enroll through the federal exchange at any time after March 31, 2014 if there is a [qualifying event](#) as long as enrollment is during the [special enrollment period](#).

Most persons with valid U.S. immigration status **ARE** eligible for coverage **and** premium subsidies through the federal exchange as detailed [here](#) and [here](#).

A plan that meets ACA requirements will **NOT** necessarily meet separate insurance requirements necessary for a particular immigration status. For example, plans offered in the federal exchange likely do not include medical evacuation and repatriation coverage, which is required by the Department of State regulations for all J exchange visitors and their dependents.

LSUHSC-34

Certificate of Health, Accident, Medical Evacuation and Repatriation Insurance

U.S. Department of State (DOS) regulations in 22CFR Part 62.14 requires that each J-1 Exchange Visitor and J-2 dependents have insurance for sickness and accident. Minimum coverage must include:

- 1) Medical benefits of no less than \$50,000 per accident or illness
2) Repatriation of remains in the amount of \$7,500
3) Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000
4) A deductible not to exceed \$500 per accident or illness
5) Co-insurance not to exceed 25% paid by beneficiary

Above requirements, at a minimum, must be:

- Underwritten by an insurance corporation having an A.M. Best rating of "A—" or above; an Insurance Solvency International Ltd. Rating of "A-i" or above; a Standard and Poor's Claims paying Ability rating of "A—" or above; A Weiss Research, Inc. rating of "B+" or above, or such other rating as the Agency may from time to time specify; OR
• Backed by the full faith and credit of the government of the exchange visitor's home country; OR
• Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; OR
• Offered through or underwritten by a federally qualified Health Maintenance Organization (HMO), or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services

J-1 Exchange Visitor Certification

I certify enrollment in the below named insurance program which will be maintained for myself and J-2 dependents (if applicable) throughout my participation in the exchange visitor program at the LSUHSC. I will notify and provide appropriate documentation of any changes to International Services, as well as required coverage upon request for any J benefits, including but not limited to extension and travel. I further understand that a willful failure on my part to obtain and maintain insurance to meet the requirements above for myself and J-2 dependents (if applicable), may be cause for termination of my program.

Please Print:

J Exchange Visitors' Last Name: _____ First Name: _____

J Exchange Visitors' Signature: _____ Date: _____

Insurance Company Certification

I certify the above named individual and dependents (if applicable) have the insurance required by the U.S. Department of State in 22 CFR Part 62.14 for J exchange visitors as specified above.

(Name of Insurance Company) _____ (Telephone) _____

(Address) _____ (Email Address) _____

- Medical benefits of no less than \$50,000 per accident or illness
A deductible not to exceed \$500 per accident or illness
Co-insurance not to exceed 25% paid by beneficiary
Repatriation of remains in the amount of (no less than) \$7,500
Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of (no less than) \$10,000

Number of dependents: _____ included in above coverage. [] Spouse [] Child/Children

Policy Effective Date: _____ Expiration Date: _____ Number: _____
(month/day/year) (month/day/year)

Signature of Insurance Agent/Broker _____ Date: _____

Agent/Broker Name: _____ Telephone: _____

Address: _____ Email _____

LSUHSC-35

INFORMATION REGARDING TERMINATION OF F-1 STATUS

Please be advised that LSUHSC as your Sponsor is required by Federal Regulations to enforce certain rules which are designed to:

- protect you and your family members
- ensure you obtain sufficient information and assistance to facilitate the successful completion of your studies, including, but not limited to, information and assistance regarding documentation for family members, maintenance of status, extension of stay, transfers, travel abroad, reentry, and return home
- maintain program integrity and monitor your participation in the program to ensure you engage only in the activities described on your Form I-20, make reasonable progress, and keep International Services informed relative to your address and telephone number

FEDERAL REGULATIONS PROVIDE THAT A SPONSOR **MAY TERMINATE AN F-1 STUDENT WHEN THE STUDENT:**

- fails to pursue the activities for which he or she was admitted to the United States
- is unable to continue unless otherwise exempted pursuant to regulations
- violates regulations and/or the sponsor's rules governing F status, such as failing to maintain full time enrollment without prior authorization.
- engages in unauthorized employment

Our goal is to facilitate successful completion of your studies. International Services' obligations under applicable regulations require our office to ensure compliance with the above stated terms. Students and their respective School must notify International Services regarding any situation or condition which could indicate the potential need for termination from program participation.

RECEIPT OF A COPY OF THIS DOCUMENT IS ACKNOWLEDGED.

Signature of Student

Date

Signature of Program Coordinator

Date

LSUHSC-35

INFORMATION REGARDING TERMINATION FROM J-1 PROGRAM PARTICIPATION

Please be advised that LSUHSC as your Exchange Visitor Program Sponsor is required by Federal Regulations to enforce certain rules which are designed to:

- protect you and your family members (i.e. - health insurance requirements)
- ensure you obtain sufficient information and assistance to facilitate the successful completion of your program, including, but not limited to, information and assistance regarding documentation for family members, maintenance of status, extension of stay, transfers, travel abroad, reentry, and return home
- maintain program integrity and monitor your participation in the program to ensure you engage only in the activities described on your Form DS-2019, make reasonable progress, and keep informed International Services relative to your address and telephone number

FEDERAL REGULATIONS PROVIDE THAT A SPONSOR *SHALL TERMINATE* AN EXCHANGE VISITOR'S PARTICIPATION IN ITS PROGRAM WHEN THE EXCHANGE VISITOR:

- fails to pursue the activities for which he or she was admitted to the United States
- is unable to continue unless otherwise exempted pursuant to these regulations
- violates the Exchange Visitor Program regulations and/or the sponsor's rules governing the program if, in the sponsor's opinion, termination is warranted
- **willfully fails to maintain the insurance coverage required**
- engages in unauthorized employment
- Fails to update DSO with new residential address **within 10 days** of relocation

In addition to these federal requirements, institutional policy mandates upon your arrival on the LSUHSC campus, but prior to becoming an active employee, you will be required to undergo post-job offer testing for the presence of illegal drugs. You must test free of these drugs as a condition of employment.

Our goal is to facilitate successful completion of your program. International Services' obligations under applicable regulations require our office to ensure compliance with the above stated terms. Faculty sponsors and Exchange Visitors must notify International Services regarding any situation or condition which could indicate the potential need for termination from program participation.

RECEIPT OF A COPY OF THIS DOCUMENT IS ACKNOWLEDGED.

Signature of Exchange Visitor

Date

Faculty Sponsor

Date

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
INSTRUCTIONS FOR APPLYING FOR AN F-1/J-1 VISA

If you are seeking admission into the United States on an F-1/J-1 visa for the purpose of beginning a full course of study, you must have in your possession the SEVIS Form I-20 OR DS-2019 issued by the school which you plan to attend and signed by the Designated School Official/Alternate Responsible Officer. Unless you are entry visa exempt (Canadian citizens), you must apply at the United States Consulate or Embassy having jurisdiction over your place of residence. To find the consulate nearest you, please visit: <http://www.usembassy.gov/>. You can also find out the wait time for a visa interview at the various consulate locations by visiting: http://travel.state.gov/visa/temp/wait/wait_4638.html.

The consulate will also require you to present a Form DS-160. **This form must be filled out online before the visa interview for most consulates.** Details about the form and if your consulates require online completion can be found at: http://travel.state.gov/visa/forms/forms_4230.html. If you complete the DS-160 form online, you should print the receipt and bring it with you to your entry visa interview. Without the receipt for this form, your interview will likely not be able to take place as scheduled. You will also have to provide one 2 inch by 2 inch photograph. This photograph will go on your entry visa, if it is approved. Details regarding required documentation can be found at: http://travel.state.gov/visa/temp/types/types_1267.html#7. **Although you have met all the requirements for admission to a school, it is the consular official who makes the final decision as to whether you will be granted an F-1/J-1 student visa.**

Effective October 27, 2008, the U.S. Department of Homeland Security (DHS) rule which requires F-1/J-1 visa applicants to pay a one time SEVIS I-901 fee was increased to \$200/\$180 to supplement the cost of the SEVIS system. This fee must be paid and a receipt received prior to making application for your entry visa or applying for entry at the border if visa exempt! The fee may be paid online at <https://www.fmjfee.com/i901fee/>. You should enter your name and other information *exactly* as it appears on your I-20 or DS-20109 (assuming that the information on your I-20/Ds-2019 is correct) and print a copy of the receipt. A receipt will also be mailed to you if you complete the form online. You may also complete the form I-901 and send your payment by mail. The fee is considered paid when processed, if not paid online. **Effective July 31, 2013, a receipt will NOT be mailed to you if you do not print a receipt in the online system.** We recommend that you ensure the fee is processed at least 3 business days before your scheduled visa interview if you do not pay online. **For frequently asked questions and information on how to pay this fee, please visit <http://www.ice.gov/sevis/i901/faq.htm>**

As the applicant, you must sign the certification in item 11 on page 1 of the form I-20 issued to you or the bottom of Page 1 of the DS-2019 as well as any form I-20/Ds-2019 issued to any dependent who is a minor, attesting that you understand and will abide by the various conditions stipulated by F-1/J-1 or F-2/J-2 status. The consular official may or may not require a personal interview. You should, however, be prepared to present proof of English language proficiency and verification of financial support to establish that all the requirements for non-immigrant student status are met. Although it is infrequent, some students are required to deposit a determined amount of money as security which will not be returned until the student departs from the United States after completing the specific educational objective. You must also be able to demonstrate that you have residence in your country to which you plan to return upon the completion of your program.

We estimate that in addition to tuition charges, special fees, books and health insurance, you should be prepared to pay approximately \$23,772 in living expenses each year. In addition, you will need at least \$3,500 for each dependent. This would include housing, food, clothing, local travel, recreation, toiletries and other

miscellaneous expenses. You are strongly advised to bring personal funds of \$1,500 in the form of travelers' checks with you to cover expenses during transit and the first few days in the U.S. This will be helpful also in the event that transfers of dollars from your home country to your U.S. bank account or the initial payments of stipends promised by your graduate school are delayed.

When the consular official is satisfied that you have met all the requirements, a visa will be issued. Prospective students from certain countries may experience delays, particularly if applying in a third world country (other than your home country), while security checks are completed.

When the visa application is approved, a visa stamp is placed in your passport, noting the period of time for which it is valid, the number of entries allowed and the school named on the Form I-20/Ds-2019. The Form I-20/Ds-2019 is then returned for your use in applying for admission to the United States.

Upon Arrival at the United States port of entry, present your passport (or travel document), visa, evidence of financial support, and Form I-20/Ds-2019 to the immigration official.

When you are admitted to the United States, the immigration officer issues an I-94 card (arrival/departure record), or electronic I-94 for later printing, which shows the date and place of admission, your status as an F-1/J-1, and a special 11 digit admission number. This 11-digit number assigned to you will be used in tracking all future arrivals and departures, programs of study, transfers to different schools, practical training and other events relevant to your F-1/J-1 status. At this time, the official returns the Form I-20/Ds-2019 to you.

As an F-1/J-1 student, you will be admitted to the United States for "duration of status", meaning the period required to complete the program(s) of study plus any authorized period of post-completion academic or practical training. F-1 Students also have sixty additional days to prepare for departure from the United States. J-1 Students have an additional 30 days to prepare for departure. "D/S" will be written on both forms I-94.

If the immigration officer is not satisfied that the I-20/Ds-2019 is properly completed but considers the F-1/J-1 visa to be valid, he may grant admission for a temporary period of 30 days with the issuance of Form 515 instructing you to submit the I-20/Ds-2019 and I-94 to International Services where you plan to study. An I-515A indicates a SEVIS related problem with admission. An I-515A should be returned to Washington, D.C. along with other required documentation **within 30 days**. **Should this occur, please notify International Services immediately upon arrival on campus so we can assist you with submitting the proper documentation and converting your admission period to D/S.**

If your spouse or unmarried children (under the age of twenty-one) wish to accompany you to the United States, they may obtain their visas and admission to the U.S. on the basis of a SEVIS Form I-20/DS-2019 issued in their name. Using calculations from our Student Financial Aid Office, we have established that **each dependent** will increase your living expenses by an additional \$3,500. Therefore, your program coordinator at LSU Health Sciences Center will be asked to evaluate and assure that your responsibility for them will not interfere with your studies and that your financial support is sufficient to support the family member(s) or other arrangements have been made to provide for their expenses. We emphasize the importance of sufficient financial support for the entire period of your program of study for you and your accompanying dependents because dependents in F-2 status may not accept employment or engage in business under any circumstances. J-2 dependents may apply for work authorization, but this process usually takes at least 90 days from the date of arrival, and approval is not guaranteed. Likewise, the consular officer and the immigration officer at the port of entry must be satisfied that they have sufficient funds.

If the dependents follow at a later date, you should request assistance from the Designated School Official/Responsible Officer to be advised of the procedure and documents required for them.

Upon arrival at LSU Health Sciences Center in New Orleans, it is important that you contact International Services to schedule an appointment for an orientation and a thorough review of your documents. The office telephone number is (504) 568-4802. This introduction will allow us to answer any questions you may have and immediately correct any errors which occurred during the entry process.

IMPORTANT: If you are unable to arrive to begin your studies as scheduled (by the first day of classes), please inform International Services and your school as soon as possible. Important corrections to your SEVIS record, such as registering your record and deferring attendance to the next semester, must be done within strict time frames!

TO: F-1/J-1 Students

On behalf of International Services, I would like to take this opportunity to welcome you to the Louisiana State University Health Sciences Center at New Orleans as soon as possible after your arrival in New Orleans. Hopefully, this letter will answer some of the basic questions you may have.

The following check-in list is provided for your reference between now and the day you check in with International Services.

Prior to Departure

- ✚ You must obtain the appropriate entry visa from the Embassy or Consulate nearest you, if applicable. Please do not come to the U.S. on the Visa Waiver Program, as you will be forced to return to your country to get the appropriate student visa.
- ✚ When bringing money to the United States, it is safer to carry it as Traveler's Checks. It will be necessary to bring enough to cover items such as health insurance, rent, security deposits, utilities and other initial costs. You will also need money while traveling. Once you have arrived in New Orleans, it will be easier to open a Bank Account, and the balance of your money can then be transferred to this new account.


At Port of Entry

- ✚ Make sure that your electronic I-94 record /I-94 card is correctly marked by the entry officer/noted in the electronic system as F-1/J-1. If you have a smartphone with internet access, you may check your electronic I-94 at the airport. If not, you will need to print the electronic I-94 as soon as possible to check for errors and have corrections made at deferred inspection. Also please check that any F-2/J-2 dependents traveling with you have their I-94 correctly marked F-2/J-2. Occasionally, the F-1/J-1 visitor's visa and their F-2/J-2 family dependents' I-94 may be mis-marked. If this error is not corrected at entry, a correction will have to be made at the New Orleans CBP office after arrival at LSU HSC.

After Arrival

- ✚ **Check in with International Services** - Office hours 8:30 a.m. - 4:00 p.m. weekdays. Check in at International Services to complete forms and go through a short orientation.
- ✚ Please bring with you the following items:

- Form I-94 (small white card stapled in passport) upon arrival in the U.S. or printout of electronic I-94 obtained from the [CBP website](#).
- Passport
- Form I-20/Ds-2019 (visa document)
- Names and addresses of someone in the U.S. and someone in your home country in case of an emergency.

 Open a Bank Account. You will be required to present identification, such as your passport, social security card, or other picture identification.

I hope that this information is helpful as you make plans to travel to New Orleans. We look forward to your arrival and successful experiences at LSU HSC, and we hope you have an enjoyable and safe stay with us.

Sincerely

Remy E. Allen
Director of International Services
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