

POLICIES FOR INTERNATIONAL STUDENTS

Maintaining Visa Status

As an international student, you are responsible for the maintenance of your own visa status. You must be sure to adhere to the following guidelines:

Course Enrollment

All international students are required to be enrolled full time every semester. Please consult with your academic adviser and the Registrar to determine full-time status for your program. Additionally, international students may take no more than one on-line class each semester. Students registered for dissertation proposal, dissertation, full-time internship, or practicum satisfy the requirement for full-time study. Educational programs at the Adler University generally require year-round enrollment.

Reporting to the Office of Student Affairs

U.S. Law requires international students to report any changes in name, U.S. address, international address, educational program, or source of funding within 10 days of the change.

Continued Residence in the U.S.

Your F-1 status assumes that you will remain in the United States for your studies, with only periodic and short-term absences. If you stay outside of the U.S. for more than 5 months without a valid academic reason (such as internship), your F-1 status will terminate.

If you fall out of status for failure to adhere to any of the above guidelines, you must apply for reinstatement with the U.S. Citizenship and Immigration Service. Reinstatement is costly and is only granted under limited conditions. If you think you might be out of status, please contact the Director of Compliance and the Office of Student Affairs immediately for assistance.

Employment

Please note the following about Employment while on a F1 Visa:

Employment Limitations

International students are allowed to work in an on-campus job for a maximum of 20 hours per week while school is in session (40 hours per week during official school breaks). Any off-campus employment opportunities, whether paid or unpaid, must be authorized by the Director of Compliance and the Office of Student Affairs.

On-Campus Employment

You are permitted to work in an on-campus job for a maximum of 20 hours each week. During official school breaks, you may work on-campus for a maximum of 40 hours each week. To find



on campus employment opportunities please contact the Office of Student Affairs or the Director of Compliance.

Curricular Practical Training (CPT)

Your F-1 visa status permits off-campus work which is in your field of study and connected to the Adler University curriculum. CPT may be paid or unpaid and is used for practicums and internships. While U.S. law generally requires students to be in F-1 status for one year before they are eligible for CPT, an exception exists for graduate students whose programs require a practicum or internship in the first year. Adler University requires the Social Justice Practicum of all first-year students, so CPT is permitted.

You must submit a [CPT Authorization Form](#) and receive a new I-20 form authorizing CPT before you may begin any work. Please contact the Office of Student Affairs as soon as you learn the location of any upcoming practicum or internship.

Severe Economic Hardship (SEH)

If you have been in F-1 status for at least one year and your financial circumstances have changed dramatically since the processing of your initial I-20 form, you may be eligible to apply for SEH Work Permission. There is an application fee for SEH and SEH is only permitted if the cause of the financial difficulty is significant and out of your control. Application is made to U.S. Citizenship and Immigration Services and is not guaranteed. Please download the [SEH Application Instructions](#) and contact the Director of Compliance for more information.

Optional Practical Training (OPT)

If you complete a master's or doctoral degree at Adler University and have been in F-1 status for at least one year, you may apply for OPT, which gives you permission to look for employment and work in your field of studies for one year after your academic program ends. There is an application fee for OPT and application must be completed with the assistance of the Director of Compliance and the Office of Student Affairs in a five month period surrounding your program end date. Application is made to U.S. Citizenship and Immigration Services and is not guaranteed. Please contact the Director of Compliance and the Office of Student Affairs for more information on the OPT process. Citizens of Canada or Mexico may have additional work options; please contact the Director of Compliance and the Office of Student Affairs for more information.

Life in the United States

Social Security Number (SSN)

Social Security Numbers (SSN) serve as personal identification numbers in the United States.

They are also required before a person may be paid for employment, and are sometimes used to conduct background checks for unpaid employment as well.

You must have a practicum, internship, or job before apply for a SSN. Please download the [SSN Information Sheet](#) and contact the Director of Compliance and the Office of Student Affairs for more information.

Bank Account

Many banks in the United States require patrons to have a Social Security Number before opening an account. Several banks near the Adler Campus do not have this requirement. Please download the [Bank Account Information Sheet](#) and contact the Director of Compliance and the Office of Student Affairs for more information.

Driver's License

In order to apply for a regular Illinois Driver's License you must have a Social Security Number. If you don't have a Social Security Number, you may drive using a valid driver's license from your home country. In certain circumstances, you may be eligible for a Temporary Visitor's Driver's License (TVDL). Please download the [Driver's License Information Sheet](#) and contact the Director of Compliance and the Office of Student Affairs for more information.

Travel

If you travel outside of the United States, you will need the following documents to reenter:

- Valid Passport
- Valid F-1 Visa
- I-20 form endorsed for travel on page three by the Director of Student Affairs. I-20 must have been endorsed within the last six months.
- Optional: A copy of your current or upcoming semester course registration to prove enrollment.
- OPT Students Only: Your Employment Authorization Document and a letter verifying employment.

Note: Citizens of Canada are not required to have an F-1 visa stamp in their passports.

International students may travel to Canada, Mexico, or adjacent Caribbean islands without a valid F-1 visa if their stay abroad is fewer than 30 days. In this case, called "automatic revalidation," students should not relinquish their I-94 cards when exiting the U.S.

End of Program Options

After completing a degree at Adler University, students on F-1 visas have several options, all of which must happen within 60 days of the end of classes.

- You may take the 60 day grace period to travel within the U.S. and prepare to depart the country.
- You may not work during the grace period, and you may not depart the U.S. and reenter.
- You may apply for another academic program at Adler University.
- You may apply for an academic program at another U.S. university.
- You may be eligible to apply for one year of employment authorization in the United States (OPT).
- Depending on your country of citizenship, you may be eligible to apply for a different type of work visa.