MFE International Student Orientation

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Today’s Agenda:

• Berkeley International Office
• Review of Your Documents
• Your F-1 Status Requirements
• Employment Overview
• Document Check
Berkeley International Office

Contact Us

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Berkeley International Office is located on the 2nd floor of International House.

2299 Piedmont Avenue
Berkeley, CA 94720-2321
BIO Advisors

Drop-In Student Advising Hours:
Monday-Friday
10am-12pm and 1:30pm-4pm

Workshops (sample)
  - Introduction to H-1B
  - Intro to Tax Filing Software (FNTR)

Comprehensive Website
Personal Adjustment & Support
Visa responsibilities & benefits
Your Documents

Let’s Review!
Renew if it will expire in the next 6 months. Contact your home country’s embassy in the U.S. to find out how.

Photocopy biographic page to carry with you after arrival in the U.S.

Keep original in a safe place.
• Used only for entering the U.S.
• If it expires **during your stay**, there is **no need to renew it**.
• If you **leave the U.S.**, your visa must **be valid for re-entry**. Do NOT re-enter the US using any status other than F-1.
• You cannot apply for a visa in the U.S.
I-20

- Expiration date
- Request an Extension of Program before expiration if you need more time to complete your program.
- You are allowed 60 days to depart the U.S. or transfer to a new school after the expiration date.
- Keep all I-20s you receive in a safe place, and use the most recent for travel or other purposes.
i-20

- The travel signature is located on page 3 of the I-20.
- It is valid for one year.
- BIO recommends getting a new signature every 10 months.
- You may bring your I-20 to BIO for a signature during drop-in advising period.
I-94
Proof of Legal entry to the US

You will receive this stamp in your passport upon arrival in the US.

Print out & check your electronic I-94 record each time you re-enter. http://www.cbp.gov/i94

If you receive a paper I-94, you may not be able to access the online record. Staple into your passport and give up upon next exit.
F-1 Status Requirements

The F-1 visa has specific rules that students must follow to maintain legal status in the U.S.

Top 5 Rules
F-1 Status Requirements

The F-1 visa has specific rules that students must follow to maintain legal status in the U.S.

Top 5 Rules
1. Update BearFacts Address

- Enter your U.S. residential address into BearFacts as soon as possible after your arrival even if it is temporary.
- Update your U.S. address within 10 days of any changes.
- Update your email address on BearFacts.

bearfacts.berkeley.edu
2. Enroll Full Time

- Full-time enrollment is defined by your academic department

- Most academic departments require **12 units**

- Approval from a BIO Adviser is required to drop below full-time enrollment or to cancel/withdraw for a semester.
3. Complete Registration

Students must complete registration no later than 30 days after the first day of class each semester. To be considered registered, UCB students must meet ALL of the following criteria:

• Enrolled in at least one course.

• Fees are paid, either in full or if using the Deferred Payment Plan, paid at least the first installment.

• No blocks (no library fines, housing fees, etc.).

• Your current U.S. residential address is available in Bear Facts
4. Get Work Authorization

Full details: [F-1 Student Employment](#)

**On-Campus**
No work permit is required for on-campus employment while studying at UCB. On-campus employment is limited to 20 hours per week during the academic year; full-time employment is allowed on campus in the summer.

**Off-Campus**
Off-campus employment must be pre-approved by Berkeley International Office and the U.S. Citizenship and Immigration Service (USCIS). After being in F-1 status for one academic year, students have two options:

1. Curricular Practical Training (CPT)
2. Optional Practical Training (OPT)
Social Security Numbers

- Tax identification number
- Required for working in the U.S.
- NOT a work permit

How to Apply for a Social Security Number

- Read [How to Apply for a Social Security Number](#)
- Have a job offer in the U.S.
- Be enrolled full-time
- New students must wait at least 10 days after the start of their first semester to allow time for U.S. admission information to be updated within the government databases.

For more information, see [Social Security Numbers](#)
5. Update Documents & Signatures

- **Get a signature on your I-20** (page 3) from Berkeley International Office if you will be traveling out of the U.S. and re-entering as F-1.

- **Get your passport renewed** if it will expire in the next 6 months. Contact your home country’s embassy in the U.S. to find out how.

- **Get your visa renewed** if it will be expired by the time you re-enter the U.S.
Review: F-1 Status Requirements

The top 5 requirements to maintain legal F-1 status are:

1. Update Your Address and Email on Bear Facts
2. Enroll Full Time
3. Complete Your Registration
4. Get Authorization for Off-Campus Jobs
5. Update Your Passport and I-20

Failure to maintain legal status may require your immediate departure from the U.S.
Taxes

- File tax report by April 15 even if you did not work

- Use **FREE** tax software available in March 2016

- **UC Employees:**
  Register for a Glacier account or you will be taxed 30%
Safety & Scams

Phone      Internet    In-person
Legal Issues

• Consult BIO if you have an encounter with law enforcement

• Some criminal activity has serious immigration consequences
Driver License & California ID Card

- Issued by Department of Motor Vehicles (DMV), [www.dmv.ca.gov](http://www.dmv.ca.gov)
- Apply 10 days after program start date
- Written test for all license applications, driving test for those without a U.S. license
- Required Documentation:
  - Passport & I-94 card
  - I-20
  - Social Security number (if applicable) otherwise state “I am not eligible for a social security number”
Employment Options:
F-1 Practical Training

- Practical Training applications are student initiated
  - Employer does not have to complete any paperwork
  - Academic recommendation required
- Curricular Practical Training (CPT)
  - Available during program of study
  - Authorization from BIO
- Optional Practical Training (OPT) & STEM OPT
  - Available after program of study once per degree level
  - Authorization from USCIS Service Center
Curricular Practical Training

- Apply as soon as internship is secured. Full-time CPT is allowed during official dates of MFE internship period.
- Complete BIO CPT request form and submit to BIO
- Pick up new I-20 at BIO after 3 days
- Work permission is noted on page 3 of I-20
  - Keep the original
- Part-time employment allowed following internship with MFE approval
Optional Practical Training

- Review OPT tutorial on BIO website
- 12 months employment authorization related to field of study
- Available once per degree level
- Two step application process
  - Student submits OPT Recommendation form to BIO for OPT I-20 (3 business days)
  - Student sends OPT I-20 to California Service Center (90 days)
- No job offer required but unemployment is limited to 90 days
STEM OPT Extension

- Additional 17 months of OPT
- STEM Major and Employer uses E-Verify
- Review OPT STEM tutorial on BIO website
- Available once per lifetime
- Apply when 12 month OPT is within 4 months of expiration
MFE Employment Timeline - Sample

I-20 Start Date: 3/30/15

Internship Period: 3/17/16

MFE program ends: 4/2/2016

Example of 12 Month OPT: 4/1/2017

Apply for CPT before internship begins

OPT application period – 90 days before end date to 60 days after

STEM OPT Deadline = End of 12 month OPT

OPT application period – 90 days before end date to 60 days after

STEM OPT Application 4 months before OPT expires
Questions?