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## *Helpful Immigration Terms*

**USCIS**—The United States Citizenship & Immigration Services is the new agency that replaced the INS (Immigration & Naturalization Service). This agency creates and administers the federal immigration regulations that pertain to international student visa holders. The USCIS falls under the Department of Homeland Security (DHS).

**SEVIS**—Student & Exchange Visitor Information System. This is the federal government’s electronic record keeping and reporting system which all schools must use to report enrollment information, immigration status violations, and other F-1 and J-1 international student data within a limited time frame.

**F-1 Student**—This is typically a full-time degree-seeking international student who was issued an I-20 document from Regent for the F-1 non-immigrant student immigration status. F-1 students must abide by all F-1 immigration rules, regulations, and procedures.

**J-1 Exchange Visitor**—There are different “categories” of the J-1 Exchange Visitor immigration status, but a J-1 “student” is typically a full-time short-term exchange student who is studying at Regent for one or two semesters under a specific Exchange Agreement between Regent and the student’s home institution. A J-1 student may also be a degree-seeking student whose education is financed by the United States government, the student’s home government, an international organization, or an outside sponsor. J-1 students are issued a DS-2019 from Regent and must abide by all J-1 immigration rules, regulations, and procedures.

**Employment**—Employment is considered to be the rendering of services for compensation, financial or other (reimbursement for travel, books, etc.). Teaching/Research/Graduate Stipends or Assistantships are all examples of “on-campus” employment from an immigration perspective. For F-1 and J-1 non-immigrants, employment is a “benefit” for which the visa holder must qualify and where certain rules and restrictions apply. Working without proper authorization (more hours than permitted, etc.) in the United States is considered to be a serious violation of the F-1 and J-1 immigration status which may result in deportation.

**The Office of International Student Services (OISS)**—The OISS educates and advises the F-1 and J-1 students on immigration rules, procedures, and benefits (including employment). This office also handles the mandatory government/SEVIS registration and reporting of all F-1 and J-1 students for the University. The OISS also provides support services for the international student population (orientation, advising, and the processing of immigration requests).

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## **Immigration Terms, Rules & Reminders (for Faculty & Staff who Work with F-1 & J-1 Student Visa Holders)**



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## **Office of International Student Services (OISS)**

**Regent University  
201 Student Center  
(757) 352-4130  
[www.regent.edu/iss](http://www.regent.edu/iss)**

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## *Employment Related*

► **On-Campus Employment Hours Restricted to 20 Per Week:** Federal regulations permit F-1 and J-1 student visa holders to work on-campus (for Regent or for CBN International through Regent) for no more than a total of 20 hours per week during the fall and spring terms. The 20 hour limit includes work done for Teaching/Research/Graduate Assistantships as well as any work done in other Regent University offices, such as the Library.

► **Prior Written Authorization Required for J-1 Student On-campus Employment:** Those in J-1 student immigration status must obtain prior written authorization from the Office of International Student Services to work on-campus (for Regent or for CBN International through Regent). The written authorization is valid for 12 months and should be obtained from the OISS prior to the completion of the I-9 form.

► **Off-Campus Employment Authorization Required:** There are a few types of off-campus employment benefits available to F-1 and J-1 student visa holders, but the students are required to obtain prior written authorization from the OISS or an Employment Authorization Document (EAD) issued by the USCIS before engaging in any type of off-campus employment.

► **Employment Violations, SEVIS Reporting, and Impact to the Students:** The University is required to report any employment related violations to the government through the SEVIS system, which will result in the termination of the student's lawful F-1 or J-1 immigration status and serious consequences, such as possible deportation.

# Immigration Rules & Reminders



## *Admission & Enrollment Related*

► **Regent's International Admissions Coordinator and I-20/DS-2019 Issuance:** The International Admissions Coordinator works in the Central Enrollment Management (CEM) Office (Library 102). The Coordinator handles all international student admission related questions and issues the I-20s (for F-1 status) or DS-2019s (for J-1 status) for newly admitted students. The University cannot issue an I-20/DS-2019 unless the academic department can guarantee that a full-time course load of on-campus classes will be available each fall and spring semester for the entire duration of the student's degree program. I-20/DS-2019 issuance deadlines are provided by CEM and are important for the various admission offices to note.

► **Full-Time Status Required/On-line Restrictions:** All F-1 and J-1 students are required to be enrolled full-time each semester with only a few exceptions. Any students who cannot enroll full-time must apply for prior approval from the Office of International Student Services before dropping below full-time status. F-1 students may count no more than one on-line course or three on-line credits toward the full-time status requirement per semester. J-1 students may not count any on-line credits toward the full-time status requirement. The University is required by federal regulations to report any students who drop below full-time status without receiving prior approval from the OISS. This will result in the termination of the student's lawful F-1 or J-1 immigration status.

► **Enrollment at Other U.S. Institutions:** The enrollment of Regent sponsored F-1 and J-1 students at other U.S. institutions is generally not permitted except in certain situations and only after receiving prior approval from the OISS.



## *Advising Related*

► **DSOs, AROs, and International Student Advising:** Each university has a number of Designated School Officials (DSOs) and Alternate Responsible Officers (AROs) who have been approved by the government to access SEVIS and assist F-1 and J-1 student visa holders with any employment, travel, and immigration related questions, problems, or requests they might have. Anyone who is not a DSO or ARO should not attempt to speak to or answer these types of questions and should direct the students to the Office of International Student Services for advising and assistance. Failure to do so could not only result in problems for the students, but problems for the faculty or staff members as well as the University. Your kind attention to this important matter is greatly appreciated.

► **Academic Probation and OISS Notification:** Because Academic Probation can lead to Academic Dismissal, which is considered to be a violation of the student immigration status, it is important for all Academic Departments to notify the OISS immediately when an F-1 or J-1 student visa holder is placed on Academic Probation or Dismissal.

► **Other F-1 and J-1 Student Immigration Rules and Responsibilities:** This brochure does not include a complete list of all rules the F-1 and J-1 students must follow in order to maintain their lawful immigration status in the United States, nor does it include details on employment benefits and restrictions. Additional information on these matters can be obtained from the Office of International Student Services or from the office website at: [www.regent.edu/iss](http://www.regent.edu/iss)