

Important Information for International Students Planning to Participate in the IPSS Program

I-20/DS-2019

The dates on your SEVIS I-20 or DS-2019 document must be extended to include your IPSS program. You must obtain an updated I-20 or DS-2019 before you leave. Please submit your I-20 or DS-2019 extension request form to the Office of International Services **no later than 3 weeks prior** to your departure from Monterey. This request form can be found at: http://www.miis.edu/ois/ois_forms.html

F-1 Visa or J-1 Visa

You must verify whether or not your visa expires before returning to the U.S. from the IPSS program. This only applies to you if your internship takes place outside of the U.S.

If your visa will expire before your IPSS program ends, you must obtain a new student visa. You can do this either at the U.S. embassy in your home country or at the U.S. embassy nearest your IPSS job location. Some U.S. embassies will not issue student visas to people who are not nationals of the country in which they are applying. If applying to a U.S. embassy that is not in your home country, check the website to make sure that you will be able to get an F-1 or J-1 student visa at that location. For a list of U.S. consulates and embassies world-wide, go to www.travel.state.gov.

Additionally, you can not re-enter the U.S. on a tourist visa or a visa waiver program. The U.S. Citizenship and Immigration Services (USCIS) consider this method a violation of law as your purpose of returning to the U.S. is to finish your degree program at the Monterey Institute.

Optional Practical Training (OPT) or Academic Training (AT)

F-1 Students: F-1 students can apply for OPT up to four months prior to the end of your program. You will want to contact OIS in April to get the paperwork and follow procedures. Processing time for OPT is approximately 90 days.

J-1 Students: Academic Training can be approved directly from your sponsor, MIIS. Application must be submitted prior to end of program.

Contact OIS: visas@miis.edu or Kathy.sparaco@miis.edu or Gail.lu@miis.edu. Or the website for more information: www.miis.edu

Provide local address: Please contact our office to provide a local address. Contact via email at visas@miis.edu or Kathy.sparaco@miis.edu or Gail.lu@miis.edu.

Departing the U.S.: You will be asked to submit your I-94 form (the small white card in your passport) to an airline's representative at departure. If you do not possess the I-94 form because it has been sent to Immigration, for example, you will still be allowed to board the airplane without it as long as you have proper documentation. You will receive a new I-94 form upon re-entering the U.S.

Visas for Third Country : It is possible that you may be required to obtain a visa and immunizations. For full details, contact the nearest consulate or embassy of each country you plan to visit before your departure. Most countries have consulates in San Francisco. A list of addresses and telephone numbers is available from the Office of International Services or on the website <http://www.state.gov/s/cpr.rls/fco/>. If there is no local consular office, you will need to contact the embassy in Washington D.C. for the consul location responsible for issuing visas to persons residing in California.

Visa Renewal in Canada or Mexico: Visa renewal is possible in Canada or Mexico. Please schedule an appointment with Kathy Sparaco to discuss visa application procedures. Please apply well in advance of anticipated travel. For more information regarding the visa application process, please visit <http://travel.state.gov>

Re-entry to the U.S. : Re-entry requires the following:

1. A valid passport (usually required to be valid for at least six months);
2. **F-1 Status:** A currently valid and properly signed SEVIS I-20 (page 3). To determine current validity and to obtain an endorsement, please contact the Office of International Services. A new I-20 may be prepared if your current documents are no longer valid and/or changes need to be made to make it complete.
3. **J-1 Status:** A valid DS-2019 endorsed by the program sponsor is necessary before the first departure from the U.S. and annually thereafter.
4. Evidence of financial support for the total duration of stay (for self, and family, if applicable). This information is not always requested, but you should have it available.
5. A visa that is valid beyond the date of return to the U.S.