



1. Student applies for admission to college and gets accepted
  2. Student provides documentation to college DSO
    - **Application for admission\*** to Northeastern Junior College with valid signatures. The application must indicate which semester the student will begin
    - **Statement of financial support\*** certification for a particular program of study at Northeastern Junior College. Federal financial aid is currently not available for international and non-US citizen students
    - **Proof of English proficiency\* (one of the following):**
      - a) TOEFL: minimum score of 475 (paper based) or 150 (computer based).
      - Michigan Test of English Language Proficiency showing a minimum score of 75
      - c) Recommendations from the English Language School with completion of Level 109
      - d) Completion of Level 5 advanced at an Intensive English Language Center
      - e) Graduation from an American high school after attending for at least two years
      - f) A student who has taken the STEP examination in Japan and holds at least a LEVEL II
        - Evaluation
        - Or
    - Special admission waiver approved by the College President
    - **Official high school and college transcripts\*** of all previous secondary and collegiate academic work with certified English translations, (if needed)
    - **Family health history form\*\*** and record of immunizations received
    - **Proof of medical insurance\*\*** must be provided or purchased prior to attending class
    - **\$500 deposit\*\*** to be used toward tuition and fees
    - **Payment\*\*** the remaining tuition and fees is due at registration or establish a payment plan using FACTS
  3. DSO creates file in SEVIS (or previous college transfers information in SEVIS) to print an I-20
  4. DSO signs and sends student the original I-20 – we do an **Initial I-20**
  5. Student obtains a passport
  6. Student pays \$100 SEVIS I-901 fee at: [www.ice.gov/sevis](http://www.ice.gov/sevis)
  7. Student makes an appointment with the US Embassy or Consulate to interview for an F1
  8. Visa Consular reviews application, confirms SEVIS fee has been paid, runs security check,, interviews student and potentially grants visa
  9. Student arrives in US with passport, visa and I-20 then receives I-94 card (w/duration of status stamp) at POE
  10. Student arrives on campus and reports to DSO for updates and confirmation in SEVIS
- At this point we go in and do the **Registration** in SEVIS



*An F1 student is a non immigrant who is pursuing a full course of study” toward a specific educational or professional objective, at an academic institution in the US that has been designated by the Immigration and Naturalization Service (INS). The F1 student is expected by the US government to return to his or her residence abroad.*

- Report to DSO for SEVIS registration upon arriving on campus (within 10 days)
- Attend authorized school
- Carry full course of study
- Transfer or extend program in timely manner
- Keep continuity in program of study
- Refrain from unauthorized work
- When traveling, return in proper F1 status
- Keep passport valid
- Report change of addresses to DSO (w/in 10 days)
- Obey all state and federal laws



**On campus employment:**

This includes employment for the college or for private/commercial firms that provide a direct service to students on campus (cafeteria, bookstore or off-campus locations considered educationally affiliated with the college). A student may work up to 20 hours per week while school is in session. Fulltime employment is permitted during official school breaks. Student may only work on the campus responsible for issuing the I-20.

**Off campus employment:**

A student may only apply for USCIS authorization (I-765 form) for off campus employment after fulltime enrollment of one year for two reasons:

1. Unforeseen Economic Hardship
2. Internship or required practicum (after completion of program)



Students who plan to travel outside the US while enrolled in a full course of study must first have the college DSO sign page three of original I-20 form.

Before return to the US, students must have:

- Valid passport
- Current Visa
- Signed I-20
- Stamped I-94 card



**DSO:** Designated School Official

**SEVIS:** Student & Exchange Visitor Information System

**DHS:** Department of Homeland Security (previously INS)

**USCIS:** US Citizen & Immigration Services

**ICE:** Immigration & Customs Enforcement

**Passport:** A document issued to a citizen about to travel abroad requesting protection for him/her in foreign countries

**I-20:** The form issued by the DSO of a college which registers a student in SEVIS

**I-901:** The SEVIS fee required prior to meeting with a consulate to request a visa-\$100

**Visa:** An entrance only document required to enter the US

F1 Visa: Student Visa

F2 Visa: Dependant of a F1 Visa holder

**I-94:** Arrival/Departure Record (card)

**POE:** Port of Entry

**D/S:** Duration of Status

**Consular:**

\*Required by ICE

\*\*Institutional Requirement