International Student Orientation Manual
International Student Programs

International Student Orientation Manual

© International Student Programs
395 Cobb Ave NW
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Kennesaw, GA 30144-5591
Phone 470.578.4392 • Fax 470.578.9164
http://studentengagement.kennesaw.edu/msa/isp/
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CHAPTER 1

Student Engagement

Student Engagement in KSU is specifically designed to help students achieve their highest potential. The department houses many other departments that cater to specific needs for a variety of students. International Student Programs is part of Student Engagement

Website: http://studentengagement.kennesaw.edu/

Location: The main office is located in Suite 267 of the Carmichael Student Center.

Phone: (470) 578-6443, FAX: (470) 578-9164, TDD: (470) 578-6480

Hours: Fall & Spring Semesters 8:00 am to 5:00 pm Monday-Friday

Summer 8:00 am to 5:00 pm (Other hours by appointment)

Services: Student Engagement assists specific student populations in their adjustment to and enjoyment of university life through a variety of programs and services. The department also coordinates student volunteers with community service opportunities.

The Department of Student Engagement supports the co-curricular student learning experience through a diverse array of offices, centers, programs, and student organizations. Adult and Commuter Student Affairs provides programs, services, and facilities, including the Center for Adult and Commuter Excellence, that support both the curricular and co-curricular experiences for commuter and adult students with the goal to enhance their academic success and support their retention and personal development. Multicultural Student Affairs (MSA) serves as home to a vibrant array of functional areas (e.g., GLBTIQ Student Programs, International Student Programs, and Race, Culture and Ethnicity Student Programs) that support and advocate for traditionally underrepresented student populations at Kennesaw State University. MSA supports three diversity and inclusion student centers: Cultural Awareness Resource Center (CARC), GLBTIQ Student Center, and the Global Village. In addition, the Department of Student Engagement supports volunteer and service learning opportunities for students to engage in community service both on and off KSU’s campus through Volunteerism and Service Learning.

Adult Learner and Commuter Services

Location: The Lifelong Learning Center Rm. 261, Carmichael Student Center

Phone: (470) 578-6701

Hours: 8AM to 7PM Monday – Thursday; 8AM to 4PM Fridays

Website: http://studentengagement.kennesaw.edu/acsa/

The Adult and Commuter Student Affairs Center serves as a resource center for adult learners, nontraditional, and commuter students. The Center seeks to enhance the university experience by providing programs and services specifically designed for students returning to college or starting college later in life. The Center began operation January 1987 and continues to provide quality and innovative services to students. Facility services includes help desk, ITS Computer Lab, kitchenette and lounge area, free coffee and tea, free local phone and fax, wireless internet access, HDTV with cable, and study and networking area. The Center is open to all KSU students, faculty, and staff and serves as a meeting place for students of all ages, ethnicities, backgrounds, and lifestyles.

Online Academic Tutoring Services (OATS)

Need a supplement to your current in-person tutoring at KSU? Would you like to work with a tutor at 1:00 am or Sunday at 3:00 pm? Check out Smarthinking! Register today for free online tutoring access 24 hours per day 7 days per week.
Register for Online Tutoring (First Time Users)

To register for Online Academic Tutoring Services, please go to Owl Life and search for Online Academic Tutoring Services.

Online Academic Tutoring Services Log in

The Online Academic Tutoring Services is located on D2L Brightspace once you are enrolled in the course. Use your KSU net id and password.

Volunteerism and Service Learning

_Come into an atmosphere of being helped, liked, and treated with respect._

**Location:** Carmichael Student Center, Student Development Center, Rm. 267

**Hours:** 9:00am - 5:00pm, Monday—Thursday, Friday, 9:00am - 4:00pm

**Phone:** (470) 578-6700 | Fax: (470) 578-9164

**Website:** [http://studentengagement.kennesaw.edu/volunteerism/index.php](http://studentengagement.kennesaw.edu/volunteerism/index.php)

**Services:** VSL is a campus-based community service center matching volunteers' interests with community needs. Students, faculty, and staff who wish to volunteer are "plugged in" to help meet needs through VKSU's co-ordination with more than 300 organizations in the community. KSU students are encouraged to learn and serve through individual volunteer placements and group service projects.

**How You Can Volunteer:**

Volunteer Kennesaw State University has a variety of volunteer opportunities for students, faculty, and staff. Some of the volunteer services you might provide include:

- Prepare food baskets for Thanksgiving and Christmas
- Give a blood donation to help save lives
- Volunteer for campus events

**Volunteer Registration Process:**

Sign up for volunteer activities at vksu.kennesaw.edu

Multicultural Student Programs

**Location:** Kennesaw Campus: Located in the new addition to the Carmichael Student Center, Room 263. Marietta Campus: 230, Student Center (Student Affairs Suite)

**Cultural Awareness & Resource Center Hours:** 8:30am - 9:00pm Monday - Thursday, 9:00am - 5:00pm Friday, and by appointment.

**Phone:** (470) 578-6512

**Website:** [http://studentengagement.kennesaw.edu/msa/](http://studentengagement.kennesaw.edu/msa/)

**Services:**

Multicultural Student Programs facilitates academic success for multicultural students by offering the following services and resources:
- Cultural Awareness & Resource Center
- KSU African American Male Initiative (KSUAAMI)
- Sources of Scholarship (S.O.S.)
- KSU P.E.O.P.L.E Mentoring Program
- Making the Grade Workshop Series
- Multicultural Student Welcome Seminar
- KSU Black History Celebration
- African American Student Alliance

GLBTIQ Student Programs

KSU's Gay, Lesbian, Bisexual, Transgender, Intersex, Queer and Questioning (GLBTIQ) Student Programs Office and GLBTIQ Resource Center.

**Hours**: Monday – Thursday: 8:30AM to 5:00PM
Fridays 10:00AM – 4:00PM

**Phone**: (470) 578-7926

**Website**: http://studentengagement.kennesaw.edu/msa/glbtiq/

Our mission is to provide a safe, supportive, and inclusive space where students of all gender identities, gender expressions, and sexual orientations can come to receive support, resources, and referrals in order to aid in the realization of their fullest potential as students, individuals, leaders, community members, and advocates.

**Location**: Kennesaw Campus: Located in the new addition to the Carmichael Student Center, Room 164. Marietta Campus: 230, Student Center (Student Affairs Suite)
ISP serves as an advocate and resource for international students. The ISP provides counseling and advising pertaining to cross cultural adjustment, academic concerns and referrals regarding financial matters and course scheduling. The staff develops and implements educational, social and cultural programs, activities, and workshops for international students.

Additional programs for international socialization are also developed in collaboration with the International Student Association, Bridges International, International Peer Leader Program, and Friends of Internationals Community Group. The ISP believes that offering programs and services that go beyond academic endeavors positively impacts student retention.

Featured Services:

- Dance Festival
- Computer Lab
- Tax Workshops
- Immigration Law 101
- Optional Practical Training
- Curricular Practical Training, Internships and Co-op Education
- Library Workshops
- Discussions
- Interview Skills
- Counseling
- Department Support Groups
- Tutoring in various courses including Math and English
- Global Learning Resource Library – DVDs, Magazines, Books, Test Prep
- Social Programs
- Cultural Programs
- International Bazaar
- Mr. and Miss KSU International
- Cruise the World
- KSU 1101 for International and Domestic Student

CONTACT US:

Catherine Odera  
Assistant Director for International Student Programs  
codera1@kennesaw.edu  
(470)-578-3313

Aleksandra Ninova-Parris  
Program Coordinator for Global Village  
aninova@kennesaw.edu  
(470) 578-2203
The Global Village

The Global Village is a gathering place for internationally-centered activities, resources, discussions, and exhibits. The Global Village is a space safe to meet other international students and learn about diverse cultures around the world. The Global Village has a study area with a computer lab, a resource lab with books and movies, kitchenette, a T.V., and artifacts from all around the world.

Come to the Global Village to study for an exam, get tutoring, relax between classes, and have fun conversations with other international and American students.

Locations and Times

Room 255 Student Center, Kennesaw Campus
Monday – Thursday 8:00 AM – 7:00 PM  
Friday: 9:00 AM – 5:00 PM

Room 230 Student Center, Marietta Campus

Hours will vary each semester Monday - Friday between 9:00 AM – 5:00 PM

International Student Orientation:

International students under F-1 visa status are required to attend an International Student Orientation. This orientation is mandatory for all NEW international students and contains vital information that will help international students transition to living in the United States and also introduce students to services and programs that will help you succeed in your academic journey at Kennesaw State University. You will also meet other international and American KSU students and peer leaders. You will also get a chance to meet and interact with members of the International Student Association and other student leaders of organizations at KSU.

International Student Workshops

- Each international student must complete four workshops within their first semester at Kennesaw State University. NO EXCEPTIONS!!
- Failure to complete the required number of workshops will result in a hold remaining on your account so that you cannot register for classes.

WORKSHOP PROCEDURES:

1. Each semester, International Student Retention Services puts on a series of workshops for the international students. This list is titled “MANDATORY INTERNATIONAL STUDENT WORKSHOPS.” This list is emailed out at the beginning of the semester. Copies can also be found in the Global Village, room 255 in the Student Center. Please keep a check on this list as some workshops may be rescheduled, cancelled, or new workshops may be added.
2. Attend four of the workshops on this list. A reminder before each workshop is emailed out, so please check your Kennesaw student email frequently. Any changes to the workshop schedule are also notified by email.
3. Be sure to sign in at the beginning of the workshop and sign out at the end. Otherwise, you will not receive credit for attendance of the workshop.
4. Your hold will be removed after you have attended and received credit for four workshops. It can take up to 48 hours for a hold to be removed.
5. After you have completed the workshops, you will receive a certificate of completion and an email stating that you have completed four and your certificate is ready for pickup.
6. Certificates can be picked up in the Global Village, room 255 in the Student Center.
WORKSHOP MAKEUP:
1. In the case of a class conflict, you can makeup workshops.
2. Each semester a list titled “Other Workshops for International Students” is sent out. These are other workshops that you can attend that take place on campus.
3. If you attend one of the workshops on the “Other Workshops for International Students” list, you have to turn in two things to receive credit:
   a. Proof of attendance
   b. Workshop Makeup Form (be sure to fill out BOTH sides)
4. Three types of proof of attendance are accepted:
   a. An email from the presenter to Aleksandra Ninova-Parris (aninova@kennesaw.edu)
   b. A signature on Workshop Makeup Form (either verified electronic or hard copy in ink)
   c. A form signed by the presenter (these are given out at the Writing Center)
5. For the proof of attendance forms, turn in proof of attendance to Aleksandra Ninova-Parris, bring it to the Global Village, room 255 in the Student Center, or email it to aninova@kennesaw.edu.
6. You can get the workshop makeup form by emailing Brandy to ask for a copy (aninova@kennesaw.edu), or stopping by the Global Village, room 255 in the Student Center to receive a hard copy.

INTERNATIONAL ATHLETES:
1. For international athletes, you still must complete the four workshops.
2. The athletics department puts on several workshops throughout the semester. These will count toward your mandatory workshops.
3. Your hold will be removed once your advisor sends an email stating that you have attended four workshops.

International Student Association
The International Student Association’s (ISA) mission is to encourage intercultural, social, and athletic exchange among students of all nationalities, & to help create a sense of belonging to the campus community through a series of activities & programs of an international nature. ISA also plays a role in introducing American and international students at Kennesaw State University, provide leadership opportunities for international students, and organize events that highlight students’ culture and diversity.

ISA also presents programs such as educational forums, international bazaar, international fashion show, and other fun and educational events. The end of the year trip provides an opportunity for international students to explore different regions and cultures of the United States.

Contact ISA: (470) 578-4385 or visit: http://kennesawisa.wix.com/kennesawisa

Facebook: International Students Association (KSU Chapter)

International Peer Leader Program
ISP/ISA offers a great leadership opportunity called International Peer Leaders Program (IPLP), in which selected KSU students are trained to help and advise new international students. These Peer Leaders help to lead activities during International Students Orientation, facilitate ice breakers, and make personal connections that enable them to guide new students to paths of success. Peer Leaders take an intensive training over the course of two days, to learn how to help the new students, and how to help with International Students Orientation.

Peer Leaders need to have a GPA of at least 3.0, and have a knack for leadership to be accepted and trained in this program. Stop by the Global Village to learn more!
CHAPTER 3

Division of Global Affairs

The DGA collaborates locally and globally to promote international and intercultural learning. Major components of the DGA are the International Student and Scholar Services Office, comprising F1/J1 Admissions, SEVIS and day to day services of international students; the Center for African and African Diaspora Studies; Education Abroad, and the Confucius Institute.

SEVIS Office

F1 Visa Contacts:
- **Julie Sharpe**: Deputy Director; jsharp23@kennesaw.edu, (678) 915-5293
- **Kenny Randolph**: SEVIS Administrator; krandol5@kennesaw.edu, (470) 578-3039
- **Mark Forehand**: Director; mforeha1@kennesaw.edu, (470) 578-7816
- **SEVIS Questions**: sevis@kennesaw.edu

Location: Town Point, First Floor on Kennesaw Campus and Building B on Marietta Campus

Services: The SEVIS Office promotes international compliance and cross-cultural understanding; both on the KSU Campus, Marietta Campus and in the communities we serve. Kennesaw State University believes such international understanding is vital to student and community success in an increasingly global marketplace. The office advises international students on: immigration (I-20), internship requirements, Curricular Practical Training (CPT), and Optional Practical Training (OPT).

J1 Visa Contacts:
- **Michele Miller**: Coordinator of J1 Programs, mmiller@kennesaw.edu, (470) 578-2175
- **Linda Sun**: J1 Administrator, AD Articulated Programs, lsun6@kennesaw.edu, (678) 915-3260

Services: The J1 office issues all J1 and J2 visa documents on behalf of Kennesaw State University; meets with incoming J1/J2 holders for initial orientation; provides concierge services for initial intake; updates J1/J2 status throughout the student’s program; and, completes end of program out processing.

International Student and Scholar Services Admissions

Phone: (470) 578-6336, or see below

Location: Town Point, First Floor

Website: http://www.dga.kennesaw.edu/ISSSO

Contacts:
- **Mark Alan Forehand**, Director of International Student and Scholar Services, mforeha1@kennesaw.edu, (470) 578-7816.
- **Francelene Virgile**, F1 Admissions Advisor, fvgirile@kennesaw.edu, (470) 578-3165
- **Sairagul Matikeeva**, F1 Admissions Advisor, smatikkee@kennesaw.edu, (470) 578-7582
- **Will Mirandy**, International Student Advisor, Fee Waiver, Insurance wmirandy@kennesaw.edu, (470) 578-3002.
- **Isabel Milian**, International Student Advisor, imilian@kennesaw.edu, (470) 578—3002
ISSSO Concierge Services

International Student and Scholar Services, in conjunction with the International Student Retention Services office are pleased to provide additional services for our incoming international students.

- Social Security office services;
- Georgia Drivers’ License services;
- Help with housing both on campus and off campus
- Working with students to find and provide additional learning support

Contact: Lissa Small, lsmall@kennesaw.edu, (470) 578-2214

In-State Tuition Waiver Process

Each year, the Kennesaw State University Office of Undergraduate Admissions invites out-of-state students with exceptional GPAs and standardized scores to apply for an “Out-of-State Tuition Waiver.”

Recipients who receive a waiver end up qualifying for in-state tuition (a significant cost savings!) but are responsible for all applicable fees. There are a limited number of waivers available, therefore qualified applicants will be awarded in the order their application is received.

Applicants selected for the initial or renewed Outstanding Applicant Out-of-State Tuition Waiver must sign “Intent to Enroll Form” for the fall 2015 semester before the waiver is applied to your student account.

Recipients of the Outstanding Applicant Out-of-State Tuition Waiver must maintain satisfactory academic performance which will be reviewed each semester. The waiver is valid up to eight semesters and may be renewed each semester for students who have maintained a 3.25 (undergraduates) and 3.5 (graduates) grade point average and have earned 12 semester hours each academic term.

To qualify for waiver consideration, the applicant must be accepted and meet the following minimum criteria

The four qualifications required for participation are:

- Applicant must be a First-time freshman
- Applicant must have a SAT Combined Critical Reading and Mathematics score of 1200 OR ACT Composite of 26
- Applicant must have a High School GPA of 3.5 as determined by KSU
- Applicant must be on track to complete Required High School Curriculum
- Home Educated applicants will be considered based on meeting the SAT/ACT standard only
- Waivers are awarded based on academic qualifications (meeting the minimums listed above), and the date received.
CHAPTER 4

**On-Campus Resources**

*Kennesaw State University has a multitude of resources to help you succeed! Contact these departments if you need help in their areas of expertise.*

**Career Services:**
(470) 578-6555
[https://careerctr.kennesaw.edu/](https://careerctr.kennesaw.edu/)
Career Services helps students with resumes, cover letters, practice interviews, and online career portfolio. They also organize Career Fairs.

**SSS-Student Success Services:**
(470) 578-6310
[http://www.kennesaw.edu/studentsuccess](http://www.kennesaw.edu/studentsuccess)
This office offers confidential counseling and advising programs to help students achieve their potential and overcome any obstacles that are preventing them from succeeding. The office also offers academic advising for first year and undeclared majors.

**Health Clinic:**
(470) 578-6644
[www.kennesaw.edu/col_hhs/hc/](http://www.kennesaw.edu/col_hhs/hc/)
The Health Clinic is where students can go to receive medical care. Most services are paid for with student fees. If you have any health concerns, contact this office.

**Health Insurance:**
[https://studentcenter.uhcscr.com/Kennesaw](https://studentcenter.uhcscr.com/Kennesaw)
Visit a doctor or nurse practitioner in case of illness or immunization. The Health Clinic also offers laboratory testing, cold self-care program, diagnosis for sexually transmitted diseases, and screening for reproductive health for women.

**Student Conduct and Academic Integrity (SCAI):**
(470) 578-3403
[www.kennesaw.edu/scai](http://www.kennesaw.edu/scai)
SCAI administers and supervises the procedures surrounding alleged infractions of the KSU Student Code of Conduct and other University policies. This includes incidents of plagiarism, cheating, student parking citation appeals, and other areas of student conduct.

**Student Life:**
(470) 578-6280
[http://www.kennesaw.edu/student_life/](http://www.kennesaw.edu/student_life/)
Student Life is responsible for all registered student organizations (over 200!), student media, intramural sports and recreation services, and Greek life.
Student involvement on campus is important for students and helps them to get involved in student organizations that offer leadership opportunities, experience with event planning and implementation, and also offers opportunities to work in teams with diverse groups of students.
The Writing Center
(470) 578-6380
http://kennesaw.edu/writingcenter/
Whether you're a business major working on a proposal, a graduate student in education writing your dissertation, or an art student taking freshman composition, your writing will be judged by instructors now and by potential employers later.

Housing:
770 426-0668
www.kennesaw.edu/housing/
There are over 3000 residential students living in several on-campus communities: University Village, University Village Suites, University Place, University Place II and KSU Place.

The English as a Second Language (ESL) Center
The ESL Center (University College) offers KSU international students and faculty a variety of services and programs. These include the following:

- Tutoring in writing, reading, pronunciation, and public speaking
- General education academic advisement and registration assistance
- English skills workshops
- The Conversation Partners Program
- ESL 1105 – Grammar Seminar for International Students & ESL 1106: Oral Communication for International Students (3-credit undergraduate courses)
- Computers, a small library of reading and writing texts, and a comfortable space to study or relax between classes

The ESL Center has two locations:

Kennesaw Campus – Sturgis Library Room 442 Email: dschmidt@kennesaw.edu
Marietta Campus – Norton Hall Room 164 Email: taylor@kennesaw.edu

Hours: Monday through Friday, 8:30am to 5pm
Contact: David Schmidt, ESL Center Director, dschmidt@kennesaw.edu, (470) 578-6377
Website: http://uc.kennesaw.edu/academicinitiatives/esl.php

The Conversation Partners Program
The Conversation Partners Program matches native English-speaking volunteers with international students in an effort to improve the English conversation skills of the international students, and to foster greater cultural exchanges and understanding among all participants. You are only required to meet with your partner a minimum of five times during the semester, at places and times of your choosing. You can go for a walk, meet for lunch, talk over a cup of coffee, visit a gallery or take in a show, or enjoy any number of other fun and interesting activities. The CPP is open to students on both the Kennesaw campus and Marietta campus.

For more information, please contact ESL Center Director David Schmidt at dschmidt@kennesaw.edu or 470-578-6377 or Katherine Taylor at taylor@kennesaw.edu or 470-578-4915.
CHAPTER 5

Academic Excellence

In this competitive job market, what will distinguish you from other job applicants? If you go to graduate school, what will make your application stand out among the thousands of other applications? During your first year at KSU, begin planning your path to academic excellence. Start small - read for your classes, do well in quizzes, and ask questions in class. Then aspire for bigger things - work hard to make top grades and make connections with professors who can mentor you. Here are some things that you can be involved with in your path to academic excellence:

The Undergraduate Honors Program
www.kennesaw.edu/honors/

The Honors Program at KSU provides a unique opportunity for exceptional students to customize their college experience. Through colloquia, seminars and directed studies, honor students can tailor their experience to meet their needs and interest. Instead of being restricted to the guidelines of a course catalog, students are encouraged to think outside the box and stretch themselves in academic directions that appeal to them.

Undergraduate Research—Center for Excellence in Teaching and Learning
http://cetl.kennesaw.edu/undergraduate-research-and-creative-activity

Undergraduate research enables individual students or small groups of students to explore an issue of interest to them, and communicate the results to others. Present your work at national or international conferences and publish your work in peer-reviewed journal. Explore options for funding with the university.

Phi Beta Delta
http://www.phibetadelta.org/

Phi Beta Delta is an honors organization that recognizes the scholarly achievement of international students and scholars. It promotes networking among students, faculty, and staff engaged in international endeavors. Contact the Aleksandra Ninova-Parris for more information on how to get involved with this program (aninova@kennesaw.edu).

Graduate Student Association,
http://www.kennesaw.edu/graduate/organizations.html

Office Location: Bldg 5, Room 338 | 1000 Chastain Rd | Kennesaw, GA | 30144

The Graduate Student Association allows graduate students to build an integrated support system to assist them in their academic pursuits as they balance the requirements of work, school, life and family.
## CHAPTER 6

### Where is...? I need...

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<th>OFFICE</th>
<th>SERVICES</th>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
<td>Student admissions, Transfer, Undergraduate, &amp; Graduate</td>
<td>3319 Town Point Dr., Suite #1000</td>
<td>(470) 578-6300 (Undergraduate Admissions)</td>
</tr>
<tr>
<td><a href="http://www.kennesaw.edu/admissions">http://www.kennesaw.edu/admissions</a></td>
<td></td>
<td>Kennesaw, GA 30144-5591</td>
<td>(470) 578-4377 (Graduate Admissions)</td>
</tr>
<tr>
<td><strong>Alumni Affairs</strong></td>
<td>Active Alumni Benefits</td>
<td>Campus Loop Road House #56</td>
<td>(470) 578-6333</td>
</tr>
<tr>
<td><a href="http://community.kennesaw.edu/">http://community.kennesaw.edu/</a></td>
<td>Alumni Parking</td>
<td></td>
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</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Buy or sell used and new textbooks</td>
<td>Student Center, 1st Floor</td>
<td>(470) 578-6261</td>
</tr>
<tr>
<td><a href="http://bookstore.kennesaw.edu/home.aspx">http://bookstore.kennesaw.edu/home.aspx</a></td>
<td>KSU Textbooks, gear and supplies</td>
<td>(Both Campuses)</td>
<td></td>
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<tr>
<td><strong>Bursar</strong></td>
<td>Student tuition and fees Disbursement of student refunds</td>
<td>Student Center, 2nd Floor</td>
<td>(470) 578-6419</td>
</tr>
<tr>
<td><a href="http://www.kennesaw.edu/finance/bursar/aboutus.html">http://www.kennesaw.edu/finance/bursar/aboutus.html</a></td>
<td></td>
<td>(Undergraduate Admissions)</td>
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<tr>
<td><strong>Career Services</strong></td>
<td>Resume Assistance</td>
<td>Kennesaw Hall, Room 2617</td>
<td>(470) 578-6555</td>
</tr>
<tr>
<td><a href="https://careerctr.kennesaw.edu">https://careerctr.kennesaw.edu</a></td>
<td>Cooperative Education/Internships</td>
<td>Marietta Campus: Student Center Suite 170</td>
<td>(470) 578-6666 (Emergency)</td>
</tr>
<tr>
<td><strong>Campus Police</strong></td>
<td>Detection and Investigation of Criminal Activity</td>
<td>Department of Strategic Security &amp; Safety Office Annex, Bldg. 14</td>
<td>(470) 578-6206 (Non-Emergency)</td>
</tr>
<tr>
<td><a href="http://www.kennesaw.edu/police/">www.kennesaw.edu/police/</a></td>
<td>Traffic and Parking Control</td>
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<tr>
<td><strong>Compliance Issues- SEVIS Office</strong></td>
<td>OPT</td>
<td>Kennesaw Campus: Town Point</td>
<td>(678) 915-6336</td>
</tr>
<tr>
<td><a href="http://dga.kennesaw.edu/iss/">http://dga.kennesaw.edu/iss/</a></td>
<td>CPT</td>
<td>Study Abroad Suite #1700</td>
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<tr>
<td><strong>Student Success Services (SSS)</strong></td>
<td>Visa Issues (F-1, J-1)</td>
<td></td>
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<tr>
<td><a href="http://www.kennesaw.edu/studentsuccess/">http://www.kennesaw.edu/studentsuccess/</a></td>
<td>Counseling</td>
<td>Kennesaw Hall, Room 2401</td>
<td>(470) 578-6600</td>
</tr>
<tr>
<td><strong>English As A Second Language (ESL) Center</strong></td>
<td>Change of Status</td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>Academic Advising</td>
<td>Marietta Campus: Norton Hall Room 164</td>
<td>(470) 578-6377</td>
</tr>
<tr>
<td><a href="http://financialaid.kennesaw.edu/">financialaid.kennesaw.edu</a></td>
<td>Conversation Partners Program</td>
<td></td>
<td>Marietta</td>
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<tr>
<td><strong>Foreign Language Lab</strong></td>
<td>ESL Courses</td>
<td></td>
<td>(470) 578-4915</td>
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<tr>
<td><a href="http://www.kennesaw.edu/foreignnl">http://www.kennesaw.edu/foreignnl</a></td>
<td>Financial aid program assistance</td>
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<td><strong>Language tutoring</strong></td>
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<tr>
<td><a href="http://www.kennesaw.edu/freelance">http://www.kennesaw.edu/freelance</a></td>
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<tr>
<td><strong>Language/flrc.html</strong></td>
<td><strong>Game Room</strong></td>
<td>Pool, video games, etc.</td>
<td>Student Center</td>
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<tr>
<td><strong>Global Village</strong></td>
<td><strong>Computer laboratory</strong></td>
<td>Study areas</td>
<td>Student Center</td>
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<td></td>
<td><strong>Tutoring</strong></td>
<td>Resource Library</td>
<td>Marietta Campus: Student Center Room 255</td>
</tr>
<tr>
<td><strong>Health Clinic</strong></td>
<td><strong>Cost effective, high quality, and accessible healthcare services</strong></td>
<td>Campus Loop Road House #52 and University Village Residence Halls</td>
<td>(470) 578-6644</td>
</tr>
<tr>
<td>Two locations</td>
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<td>(470) 578-6644</td>
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<tr>
<td><a href="http://www.kennesaw.edu/col_hhs/hc">http://www.kennesaw.edu/col_hhs/hc</a></td>
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<tr>
<td><strong>Human Resources</strong></td>
<td><strong>Job opportunities</strong></td>
<td></td>
<td>Campus Services Bldg. #35</td>
</tr>
<tr>
<td><a href="https://web.kennesaw.edu/hr">https://web.kennesaw.edu/hr</a></td>
<td></td>
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<td>(470) 578-6030</td>
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<tr>
<td><strong>Information Booth</strong></td>
<td><strong>General campus information</strong></td>
<td>Kennesaw Campus Student Center, 1st Floor</td>
<td>Town Point First Floor Suite #1700</td>
</tr>
<tr>
<td><strong>International Student and Scholar Services Office (ISSSO)</strong></td>
<td><strong>International admissions, Tuition waivers, I-20 and DS2019 signed for traveling OPT, Academic Training</strong></td>
<td>Kennesaw Campus: Student Center Room 255 Marietta Campus: Student Center Room 230</td>
<td>(470) 578-4392</td>
</tr>
<tr>
<td><a href="http://dga.kennesaw.edu/issso/">http://dga.kennesaw.edu/issso/</a></td>
<td><strong>International Programming, Global Village computer lab, international student referral resource, tutoring</strong></td>
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<tr>
<td><strong>International Student Programs</strong></td>
<td><strong>Computer lab</strong></td>
<td>Study areas</td>
<td>Student Center Room 261 Marietta Campus: Student Center Room 230</td>
</tr>
<tr>
<td><a href="http://studentengagement.kennesaw.edu/msa/isp/">http://studentengagement.kennesaw.edu/msa/isp/</a></td>
<td><strong>Math Lab</strong></td>
<td>Math Tutors</td>
<td></td>
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<tr>
<td><strong>Lifelong Learning Center</strong></td>
<td><strong>Math resources</strong></td>
<td>Library Room 433</td>
<td>Kennesaw Hall Bldg 1, Room 1501</td>
</tr>
<tr>
<td><strong>Registrar</strong></td>
<td><strong>Grades</strong></td>
<td></td>
<td>University Village Bldg. 5000</td>
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<tr>
<td><a href="https://web.kennesaw.edu/registrar/">https://web.kennesaw.edu/registrar/</a></td>
<td><strong>Graduation</strong></td>
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<td>Office 5100</td>
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<td><strong>Transfer evaluation</strong></td>
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<td><strong>Withdrawal</strong></td>
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<td><strong>Student Conduct and Academic Integrity</strong></td>
<td><strong>Student parking citation appeal</strong></td>
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<tr>
<td><a href="http://www.kennesaw.edu/scai/code_of_conduct.shtml">http://www.kennesaw.edu/scai/code_of_conduct.shtml</a></td>
<td><strong>Student code of conduct</strong></td>
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<td></td>
<td><strong>Plagiarism penalties</strong></td>
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<tr>
<td><strong>Student Engagement Center</strong></td>
<td>Adult and Commuter Services</td>
<td>Student Center Room 267</td>
<td>(470) 578-6443</td>
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<tr>
<td><a href="http://www.kennesaw.edu/stu_dev/">http://www.kennesaw.edu/stu_dev/</a></td>
<td>Multicultural Student Affairs</td>
<td>Marietta Campus: Student Center Room 230</td>
<td></td>
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<td></td>
<td>Volunteerism and Service Learning</td>
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<thead>
<tr>
<th><strong>Student Recreation &amp; Wellness Center</strong></th>
<th>Gym</th>
<th>Kennesaw Campus Student Recreation Center</th>
<th>(470) 578-3207</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.kennesaw.edu/student_life/intramurals/index.shtml">http://www.kennesaw.edu/student_life/intramurals/index.shtml</a></td>
<td>Wellness programs</td>
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<tr>
<td><a href="http://www.kennesaw.edu/sportsrec">http://www.kennesaw.edu/sportsrec</a></td>
<td>Fitness testing</td>
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<td>Intramural sports</td>
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<tr>
<th><strong>Study Abroad/Education Abroad Office</strong></th>
<th>Study Abroad Programs</th>
<th>Town Point First Floor Suite #1700</th>
<th>(470) 578-6366</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://foreignlanguages.hss.kennesaw.edu/resources/study-abroad/">http://foreignlanguages.hss.kennesaw.edu/resources/study-abroad/</a></td>
<td>Financial Aid and Scholarships for Study Abroad</td>
<td></td>
<td>(470) 578-6336</td>
</tr>
<tr>
<td><a href="http://www.kennesaw.edu/studyabroad/financial.html">http://www.kennesaw.edu/studyabroad/financial.html</a></td>
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<tr>
<th><strong>TRAC Center</strong></th>
<th>Teacher resources</th>
<th>Kennesaw Campus Kennesaw Hall Room 2005</th>
<th>(470) 578-6420</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Teacher Resources Activities Center)</td>
<td>Wireless Network Connection</td>
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<tr>
<td><a href="http://www.kennesaw.edu/education/trac">http://www.kennesaw.edu/education/trac</a></td>
<td>Scanner</td>
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<td>Print/Copy Station</td>
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<td>Library Services</td>
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<td>Production Work Room</td>
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<td>1/2 Price Scholastic Book Fairs</td>
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<tr>
<th><strong>University Relations</strong></th>
<th>External Affairs</th>
<th>3391 Town Point Drive 2nd floor, Suite 2500</th>
<th>(470) 578-6203</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.kennesaw.edu/ur/">http://www.kennesaw.edu/ur/</a></td>
<td>Media services</td>
<td></td>
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<td>Designs for print products</td>
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<td>Advertising</td>
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<td>Marketing</td>
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<tr>
<th><strong>VKSU (Volunteer KSU)</strong></th>
<th>Volunteer opportunities</th>
<th>Kennesaw Campus Student Center Room 264</th>
<th>(470) 578-6700</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://vksu.kennesaw.edu/">http://vksu.kennesaw.edu/</a></td>
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</tbody>
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<tr>
<th><strong>Writing Center</strong></th>
<th>Regent’s Test preparation</th>
<th>Kennesaw Campus English Building Room 242</th>
<th>(470) 578-6380</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://ksuwritingcenter.com/">http://ksuwritingcenter.com/</a></td>
<td>Computer Lab</td>
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<tr>
<td><a href="http://www.kennesaw.edu/writingcenter">www.kennesaw.edu/writingcenter</a></td>
<td>Writing tutorial</td>
<td></td>
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<tr>
<td><strong>University Ombud's Office</strong>&lt;br&gt;<a href="http://www.kennesaw.edu/ombuds">http://www.kennesaw.edu/ombuds</a></td>
<td>Conflict resolution&lt;br&gt;Employment Problems&lt;br&gt;Fear of retaliation&lt;br&gt;Multicultural misunderstandings</td>
<td>Dean of Students&lt;br&gt;Dr. Michael Sansivero</td>
<td><a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></td>
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<tr>
<td><strong>Card Services</strong>&lt;br&gt;<a href="https://financialservices.kennesaw.edu/cardservices">https://financialservices.kennesaw.edu/cardservices</a></td>
<td>Issuing KSU ID cards&lt;br&gt;Issuing Parking Permits&lt;br&gt;Issuing Visitor Parking Lot Vouchers&lt;br&gt;Issuing Alumni Parking Permits&lt;br&gt;Issuing keys and card keys&lt;br&gt;Managing the KSU Debit card program&lt;br&gt;Managing Marketplace Assisting students in finding the right campus resource(s)</td>
<td>Kennesaw Campus&lt;br&gt;Student Center #207</td>
<td>(470) 578-3436</td>
</tr>
<tr>
<td><strong>Residence Life</strong>&lt;br&gt;<a href="http://www.kennesaw.edu/residencelife/">http://www.kennesaw.edu/residencelife/</a></td>
<td>The Residence Life program at KSU strives to provide students with a safe, healthy and attractive living environment which supports the educational mission of the University</td>
<td>3805 Canton Place, Suite 3051&lt;br&gt;Kennesaw, GA 30144</td>
<td>(470) 578-4388</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000 Chastain Rd. #3800 Kennesaw, GA 30144 (mailing address)</td>
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<tr>
<td><strong>Student Success Services</strong>&lt;br&gt;Orientation Department&lt;br&gt;<a href="http://www.kennesaw.edu/studentsuccess/orientation/index.html">http://www.kennesaw.edu/studentsuccess/orientation/index.html</a></td>
<td>Orientation for 1st Year and Transfer Student</td>
<td>Student Center, Bldg. #5 Suite 156</td>
<td>(470) 578-6219</td>
</tr>
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<td></td>
<td></td>
<td>Office Hours: Mon-Fri 8am-5pm</td>
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Friends of Internationals (FOI)
FOI is a partnership of community churches in Northwest Atlanta, Georgia. Their purpose is to engage international students and scholars in activities with Americans that will establish cross-cultural friendships and encourage the open exchange of ideas. Transportation is provided.

Contact: Steve Ringsmuth -- steveringsmuth@gmail.com
Facebook: Friends of Internationals

Atlanta Ministry with International Students, Inc. (AMIS)
AMIS sponsors a number of programs that encourage friendship links between international students and Atlanta families and individuals.

www.amis-inc.org

Textbooks
You can buy your textbooks in several ways:

- At the KSU Bookstore (in person or online)  
  http://bookstore.kennesaw.edu/home.aspx
- www.amazon.com (cheap, used books)
- http://www.half.ebay.com (cheap, used books)
- http://www.chegg.com (rent books)
- Other book rental and sale organizations
- Marketplace on Facebook

Class Booklists
The booklist for classes can be obtained in different ways. Professors upload their syllabus and textbook lists to Desire2Learn (http://d2l.kennesaw.edu). You can also print your book list at the Bookstore. Also, you can log into Owl Express, then go to Registration and Student Records, and click on KSU Bookstore.

Georgia Driver's License
Updated information about Georgia driving laws and procedures is available at the Georgia Department of Driver Services, where you can find detailed information about applying for a license, as well as the Driver's License Manual.

Georgia Department of Driver Services: http://www.dds.ga.gov/

Who needs a Georgia Driver's License?
You must have a valid, (not expired) driver's license to drive in the United States. Non-residents of the state of Georgia are generally not required to obtain a Georgia driver's license to drive in the state if they have a valid driver's license issued by another country for up to one year. If the license is in a language other than English, a valid international driving permit must also be carried at all times. However, it is recommended that international students obtain a Georgia Driver's License if you will be driving in Georgia extensively during your stay at KSU, especially if you plan on buying a
car. Insurance premiums will be higher without a Georgia Driver's License, and generally vehicle registration requires a valid Georgia Driver's License. Law enforcement officers will also be more familiar with a U.S. license.

Applying for a Georgia Driver's License
You can apply for a Georgia Driver's License at any of the Georgia Department of Driver Services locations throughout the state. In Cobb County there is a Driver's License Office located at:

2800 Canton Rd
Piedmont Village Shopping Center
Marietta GA. 30066, 770-528-5400

Also, there is another Driver's License Office located at:

1605 County Services Pkwy
Marietta GA. 30008
770-528-3250

Georgia Driver's License
Applicants must first pass a road signs and road rules test. (NOTE: You can take a practice test online at the GA DDS website.) After successfully passing the rules test, you must make an appointment for a driving test.

You will need to bring the following documents:

- **A Social Security Number** (NOTE: If you are not eligible for a SS#, you need to go to the local Social Security Office to obtain a Form SSA-L676 "SSN CARD DENIAL NOTICE")
- **Proof of identification** (valid passport is acceptable)
- **Proof of legal status in the United States** (original passport, I-94 card and I-20 card or DS-2019)
- **Proof of residence in Georgia** by one of the following:
  - Utility bill with valid Georgia residence address issued within the past 60 days
  - Bank statement with valid Georgia residence address issued within the past 60 days
  - Rental contracts and/or receipts
  - Employer Verification
  - Georgia License issued to parent, guardian or spouse
  - If you are unable to obtain one of these documents, a letter from SEVIS office verifying your address should suffice.
- $20 (cash, money order, check, Visa or MasterCard credit/debit card)
- **Current Driver's License** (NOTE: Applicants will be asked to present any other driver's licenses issued to them from any other state or country. Effective January 1, 2009, a new law went into effect that allows non-US citizens to keep their foreign driver's license.)

Immigration Status Verification
The Department of Drivers Services (DDS) is required by U.S. Federal and Georgia State Law to check the validity of your immigration status in a U.S. Department of Homeland Security (DHS) verification system known as the (Systematic Alien Verification for Entitlements) S.A.V.E. If you are new to the U.S., you should wait 10 days after entering the U.S. and be sure the International Center has activated your information in SEVIS before applying for the license to ensure your information has been uploaded to the SAVE system. If your information matches up successfully in the SAVE
system, DDS staff can proceed with your application. Please click on this link for more information on the S.A.V.E. process:


Sometimes there are problems with the verification process, and in some cases verification may take several days or several weeks. If you are transferring schools or in between programs your information may not verify. DDS is also not able to issue you a license during your 60-day grace period following your program of study, or the period in between completion of your program and the start of your post-completion Optional Practical Training (OPT).

Until your immigration documentation is verified by U.S. Citizenship and Immigration Services, (USCIS), DDS is unable to issue a driver's license or identification card. If the verification is unsuccessful, you will be either given a form with instructions or should be contacted within 5 business days with an update on your case. If your case is not verifying and has been pending for over three weeks, you may visit the KSU SEVIS Office for assistance.

Validity Period of License
The expiration date of your new license will match the end date of your I-20 or DS-2019 form (not to exceed a validity period of 3 years). If you are currently pursuing post-completion Optional Practical training, the expiration date will match the end date of your OPT as listed on your EAD card.

Renewing your License
You can apply to renew your license within 150 days of the expiration date. It is strongly suggested to apply to renew your license as early as possible in case there are any problems that might cause you delays in renewal (for example, verification of your information in the SAVE system).

Georgia Identification Cards
If you do not plan to drive in Georgia, you may want to consider obtaining a Georgia Identification Card. This card can be useful when being requested to show ID. You can obtain this ID card at the DDS office. You will need to present the same items as listed above for a driver's license, and the cost is $20.

On Campus Employment
To search for on campus job openings: https://web.kennesaw.edu/campusjobs/

This page has student assistant jobs listed by different departments. They all pay at least the minimum wage - $7.25 an hour, but most will pay more (between $7.50 and $8.50 per hour). Some may pay higher. International students can apply for all student assistant openings unless they are reserved for Federal Work Study students (FWS).

- Only Americans and Green Card Holders can apply for Federal Work Study (FWS) assistant positions.
- You may also check with individual departments to ask about jobs. Some departments include:
  - The Library
  - The Foreign Language Lab, Pilcher Building 470-528-6366
  - Dining Hall, The Commons, http://www.kennesaw.edu/dining/
  - The Math Lab 470-578-6044
  - The Writing Center 470-578-3207, The Wellness Center 470-578-6394

International Students cannot obtain a Social Security Number until they have a job on campus. If a potential employer on campus asks for your SSN, let them know that as an international student, you must have proof of employment before you can apply for the SSN card. This proof of employment will constitute a letter of hire/employment from the department in which you have been hired stating your duties, number of hours per week you will be working, and how much you will be paid. The letter must be on official department letterhead and must be signed by your hiring supervisor. Bring this letter by the SEVIS office to receive further instructions on applying for a Social Security number.
International Students and Social Security Numbers

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant F-1, M-1 or J-1 student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you do not have a Social Security number, the college or school should be able to give you another identification number. Social Security numbers are generally assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign you a number just to enroll in a college or school.

What do I have to do to work in the United States?
If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.

How do I apply for a Social Security number?
In general, only noncitizens that have permission to work from DHS can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number.

To apply for a Social Security number:
- Complete an Application For A Social Security Card (Form SS-5); and show us original documents proving your:
  - Immigration status
  - Work eligibility
  - Age
  - Identity

Take completed application and original documents to a local Social Security office.

Immigration Status: To prove your immigration status, you must show us the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States.

If you are an F-1 or M-1 student, you also must show us your I-20, Certificate of Eligibility for Nonimmigrant Student Status. If you are a J-1 exchange visitor, you must show us your DS-2019, Certificate of Eligibility for Exchange Visitor Status.

Work eligibility:
If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:
- Identifies you
- Confirms your current school status
- Identifies your employer and the type of work you are, or will be, doing.
- We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:
• Your job
• Your employment start date
• The number of hours you are, or will be, working
• Your supervisor’s name and telephone number

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page (page 3) completed and signed by your school’s designated official.

If you are an F-1 or M-1 student and have an Employment Authorization Document (EAD Form I-766 or I-688B) from DHS, you must present it.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

• Your on-campus or CPT work begins more than 30 days from your application date; or the employment start date on your EAD Form I-766 or I-688B is a future date

Age: You must present your birth certificate if you have it or can easily obtain it. If not, we can consider other documents, such as your passport or a document issued by DHS, to prove your age.

Identity: We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents. Acceptable immigration documents include your:

Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);

I-94 with your unexpired passport; or work permit card from DHS (I-766 or I-688B)

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your DHS work permit as proof of both work eligibility and identity. However, you must provide at least two separate documents.

Referral Letter from SEVIS office sevis@kennesaw.edu

Do I need a Social Security number before I start working?
We do not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at www.ssa.gov/people/immigrants/visa.html

Contacting Social Security
For more information and to find copies of our publications, visit our website at www.socialsecurity.gov or call toll-free, 1-800-772-1213 (for the deaf or hard of hearing, call our TTY number, 1-800-325-0778). We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day. We treat all calls confidentially. We also want to make sure you receive accurate and courteous service.
Bank Accounts

Several banks have branches close to campus. Here are some:

- Bank of America [http://locators.bankofamerica.com/locator/locator/LocatorAction.do](http://locators.bankofamerica.com/locator/locator/LocatorAction.do)
- Wells Fargo -[https://www.wellsfargo.com/locator/](https://www.wellsfargo.com/locator/)
- Chase Bank - [https://locator.chase.com/](https://locator.chase.com/)
- 5/3rd Bank [https://www.53.com/site](https://www.53.com/site)
- Regions [https://www.regions.com/personal_banking.rf](https://www.regions.com/personal_banking.rf)

You can open Checking or Savings accounts. Please explore the different services (for example, overdraft services) that the bank offers before you sign up for an account.

*The Banks above are just a few suggestions. International students have the freedom to select any Banks and/or financial institutions of their choice.*
CHAPTER 8

How To... KSU Services

1) Get your NetID and Password:
http://its.kennesaw.edu/netid/
   o Set-up your NetID and Password at this page:
     https://netid.kennesaw.edu/
   o Your NetID will be used to log into Owl Express, KSU Email Account, etc. This is the first step that you should take once you are admitted to Kennesaw State University.

2) Use Desire2Learn
   o http://d2l.kennesaw.edu
   o Desire2Learn is used by professors to post the syllabus, announcements, quizzes, and grades. Checking D2L is extremely important if you want to do well in class. Professors will often post reading assignments every week so it is necessary to check it regularly. Some assignments are timed so unless they are taken within the specified time, they will expire and you will not be graded for them.

3) Use Owl Express
   o https://owlexpress.kennesaw.edu/prodban/twbkwbis.P_WWWLoginOwl Express allows students to do a variety of things - from registering for classes to signing up for the Regents Test. Make yourself familiar with the links. For example:
     • Class Registration (sign up for classes)
     • Registration Status and Time Ticket (to figure out when you can register)
     • Display your class schedule, fees, and grades (updated every term)
     • View Academic Transcript (to see your grades for previous classes)

4) Use your KSU Student Email
   o The KSU Student Email is the official email-account for communication from the university. Check your email account regularly for emails from SEVIS Office about your visa status, out-of-state tuition waiver information, and so on. You can connect your KSU student email account to your regular email account so that all messages all forwarded to your other account.
   o After logging into your account, go to Settings, then Forwarding, and Add a Forwarding Address.
CHAPTER 9

Basic Immigration Terminology

- **Academic Training** - work, training or experience that is related to a J-1 student's major of area of study. Academic training must be authorized by the RO/ARO for the school.

- **Alien** - any person who is not a citizen or national of the United States.

- **Curricular Practical Training (CPT)** - temporary employment for F-1 students in an internship that is an integral part of an established curriculum at an academic institution. A Designated School Official (DSO) at the academic institution the student attends must authorize CPT.

- **Customs and Border Patrol (CBP)** - U.S. government bureau that is responsible for immigration inspections at U.S. ports of entry, U.S. border patrol, and U.S. customs.

- **Department of Homeland Security (DHS)** - the department of the U.S. government that was formerly the Immigration and Naturalization Services (INS). Three bureaus including U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), and Customs and Border Patrol (CBP) administer the immigration functions of the department.

- **Department of State (DOS)** - the department of the U.S. government that is responsible for issuing visas and administering the J-1 exchange visitor program.

- **Designated School Official (DSO)** - an employee of the school that is responsible for creating I-20s, SEVIS records, and representing the school in all matters that relate to F-1 and M-1 students.

- **DS-2019** - A certificate of eligibility for exchange visitor status (J-1) issued by the academic institution and used by the exchange visitor to obtain a visa, enter the United States and to maintain J-1 status. An exchange visitor is expected to keep his/her initial DS-2019 and any subsequent DS-2019s issued to him/her.

- **Duration of Status (D/S)** - the period of time a student is allowed to remain in the U.S. This is defined as the time period during which a student is pursuing a full course of study or engaging in authorized practical training following completion of studies plus a 60 day (F-1s) or 30 day (J-1s) period to prepare for departure from the U.S. or to transfer schools.

- **F-1** - a student pursuing a full-course of study at an academic institution in the United States that has been given permission by the Department of Homeland Security to accept F-1 students.

- **F-2** - A dependent (spouse or child) of a F-1 student

- **F-3/M-3** - Mexican or Canadian border students who reside outside the U.S. and commute across the border into the U.S. to study part-time at an approved school located within 75 miles of a United States land border.

- **I-20** - A certificate of eligibility for non-immigrant student status (F-1 or M-1) issued by the school and used by the student to obtain a visa, enter the United States and to maintain student status. A student is expected to keep his/her initial I-20 and any subsequent I-20s issued to him/her.

- **I-94** - an arrival-departure record endorsed by the immigration officer at the port of entry with the status of the visitor and the length of time he/she may remain in the United States. The I-94 is a small white card and is generally stapled in the passport upon entry by the immigration officer.
• **Immigration and Customs Enforcement (ICE)** - U.S. government bureau that is responsible for immigration investigations, detention and removal proceedings, intelligence and SEVIS.

• **J-1** - a non-immigrant coming under the exchange visitor program of an academic institution, which is administered by the Department of State. There are several categories of J-1 exchange visitors, including students. Students who are totally funded by personal or family funds are generally not eligible for J11 status.

• **J-2** - a dependent (spouse or child) of a J-1 exchange visitor.

• **M-1** - a student pursuing a full course of study at an established vocational or other recognized nonacademic institution that is authorized by the Department of Homeland Security to admit M-1 students.

• **M-2** - a dependent (spouse/child) of an M-1 student.

• **Non-immigrant** - someone from another country who wants to come for a temporary visit to the United States and plans on departing the U.S. upon completion of the purpose for their visit. Persons in F-1, M-1 and J-1 status are considered non-immigrants.

• **Optional Practical Training (OPT)** - temporary employment for practical training in an F-1 student’s major area of study. OPT must be authorized by the Department of Homeland Security and recommended by the DSO at the academic institution the student attends.

• **Overstay** - someone who entered the U.S. on a non-immigrant visa and stayed beyond the period of time authorized. If a non-immigrant is considered an overstay his/her visa will be void and he/she must obtain a new visa at a U.S. consulate located in his/her country of nationality.

• **SEVIS** - internet-based tracking systems that allow schools, the Department of Homeland Security and the Department of State to exchange data on the status of F-1 students and J-1 exchange visitors.

• **Special Registration or NSEERS (National Security Entry-Exit Registration System)** - a requirement of some visitors to be registered with the Department of Homeland Security upon entry into the United States. If a visitor is subject to NSEERS it will be noted on his/her I-94. Individuals registered under NSEERS should be given "walkaway materials" at the port of entry explaining their obligations under special registration and listing the ports of departure that must be used when departing the United States. These materials are also available on Immigration and Customs Enforcement's website at [http://www.ice.gov/sevis/](http://www.ice.gov/sevis/).

• **U.S. Citizenship and Immigration Services (USCIS)** - U.S. government bureau that is responsible for most immigration benefit applications and petition adjudications (i.e. optional practical training and change of status petitions.)

• **U.S. VISIT** - a system developed by the Department of Homeland Security that uses biometrics (fingerprints & photographs) to confirm a visitor's entry into and exit from the United States.

• **Unlawful Presence** - a non-immigrant who remains in the U.S. after the period of authorized stay or is present in the U.S. without being admitted or paroled at the port of entry. The accumulation of 180 days of unlawful presence but less than 1 year will bar future entries into the U.S. for 3 years. The accumulation of more than a year of unlawful presence will bar future entries into the U.S. for 10 years.

• **Visa** - a stamp placed in a passport that allows someone entry into the United States according to the conditions for that visa type. The validity period on the visa is the time period in which someone may make an entry into the United States. The validity period of the visa has no relation to the period of time someone is allowed to remain in the U.S.

*Editorial provided by Alison Roache Jones, Director, Office of International Services, Oregon Health & Science University.*
How to Obtain F-1 Visa Status

- Apply and be accepted for admission to KSU.
- Provide documentation of sufficient financing for at least one year of study, including living expenses and tuition.
- KSU will issue you an I-20 document.
- Sign your I-20 and use it to apply for your F-1 visa at the US Consulate in your home country.

Required Documentation

Understanding your immigration documents is very important for maintaining your legal status as an international student in the United States.

- **Passport**
  - You must ensure that your passport never expires. If you need to renew your passport contact your Embassy or Consulate and allow plenty of time for processing. For more information about passport laws, see the U.S. Department of State.

- **Form I-94**
  - Form I-94 is a small white card stapled to your passport upon entry into the US. It contains important information including how long you have permission to stay in the United States. For F-1 students this is identified as "D/S" Duration of Status. Your I-94 Card also contains your Admission Number, known also as your I-94 number.

- **Visa**
  - Your visa gives you permission to enter the U.S. and is the only immigration document that is allowed to expire while you are here. It does not indicate how long you may stay in the U.S. You cannot obtain a new visa while in the U.S. If you have an expired visa and plan to travel outside the U.S., you need to contact ISSS before you leave.

- **I-20 Certificate of Eligibility**
  - This document is issued for you by KSU and proves your eligibility for F-1 status. You must ensure that it is accurate at all times as it contains important information and is a record of your immigration status. If any information on this form changes you must obtain a new I-20 from SEVIS Office. It is advisable to keep every I-20 you are ever issued.

- **Financial Support Documents**
  - These documents demonstrate your ability to finance your education. They may be bank statements, letters of assistantship, scholarship, fellowship, or another proof of funding. You are required to provide financial support documents by law. If a family member or other individual is sponsoring your education, that person should submit their own bank statements along with a letter indicating that they are willing to pay for your education.

After Receiving Your F-1 Visa

- Use your I-20 and F-1 visa to enter the US up to 30 days before the start of classes.

- Attend the mandatory orientation to learn more about adapting to life at KSU and your F-1 legal obligations. An email will be sent to your personal email address about the dates for orientation.

- Be responsible for maintaining your status to ensure that you are able to complete your studies.

Maintain F-1 Status

1. Full time enrollment
   a. F-1 students must remain enrolled as a full-time student during their stay in the US. At KSU, that is at least 12 credit hours for undergraduate students and 9 credit hours for graduate students.
2. Length of study
   a. Typically, an F-1 student can remain in the United States as long as you maintain your F1 status, immigration documents, and are enrolled full time.

3. Vacation – Summer Semesters
   a. An F-1 student at an academic institution is considered to be in status during the summer semesters even if you are not enrolled in classes as long as you were registered in the preceding spring semester and also as long as the summer semester is not your first semester at KSU.

4. Travel Outside the US
   a. The I-20 must be signed by SEVIS Office on page three before leaving the country.
   b. Your passport needs to still be valid for at least six months at the time you reenter the US.
   c. You cannot reenter the U.S. during the grace period of 60 days granted after completing the program of study (unless the travel was to Canada, Mexico, or a contiguous island).

5. Change of address
   a. You should notify DSO within ten days to filing the Change of Address form.

Optional Practical Training
Students who are authorized Optional Practical Training (OPT) must have a Form I-20 endorsed for OPT, and apply to USCIS for an Employment Authorization Document (EAD). OPT is temporary employment that is directly related to the eligible F-1 student's area of study. To learn more about OPT, please visit the USCIS Website and the KSU SEVIS Office.

Practical training provides international students with off-campus employment authorization in their major field of study. You become eligible for practical training if you have been enrolled full-time for a full year and are in F-1 status at the time you apply for practical training. The federal regulations governing practical training have undergone many changes since April 2008. Be sure to check with SEVIS Office to see if there are recent updates.

OPT is employment authorization in your field of study for up to 12 months following completion of your degree.

OPT Eligibility
To be eligible for OPT you must:

- Have maintained your F-1 visa status
- Have been in full time status for one academic year
- Have completed your degree program
- Submit your OPT Application to KSU SEVIS Office
- Apply to and obtain authorization from USCIS

Remember that once you have obtained a job offer, you will need to apply for a Social Security Number before beginning employment, if you do not have one already.

More tips for OPT authorization:

- Allow 4 months for USCIS to process your application.
- See https://egov.uscis.gov/cris/processTimesDisplayInit.do for current processing times.
- Ensure you have met your graduation requirements.
- Be certain of your OPT start date prior to application. Once submitted, it cannot be changed and once authorized it cannot be canceled.

IMPORTANT:
• You will be in violation of your immigration status and must return home if you are unemployed more than 90 days of your initial 12 month OPT period. If you do not have a paid position, you can volunteer in your field of study for your OPT.

OUT OF STATUS OPTIONS

Overview
A student who has failed to maintain F-1 student status and wishes to continue studying at Kennesaw State has two options to regain valid status: Travel and Re-entry or Reinstatement. These options should be discussed with an International Student Advisor in detail.

If you have failed to maintain your F-1 status and your SEVIS record is terminated, you are no longer eligible for on-campus employment, practical training, travel signature for re-entry to the US, or any other benefits of F-1 status.

Options for F-1 Students to Regain Status

• Option 1: Travel and Re-Entry
  This option includes: obtaining a new I-20, departing the U.S, applying for a new F-1 visa and reentering the US with a new SEVIS record. Prior to departure, you will provide SEVIS Office with new financial documentation in order to obtain a new I-20. After the I-20 is issued, you will be required to pay the SEVIS fee and apply for a new F-1 visa outside the U.S. Upon being issued a new visa, you will be eligible to return to the U.S. at a Port of Entry within 30 days from the start of the semester.

Please Note: If you choose to travel to regain status, there is no guarantee that you will be issued a new visa or permitted to re-enter the U.S. The U.S. Department of State will review your visa application and decide if you are eligible for a student visa. The decision to admit you to the U.S. is made by the Customs and Border Protection officer at the port of entry. The SEVIS Office will prepare you as best as we can for both encounters.

If you are admitted to the U.S. with your F-1 visa, you will gain F-1 status. However, you will have a new SEVIS record, which means that you must be in status for 2 semesters with the new record to be eligible to apply for OPT or CPT.

• Option 2: Apply for Reinstatement through USCIS
  The reinstatement process is subjective. USCIS reviews the applicant’s I-539 application and supporting paper materials and makes the decision on whether or not to approve the reinstatement.

Applicants for reinstatement will be evaluated based upon the following criteria:

• Applicant has not been out of status for more than 5 months at the time of filing the request for reinstatement (or the failure to file within the 5 month period was the result of exceptional circumstances and that the applicant filed the request for reinstatement as promptly as possible under these exceptional circumstances).
• Applicant does not have a record of repeated or willful violations of USCIS regulations.
• Applicant is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the Form I-20.
• Applicant has not engaged in unauthorized employment.
• Applicant is not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Act.
• Applicant establishes to the satisfaction of the [USCIS], in detail showing, either that:
  o The violation of status resulted from circumstances beyond your control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster, or inadvertence, oversight, or neglect on the part of the DSO, but do not include instances where a pattern of violations or where a willful failure on your part resulted in the need for reinstatement.
  o The violation relates to a reduction in your course load that would have been within a DSO’s power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student.

Final Considerations

• A decision to reinstate you to F-1 student status is at the discretion of the USCIS.
Processing times at USCIS vary greatly. Expect to wait 3-6 months before receiving a response.
While the application is pending, you are NOT eligible for any F-1 student benefits, such as practical training employment authorization or on-campus employment. If you are reinstated into F-1 status, you must obtain proper authorization before working.
Travel outside the U.S. while a reinstatement application is pending may be considered an abandonment of the application. If you need to leave the U.S. while your application is pending, you must meet with a SEVIS Office advisor prior to travel.
If the application is approved, USCIS will endorse the new I-20 form and return it to the mailing address listed on the I-539 form. ISSS will contact you if we receive any updates on your behalf. Please also contact ISSS when you receive information from USCIS.
If you have dependents in F-2 status, their status is automatically reinstated with your reinstatement.
If the application is denied, you will begin to accrue days of unlawful presence in the U.S. (accrual of more than 180 days of unlawful presence could subject a person to a 3-year or 10-year bar from reentering the U.S.). If your application is denied, you have the option to file an appeal with the USCIS, but we will strongly encourage you to hire a competent immigration attorney.

Remaining Out of Status
Choosing to remain in the U.S. out of status is a high risk decision that KSU does not recommend. If you remain in the U.S. after your I-20 has been terminated, your name will be made available to Immigration and Customs Enforcement, and you risk being deported from the U.S. You are not eligible to receive any benefits of your previous status, such as work authorization (on-campus work, CPT or OPT).

Remaining in the U.S. after you have SEVIS record is terminated is a very serious offense of immigration regulations and may prevent you from returning to the U.S. in the future.

Regulations Overview
To maintain lawful F-1 status, F-1 students are required to:

- Keep a valid, unexpired I-20 and passport (passport must be valid at least 6 months into the future).
- Update physical address in Owl Express when there is a change in U.S. or home country address.
- Be enrolled in a degree-seeking course of study and make normal progress towards that degree.
- Notify SEVIS Office of any change of major or degree level within 10 days of the change. A new I-20 will be issued.
- Request an extension on your I-20 before it expires.
- Work no more than 20 hours/week (on and/or off campus) while enrolled full-time.
- Work off-campus only with USCIS authorization. Off-campus work without authorization is a serious violation of status.
- Have a valid travel signature on your I-20 before leaving and re-entering the U.S.
- Complete an Income Tax Return as per IRS regulation by April 15th of every year.
- Notify SEVIS Office of any change to or addition of F2 dependents.
- Be enrolled full-time (12+hrs) each semester unless a vacation semester has been earned or been approved for an authorized reduced course load by the SEVIS Office. In order to maintain status, the student must be granted the authorized reduced course load prior to dropping below full-time. Within 60 days of completing the degree program, do one of the following:
  1. Apply for post-completion OPT
  2. Be admitted to a degree program at another U.S institution
  3. Apply for a change of status by submitting a I-539 application to USCIS
  4. Depart the U.S.
F-1 Immigration Documents

Passport
A government-issued passport permits a student to leave and re-enter his/her own country and normally contains an expiration date. In order to enter the U.S, F students must present a passport that valid at least 6 months into the future. Therefore, F-1 students should ensure to keep their passport up to date.

Renewing your passport:
- Contact the closest consulate or embassy in the U.S. For a list of embassies and consulates in the U.S visit the U.S State Department's website.
- Ask the consulate representative what forms and fees are required.
- Once the new passport is received, bring a copy to SEVIS Office.

Visa
With the exception of students from Canada or Bermuda, F-1 students are required to present a valid F-1 visa upon entry into the U.S. The visa is stamped into the passport by the U.S consulate or embassy. The visa does not determine the length of time F-1 students can remain in the U.S. It is the I-20 that reflects the length of stay. Since it is an entry permit, the visa can expire while the student resides in the U.S., but it must be valid at time of reentry.

Renewing your U.S. visa for re-entry:
It is not possible to renew an F-1 visa while you are in the U.S. If you are traveling abroad and your visa has expired, you will need to renew your visa while abroad unless you are eligible for automatic visa revalidation.

Form I-94 (Arrival/Departure Record)
I-94 arrival/departure records are issued at the time of entry into the U.S. All F-1 students should possess an I-94 record that contains the following:
- An "Admit until Date" of D/S. D/S stands for duration of status and signifies that a F-1 student may remain in the U.S for the length of their program of study as long as they are maintaining lawful status. Upon completion of studies, F-1 students may apply for Optional Practical Training (OPT). If approved, F students are allowed to remain in the U.S for the OPT period plus an additional 60 day grace period.
- A "Class of Admission" of F-1
- Correct date of entry into the U.S
- Correct biographical information
- An 11 digit I-94 number
- Electronic I-94s: On April 30, 2013, the US government published a new regulation eliminating paper I-94s arrival/departure records and moved to an electronic system. These records can be accessed online, and foreign visitors will no longer need to fill out the paper I-94 form when arriving to the US. The Customs and Border Patrol (CBP) Officials will gather the visitor's arrival and departure information by accessing the electronic travel records.

Form I-20
The I-20 is a "Certificate of Eligibility" that states an F student's biographical, academic, and financial information. The I-20 contains an expected program completion date. Students who meet their degree requirements prior to this date will have their I-20 shortened. Students, who do not complete by the end date listed on the I-20, are required to receive an extension prior to the I-20 expiring.

The third page of the I-20 contains space for employment authorization and travel signatures. These are granted by KSU SEVIS Office.

Travel outside the U.S.
While making progress towards their degree, F-1 students are eligible to
leave the U.S temporarily and return to continue their studies. In order to re-enter the U.S, F-1 students will need to present the following documents at the port of entry.

   - A travel signature is valid for one year and multiple entries.
   - Students must obtain a travel signature prior to departing the U.S.
   - It is recommended that students request a travel signature at the time a plane ticket is purchased.

2. Valid passport (valid at least 6 months into the future)

3. Valid F-1 visa
   - If the visa is valid for only one entry, or has expired, a new visa must be obtained from the U.S. consulate or embassy abroad in order to reenter the U.S. It is not possible to apply for a visa from within the U.S.
   - Prepare for visa renewal prior to departing the U.S. Students will likely need to present financial documentation, official transcripts, and other documents that are issued in the U.S.
     - For a complete list of visa renewal requirements at the specific consulate or embassy, visit [www.travel.state.gov](http://www.travel.state.gov).

**Enrollment Requirements**

In order to maintain lawful status, F-1 students are required to be enrolled full-time (12 hours for undergraduate and 9 hours for graduate students) each semester Spring and Fall.

Note: In order to maintain status, the student must be granted the authorized reduced course load prior to dropping below full-time.

**Transfer Out of Kennesaw State**

Students are considered to be a transfer student if they meet one of the following criteria:

1. Complete a program at one institution and begin a new program at another institution, or
2. Transfer from one institution to another to complete the same degree program.
3. To request a SEVIS transfer:
   1. Obtain an acceptance letter from the new institution.
   2. Begin classes at the new institution within 2 months of the transfer. Students who do not begin classes within 2 months must get a new "initial attendance" I-20 from the new institution.

Important reminders regarding choosing a transfer date:

- After the transfer release date, Kennesaw State will no longer have access to the record and cannot make any changes to the record. Any changes to the record must be made by the new institution including transferring the record to a different school.
- Students are only eligible to work on-campus at the institution that possesses the SEVIS records.
- After the transfer date, students participating in post-completion OPT must stop off-campus employment and is only eligible to work at the new school.
- The SEVIS record must be transferred to the new school within 60 days of completing their Kennesaw State program. After the 60 day grace period, the record is no longer eligible for transfer in SEVIS.

**Change of Status from F-1**

F-1 students interested in changing to a status other than F2, J1 or J2 should consult a KSU SEVIS Office or an immigration attorney.

Important Reminders for All Students with Terminated/Completed F-1 SEVIS Records Due to a Change of Status:

- Not eligible for F-1 benefits such as on-campus work benefit or off-campus work authorization (OPT or CPT).
- No longer automatically enrolled in Kennesaw State’s international student health insurance plan.
- Are responsible for providing the Registrar's Office with proof of the change of status.
- If employed on-campus, are responsible for providing Human Resources with updated documents.
- Additional Considerations for Students with Pending U.S Permanent Residency Applications and Requesting a Termination of Their F-1 Status:
  - Consult an immigration attorney before choosing to terminate F-1 status prior to receiving legal permanent residency.
  - Will require a valid Employment Authorization Document (EAD) from USCIS in order to be employed.
  - If the permanent residency application is denied, you will be considered to be out of status (that is, unlawfully in the U.S.)

**F-1 versus J-1**

Every full-time degree student at Kennesaw State is eligible for the F-1 visa and the majority of Kennesaw State international students hold this visa status.

Some students may also be eligible for the J-1 student visa, an exchange visitor option. This group of students may choose between F-1 or J-1, or be assigned based on their funding requirements. The differences are outlined below.

**Who is eligible for a choice between F-1 and J-1?**

The Exchange Visitor Program, otherwise known as the J-1 visa, is part of a larger U.S. Department of State mission to foster cultural and educational exchange between countries. One eligibility criteria for the J-1 student visa is that a substantial portion of your financial support must be from a scholarship, fellowship or assistantship from an external funding source, for example, the Rotary Foundation, NATO, your home government or a corporate sponsor. Students with only personal or family funding are NOT eligible for J-1 status.

If I choose J-1 how will that impact my long term plans?

The J-1 exchange visitor visa intends for students to return home after their study.

**J-1 Two Year Home Country Residence Requirement**

Some J-1 Exchange Visitors are subject to what is called the two-year home country physical presence requirement. This "two-year residence" requirement applies to you if you receive any funding (including nominal travel grants) from your home government or a U.S. government agency. It also applies to you if trained personnel in your field are identified by your home government as being in short supply and your field has consequently been included on the U.S. government's "Exchange Visitor's Skills List." The two year residence requirement also applies to persons receiving graduate medical education or training. If you do not know whether your country and/or field appear on the "Exchange Visitor's Skills List," ask at KSU SEVIS Office or check the Department of State website. An exchange visitor who is subject to this requirement must reside for an aggregate of two (2) years in his or her country of nationality or last legal permanent residence or have the requirement waived before being eligible for other U.S. immigration statuses, including H, L or permanent resident status. For information about the process of applying for a waiver of this requirement, visit this web site at the Department of State. J-2 spouses are also subject to the Home Country Residence Requirement.

**J-1 Bar on Repeat Participation**

Students who study on the J-1 Student Visa for more than 6 months are barred from returning to the U.S. in a J-1 Research Scholar category until 12 months after the Student visa ends. The 12 Month Bar is separate from the Two Year Home Residency Requirement outlined above. J-2 spouses are also subject to this bar.

**I am eligible to choose between F-1 and J-1. How do I know which visa is right for me?**

There are a few basic differences between the F-1 and J-1 visa type which are outlined in the chart below.
<table>
<thead>
<tr>
<th>Source of Funding</th>
<th><strong>F-1 Students</strong></th>
<th><strong>J-1 Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any student funded either by personal or outside funds or a combination thereof, is eligible for F-1 status.</td>
<td>Must have a substantive portion of their funding from a source other than personal. This funding might come from Kennesaw State University, your home institution, or government.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>On Campus Employment</th>
<th><strong>F-1 Students</strong></th>
<th><strong>J-1 Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus Employment during full time studies, part time when school is in session, full time during periods of recess.</td>
<td>Full time studies, part time when school is in session, full time during periods of recess with permission of KSU SEVIS Office.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Off Campus Employment</th>
<th><strong>F-1 Students</strong></th>
<th><strong>J-1 Students</strong></th>
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</thead>
<tbody>
<tr>
<td>Optional Practical Training – F-1 students are eligible to apply for permission to work off campus for up to a 12 month period of training that is directly related to their studies. OPT can be used during full time studies, part time when school is in session and full time during periods of recess. All time used is counted towards the allowable 12 month period. This benefit is approved by the USCIS. <strong>It is not required that you have specific employment prior to application for this benefit.</strong> The student must simply have the intention of working in a field that is related to your studies. Once approved however, you cannot have a period of unemployment that exceeds 90.</td>
<td>Academic Training – J-1 students are eligible to apply for employment authorizations related to their major area of study. The length of the period of Academic Training varies greatly depending on what the program of study is. Please review the <strong>Amount of Employment Authorized Time Allowed</strong> details carefully. Academic Training does not happen automatically. Students must apply for it by submitting materials to an International Advisor at the OISS office. <strong>Please note that one must have employment to be eligible.</strong> For post-graduation work, you will not be eligible for this benefit if you do not have a job in place before you graduate.</td>
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<thead>
<tr>
<th>Dependents</th>
<th><strong>F-1 Students</strong></th>
<th><strong>J-1 Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependents (F-2s) are not eligible for employment.</td>
<td>Dependents of the J-1 (J-2s) are eligible to apply for permission to work in the US through the duration of the primary’s program once they have entered the US in the J-2 category. This permission is obtained through an application that is submitted to the USCIS.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Requirement to Return Home upon program completion</th>
<th><strong>F-1 Students</strong></th>
<th><strong>J-1 Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No requirement to return home upon program completion.</td>
<td>Some Exchange Visitors and their dependents may be rendered subject to what is called the two-year home country physical presence requirement upon program completion. This &quot;two-year residence&quot; requirement applies to you if:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- you receive any funding (including nominal travel grants) from your home government or a U.S. government agency.</td>
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<td></td>
<td>- if trained personnel in your field are identified by your home government as being in short supply and your field has consequently been included on the U.S. government's &quot;Exchange Visitor's Skills List.&quot; If you do not know whether your country and/or field appear in the &quot;Exchange Visitor's Skills List,&quot; ask at OISS or check on the State Department Web site.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- to persons receiving graduate medical education An exchange visitor who is subject to this requirement must reside for an aggregate of two (2) years in his or her country of nationality or last legal permanent residence or have the requirement waived before being eligible for other U.S. immigration statuses, including H, L or permanent resident status. Note that a waiver cannot be requested early in your student stay.</td>
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</tbody>
</table>
The J-1 visa in the United States is for people who wish to take part in work-and-study-based exchange and visitor programs in the U.S. These programs are sponsored by an educational or other nonprofit institution, which must be accredited through the Exchange Visitor Program designated by the U.S. State Department. J-1 exchange visitors come to the United States to teach, study, receive training, or demonstrate special skills. The J1 visa is meant for students who need practical training that is not available to them in their home country, and the training must be directly related to their academic program.

**J-1 College and University Student Program**

This program allows foreign students to study at American colleges and universities. Students who participate in this program must pursue a full-time course of study and must maintain good academic standing. They might also participate in a student internship program that fulfills educational objectives of their degree programs in their home countries.

Students in this program must be financed by funding from any source other than personal or family, such as directly or indirectly by the US government, their home country government, or an international organization of which the US is a member.

The program must be carried out according to an agreement between the US government and the student’s home government, of according to a written agreement between American and foreign educational institutions, an American educational institution and a foreign government, or a state or local government in the US and a foreign government.
Americans share three national holidays with many countries: Easter Sunday, Christmas Day, and New Year's Day.

**Easter**, which falls on a spring Sunday that varies from year to year, celebrates the Christian belief in the resurrection of Jesus Christ. For Christians, Easter is a day of religious services and the gathering of family. Many Americans follow old traditions of coloring hard-boiled eggs and giving children baskets of candy. On the next day, Easter Monday, the president of the United States holds an annual Easter egg hunt on the White House lawn for young children.

**Christmas Day**, December 25, is another Christian holiday; it marks the birth of the Christ Child. Decorating houses and yards with lights, putting up Christmas trees, giving gifts, and sending greeting cards have become traditions even for many non-Christian Americans.

**New Year's Day** is January 1. The celebration of this holiday begins the night before, when Americans gather to wish each other a happy and prosperous coming year.

**Uniquely American Holidays**

*Eight other holidays are uniquely American (although some of them have counterparts in other nations). For most Americans, two of these stand out above the others as occasions to cherish national origins: Thanksgiving and the Fourth of July.*

**The Fourth of July**, or **Independence Day**, honors the nation's birthday — the signing of the Declaration of Independence on July 4, 1776. It is a day of picnics and patriotic parades, a night of concerts and fireworks. The flying of the American flag (which also occurs on Memorial Day and other holidays) is widespread. On July 4, 1976, the 200th anniversary of the Declaration of Independence was marked by grand festivals across the nation.

**Thanksgiving Day** is the fourth Thursday in November, but many Americans take a day of vacation on the following Friday to make a four-day weekend, during which they may travel long distances to visit family and friends. The holiday dates back to 1621, the year after the Puritans arrived in Massachusetts, determined to practice their dissenting religion without interference. After a rough winter, in which about half of them died, they turned for help to neighboring Indians, who taught them how to plant corn and other crops. The next fall's bountiful harvest inspired the Pilgrims to give thanks by holding a feast. The Thanksgiving feast became a national tradition. To this day, Thanksgiving dinner almost always includes some of the foods served at the first feast: roast turkey, cranberry sauce, potatoes, and pumpkin pie. Before the meal begins, families or friends usually pause to give thanks for their blessings, including the joy of being united for the occasion.

Besides Thanksgiving and the Fourth of July, there are six other uniquely American holidays.

**Martin Luther King Day:** The Rev. Martin Luther King, Jr., an African-American clergyman, is considered a great American because of his tireless efforts to win civil rights for all people through nonviolent means. Since his assassination in, 1968, memorial services have marked his birthday on January 15. In 1986, that day was replaced by the third Monday of January, which was declared a national holiday.

**Presidents' Day:** Until the mid-1970s, the February 22 birthday of George Washington, hero of the Revolutionary War and first president of the United States, was a national holiday. In addition, the February 12 birthday of Abraham Lincoln, the president during the Civil War, was a holiday in most states. The two days have been joined, and the holiday has been expanded to embrace all past presidents. It is celebrated on the third Monday in February.

**Memorial Day:** Celebrated on the fourth Monday of May, this holiday honors the dead. Although it originated in the aftermath of the Civil War, it has become a day on which the dead of all wars, and the dead generally, are remembered in special programs held in cemeteries, churches, and other public meeting places.

**Columbus Day:** On October 12, 1492, Italian navigator Christopher Columbus landed in the New World. Although most other nations of the Americas observe this holiday on October 12, in the United States it takes place on the second Monday in October.
Veterans Day: Originally called Armistice Day, this holiday was established to honor Americans who had served in World War I. It falls on November 11, the day when that war ended in 1918, but it now honors veterans of all wars in which the United States has fought. Veterans' organizations hold parades, and the president customarily places a wreath on the Tomb of the Unknowns at Arlington National Cemetery, across the Potomac River from Washington, D.C.

OTHER CELEBRATIONS:

While not holidays, two other days of the year inspire colorful celebrations in the United States. On February 14, Valentine's Day, (named after an early Christian martyr), Americans give presents, usually candy or flowers, to the ones they love. On October 31, Halloween (the evening before All Saints or All Hallows Day), American children dress up in funny or scary costumes and go "trick or treating": knocking on doors in their neighborhood. The neighbors are expected to respond by giving them small gifts of candy or money. Adults may also dress in costume for Halloween parties.

Various ethnic groups in America celebrate days with special meaning to them "even though these are not national holidays. Jews, for example, observe their high holy days in September, and most employers show consideration by allowing them to take these days off. Irish Americans celebrate the old country's patron saint, St. Patrick, on March 17; this is a high-spirited day on which many Americans wear green clothing in honor of the "Emerald Isle." The celebration of Mardi Gras — the day before the Christian season of Lent begins in late winter — is a big occasion in New Orleans, Louisiana, where huge parades and wild revels take place. As its French name implies (Mardi Gras means "Fat Tuesday," the last day of hearty eating before the penitential season of Lent), the tradition goes back to the city's settlement by French immigrants. There are many other such ethnic celebrations, and New York City is particularly rich in them.

American Culture and Values

Studying in the United States of America can be a wonderful learning experience. Both in and out of the classroom you will learn and practice the English language. You will also learn much about American life and its sometimes confusing culture.

As you prepare to come to the U.S., it may help to know something about the values that shape U.S. Americans' attitudes and behaviors. As you consider these values it is important to remember that:

1. U.S. society is made up of a diversity of ethnic groups and cultures that have helped shape American values

2. Some individuals and groups have a set of respected values that are quite different from those of mainstream America

3. People's attitudes and behavior are based on their values.

Some Major U.S. American Values

Individuality: U.S. Americans are encouraged at an early age to be independent and to develop their own goals in life. They are encouraged to not depend (too much) on others including their friends, teachers and parents. They are rewarded when they try harder to reach their goals.

Privacy: U.S. Americans like their privacy and enjoy spending time alone. Foreign visitors will find U.S. American homes and offices open, but what is inside the American mind is considered to be private. To ask the question "What is on your mind?" may be considered by some to be intrusive.

Equality: U.S. Americans uphold the ideal that everyone "is created equal" and has the same rights. This includes women as well as men of all ethnic and cultural groups living in the U.S. There are even laws that protect this "right to equality" in its various forms.

The general lack of deference to people in authority is one example of equality. Titles, such as "sir" and "madam" are seldom used. Managers, directors, presidents and even university instructors are often addressed by their first or given name.

Time: U.S. Americans take pride in making the best use of their time. In the business world, "time is money". Being "on time" for class, an appointment, or for dinner with your host family is important. U.S. Americans apologize if they are
late. Some instructors will penalize students who are late to class, and students at most universities have institutional permission to leave the classroom if their instructor is 10 or 15 minutes late.

**Informality:** The U.S. American lifestyle is generally casual. You will see students going to class in shorts and t-shirts. Male instructors seldom wear a tie and some may even wear blue jeans. Female instructors often wear slacks along with comfortable walking shoes. Greetings and farewells are usually shot, informal and friendly. Students may greet each other with "hi", "how are you"? and "what's up"? The farewell can be as brief as: "See you", "take it easy", or, "come by some time" (although they generally don't really mean it). Friendships are also casual, as Americans seem to easily develop and end friendships.

**Achievement & hard work/play:** The foreign visitor is often impressed at how achievement oriented Americans are and how hard they both work and play. A competitive spirit is often the motivating factor to work harder. Americans often compete with themselves as well as others. They feel good when they "beat their own record" in an athletic event or other types of competition. Americans seem to always be "on the go", because sitting quietly doing nothing seems like a waste of time.

**Direct & assertive:** U.S. Americans try to work out their differences face-to-face and without a mediator. They are encouraged to speak up and give their opinions. Students are often invited to challenge or disagree with certain points in the lecture. This manner of direct speaking is often interpreted by foreign visitors as rude.

**Looking to the Future and to change:** Children are often asked what they want to be "when they grow up"; college students are asked what they will do when they graduate; and professors plan what they will do when they retire. Change is often equated with progress and holding on to traditions seems to imply old and outdated ways. Even though Americans are recycling more than before many purchased products are designed to have a shot life and then be thrown away.