AGENDA

• Meet the International Students and Scholars Office Staff

• Review Visa and Immigration Information

• Learn about the ISSO Portal

• Required Immigration Check In

• What Do You Mean I Can’t? Brief Overview of US Laws
WHO ARE WE?

• International Students and Scholars Office
  • Part of the International Center at Corner House

• Corner House, 2nd Floor
  • Located to the corner of Charlotte and Woodland Streets
  • 142 Woodland Street (if using GPS)

• Clark University Campus Map
International Students & Scholars
Office Professional Staff

Susannah Marcucci
Director
Email: smarucci@clarku.edu

Amanda Desai
Associate Director
Email: adesai@clarku.edu

Nathan Cruz
International Student Advisor
Email: nacruz@clarku.edu

Winnie Spillers
Compliance and Support Coordinator
Email: wspillers@clarku.edu
International Students & Scholars Office Student Staff

Natalia Caicedo, Undergraduate

Simran Gandhi, Graduate Student

Swathi Maddali, Graduate Student

Huiling Chen, Graduate Student

Emery Jeffreys, Undergraduate
In-Person & Virtual Office Hours

**In-Person Office Hours:**
Monday: 3:00pm-4:30pm
Wednesday: 1:00pm-2:30pm
Thursday 3:00pm-4:30pm

**Zoom Drop In-Hours:**
Friday: 9:30am-11:00am
Advising Structure

- Susannah Marcucci
  - Visiting scholars and international faculty
  - Exchange students
  - 3+1+1
  - Graduate Arts and Sciences
- Amanda Desai
  - Undergraduate Arts and Sciences
  - SOM
  - ALCI/Pathway
- Nathan Cruz
  - IDCE
  - SPS
  - Becker School of Design
Welcome to Clark

Clark University is home to more than 1,000 international students, faculty members, scholars, and their dependents from over 80 countries. Located in a diverse, global neighborhood in Worcester, Mass., Clark embraces and celebrates the wide variety of people, cultures, languages, and experiences found within our community.

View alternate version of video
What is a DSO?

• A “Designated School Official” serves as a resource to international students, as well as assists them with maintaining their student status.

• All SEVP-certified schools are required to have DSOs to communicate with SEVP, update your student record and help you maintain your student status.
INTERNATIONAL STUDENTS and SCHOLARS OFFICE (ISSO)

• Role of the ISSO
  • Help you understand your responsibilities as an international student.
  
  • Offer advice on immigration matters. Do not take immigration advice from anyone except the ISSO staff.
  
  • Collaborate with the International Center to provide support services and programming
THE BASICS: WHAT YOU NEED TO KNOW ABOUT YOUR IMMIGRATION STATUS
WHAT IS SEVIS?

• SEVIS – The Student and Exchange Visitor Information System

• Database managing your status as a student.

• ISSO staff are legally required to maintain your SEVIS record while you are in the U.S. on your F-1 or J-1 visa.

• Please keep us up to date.
VISA vs IMMIGRATION STATUS

Visa
- Passport stamp
- Travel and entry (key)
- May stay in U.S. on expired visa

Immigration Status
- How and why you are in the US (F-1, J-1, etc.)
- Maintaining your status
- Important documents (I-20, I-94, etc.)
- Status benefits
CERTIFICATE OF VISA ELIGIBILITY

F-1 Students I-20:

J-1 Students DS-2019
VISA vs. IMMIGRATION STATUS

Visa
I-94 INFORMATION

• I-94 record is the record of your entry into and departure from the United States (F-1, J-1).

• Print and keep a copy of your I-94 each time you enter the U.S.

• To find your I-94, you’ll need your passport and go to:
  • https://i94.cbp.dhs.gov/I94/

• Contact ISSO if there are any mistakes!
I-94 INFORMATION

Everything you need to know about the I-94 Form

Get your most recent I-94 form by visiting https://i94.cbp.dhs.gov/i94/#/home. You should do this EACH time you enter the United States. If you notice any errors on your I-94, immediately contact the International Students and Scholars Office (ISSO) at 508-793-7362 or isso@clarku.edu.

[Image of I-94 form]

- Make sure this is your most current visa status.
- This is from the biographical page on your passport. Make sure the information entered is correct.
- Make sure this is when you last entered the United States.
- This section should say “D/S” [Duration of Status].
MAINTAIN YOUR IMMIGRATION STATUS

• Always maintain your legal immigration status.

• Your status is your responsibility. We are here to help and advise.

• Not knowing or understanding the rules does not give you permission to break them.

• Ask if you have questions or are unsure BEFORE you do something that might violate your immigration status! We are always happy to answer questions.
HOW TO MAINTAIN YOUR STATUS

• Maintain a **full course load** (3 units) of study each semester, unless authorized in advance.
  • **IMPORTANT:** You must be enrolled in one in-person or hybrid course
• Update your U.S. address within 10 days of **any** change through CUWeb.
• Do not work without authorization. An SSN is not authorization to work.
• Ensure your passport is valid at all times.
• Check documents for accuracy (I-20, I-94, etc.).
• Talk to the ISSO with any questions or concerns.
For More Information

F-1 Students

MAINTAIN YOUR F-1 STATUS

REDUCE COURSE LOAD  TAKE LEAVE OF ABSENCE  EXTEND YOUR PROGRAM  CHANGE ACADEMIC LEVEL

TRANSFER TO ANOTHER SCHOOL  ADD F-2 DEPENDENTS

Maintain Your F-1 Status

It is very important for students who hold F-1 status to follow all of the regulations so that they can maintain their valid immigration status. It is important for you to read through this section carefully and understand what rules you must follow. The ISSO is here to advise you and answer any questions you might have. Maintaining your F-1 status is critically important because even if you unintentionally violate the rules, there can be serious repercussions including losing your F-1 status or benefits such as on-campus employment or the possibility of practical training.

- Maintain Valid Immigration Documents
TRAVEL
If you are traveling within the U.S., you must carry the following documents:

- Valid passport and visa
- I-20 or DS-2019
- SEVIS fee receipt
- Clark ID
TRAVELING OUTSIDE of THE UNITED STATES

- **Valid** passport with **valid** U.S. visa
- I-20 or DS-2019 with a **travel signature** dated within the past 6 months
  - Valid for 1 year while in school
  - Request travel signatures through the ISSO Portal at least 3 weeks before travel
  - You only need your updated I-20 with travel signature to return to the U.S.
- I-94 information from most recent entry
- SEVIS fee receipt
- Clark ID and print out of course registration
- Updated financial documents
- Check international travel restrictions
TRAVELING outside of THE UNITED STATES

Page 2 of your I-20 is where your travel signature can be found!

If you are leaving the US, you need to have an ISSO staff member sign this section before you leave!

If you need an updated travel signature, submit an I-20 Reprint request through the ISSO Portal.
COVID-19 Restrictions

Significant travel restrictions have been imposed due to COVID-19. Please make sure you check the regulations for your destination and any layover airports. The U.S. Centers for Disease Control and Prevention has extensive COVID-19 travel resources. If you have any questions, contact the ISSO.

Please note that due to the COVID-19 pandemic, all international travel on University business remains suspended until further notice. For more information...
F-1 STUDENTS WORKING ON CAMPUS

• F-1 students are eligible immediately to work on campus.

• During the semester, you are allowed to work no more than 20 hours per week. This includes all of your on-campus jobs.

• You can work more than 20 hours per week during official school breaks.

• Student employment is not allowed outside of the U.S.

• Working off-campus is not allowed without special permission. Permission must be granted before you begin any off-campus work.

• Working without permission is illegal and can have significant consequences.
J-1 STUDENTS WORKING ON CAMPUS

• J-1 students must be authorized by ISSO or your program sponsor (if not Clark – example IIE).

• You are allowed to work a maximum of 20 hours per week while school is in session.

• You can work more than 20 hours per week during official school breaks.

• Not automatically authorized to work on campus – must request from program sponsor.

• Do not work without proper authorization
OTHER TYPES OF F-1 WORK AUTHORIZATION

• Curricular Practical Training (CPT)
  • During academic program
  • Available after you are enrolled full time for two semesters
  • Must be required for degree program or for academic credit

• Optional Practical Training (OPT)
  • Usually used after completion of program
  • Available after enrolled full time for two semesters
  • You will learn more about this later!

• Check your Clark email for information on upcoming CPT & OPT workshops
EMPLOYMENT DO’s and DON’Ts

• DON’T work off campus without proper authorization.

• If you plan to work off campus, **DO** make an appointment with the ISSO **in advance** to discuss your plans.

• **DO** ask us **any** questions if you have any questions!
Working in the U.S.

Whether you are an international student in F-1 status or in J-1 status, various options are available for you to work in the United States. However, the options vary considerably, depending which visa you hold.

F-1 Students

Students in F-1 status may work on campus without any additional authorization from the ISSO with the following limitation:
OTHER ADMINISTRATIVE DETAILS
SOCIAL SECURITY NUMBERS

• Social Security number (SSN) is NOT needed for most things in the U.S.

• An SSN IS required if you will be employed in the U.S. Contact the ISSO or visit the International Center for instructions on how to apply.

• An SSN IS required if you are hired to work at Clark.

• https://www.clarku.edu/international-center
U.S. INCOME TAX- FILING

- Must file taxes by April 15\textsuperscript{th} for the previous year
- You may \textbf{not} have to pay taxes but you \textbf{must} file
- You will need an SSN or an ITIN (Individual Taxpayer Identification Number) to file taxes
- If you need an ITIN, go to www.irs.gov and search “ITIN”
- “Sprintax” system to assist you in filing taxes
- Information is provided every spring semester
HEALTH CARE AND HEALTH INSURANCE

• Health care in the U.S. is very expensive.
  • Use Clark University’s Health Services

• All international students are automatically enrolled in Clark’s Student Health insurance plan.
  • If you live on campus, your insurance card will come to your mailbox. If you live off campus, your card will come to the mailroom (basement of Higgins). If you don’t receive it within 3 weeks, contact the International Center (internationalcenter@clarku.edu).
IMPORTANT REMINDERS

• Keep your I-20 or DS-2019, passport, and visa in a safe place. Do not throw out old I-20s and DS-2019s.

• Keep copies of your I-94 information from all entries. Check your I-94 after each entry to ensure accuracy.

• Don’t work without authorization.

• Don’t forget to get your I-20 signed BEFORE you travel!
THE ISSO PORTAL
Welcome to the Continuing Student Stage of the ISSO Portal

Please see below for Important Information and Reminders;

Fall 2022 ISSO Office Hours

In person Advising Drop In-Hours at International Center

- Mondays 3:00pm-4:30 pm
- Wednesdays 1:00pm-2:30pm
- Thursdays 3:00pm-4:30 pm

Zoom ISSO Advising Drop In-Hours: (click on link below)

- Fridays 9:30am – 11:00 am

If I have a question about student employment, travel, or other general immigration question, who do I contact?

Each Academic Program has been assigned a Department liaison for all your immigration questions.

Susannah Marcucci, Director, smarcucci@clarku.edu

- Visiting scholars and international faculty
- Exchange students
- 3+1+1
- Graduate Arts and Sciences

Amanda Desai, Associate Director, adesai@clarku.edu

- Undergraduate Arts and Sciences
- School of Management
- ALCI/Pathway

Nathan Cruz, International Adviser, ncruz@clarku.edu
ISSO Portal

• New Student Processes
  • New Student Request, Immigration Check-in

• Immigration Requests
  • I-20 Reprint, Program Extension, Letter Request, etc.

• Employment Requests
  • Academic Training (J-1), Curricular Practical Training (CPT), Optional Practical Training (OPT), STEM OPT Extension, etc.
ISSO Portal - Control Center

1. Welcome and Important Information
   - Pending Requests: No pending requests
   - Completed Requests: No completed requests
   - Documents: No Documents
   - Practical Training:
     - Curricular Practical Training (CPT): No pending CPT available.
     - Optional Practical Training (OPT): No pending OPT available.

2. Personal & Program
   - What can we help you with?
     - Type a keyword to search
     - Options:
       - CPT Request
       - Change in Financial Support
       - Change of Education Level
       - Dependent Request
       - I-20 Reprint Request
       - Leave of Absence
       - Letter Request Form
       - OPT Request
       - Off-Campus Employment - Severe Economic Hardship (F-1)
       - Program Extension F-1
       - Reduced Course Load Request
       - Transfer Out F-1
IMMIGRATION CHECK IN
IMMIGRATION CHECK IN

What can we help you with? Type a keyword to search

- Change in Financial Support
- Dependent Request
- Late Arrival Request
- Reprint I-20
- Immigration Check-In
- Transfer Out F-1

Control Center
What do I need to complete the request?

To Complete this request you will need the following:

- **Form I-20/DS-2019** (Signed), or other immigration document issued by Clark University
- **Passport**, photo/biographical information page
- **Visa Stamp**, or **I-797 Approval Notice**
- **I-94 Record**, upload a copy of your most recent I-94 card/number (see **I-94 Guide**, only after arrival in the U.S.)
- **Passport (Dependent)**, if applicable, for spouse and all dependent children
- **Visa Stamp (Dependent)**, if applicable, for spouse and all dependent children
- **I-94 Record (Dependent)**, if applicable, for spouse and all dependent children
UPDATING YOUR ADDRESS IN CLARKYOU
You Must...

• Ensure that your address is correct:
  • Use your **ClarkYOU account** to update your:
    • US Physical Address (you must provide an on or off campus residential address, not a P.O. box number). This address MUST be where you are living locally while studying at Clark University.
    • US Phone Number (if applicable)
  • **Submit a Change of Address Form** to the **Registrar** to update your:
    • Foreign Address (The Registrar's Office will review and update your student account.)
• **Step 1:** Sign into your **ClarkYou Portal**

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**ClarkYOU**

Welcome | News & Events | Library & Research | Academics & Advising | Resources
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**CU Web**
Main Menu
Personal Information
Registration
Holds, Grades & Transcripts
Account Information

**Web Services**
Email
Onedrive
Handshake Job Portal
ClarkCONNECT
Digital Commons
Online Textbook Store
Housing & Dining Self-Service
Laundry Room Status
Clark Engage
LinkedIn Learning
Moodle
Panopto
Qualtrics Survey System
Submit Work Request (Facilities)

**Clark Dining**

**Dining News**

**NEWS**

*******************************************************************************

Let Us Cook For You!
You can sign up for a meal plan any time during the semester! Log in to CU web and use the "housing and dining self-service" link.

Available plans: 5 Meal Plan, 10 Meal Plan, 12 Meal Plan, 15 Meal Plan, and All Access Meal Plan

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Clark Dining Services Launched Menu App for Android

Download Clark Dining's Android app to check daily menus, updates on special events, event pictures and to share feedback with us. Let us know what you think of our app and if you would like us to add any new features on it.

Download on Google Play
Download on App Store

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Thank you for your feedback!
Click here to download a copy of this week’s comment card responses. Keep the compliments, suggestions, complaints & requests coming. These are important to our continual work to give you the best meal plan around! You can use Clark Dining mobile app, website or the comment board in the dining hall to let us know what you think…

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**Important Announcements**

There are no important announcements at this time.

**Clark ALERTS Updater**

**Clark OneCard Balances**

<table>
<thead>
<tr>
<th>Tender</th>
<th>Balance</th>
<th>Last Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Card $</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Print Allowance</td>
<td>$20.20</td>
<td></td>
</tr>
</tbody>
</table>

*The All Access Plan does not deduct meals from a balance of available meals and will therefore show a zero in the Meal Opportunities box.*

Money can be added to your One Card by visiting the Cashier window at room 318 in the Alumni and Student Engagement Center. Students can also add funds to their One Card through CUWEB.

For new or replacement OneCards please visit the One Card Office, in ASEC room 325 - 508.793.7109. Call ahead to check availability or make an appointment.

Faculty, Staff, Graduate Students, and Commuters can buy the Employee/ Grad 10 Block online.
Step 2: Select “Personal Information” on the left-hand side of the screen
• **Step 3: Select “Update Address(s) and Phone(s)”**

**CUWeb**

Main Menu | Personal Information | Student Services & Financial Aid | Employment Information

**Search** | **Go**

**Update Address(es) and Phone(s) - Select Address**

To add one or more addresses, choose “Type of Address to Insert” below and click **Submit**.

To make a change to an existing address, click on “Current” to view the address. Make the necessary changes, then **Submit**.

*Please note: only address types available in the drop down list are able to be updated here.*

To update a FERPA Address, please click on the link at the bottom of the page.

**NEW! Direct Deposit for Student Refunds now available!**

We are pleased to announce that Direct Deposit is now available for student participation. The Direct Deposit process option has many benefits to you:

- No lost or stolen checks or delay with the mail
- No running to the bank to deposit your funds and waiting for the check to clear
- No checking your student mail box to see if the check has arrived
- No special arrangements or fear of not receiving your money because you’re not on campus, studying abroad, or not moved into your apartment yet
- No need to go to your department to pick up fellowship stipend checks
- You're in control

Complete the **Student Direct Deposit Authorization Form**. Please note that this form must be printed, signed and returned to:

- Payroll Department - Graduate Payroll/Student Account Refunds
- Financial Aid Department - Undergrad Payroll/Student Account Refunds

Please allow a week for processing. Once received, each refund a student requests afterwards will be deposited into the student's bank account instead of a paper check being mailed.

You will find more information about direct deposits, including questions and answers, on our **Refund Policy page**.

<table>
<thead>
<tr>
<th>Home/Residence Address</th>
<th>Phones</th>
</tr>
</thead>
</table>

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• **Step 4**: Follow the instructions on this page to update your address and phone number. You will need to scroll to the bottom of the page where you can select “**Local Residence**” to update/add your local U.S. address.

![Addresses and Phones](image)
• **Step 5:** Fill in the address, phone number and other information you would like to add or update on your account. Finally, hit the “Submit” button at the end of the page.
WHAT DO YOU MEAN I CAN’T?
AN OVERVIEW OF US LAWS
• You must have a driver’s license.
  • MA License
  • Home Country License
  • International License

• You must have car insurance.

• You must learn the rules of the road.
SMOKING

• Clark is a smoke-free campus.

• Smoking of any kind, including any electronic nicotine-delivery system or smoking device, is prohibited for the entire campus community in or within close proximity to all Clark facilities, Clark-owned or -leased properties, and areas occupied or controlled by the University — both indoors and outdoors.
ALCOHOL AND DRUG USE

- The Drinking Age is 21
- Massachusetts has an “Open Container” Law
- NEVER drink and drive
- Marijuana is legal in Massachusetts but is not legal federally
  - As an International Student, any possession or usage of Marijuana could have serious consequences
    - Criminal liability
    - Ineligibility for visas (including cancellation of current visa status)
    - Inadmissibility to the US if traveling abroad
    - Deportation
ASK for HELP!

- Call University Police (1-508-793-7575)

- Contact ISSO immediately so that we can help!
  - Connect you with legal resources
  - Explain immigration implications
  - Provide other types of support
HAVE A GREAT SEMESTER!

Follow us on Instagram @clarkinternationalcenter

International Students and Scholars Office