

# Basic Immigration Information

## Important Terms and Documents you should know:

- D/S stands for “duration of status” which means you are allowed to be in the U.S. as long as you are maintaining your status. This is usually noted on both your I-94 and your I-20 or DS-2019.
- DSO (Designated School Official) refers to persons at an institution with the authority to communicate with DHS (Department of Homeland Security) or DOS (Department of State) on immigration matters. These are your international student advisors in International Student and Scholar Services (ISSS) office.
- Grace period is the period of time following your completion of study that may be used to prepare for departure from the United States or to transfer to another SEVIS approved institution. This time frame can vary depending on your visa-type and situation.
- I-94 is the Arrival/Departure record that you filled out either on your flight to the U.S. or at the Port of Entry (POE). You must retain the departure portion while you are in the U.S. If your I-94 does not say D/S, please notify an International Student Advisor at ISSS immediately.
- Non-Immigrant can be defined as an alien who wishes to be admitted to the United States for a limited, temporary purpose, and who plans to depart the United States after completing that purpose. F-1 and J-1 students are non-immigrants.
- Passport is the document issued by your home country for travel purposes. It must be valid at least 6 months into the future.
- SEVIS (Student and Exchange Visitor Information System) is the database used to produce I-20s and DS-2019s. This database is accessible on campus only by authorized DSOs who use it to report your data and events such as: student identity information, enrollment, address, work authorization, benefits requested, etc.
- Status refers to the actual activity for which the non-immigrant has been allowed to enter the U.S. For students, your purpose is to study.
- Visa is the stamp that a U.S. embassy or consulate affixed to a page in your passport. It gives you the right to request admission at a U.S. port of entry. A U.S. visa indicates: visa type, how many times you may request entry, and the last date on which the visa may be used to request entry. This document can expire while you are in the U.S. as long as you are maintaining your status.

## Full Course of Study Requirements:

USCIS (U.S. Citizenship and Immigration Services) regulations state that students must be enrolled in a full course of study each semester. Enrollment in summer classes is not required unless your initial entry document (I-20 or DS-2019) indicates you are to begin your program in a summer session. You must be enrolled during that first summer semester.

Full Course of Study	Fall and Spring Semesters	Summer Semester
Undergraduates	A minimum of 12 Credit Hours	A minimum of 6 credit hours
Graduate Students with no Assistantship	A minimum of 9 Credit Hours	A minimum of 5 credit hours
Graduate Students with Assistantship of .4 or above	A minimum of 6 Credit Hours	A minimum of 3 credit hour
English Language Program	A minimum of 18 Credit Hours	A minimum of 10 credit hours

NOTE: Only one class, 3 credit hours, of distance education can count toward the full course of study requirement.

There are very few exceptions to the full-course of study requirements. It is extremely important that you stay enrolled in a full course of study. If you feel you must drop below a full course of study for any reason, make an appointment with an International Student Advisor at ISSS IMMEDIATELY. This must be done BEFORE you drop any courses.

## Work Authorization:

USCIS allows F-1 and J-1 students to work on campus for a maximum of 20 hours per week when school is in session and unlimited during breaks. Please note that J-1 students will also need a letter from their sponsor giving permission to work on campus, if the sponsor is not Kansas State University. A work permit from ISSS is required.

## Address Requirement:

- Immigration requires that you always have a valid local address. Any change of address must be updated within **10 days** of the change through iSIS.
- Go to [www.k-state.edu](http://www.k-state.edu) and click on iSIS. Use your eID and password to login.
  - Click on Campus Personal Information
  - Then click Addresses
    - Add a new address
      - The country must be United States
      - Enter information in Address 1, City, State and Postal fields
      - Click ok
    - The next screen you must choose address type:
      - Choose the box for “HOME”
      - Be sure to click Save

## Transfer Information:

Transferring Away from K-State:

Only one U.S. institution has access to your SEVIS record at any time. If you have an I-20 issued by Kansas State University and intend to attend another U.S. SEVIS approved institution, your SEVIS record must be released by ISSS to the new institution. After the release date, the new institution will be able to issue a new I-20 for you. You must complete the Transfer-Out Procedures outlined below.

### Transfer-Out Procedure:

1. Apply for and receive admission to another institution within the U.S.
2. Contact ISSS to complete the Request to Release SEVIS Record; you will need to submit a copy of your admission letter to the new institution.
3. ISSS will review your request and enter the transfer release information into SEVIS.
4. Complete the Exit Survey and return to ISSS.
5. Contact your new institution about receiving a new I-20 form.

If you are a new student and have just transferred to Kansas State University, you should receive a new I-20 from ISSS. If you have questions about your new I-20 or the process, please contact ISSS and speak with an International Student Advisor.

## Helpful Tips:

- **Keep all of your immigration documents in a safe place.**
- **Make copies of your immigration documents for your records.**
- **Do not throw any I-20s or DS-2019s away.**

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