

**INTERNATIONAL
STUDENT SERVICES
ARRIVAL PACKAGE**



**NORFOLK STATE
UNIVERSITY**

We see the future in you.

International Student Services ARRIVAL FORM

Rev. 01/19

Date: _____

Name _____
First Name Family Name

Email Address _____ Country of Birth/Citizenship _____ /

Virginia Address (if known) _____

Virginia Phone (if known) () _____ Major Field of Study _____

☐ Male ☐ Female Age _____ ☐ Single ☐ Married Is wife/husband with you? ☐ Yes ☐ No

☐ Children (specify names, ages, and genders) _____

Arrival Information

Arrival Date: _____ Arrival City/Terminal: _____

Is someone meeting you at the airport? ☐ Yes ☐ No

If yes, who? ☐ Friend ☐ Family Member ☐ Athletic Coach/ University Personnel ☐ Other (please specify)

Transportation, in the form of a shuttle service is available from Norfolk International Airport to Norfolk State University at a discounted rate. Taxi cabs are also available.

Special Assistance

If special assistance is needed, contact the International Student Services by sending an email to bbharris@nsu.edu and we will assist in any way possible.

Housing

Do you have arrangements for housing? ☐ Yes ☐ No

Will you be living on campus? ☐ Yes ☐ No

Will you need assistance finding off-campus housing? ☐ Yes ☐ No

Host Family/Friend

Would you like to be paired with an American Host Family? ☐ Yes ☐ No

Would you like to be paired with another Norfolk State University student who can serve as a guide during your first year at NSU? ☐ Yes ☐ No

If yes, please check one:

- ☐ I would like to be paired with an American student.
☐ I would like to be paired with a new international student.
☐ I would like to be paired with an upper-class international student.



International Student Services
LOCAL ADDRESS FORM

Rev. 05/12

IMPORTANT: This form is to be completed by international students only. Information contained on this form will be used for United States Citizenship and Immigration Services (USCIS) reporting purposes **ONLY**.

Please return to: International Student Services; Norfolk State University; 700 Park Avenue, Student Service Center; Suite 110, Norfolk, Virginia 23504. Phone: (757) 823-8325 Fax: (757) 823-2640

Please type or print neatly.

Date _____

NSU ID _____ Social Security Number _____

Family Name _____ First/ Given Name _____

LOCAL/ VIRGINIA

Address _____ Apt. # _____
Street

City _____ State _____ Zip Code _____ Cell Phone _____

Alternate Phone _____ Email Address _____



We see the future in you.

International Student Services EMERGENCY CONTACT SHEET

Please print neatly

Rev: 05/12

Name: (Last/ Family Name) (First/Given Name)		NSU ID Number:
Other Names Used:		Native Language:
Country of Birth:	Country of Citizenship:	Country of Permanent Residence:
Current Address:		Telephone:
		E-mail:
Marital Status: ☐ Unmarried ☐ Married & spouse with me ☐ Married & spouse not with me		
Home Country Address: Telephone:	Spouse's Name/ Occupation (if applicable):	
	Spouse's Address: ☐ with me in U. S. ☐ same as home country Telephone:	
Father's Name/ Occupation: Father's Address: ☐ same as home country Telephone:	Mother's Name/ Occupation: Mother's Address: ☐ same as home country Telephone:	
Sponsor's Name/ Address (if different from above): Telephone:	Family Member in the U.S. in Case of Emergency: Name: Address: Relationship: Telephone:	

Completion of the following is optional, but your permission is strongly encouraged to allow us to assist you in an emergency:

I hereby grant full authority to the Designated School Official (DSO) and/or his/her designee to authorize medical treatment, or obtain and release any educational, medical, or other necessary information concerning me to my family, sponsor, government, or similar person or agency if it is deemed by the DSO to be necessary to protect my financial, legal, medical, or personal interests. I also understand that a record of all such releases will be kept and that this authority will remain in effect unless revoked by me in writing.

Signed _____ Date _____



International Student Services F-1 / J-1 RESPONSIBILITIES UNDER SEVIS

Rev. 01/19

Please read and initial each responsibility. If you have a question about a specific topic, please do NOT initial until you have received clarification from the Designated School Official (DSO). Do NOT rely on friends, academic advisors, or others for accurate immigration information.

1. ☐ **I agree to remain a full-time student each semester.**
Undergraduate students must be enrolled for at least 12 credit hours per semester, and graduate students must be enrolled for at least 9 credit hours per semester. You must consult the Designated School Official (DSO) BEFORE enrolling for less than the aforementioned number of credit hours (before the end of late registration) in order to obtain approval for reduced course load.
2. ☐ **If for some reason I need to withdraw from classes, I will notify the DSO before withdrawing by completing a Separation Form.**
3. ☐ **I will not let my I-20 form expire. If I need more time, I will apply for an extension at least 30 days before my form expires.**
The expiration date is printed on line 5 of the I-20 or line 3 on the DS-2019.
4. ☐ **I will maintain a passport valid for six months into the future.**
5. ☐ **If I leave NSU for a short-term or permanent leave of absence (except vacations), I will notify the DSO and/or submit a Temporary Leave of Absence Form or Separation Form.**
The forms are available on the website. They allow the DSO to update your information in SEVIS and the school database.
6. ☐ **If I change my visa status or file for permanent residency, I will notify the DSO.**
7. ☐ **I will apply for a new I-20/DS-2019 if any changes to the information on the form occur.**
Examples of situations when a new form is needed: change in sponsor or financial information, change of major, change of name, change of citizenship, etc.
8. ☐ **I realize that I must plan ahead and submit requests to the DSO in advance of when I need them.**
9. ☐ **I must maintain health insurance coverage for myself and my dependents living in the U.S.**
It is my responsibility to make certain there are no gaps in coverage by extending coverage before it expires. I will only buy insurance from companies that have policies meeting USCIS requirements.
10. ☐ **I will not work off-campus in the U.S. without prior approval from the DSO and/or the United States Citizenship and Immigration Services (USCIS.)** You must not accept employment even if the employer or your academic advisor states that it is allowable.
11. ☐ **I understand that I am allowed to work on campus no more than 20 hours per week when classes are in session.**
12. ☐ **If I travel, I must request a re-entry signature from the DSO.**
13. ☐ **I will keep track of my visa expiration date and be sure to apply for a new one on my next trip home if necessary, so that I may return to the United States.**
14. ☐ **I will report any changes in my address in the U.S. or in my home country within ten days.**
This can be done by submitting a Change of Address Form, available online.
15. ☐ **I will notify the DSO of any dependents in F-2 or J-2 status who will accompany me.**
The DSO must obtain biographical information as well receive notification as to the time they arrive and/or depart.
16. ☐ **I will complete the official transfer process if I change schools.**
You must submit a Separation Form and Form for Transfer of SEVIS Record to the DSO, obtain a new I-20 or DS-2019, and report to the new school within 15 days of the program start date.
17. ☐ **I will notify the DSO before enrolling in an online course.**
18. ☐ **I will notify the DSO before enrolling at another institution while attending Norfolk State University.**
19. ☐ **I acknowledge that it is ultimately my responsibility to maintain my status. ISS can only educate and assist you. We do not provide legal advice.**

I have read and fully understand my responsibilities as an F-1 student and the requirements for maintaining good visa status.

Printed Name _____

Signature _____

Date _____

International Student Services **F-1 RESPONSIBILITIES IN A NUTSHELL**

Rev. 01/19

What must I do to remain in valid F-1 student status?

- Take a full course load each semester (12 credit hours -undergraduates; 9 credit hours -graduates). If you meet the criteria for a reduced course load, obtain a clearance from the Designated School Official (DSO) prior to the end of late registration.
- Do not withdraw from classes without consulting the DSO. Complete a Separation Form.
- Do not let your I-20 expire. If you need more time to complete your studies, apply for an extension at least 30 days before your form expires. The expiration date is printed on line 5 of the I-20 or line 3 on the DS-2019.
- Maintain a passport valid for six months into the future.
- If you need to leave NSU for a short-term or take a permanent leave of absence (except vacations), notify the DSO and/or submit a Temporary Leave of Absence Form or Separation Form. The forms are available on the website. They allow the DSO to update your information in SEVIS and the school database. If you are taking a short-term leave of absence and fail to notify the DSO, your SEVIS record will be terminated and you will not be allowed to return to the United States.
- If you change your visa status or file for permanent residency, notify the DSO.
- If there are any changes in the information on your I-20/DS-2019, notify the DSO so that your I-20 can be updated. Examples of situations when a new form is needed: change in sponsor or financial information, change of major, change of name, change of citizenship, etc.
- Plan ahead and submit requests to the DSO in advance of when you will need them.
- Make certain that you maintain health insurance coverage for yourself and your dependents living in the U.S.
- Never work off-campus in the U.S. without prior approval from United States Citizenship and Immigration Services (USCIS.) You must not accept employment even if the employer or your academic advisor states that it is allowable.
- Never work on-campus more than 20 hours per week when classes are in session.
- Request a re-entry signature from the DSO prior to traveling abroad.
- Keep track of your visa expiration date and make certain to apply for a new one on your next trip home if necessary, so that you are able to return to the United States.
- Report any changes in my address in the U.S. or in my home country to the DSO within ten days. This can be done by submitting a Change of Address Form, available online.
- Notify the DSO of any dependents in F-2 or J-2 status who will accompany you in the U.S. The DSO must obtain biographical information as well receive notification as to the time they arrive and/or depart.
- Complete proper transfer procedures if you change schools. You must submit a Separation Form and Form for Transfer of SEVIS Record to the DSO, obtain a new I-20 or DS-2019, and report to the new school within 15 days of the program start date.
- Notify the DSO before enrolling in an online course. You may not apply more than 3 credit hours toward the full-time minimum.
- Notify the DSO before enrolling at another institution while attending Norfolk State University.

It is ultimately your responsibility to maintain your status. The DSO can only educate and assist you. She cannot provide legal advice.

REMEMBER: It is ultimately your responsibility to maintain your status. Stay informed. Don't rely on your friends or the media for accurate information regarding immigration issues. As well meaning as they may be, they may not be aware of new developments and practices. Check with a DSO if you have any questions or concerns but note that she can only assist you and cannot provide legal advice.

Visit the following web sites for more information:

U.S. Citizenship and Immigration Enforcement (USCIS): <http://www.ice.gov/graphics/sevis/index.htm>

National Association for Foreign Student Advisors (NAFSA): <http://www.nafsa.org>

Norfolk State University: <http://www.nsu.edu/international/index.html>

Name: _____ Date: _____
(Please Print Name) Signature