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What is SEVIS?

• SEVIS = Student and Exchange Visitor Information System

• A process of electronic reporting by DSU and the International Programs Office of required information reported to USCIS.

• Applies to students on F-1 visas and their dependents (F-2)
Immigration Documents

1. Passport
2. Valid I-20 (SEVIS)
3. I-94 (Arrival/Departure Record)
4. Visa Stamp

* Keep all your original I-20s, make copies of all of your documents, and keep them in a safe place. The International Programs Office keeps records for 4 years after you leave. The files are then destroyed, and we will not be able to provide any copies of your documents to you.
Passport

- Passports must be valid during your entire stay in the U.S.
- Consult with your embassy or consulate to extend passport
Visa Stamp

- Visa stamp is an entry permit only.
- You are eligible to stay in the U.S. after it has expired.
- If your F-1 visa is expired, you must apply for a new visa if you travel outside the U.S. with intent to return.
- Visa must be applied for outside of the U.S.
- For visa application information, visit www.travel.state.gov/visa
D/S: Duration of Studies/Status; allows an international student to stay in the U.S. so long as he/she complies with immigration regulations of the F-1 status.

If you want or need a copy of your I-94 information, you can retrieve it from here: [www.cbp.gov/I94](http://www.cbp.gov/I94) once you arrive. The IPO can assist you with this when you check-in.
Data Integrity

• The information you provide to various U.S. agencies should be consistent to eliminate data discrepancies.

• Names must be consistent on all official documents, including spacing and hyphens (passport, I-20, visa stamp, and I-94 card).

• If you have a number of records where the spelling of the name is inconsistent, government officials are more likely to interpret this as a deliberate attempt at misrepresentation.

• It is your responsibility to check your documents and notify the International Programs Office of any errors.
# Stay in status!

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- **Stay in status!**
- **Complete Check-in/Transfer Procedure**
- **Health Insurance**
- **Full-time Enrollment**
- **Finances**
- **Academic Maturity and Integrity**
- **Social Security Number**
- **Employment**
- **Report Changes to I-20**
- **Driver’s License & Driving in SD**
- **Travel**
- **Extension of stay**
- **Grace Period**
1. Complete SEVIS Check-in/Transfer

- All students must complete all of the following:
  - the Online Pre-Arrival Orientation;
  - Request an appointment with the IPO between January 5-8 for check-in.
  - attend the required International Student Orientation, Friday, January 9th at 9:00am.
- Bring the following documents to the SEVIS Check-in:
  - Passport (including visa)
  - DSU I-20;
  - Current, local address
  - Bring your previous school’s I-20 if you are a transfer student.
  - We will print your I-94 information at check-in.
  - Proof of Health Insurance
2. Student Health Insurance Requirements

- As an F-1 Dakota State University student, you and your F-2 dependents are required to be covered by a health insurance plan.
  - *It is strongly advised that you also purchase your own travel insurance to cover you on your trip.*

- **US Healthcare System Overview**
  - View this video!

- [http://www.dsu.edu/international/health-insurance.aspx](http://www.dsu.edu/international/health-insurance.aspx)
3. Full Time Enrollment

• Maintain full-time enrollment during the academic year (fall & spring semesters):
  • Undergraduates = 12 credits
  • Graduates = 9 credits
• Summer enrollment is optional
• Enrolling as a full-time student at the beginning of the term is not enough. You must maintain full time enrollment through the end of the term.

• Online courses
  • Undergraduates registered for 12-15 credits may take one, 3-credit class online
  • Graduates registered for 9-12 credits may take one, 3-credit class online
3. Full Time Enrollment

Acceptable reasons to drop below minimum credits:
• Academic Reason--English/reading difficulty; Improper level placement; Unfamiliarity with U.S. education system – *this is only acceptable your first semester and you must have permission from the IPO for a Reduced Course Load (RCL) before you withdraw from any courses*
• Medical Reason--must have documentation from physician or medical professional *with* appropriate recommendation
• Last enrolled semester of degree program (*you can only have one last semester*)
3. Full Time Enrollment

- US Department of Homeland Security requires that you receive approval from the International Programs Office **BEFORE** you drop below the minimum requirement.
- If you cannot maintain full time status, submit the Request for Reduced Course Load to the International Programs Office for approval.
- Deadline to submit the request is the **Add/Drop Deadline** for each semester. (**January 21, 2015**)  

*Attend First day of classes! If you do not attend, the professor may drop you from the class and give your seat to another student.*
4. Finances

• Tuition and fees payments are due by: **January 22, 2015**. If you need additional time to transfer your money to the US, you must be in contact with the Cashier’s Office the first day of class.

• You may request a payment plan before January 22, 2015.

• You can arrange payment for your tuition/fees at this website: [http://www.dsu.edu/cashier/International-Payments.aspx](http://www.dsu.edu/cashier/International-Payments.aspx)

• Or log into [WebAdvisor](http://www.dsu.edu/cashier/International-Payments.aspx) and arrange for international payment using peerTransfer.
4. Finances

- Local banks in Madison, SD
  - East River Federal Credit Union
  - First Bank & Trust
  - Great Western Bank
  - Interlakes Federal Credit Union
  - Wells Fargo Bank

You may wish to bring along cash or cashier’s check to the US to set-up your local bank account.
5. Academic Maturity/Integrity

Dakota State University requires adherence to the University’s standards of academic integrity. Below are two examples of unacceptable behavior:

• **Cheating**- using unauthorized notes, study aids, or information on examinations; presenting another person’s work as your own. Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above.

• **Plagiarism**- submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.
  • Copying others’ writing, or even a small part of their writing, without proper permission
  • Taking credit for any writing that is not your own
  • Using other authors’ material and changing it somewhat without stating next to the material exactly where it came from.
  • Not using quotation marks around any and all material this is not your own.
6. Social Security Number

- You must have a job offer to apply for a Social Security Number.
  - You do not need a social security number unless you are employed. The IPO can provide a letter stating you’re not eligible for a SSN should you need such a letter.

- Once you have a job offer, make an appointment with the IPO and bring the offer letter to the appointment.

- The IPO will arrange transportation to the Social Security Administration for you to apply for your Social Security Number.

- You must be in the US for a minimum of 10 days before you can apply for a Social Security Number.

- **SOCIAL SECURITY NUMBER DOES NOT EQUAL WORK AUTHORIZATION!!**
7. Employment

• On campus work:
  • Up to 20 hours per week during the semester
  • Over 20 hours per week during breaks and summer
• To apply, contact www.dsu.edu/career and register your account to search for openings.
7. Off-Campus Employment

- Curricular Practical Training (CPT)
  - Internship required for your academic program
- Optional Practical Training (OPT)
  - Professional work experience in your field at the end of your program

**to be eligible for either CPT or OPT, you must have been in valid F-1 status for at least 9 months/academic year before your work experience begins or you apply.**

**DO NOT ACCEPT EMPLOYMENT or BEGIN WORKING OFF-CAMPUS WITHOUT AUTHORIZATION FROM THE IPO OR THE US GOVERNMENT!**
8. Report I-20 Changes

- Report any change of address, major, degree level, financial source, or name to the IPO within 10 days of the change.
  - Email the update to: international@dsu.edu
9. Driver’s License & Driving in South Dakota

• In order to obtain a South Dakota driver’s license or state identification card, you must apply in person at the Department of Motor Vehicles.
  • Madison DMV
    209 First Avenue NE
    Madison, SD 57042
  • Open Tuesdays 9:00am-3:45pm

**if you have a driver’s license in your home country, it is wise to also get an International Driving Permit. These two documents will help you get your South Dakota Driver’s License which is required if you wish to operate a motorized vehicle.** you may use your international license/permit for up to 90 days in South Dakota.

IF you purchase a vehicle, you are required by South Dakota state law to also purchase car insurance.

You can register for a parking permit here.
10. Traveling Outside the U.S.

- You must obtain a “travel authorization” on your I-20 if you intend to return to DSU.
- Only the IPO staff can sign for travel on your I-20.
- Signature is good for 12 months.
11. Extension of Stay

- Your I-20 must be valid during your program in the U.S.
11. Extension of Stay

• If you cannot complete your program by the expiration date on your I-20, you **must** request an extension of stay **before** your program end date.

• You should **START** the paperwork at least 2-3 months prior to the I-20 expiration, and submit it **no later** than 2 weeks prior to the expiration date to guarantee timely processing.

• You must keep **ALL** previous original I-20s.
12. Grace Period

• After completion of your study or post completion work authorization, you can remain in the U.S. up to 60 days to prepare for departure.

• Completion of studies is NOT determined by the I-20 or visa stamp expiration date—it is determined by the completion of your academic requirements.
What if I Don’t Follow the Rules?

• Failure to comply with the above stated immigration regulations, university policies, and South Dakota state laws will result in the termination of your student status!

• A termination will leave permanent mark on your immigration record.
Reinstatement

• If you fall out of status, you must apply to USCIS for reinstatement in order to legally stay in the U.S. and continue your studies.
• The decision to reinstate you is completely at the discretion of USCIS
• If you are denied the reinstatement, you must depart from the U.S. without completing your degree program.
Key Points to Remember

• It is YOUR responsibility to know and follow the rules to maintain your status.
• Do NOT rely on your friends or other students.
• Keep all original I-20s.
• ALWAYS CONSULT WITH THE IPO STAFF IF YOU HAVE ANY QUESTIONS!
English Proficiency

• If your admission to DSU was conditional on your English proficiency—you must report to campus no later than January 5th to take your English exam.

• The results of your exam will determine whether or not you can take academic courses.

• *If you do not arrive in time to take the English exam, you will be required to take ESL spring semester and no academic courses.*
DSU Tutoring

- DSU offers individual and small-group tutoring in the Karl Mundt Library and Learning Commons, on a walk-in basis.
  - Accounting, English, Mathematics, Statistics, Biology, Chemistry, Physics, Computer Science, Networking, Programming, and Hardware Courses.
Student Health

- **Student Health Office**
  - Treat minor illnesses, injuries, and routine allergy shots
  - Screen and refer those requiring further diagnosis and care to the physician
  - Provide educational material and information to the students as needed
  - Administer immunizations
    *You are allowed three office visits per semester*

More information: [Student Health](#)

- **Phone:** 256-6951
The Community Center

- Each student has access to all the facilities of the Madison Community Center through the student fees paid with tuition.
  - Pool, hot tub, and sauna
  - Running track
  - Fitness equipment
  - Basketball and racquetball courts
  - DSU Intramural Sports Program
Off-Campus Housing

• If you have been out of secondary school for more than two years, you are eligible to live off-campus. You can locate available off-campus housing by searching the Madison Daily Leader’s online:
  http://www.dailyleaderextra.com/classifieds/housing/

If you have any questions regarding your rental lease or contract, please consult the International Programs Office before you sign ANYTHING. We strongly advise you get Renter’s Insurance.

On-campus housing is generally NOT available for graduate students. Please contact the Housing office directly to inquire: residencelife@dsu.edu

**If sign-up for on-campus housing, you are contracted for the entire semester—you cannot change your mind. You are required to enroll in a meal plan if you live on campus, as well.
International Programs Office

- Location: Tunheim Classroom Building (TCB) 303
- Telephone: 605-256-5267
- Facsimile: 605-256-5095
- Email: international@dsu.edu
- Website: www.dsu.edu/international
- Skype: dsu_international
Campus Map

- TCB 303 – International Programs Office
Completing the Online Orientation and Quiz is a requirement of becoming an F-1 student at Dakota State University. If you choose not to complete this requirement, we will not pick you up from the Sioux Falls Airport.

Please forward your Travel Arrangements Document and complete itinerary to international@dsu.edu before December 26, 2014.

Thank you!