Welcome to Pine Manor College!

International Student Handbook
2008-2009
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Welcome to Pine Manor College! We are excited to have you here as a new member of our community. Each student at PMC has the opportunity to develop academically, personally, professionally and to create new friendships that share in the eclectic mix of people, cultures and ideas.

We have created this handbook to help you become familiar with Pine Manor College, and to begin your process of living and studying within the United States. We strongly suggest that you read this carefully, because most of the answers to your questions can be found in this handbook. If you are studying in the U.S. under a non-immigrant visa, please pay special attention to the Immigration section for it will help you to understand your legal responsibilities.

Pine Manor College welcomes you and will make every effort to work with you to make your time here in the Pine Manor community and the United States a fulfilling experience.

Denise Alleyne  
Vice President of Student Services
## IMPORTANT TELEPHONE NUMBERS ON CAMPUS

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<tr>
<td>Director of Campus Safety</td>
<td>Michael Mangum</td>
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<td>Emergency</td>
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<td>Office of President Gloria Nemerowicz</td>
<td>Barbara Kirby</td>
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<td>Nia Lane Chester</td>
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<td>Coordinator of EFY and ELI Academic Director</td>
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<td>7682</td>
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<td>Vanessa Shannon</td>
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<td>Assistant Dean of Student Life</td>
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<td>Director of Residence Life</td>
<td>Jennifer Reed</td>
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<td>Mary Walsh</td>
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<td>Student Mail Room</td>
<td>Leonce Destin</td>
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<td>Erin Brennen</td>
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<td>Liam Roche</td>
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# Pine Manor College

## Guidebook to Pine Manor College & Boston

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ADJUSTMENT TO A NEW COUNTRY
AND A NEW CULTURE:

CULTURAL SURVIVAL IN THE UNITED STATES: The Adjustment Experience

Adjustment can be a difficult process for many. It does not happen over night, over one week, or even over one month. It may take many months to establish regularity to your life. The process of adjustment, though sometimes difficult, can also be an extremely productive and rewarding experience. Many people attain new levels of self-awareness, personal growth, and an enhanced understanding of their home country.

Although the experience is not identical for all, there are four general stages of “culture shock” that each person goes through. Culture shock is normal and everyone experiences it in one form or another.

In Stage One, many people experience general anxiety accompanied by a great deal of excitement because there are many details and arrangements to attend to. Often many people find there isn’t enough time to sit down and think during the first few weeks in a new place. Typically, between three and six weeks after arrival, the first rush of excitement wears off. This is the beginning of Stage Two.

Stage Two, School work is piling up, you are tired of doing everything in a second language, you may be missing family and friends at home, and you may have less energy and tolerance. You may also find changes in eating and sleeping habits. This is a time you need to take care of your health.

Your mind and body may begin to work very hard to accomplish simple tasks that barely took any thought or energy in your home country. If you feel this is happening to you, it is important to remember that this is a normal and expected part of the adjustment. Make sure you get some rest and take time to have fun in order to balance all of the work you are doing.

In Stage Three, you may find that you are able to laugh at mistakes that irritated you just a few weeks ago. You may also find that information is more easily absorbed and that your energy level is higher. Congratulations! You have made it through the hardest part.

The Fourth Stage is a sense of ease in this second culture. You understand how the culture works; it is no longer a guessing game. At this time, you can retain allegiance to your home culture while you begin to feel at home in the United States. Culture Shock is an “up and down” cycle. Students may go in and out of stages Two, Three, and Four for the first few years.

STEPS YOU CAN TAKE TO HELP WITH CULTURAL ADJUSTMENT

Be aware of the existence of cultural adjustment. Realize that it is natural to miss your family, friends, and home. Talk about these feelings with someone you feel comfortable with or with someone who has experienced these same symptoms of culture shock and has overcome them. The International Student Advisor is happy to meet with you if you need someone to talk to.

Find friends from the same culture group to talk with but try not to spend all of your time with these friends. Resist making jokes and negative comments about Americans and the United States. Instead, focus on the positive aspects of the new culture.

Find an American student or a continuing international student to explain the differences between your culture and American ways. She can be your “cultural informant”, and talking with her might help you gain a proper perspective.

Be curious. Do not be afraid to ask questions and get feedback about your interpretation of American customs, values, and behaviors. People will enjoy responding to your interest in understanding American ways.

Stay busy. Get involved in activities on and off campus. The International Student Club is a great way to keep busy. Do things that make you feel positive; let yourself experience a sense of well being. Seek out similarities between your home and your new culture.

Find friends who might be interested in sharing some hobbies and interests that you had at home. Doing something familiar in a new surrounding is a great way of experiencing continuity and keeping you balanced between home and school.

Maintain your sense of humor! Be willing to talk about your mistakes.

Keep realistic expectations. It will take you longer to accomplish tasks in a new culture, and an academic environment with a new language.

Remain open minded, flexible, and adaptable. Try to suspend judgment until you look for the logical reasons behind the differences. Be objective and perceptive:
• First describe what you see.
• Then interpret what you think about what you see.
• Then evaluate what you feel about what you see.

Once you have reached a conclusion, it may be helpful to seek out a “cultural informant.” You can discuss conclusions you have reached with her.

Keep your self-confidence. Believe in yourself and that you can do it!

**AN OUTLINE OF AMERICAN CULTURE**

It is difficult to provide a guide to social relationships in the USA because relationships are constantly changing. Due to the size of the country differences in social conduct from one large region to another can occur. How Americans make friends is perhaps the most difficult task for foreign students to understand. In the USA, friendliness comes easily, but friendships take a longer time to develop. American students may be very friendly; they may be eager to talk, smile, and joke – but this does not necessarily mean a commitment to friendship. This is because American students are concerned with establishing personal freedom, “finding themselves,” and they tend to be cautious about making commitments.

Close friendships certainly exist, but they are the result of repeated interactions between individuals and the recognition of shared views and experiences. You will, therefore, have to put some effort into making friends. The casualness of the social patterns in the US allows people to move into new social groups with little ceremony and that is an advantage. Social groups form in dorms, classes, clubs and sporting events, and you should feel as welcome to participate as anyone else. The key to being successful is to participate: don’t let a weakness in English keep you from seeking out friendships. Be flexible and, above all, don’t be discouraged by a few disappointing experiences with acquaintances. The true friendships you make at college may be the ones that last you a lifetime.

**Characteristic Traits of Americans**

Although it is impossible to characterize the traits of a group of people, the following are certain generalizations that can be made about Americans as a whole. They should, however, be recognized as generalizations, and you should not be surprised to find exceptions.

**Individuality:** Most Americans like to be treated as individuals, rather than as members of a certain class or group. They enjoy being seen as unique people, who are able to bring something special and different to everyone else.

**Informality:** In most cases, young Americans avoid elaborate social rituals. This is not to say that there is no form of etiquette, but they tend to prefer being casual and informal. However, this should not be taken as a lack of respect.

**Directness:** Honesty and frankness are more an integral part of American culture than being reserved. Americans may bring up issues in conversations which may be sensitive or embarrassing. Try not to be offended. Frankness might appear to be rudeness, but in most cases it is not intended to be. If you are unsure, ask a cultural informant about whether a specific comment should be taken as an offense. Americans are quick to get right to the point and may not spend time on polite social talk, as do many other nationalities. Americans may also tend to ask a lot of questions, some which may appear unusual, uninformed, or elementary. Try to be patient in answering them, as the person is probably genuinely interested in knowing more about you.

**Competition and Cooperation:** Americans place high value on achievement and success, which naturally leads to friendly and not-so-friendly competition. Although seemingly always in competition, Americans also have a good sense of “teamwork”; that is, cooperating with others toward a common goal.

**Punctuality:** You are expected to be on time, or punctual, in the USA. If you have an appointment at a certain hour, you should be there at that hour. If you cannot keep an appointment or cannot avoid being late, it is important and courteous to call ahead and explain. Most social functions, theater, lectures, etc. begin on time.

**Family Life**

In a great many countries, the extended family is the basic social unit. In the USA, the family unit is much smaller and tends to play a comparatively smaller role than elsewhere. The average family size is 2 parents and 2 children. However in the USA, there are many families who are made up of a different family structure where the biological mother and father are not currently raising the children. Families tend to be very mobile: by the age of 21, children often move out of the family home to begin living on their own.
Women’s Roles
Women’s roles in society have changed drastically in the last two decades, largely due to the women’s rights movement. More and more women now have professions and work outside the home; many of them work in fields which were traditionally dominated by men. There are many women in the USA who are not married, or who live with a mate without being married, or who marry later in life. American women also may be raising children alone; a woman in this situation is called a “single parent” (men can also be single parents if they are raising a child or children without the help of a partner).

Religion
There is no state religion in the USA, and many different religions exist. The importance and the intensity of religious beliefs vary from person to person, although many Americans attend organized religious services. People are not generally judged by their religious beliefs. Freedom of religion and respect for all religious beliefs are major American ideals.

Social Customs: As in every other country of the world, the USA has its own set of customs and behavior patterns. Here are a few things that every American automatically knows and might not think to tell you:

Social Invitations: Invitations should be accepted as soon as possible. Appointments for social affairs are more flexible than those for business affairs. For example, if a party is to begin at 8:00 p.m., many of the guests will arrive at staggered hours, and some may come as late as 10:00 p.m. This is acceptable. It is not acceptable for a dinner invitation. Under normal circumstances, a person who is inviting you tells you it is “his/her treat,” assume you will not be responsible for your own expenses. Since students are often short on money, you should be prepared to pay for yourself. If you are in doubt, you should ask. “Going Dutch” means that each person pays his or her own way. You may receive an invitation that asks you to a “pot luck” dinner (a dinner where each guest brings part of the meal or asks you to bring your own beverage). Although it seems strange, this is a perfectly acceptable way of entertaining in America.

Saying “Thank you”: It is considerate to send a thank you note to your host or hostess. It is not necessary to take a gift, especially if you are invited only for dinner. If you are invited to a birthday party or for Christmas, a small gift is appropriate. It is never necessary to give expensive gifts; a small souvenir from your country would be happily received. “Thank you” is used often in the USA; even for small favors done by a person who is only doing his or her job (such as a clerk at a store) it is customary to say “Thank you.” The response “You’re welcome” is also customary.

The Use of First Names: First names (or given names) are probably more readily used in the USA than in most other countries. It is correct to use the first name of someone approximately your same status and age or younger. A man or woman older than yourself should be addressed as Mr., Mrs., Miss, or Ms. until the individual requests you use his or her first name. The title Ms. is used by many American women instead of Miss or Mrs. If you do not know whether a woman is single or married, Ms. is a handy and proper form of address. The titles of Mr., Mrs., Miss, or Ms. are used only with last names in the USA. For example, Betty Smith is either Betty or Ms. Smith NOT Ms. Betty. Finally, if you have any doubts as to what to call someone, just ask. If people are unsure of what to call you tell them what name you prefer.

Roommates
Sharing a room can be an interesting and rewarding experience, although it is not always without some difficulties. To ensure the experience is a positive one follow one rule: treat your roommate as you wish to be treated. Remember, your roommate is an individual and may have different interests or values than you. These differences do not necessarily mean you will not be compatible roommates.

Here are some suggestions to help you adjust to a new roommate:

• Be friendly. No one likes to be ignored in her room. Chances are the friendliness will be returned.
• Be understanding. Try to understand the motives behind your roommate’s actions. Roommates can often help each other deal with difficult situations and work through their differences.
• Be sensitive. Some people need more sleep than others; some need more quiet time and/ or time to be alone. Be aware of these needs and negotiate your schedules so you can both have the kind of time you need in your room.
• Do not use your roommate’s belongings without asking. Often just asking makes all the difference.
• Give and take. There will be times when neither of you is being the ideal roommate. Keep communication open. If there is something bothering you, talk about it. Be direct, but be kind and respectful. No one likes to be verbally attacked.
• If you feel you cannot talk to your roommate about a specific problem, talk to a Resident Advisor (RA). The RA can suggest alternatives and help you see the issue more clearly.
DIRECTOR OF INTERNATIONAL STUDENT AFFAIRS

• The International Office is located on the second floor of the Student Center in Office 206.
• Stephen Donovan serves as the International Student Advisor, providing support to international students as well as information regarding visa regulations.
  Contact Information: Stephen Donovan, donovanst@pmc.edu  Phone (617)-731-7605

International Student Club (ISC)

• The ISC at Pine Manor College is a group of International students including American students.
• The International Club is a fun organization and members have had positive experiences. The International Student Club also serves as a connection for new students who find themselves lonely or homesick upon their arrival in the US. It introduces the current students to new students. It is one of the many places to make friends with people from other countries or even your own country.

International Students

There are over 400 students enrolled at Pine Manor College. About 40 students are International students with F-1 visas. Moreover, Pine Manor is a Multicultural College, containing students with family origins and backgrounds from around the world.

International Student Advisory Committee (ISAC)

The International Student Advisory Committee provides information, assistance, guidance, and support to all international students and scholars at Pine Manor College. The ISAC wants to be sure that each student has the academic, cultural, and social support needed to make their time in the PMC community successful and positive.

HEALTH INSURANCE

Massachusetts State Law requires that all students must be covered by health insurance. A student Health Insurance Plan is offered through the college and all International students are required to have this coverage in addition to the existing medical insurance you may already have in your home country.

PINE MANOR COLLEGE HEALTH & WELLNESS CENTER

Visit our website for more information @ http://community.pmc.edu/healthandwellness
  Phone: (617)731-7171

We encourage you to use the PMC Health and Wellness Center for your health needs, in the same way as you use your doctor at home. The Health and Wellness Center is located across from South Village and open from 9:30am to 4:30pm Monday through Friday. It is closed on weekends, holidays, during breaks and during the summer months. You may go to the Health and Wellness Center anytime it is open. You can also call 617-731-7171 to make an appointment. The Health and Wellness Center is staffed by nurse practitioners, counseling professionals, a part-time physician and a part-time psychologist.

When you are not feeling well, it is important that you go to the Health and Wellness Center before going to a hospital emergency room, unless it is a life or death situation. If the Health and Wellness Center is not open, you should contact either the RA or Area Coordinator who is on duty by calling Campus Safety at 731-7192. They will help you make a decision about the kind of treatment you need and if necessary, arrange transportation for you.

The Health and Wellness Center offers a range of services including treatment for routine medical problems, gynecological exams, contraceptive counseling, specialist referrals when necessary, as well as counseling, and education on health issues. The Wellness Resource Center has a number of books, brochures, videotapes, audio tapes, computer programs and other resources you can use to learn more about a wide variety of health-related topics. A Meditation Room and meeting space are also available for students’ use.

All medical records and discussions with the Health Center staff are confidential. Information will not be released without written consent from the student. The only time information would be given out is if a student’s life is in danger, or if it is required by a court of law (which is rare).
If you do not feel well and you cannot go to class, make sure you go to the Health & Wellness Center. The staff does not provide medical excuses. It is important that you inform your professors immediately that you did not attend classes due to medical reasons. **Class attendance does affect your grades.**

Health issues and problems can be difficult to discuss, especially when you are far from home. Please do not be embarrassed about any health issue, question, or problem you may have. There are many people with whom you can talk and who are here to help you. Do not let a health problem or question go unattended or unanswered. We want you to stay healthy.

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**TELEPHONES**

You will have to order your telephone by yourself. The phone company, Verizon, offers several different kinds of service. Choose the one that is best for you. Representatives will be on campus during Orientation times to assist students. When you have a dial tone, you can dial room to room and anywhere in campus with the last 4 digits.

**Telephone directory information:** There are several ways to find a telephone number. If you do not know it, Verizon publishes a set of telephone books for every town.

**The Yellow Pages** directory is a listing of business phone numbers. They are listed alphabetically according to the type of business or service they offer. For example, Red Cab is listed under the section called “Taxicabs.”

For **phone operator directory assistance**, dial 411 or visit www.411.com, which is the website to access phone number assistance.

**Overseas dialing:** for direct overseas dialing, dial 011, the country code, city code, and number.

**A warning to all:** Your phone bills can be very expensive. Late payment or lack of payment will cause your phone to be shut off. Be sure you understand your financial obligations before you dial.

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**MAIL SYSTEM**

Your address at Pine Manor College is:

Your name and mailbox number

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Pine Manor College
340 Heath Street
Chestnut Hill, MA 02467

You will be assigned a mailbox for your time here at Pine Manor College in the Ashby Campus Center. Each mailbox has a combination lock. You can usually pick up your mail after 11:15 a.m. each weekday morning. The central campus mail office is located in the basement of the Ferry Administration Building.

There is a mailbox for out-going mail on campus in front of the Anneberg Library. Mail is picked up daily, Monday through Saturday. If you need to purchase stamps, visit the bookstore. You can also buy stamps at any Post Office, Star Market, and through many ATMs.

If you are not sure how much your airmail letter or package weighs, please take it to the Post Office. If you need to send mail by express mail (overnight, two-day mail, etc.), send oversized packages or mail, and/or pick up anything that is over the normal weight and/or size, please consult with the Post Office.

**The closest post office is:** US Post Office, Middlesex Road, Chestnut Hill, MA 02467. The Post office is off of Hammond St. just past the Longwood Tennis Club, before the Chestnut Hill “T” stop.

Phone number: 1-800-275-8777, Hours: Monday through Friday 7:00am to 5:00 p.m., Saturday 8 to 1:00 p.m.

The U.S. Postal system is fairly efficient. Most letters sent first class within the U.S. take two to four days to arrive at their destination. Mail delivery is once a day. Mail is not delivered on national holidays or on Sundays.

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**THE PINE MANOR COLLEGE SHUTTLE SCHEDULE**

The college provides transportation from the Campus Safety Booth to the Reservoir MBTA stop, the Chestnut Hill MBTA stop, Star Market, the Chestnut Hill Mall, and Omni Foods from Sunday through Saturday. There is also a shuttle service run by Newbury College that provides service to Pine Manor Students.

For information on shuttle schedules and updates, call 617-731-7625
**PUBLIC TRANSPORTATION**

The "T" is the name of the Boston Transportation System that runs in and around Boston. The subway has four lines: the Green Line, Red Line, Orange Line, and the Blue Line. There are also bus routes available. It is best to use a T map when first using the subway. When you enter any underground station, you will have to purchase a Charlie Card ticket for $2.00.

The stop closest to Pine Manor College is called "Chestnut Hill" and the cost at this particular station is $2.00. It is about a 10-minute walk from the College. It is on the Green Line - D. If you want to go into Boston, you must wait in the "INBOUND" area and on the return make sure you get on the "D" trolley, which is also marked "RIVERSIDE."

"OUTBOUND" means the trolley or train is going out of town.
"INBOUND" means the trolley or train is going into Boston.

You can also purchase a monthly "T" pass which allows you unlimited use on any line depending on what type of "T" pass you purchase (Subway, Bus, or Combo). These passes may be purchased at Star Market/ Shaw's Grocery Market Chestnut Hill. South Station, Back Bay Station, or at the Government Center Station. You can get to Logan Airport fairly quickly and cheaply from Pine Manor College. Take the Green Line to "Government Center" then change to the Blue Line to "Airport" and take the shuttle bus to your terminal. More information about the "T" can be accessed by visiting [www.mbta.com](http://www.mbta.com) on the web.

You also have the option of taking taxicabs to your place of destination. You can search for taxicabs online at [www.411.com](http://www.411.com) or by phone by dialing 411.

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**BANKS IN THE AREA**

**BANK OF AMERICA**

21 Boylston Street, Chestnut Hill, MA
Telephone Number: 1-617-232-0980
Hours of Operation:
Monday-Friday: 9:00am-4:00pm
Saturday: 9:00am-1:00pm

**CITIZEN’S BANK**

1330 Boylston Street, Chestnut Hill, MA

Telephone Number: 1-617-738-1600

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**SOVEREIGN BANK**

1228 Boylston St., Chestnut Hill, MA
Telephone number: 1-877-768-2265
Hours of operation:
Monday-Wednesday: 9:00am to 4:00pm
Thursday - Friday: 9:00am to 5:00pm

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**IMPORTANT BANKING LANGUAGE**

WITHDRAWAL: Taking money out of your account.
DEPOSIT: Putting money into your account.
TRANSACTION: Any change you make in your account.
CLEAR: When you deposit a check into your account you cannot use the money immediately. You cannot use the money until the bank is sure that the person who wrote the check has enough money in his/her account to cover the amount of the check. This process is called “clearing a check.” It can take 2 to 10 days for a US check to clear. It can take weeks for overseas checks to clear. When the check clears, you can use the money.

BALANCE: The amount of money in your account.
INTEREST: The amount of money banks give you for keeping money in their bank. Savings accounts earn interest each year, paid by the month. Most checking accounts do not earn interest. However, some banks do offer checking accounts with interest. Be sure to ask about this when you open your account.

SERVICE CHARGE: The amount the bank charges for its services. The amount depends on the kind of account you have. Most are charged on a monthly basis.

"BOUNCING" A CHECK: This happens when you have spent more money than you have in your account. This can happen if you have not kept a careful record of how much money you have spent. This can also happen if you do not wait for checks to clear. Banks will charge you for a “bounce” more than once if the person to whom the check is written tries to re-deposit it. You can be charged each time it bounces. This can be very costly. Know how much money you have and do not overspend.

In the front of your check book there is a section to write down all transactions that take place. WRITE EVERYTHING DOWN.

Banks can make mistakes. Check your monthly statements against your own records in your checkbook. If you feel there is an error, notify the bank. If you do not understand something, please do not be embarrassed to ask lots of questions.
Places to go in Boston:

- Beacon Hill
- Back Bay (Newbury Street, Copley Plaza, Prudential Mall, The Esplanade at the Charles River)
- Theatre District
- Downtown Crossing (Boston Common, The State House, Park Street Church)
- South End
- The Fenway
- Chinatown
- Faneuil Hall Marketplace
- The North End

Places to go in Cambridge:

- Kendall Square
- Central Square
- Harvard Square
- Porter and Inman Squares

Museum and Attractions:

- Boston Center for the Arts
- Boston Tea Party Ship and Museum
- Cambridge Multicultural Center
- Franklin Park Zoo
- Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- John F. Kennedy Library and Museum
- MIT Museum
- Museum of Afro-American History
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Old South Meeting House
- Prudential Skywalk Observation Deck and Exhibit
- Trinity Church in the City of Boston
- The Wang Theatre
- House of Blues
- Arnold Arboretum
- Isabella Stewart Gardner Museum

Sports & Recreation:

- Boston Athletic Association / Boston Marathon
- Boston Celtics
- Boston Red Sox
- Boston Sailing Center
- Charles River Canoe and Kayak
- Community Boating
- Fleet Center
- Foxboro Stadium

Shopping:

- Barnes & Noble Booksellers
- CambridgeSide Galleria
- Star Market/Shaw’s
- CVS Pharmacy/ Walgreens Pharmacy

- The Chestnut Hill Mall
- Marshall’s
- Natick Mall
- Shopper's World
- Arsenal & Watertown Mall
- Burlington Mall
- The Kittery Outlets
- Wrentham Village Premium Outlets

Dining:

- Fire + Ice
- India Samraat Restaurant
- Hard Rock Café
- Cheers
- Thai Dish Restaurant
- Stephanie's on Newbury
- Cheese Cake Factory
- P.F. Chang's China Bistro
- Bertucci's

If you would like information on the listed items above or other restaurants in the Boston Area, please visit http://www.boston.com/dining

BUS TERMINALS:

Greyhound and Trailways
700 Atlantic Ave
Boston, MA
1.617.526.1800
South Station T stop

Peter Pan
700 Atlantic Avenue
Boston, MA
1.800.343.9999
South Station T stop

TRAINS:

Amtrak: 1.800.872.7245

AIRCRAFTS:

American Air Lines: 1.800.433.7300
America West: 1.800.327.7810
Airtran: 800. 247.8726
Continental Air Lines: 1.866.744.8744
Delta Air Lines: 1.800.221.1212
Jet Blue: 1.800.538.2583
Midwest Air Lines: 1.800.452.2022
Northwest Air Lines: 1.800.225.2525
United Air Lines: 1.800.538.2929
USAirways: 1.800.428.4322
AIRPORT TRANSPORTATION:
Boston Shuttle: 1.781.986.2334 / 1.866.447.5466
BostonCoach: 1.617.394.3900 / 1.800.672.7676

College Terms you need to know:

**Academic Advisor:** A faculty member assigned to advise students individually on selection of courses and related curriculum problems. You must see your faculty advisor in order to register for classes each semester. She can give you advice on course selection.

**Academic Probation:** This is a warning to the student that her academic progress is unsatisfactory.

**Bachelor’s Degree (BA):** A student receives this degree upon completing his or her undergraduate studies.

**Career Services:** The Office of Experiential Learning, Internships and Career Services assists students in determining career and educational goals and coordinates activities related to individual career exploration and development.

**Counseling Center:** Where professionally-trained counselors assist students in solving personal, social, career, and academic problems.

**Credit:** What a student receives upon completing a college course. The number of credits is usually based on the amount of hours spent in a class.

**Cross-Registration:** The cross registration program allows students to take courses at Babson College or Boston College and receive full credit toward their Pine Manor College degree.

**Dean:** Senior officer of a college. A college or university may have several departments headed by a Dean.

**Dean of Student Life:** Responsible for regulations, activities, and discipline of students.

**Designated School Official (DSO):** An official on campus who has the authority to access immigration information in the SEVIS system for PMC F-1 students and sign I-20s for travel purposes.

**Drop/Add:** During the first weeks of a semester the student is allowed to drop a course with which she is not satisfied and add another course to her schedule for that semester.

**Head of Department:** Full-time professors who have been given administrative duties in addition to their teaching responsibilities.

**Health Services:** Where students go for treatment of minor illnesses and injuries. Usually, there are professional nurses and doctors on staff who will assist with your problems.

**Inclusive Leadership and Social Responsibility (ILSR):** Pine Manor College prepares women for inclusive leadership and social responsibility in their workplaces, families, and communities. We pursue this goal through: integration of an outcomes-based curriculum and co-curriculum demonstrated by portfolio presentations; active, collaborative, applied liberal arts learning; and college-wide mentoring teams and community partnerships—in an environment that celebrates diversity and respects the common good.

**Independent Study:** A program where students are allowed to take a course for credit under a professor’s direction but without classroom participation.
Internships: Work experience that contributes to the student's major. A professor or faculty member monitors the process.

Learning Resource Center: An academic support center open to all students where tutors assist in writing, mathematics, reading, study skills, and time management.

Major: A specialized field of study that a student chooses to pursue through his or her college career.

Masters: After completion of the BA, a degree awarded to a graduate student once he or she has completed graduate school.

Midterms: Tests administered midway through the semester to assess the student's progress.

Orientation: A program designed to assist all new students in adjusting to her new college surroundings.

Pass/Fail: A system where you do not receive a letter grade for taking a course. Depending upon the student's achievement in the class, the word Pass or Fail appears on her transcript.

Plagiarism: The act of stealing another person's words or ideas and using them as one's own. Plagiarism is a serious offense.

Portfolio Learning Seminar Program: The purpose of the Portfolio Learning Seminar (PLS) is to encourage each woman at PMC to become a reflective, self-directed learner and help her understand and fulfill degree requirements through development of a personalized learning portfolio. A student's learning portfolio, through which she addresses the College's Learning Outcomes, will form the central focus of her educational experience at Pine Manor College. The PLS is led by a faculty member. There are meetings during the academic year. Presentation and submission of a learning portfolio is a graduation requirement for all PMC students.

President: The person responsible for directing the college or university.

Registrar: Processes and maintains student transcripts and other official records affiliated with student attendance and accomplishments.

Semester: The school year is composed of two semesters. A semester usually lasts four months.

Student Center: A place on campus where students socialize and relax.

Student Government Association: An organization composed of students to represent all students. The student government is the voice for the student body.

Study Abroad: Students may enroll directly in a foreign university and gain academic credits.

Syllabus: Usually distributed the first week of class, the syllabus is a professor's plan of action for the class. It is a schedule of requirements, usually explaining the intent of the course and the student's responsibilities.

Transcript: The compilation of the student's grades, credits, honors, etc., received through her college career.

Work-study programs: campus jobs offered to students who need financial aid.
Pine Manor College
Guidebook to F-1 Visa Regulations

• A Guide to the F-1 Student Visa Process & Maintaining Your Status
• SEVIS & Record Keeping and Reporting Requirements of International Students
• “After Graduating from PMC” Info Sheet
• F-1 Full Course of Study Requirements & Form for Requesting Less than Full Time Enrollment
• Change of Address & Form AR-11
• Leave of Absence & Form for Leave of Absence
• Program Extension & Form for Program Extension
• School Transfers & PMC Transfer Verification Form for Non-immigrant Students
• On-campus Employment & Other Employment Options
• Curricular Practical Training
• Employment Based on Severe Economic Hardship
• Employment with an International Organization
• Special Student Relief Employment
• Optional Practical Training
• Travel Advisory
• Information on Spouses and other F-2 Dependents
• Reinstatement to F-1 Status after a Status Violation
• Obtaining a Massachusetts ID
• Obtaining a Social Security Number
• Obtaining a Driver’s License
• Changing Your Immigration Status
• Types of Immigration Status
• Tax Information
• Immigration Attorney Referrals
• International Student Verification of Financial Support
• Checklist for New International Applicants
• I-20 Request Form
• Forms & Resources Information Sheet
PURSUING YOUR PINE MANOR COLLEGE EDUCATION
A GUIDE TO THE F-1 STUDENT VISA PROCESS

Visa General Information
If you’re a citizen of a foreign country, in most cases you’ll need a visa to enter the United States.
A visa permits entry to the U.S., (It is similar to a key opening a door). Once you have entered you do not need it again until you exit.

A visa allows you to travel to the United States as far as the port of entry (airport or land border crossing) and ask the immigration officer to allow you to enter the country. Only the immigration officer has the authority to permit you to enter the United States. He or she decides how long you can stay for any particular visit. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

There are two categories of U.S. visas: (1) immigrant and (2) nonimmigrant.
Immigrant visas are for people who intend to live permanently in the U.S. In contrast, Nonimmigrant visas are for people with permanent residence outside the U.S. but who wish to be in the U.S. on a temporary basis – for tourism, medical treatment, business, temporary work, or study.

An F-1 student is a nonimmigrant who is pursuing a “full course of study to achieve a specific educational or professional objective at an academic institution in the U.S.” Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to her residence abroad.

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TERMS YOU SHOULD KNOW:

Passport:
A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport also allows you to enter designated countries and a return to your country.

When you are in the U.S., you must make sure that your passport remains valid for a period of six months into the future. If your passport is about to expire, you should contact your country’s consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, consult your consular office or embassy immediately to replace it.

F-1 Visa:
A visa is a stamp in your passport that permits you to enter the United States. The type of visa you applied for and received at the U.S. embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the full name of the applicant, visa type, location of the visa issuing office, passport number, gender of applicant, date of birth, nationality, number of applications for admission (or the letter “M” for multiple entries), date of issuance, date of expiration, and a visa control number. The visa stamp also contains “machine readable” biographic information.

Your visa may expire while you are in the U.S. It is used only to enter the country. If, however, you are leaving the U.S., and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the U.S.

Automatic Visa Revalidation
If you have an F-1 visa that has expired but have a valid passport and I-20 form, then there is a way to travel to certain countries even after your F-1 visa stamp has expired. Under the doctrine of “Automatic Visa Revalidation” you may travel to Canada, Mexico, or any islands “contiguous” to the U.S. (such as the Bahamas,
Jamaica, and so on) for a period of less than 30 days and return to the U.S. even though your F-1 visa has expired. (Cuba is excluded from this list however).

I-94 Arrival/Departure Record

Every nonimmigrant entering the U.S. temporarily is issued a Form I-94. I-94 is divided into three portions: Instructions, arrival record, and departure record. At the port of entry, arrival record is kept by the US Citizenship and Immigration Services (USCIS); departure record is returned to the student and is usually stapled into the passport. This card will be surrendered when the individual exits the U.S.

The I-94 form is a key document for many nonimmigrant functions. What the immigration official at the port of entry stamps and writes on the I-94 is extremely important. The USCIS stamp and notations on Form I-94 show the nonimmigrant classification, e.g. F-1 or J-2, the place and date of their admission to the U.S., and the period of stay authorized. When an individual needs to demonstrate his or her current nonimmigrant category to USCIS when applying for a benefit, Form I-94 is always included as part of proof of status. Most students entering the U.S. with the F-1 visa will find the notation "F-1 D/S" on the I-94. "D/S" stands for "duration of status" and permits an individual to remain in the U.S. to complete his or her program within the dates on the I-20. Also each time you enter the US, you will receive a new I-94 admission number.

When you leave the U.S., you will surrender the departure record portion that is stapled in your passport. Never remove this yourself. A new I-94 will be issued when you return to the U.S. If you lose the I-94 card, you will need to apply for a replacement. Make sure you contact the International Student Advisor as soon as possible to pick up the necessary forms and discuss the application procedure if you need to replace the I-94. The process is one that can take between eight to twelve weeks. This card is absolutely necessary for departure from the United States, (i.e., holiday, winter and spring break).

The SEVIS I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status - For Academic and Language Students

An I-20 can be issued by Pine Manor College to student applicants who meet admission and financial requirements. The I-20 from Pine Manor College enables students to apply for an F-1 visa and allows entrance to the U.S.

The SEVIS Form I-20 prints as a 3 page document: page 1 contains program and biographical information; page 2 consists of pre-printed instructions; and page 3 contains employment authorization data and spaces for travel authorizations. Form I-20 issued by SEVIS contains a bar code on the right side of the form, the word "SEVIS", and a unique SEVIS student ID number printed above the bar code. Dependents accompanying the F-1 student in F-2 status must each have their own SEVIS Form I-20, issued in the name of the dependent that identifies them as a dependent.

The SEVIS Form I-20 is retained by the student. In instances of travel and employment, a student with a SEVIS Form I-20 will have a separate page for DSO signatures authorizing travel and for DSO recommendation or grants of employment authorization.

WHAT IS SEVIS?

SEVIS stands for "Student and Exchange Visitor Information System," a U.S. government system designed to track F, J, and M International students from all countries. All colleges and universities in the U.S. are required to use this system. Pine Manor College signed up for the system in October 2002 and since then PMC has been using SEVIS.

SEVIS is an Internet-based computer system. With SEVIS, the International Student Advisor regularly reports the status of international students throughout their stay in the U.S. As a PMC international student, SEVIS enables PMC to issue I-20s.

SEVIS information is accessible at the airports, embassies and consulates overseas, schools and universities, USCIS District Offices and USCIS Service Centers. Therefore, the international students should be proactive
regarding reporting requirements (listed below). If the international students fail to report, they lose the privileges of their student visa and become subject to deportation.

Until March 1, 2003, INS had been the branch of the government regulating procedures with regard to international students. It is now known by its new name, USCIS, U.S. Citizenship and Immigration Services.

**SEVIS Recordkeeping & Reporting Requirements of International Students:**

The Colleges and Universities provide regular electronic reports of the following information about the International Students to USCIS throughout the student's academic career. The school reporting windows range between 21 to 30 days after the occurrence of the event.

**The International Student Advisor MUST report the following actions:**

1. Transferring international students
2. Change in financial information (financial support requirements)
3. Change in personal information (address, name change, etc.)
4. Change in student's dependent information
5. Change in program information
   - program extension
   - change in major
   - early graduation
6. International students taking leave of absence/withdrawal for medical or personal reasons
7. International students dropping below 12 credits
8. International student with academic and disciplinary action taken by the school
9. Registration of all international students (returning and new) during PMC Orientations - reporting occurs for students who enrolled and students who failed to enroll
10. International students with paid internships (Curricular Practical Training)
11. International students working illegally
12. International students with Optional Practical Training
13. Any other notification request made by SEVIS with respect to the current status of the student

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**The international student's SEVIS I-20 record will be terminated for any of the following reasons:**

1. Absent from country for 5 months (students who are participating in study abroad programs are considered to be maintaining status)
2. Authorized early withdrawal
3. Change of Nonimmigrant classification
4. Change of Nonimmigrant classification denied
5. Change of status approved
6. Change of status denied
7. Change of status withdrawn
8. Costs exceed resources (the student fails to enroll due to lack of funds or is not permitted to enroll due to an outstanding financial balances)
9. Death
10. Expulsion (when the institution expels a student due to academic or other reasons, not including conviction of a crime)
11. Failure to enroll (the student is not registered for courses and not on an authorized "vacation semester").
12. "No show" - manual termination / system termination
13. Otherwise failing to maintain status (any other "violation" of F status)
14. Suspension (the institution suspends enrollment of a student due to academic or other reasons)
15. Transfer student no show (a student was issued a SEVIS I-20 by PMC and her record was released into PMC SEVIS database, but she did not enroll.)
16. Denied Transfer
17. Transfer Withdrawn
18. Program Extension Denied
19. Unauthorized drop below full course of study (the student withdrew from courses, or dropped below a full-course of study without prior authorization)
20. Unauthorized drop below full course time exceeded (the student continued part time enrollment beyond the authorized semester)
21. Unauthorized employment
22. Unauthorized withdrawal (the student withdrew from all courses)
23. Violation of change of status requirements

**What can you do?**

Inform International Student Advisor or Designated School Officials (DSOs) at Pine Manor College of any changes of information. If you need help or you’re not sure about something, please talk to a DSO!

*DSOs at Pine Manor College are Stephen Donovan and Denise Alleyne*

**What happens if you fail to report?**

You will lose the privileges of your student visa type and you become subject to deportation.

**Important Note:** Please Be Aware of the fact that the International Student Advisor must re-register you in the SEVIS system at the start of every new Semester. It is your responsibility to see the International Student Advisor to pick up an application form and return it to him as soon as possible. It must be returned to him within 30 days of the start of classes.

**Student Visas**

**Students are Encouraged to Apply Early**

*Student Applicants (for F-1 visas) - Overview*

All visa applicants are now required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. Students should consult Embassy web sites or call for specific application instructions. You may get a list of US Embassies and Consulates by viewing the following web address: [http://travel.state.gov/visa/questions_embassy.html](http://travel.state.gov/visa/questions_embassy.html)
Keep in mind that June, July, and August are the busiest months in most consular sections, and interview appointments are the most difficult to get during that period. Students need to plan ahead to avoid having to make repeat visits to the Embassy. To the extent possible, students should bring the documents suggested below, as well as any other documents that might help establish their ties to the local community.

Changes introduced shortly after September 11, 2001 involve extensive and ongoing review of visa issuing practices as they relate to our national security. It is important to apply for your visa well in advance of your travel departure date.

**When Do I Need to Apply for My Student Visa?**

- **Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.**
- The consular officer may need to get special clearances depending on the course of study and nationality of the student. This can take some additional time. For more information on applicants who may have additional processing requirements visit the following web address: http://travel.state.gov/visa/tempvisitors_info_additional4.html
- **Students should note that Embassies and Consulates are able to issue your student visa 90 days or less in advance of the course of study registration date.** If you apply for your visa more than 90 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time to accomplish any of the necessary special clearances or other processes that may be required.
- **Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20.** Please consider this date carefully when making travel plans to the U.S.
- **A student who insists on an earlier entry in the U.S. (more than 30 days prior to the course start date), must qualify for, and obtain a visitor visa.** A “Prospective Student” notation should be shown on his/her visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before beginning any studies, he or she must obtain a change of classification, filing Form I-539, Application for Change of Nonimmigrant Status, and also submit the required Form I-20m, an explanation letter, and extensive proof of finances to the USCIS in St. Albans, VT. Please be aware that there is an additional fee of $140 for this process. The process takes three to five months and one may not begin studies until the change of classification is approved. For these reasons, entering the US in this fashion is not a viable option.

**What is Needed to Apply for a Student Visa?**

**After an I-20 is issued, students must use it to actually acquire F-1 status. There are two ways to acquire F-1 status:**

1. Use the I-20 to obtain an F-1 visa at a U.S. consulate and then enter the U.S. with the F-1 visa and I-20, to be admitted in F-1 Status at the port-of-entry.
2. Use the I-20 to apply to USCIS for a change of status from one nonimmigrant status to F-1 status, if already in the United States in another nonimmigrant category. (For this option – please see the Change of Status Handout located later in this handbook.)

It is important to remember that applying early and providing the requested documents does not guarantee that the student will receive a visa. Also, because each student's personal and academic situation is different; two students applying for same visa may be asked different questions and be required to submit different documents. For that reason, the guidelines that follow are general and can be abridged or expanded by consular officers overseas, depending on each student’s situation. The following instructions are for students outside of the U.S. applying for a new F-1 visa.
Each applicant for a student visa to attend Pine Manor should bring with her:

- Pine Manor College Acceptance Letter
- A Form I-20 properly issued in SEVIS by Pine Manor College. Please be sure to submit all three pages of the I-20 form. The form must also be signed by you and by a Designated School Official (DSO) in the appropriate places.
- Financial evidence that shows that you or your sponsor have sufficient funds to cover your tuition and living expenses during the period of your intended study. Funds may come from any dependable source, including scholarships, fellowships, sponsoring agencies, personal funds or funds from your family. Documentation of scholarships and fellowships may be in the form of an official award letter from Pine Manor or a sponsoring agency; documentation of personal or family funds should be on bank letterhead stationery, or in the form of a legally binding affidavit. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor owns a business, please bring business registration, licenses, and tax documents, as well as original bank books and/or statements. **Newly admitted F-1 applicants are likely to be required to present this documentary evidence of financial support not only at the time of applying for the visa but also to the immigration inspectors when they arrive in the U.S.**
- Scores from standardized tests required by the educational institution such as the TOEFL, SAT, etc.;
- A passport valid for at least six months after your proposed date of entry into the United States;
- Transcripts and diplomas from previous institutions attended;
- Proof of residence outside the U.S. to which you intend to return after completing the temporary period of study
- Proof verifying intent to stay in the United States "temporarily and solely for the purpose of pursuing a full course of study."
- An application Form DS-156, together with a Form DS-157. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-158. A separate form is needed for children, even if they are included in a parent's passport. The DS-156 must be the February 2003 date, either the electronic "e-form application" or the non-electronic version. Both versions of the Nonimmigrant Visa Application Form DS-156 can be accessed by visiting the following web address: http://evisaforms.state.gov/. You may also check with the Embassy Consular Section where you will apply to determine if the hard-copy blank DS-156 form is available, should you need it.
- One (1) 2x2 photograph. Access information on the required photo format explained in nonimmigrant photograph requirements listed on the following website: http://travel.state.gov/visa/tempvisitors_info_photo.html.
- A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent's passport who is also applying for a U.S. visa, is needed;
- For students at public secondary schools only, proof that the student has reimbursed the school district for the cost of the education.
- Effective September 1, 2004, all visa applicants should be prepared to show evidence of paying the SEVIS fee ($100), prior to the visa interview date. For more information about the SEVIS fee payment process please visit: http://www.ice.gov/graphics/sevis/i901/faq.htm

**Applicants with dependents must also provide:**

- Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.)
- It is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.
**Please Note - Pine Manor requires all students to fill out the International Student Verification of Financial Support Form and an I-20 Request Form as well provide a bank statement from the student's or sponsor's bank account verifying that the existence of an available amount which is greater than or equal to one academic year's expenses. This expense amount is determined by PMC each year. Students unable to provide these forms will not be able to receive their I-20s to apply for the F-1 visa.

Where to apply for an F-1 Visa

- Applicants should normally apply for a visa at a consular office having jurisdiction over their place of residence.
- A student may also apply for a visa in another country’s consular office, but only if that consular office has agreed to process visa applications from “third country nationals” (TCNs). Obtaining an F-1 visa at a U.S. consulate outside the home country may often be more difficult or time consuming. It is important to note that if a student has overstayed a prior legal stay in the US, this option is not available.

The Consular Review Process

The U.S. Consular Official reviewing your visa application documents will be focusing on a few key items to determine whether your visa application will be accepted or denied. It is important that you understand what these key items are:

- Verification that the SEVIS Fee has been paid
- Verification of I-20 information issued through the SEVIS System
- Review of the hardcopy I-20 that the student provides, with the appropriate signatures
- Review of financial documentation - The consular officer must require credible documentary evidence that the applicant has enough readily available funds to meet all expenses for the first year of study. The officer also must be satisfied that, barring unforeseen circumstances, adequate funds will be available for each subsequent year of study from the same source or from one or more other specifically identified and reliable financial sources.
- Review of evidence establishing residence abroad and intent to depart the U.S. when studies are complete - Applicants generally establish their ties abroad by presenting evidence of economic social, and/or family ties in their homeland sufficient to induce them to leave the U.S. upon the completion of their studies. The failure to prove "residence" abroad and a temporary intention in the U.S. is one of the most common grounds for denial of F-1 visas.

Except for unusual circumstances, the U.S. consular official will review the documents and evidence presented, and will issue a visa within 7 to 10 days of the submission of the application. Although PMC may be satisfied that an applicant meets all the evidentiary requirements specified for obtaining F-1 status (e.g. admission, language proficiency, financial certification), the U.S. consular official makes the ultimate decision as to whether the applicant will be granted an F-1 student visa. This decision cannot be appealed.

After approving the visa application, the consular officer places an F-1 visa in the applicant's passport, noting the period of its validity, the name of the school shown on the I-20, and the number of entries allowed. The consular officer sometimes places the I-20 and supporting financial documents in a sealed envelope. In that case, the student should present the sealed envelope to the inspecting officer at the port of entry.

The same type of interview may occur when you arrive in the United States. Therefore, be prepared to present your passport (valid for at least six months), F-1 visa (for initial entries, the name of the school on the F-1 visa must match the name of the school on form I-20), SEVIS I-20 (properly signed by the student and Designated School Official), evidence of financial support, proof of having paid the SEVIS Fee and your acceptance letter when passing through the United States port of entry. Do not pack these documents in baggage that is to be checked into the baggage compartment.
When you enter the U.S. on the basis of an F-1 visa, you will also have your photograph and two digital fingerprints taken, as part of the US-VISIT program, an entry-exit tracking system managed by the Department of Homeland Security.

At the port of entry, the immigration inspector will review your papers and, if everything is satisfactory, the inspector will then give you all the documents including a Form I-94, Arrival/Departure Record, a small white card, which the inspector will attach to your passport. The I-94 will include the date, place of entry, your status as an F-1 student, a unique 11-digit admission number, and the period of admission known as "Duration of Status," indicated by the notation "D/S."

It is imperative that students report to the International Student office at Pine Manor College during the Orientation, since PMC is required to report whether the student has enrolled or failed to enroll at PMC. Remember, if you fail to enroll you will be "terminated" on the SEVIS System. The International Student office will request copies of your I-20, passport, I-94 card and F-1 visa.

**Maintaining F-1 Status**

It is extremely important for a nonimmigrant to maintain her status while in the United States. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the United States.

To maintain F-1 status, a student must:

1. Report to the PMC International Student Advisor to have your SEVIS record registered in SEVIS in a timely fashion for your first semester with PMC as well as at the beginning of each semester that follows.
2. For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must intend to attend.
3. Pursue a "full course of study" at the school listed on the currently valid Form I-20 during every academic semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO. Full course of Study at Pine Manor means taking no less than 12 credits worth of classes each semester.
4. Make normal progress towards completing the course of study, by completing studies before the expiration of the program completion date on Form I-20.
5. Keep Form I-20 valid by following proper procedures for extension of stay.
6. Keep Form I-20 valid by following proper procedures for change in educational levels or programs of study.
7. Keep Form I-20 valid by following proper procedures for transfer of schools.
8. Abide by the F-1 grace period rules, including remaining in the U.S. for no longer than 60 days after completing a full course of study. Students who apply for Optional Practical Training or who move up in education levels are able to remain in the United States after graduating from Pine Manor.
9. Report change of address to the DSO within 10 days of the change, so that SEVIS can be updated.
10. Abide by rules requiring disclosure of information and prohibition on criminal activity.
11. Do not work, either on or off-campus, unless specifically authorized under the regulations.

**What Items Does a Returning Student Wishing to Renew Their Visa Need?**

All applicants applying for renewals must submit:

- A passport valid for at least six months;
- An application Form DS-156, together with a Form DS-157. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-158. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Applications Forms; visit: http://travel.state.gov/visa/frvi_forms.html, to access these forms.
• A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent’s passport who is also applying for a U.S. visa, is needed; this can paid on line at [WWW.fmjfee.com](http://WWW.fmjfee.com).

• A new I-20 or an I-20 that has been endorsed on the back by a Designated School Official (DSO) within the past 12 months;

All applicants applying for renewals should be prepared to submit:

• A certified copy of your grades from the school in which you are enrolled;

• Financial documents from you or your sponsor, showing your ability to cover the cost of your schooling.

### How long may I stay on my F-1 student visa?

When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in the U.S. For a student who has completed the course of studies shown on the I-20, and any authorized practical training, the student is allowed the following additional time in the U.S. before departure:

• F-1 Student - An additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

Information taken from: [http://travel.state.gov/visa/tempvisitors_types_students2.html](http://travel.state.gov/visa/tempvisitors_types_students2.html) (April 2003 ed.) and the NAFSA Manual, modified to include PMC processes:

### After Graduating From Pine Manor College

After completing F-1 Studies at PMC, an F-1 Student has four immigration options:

1) Depart the US within 60 days of completing their course of study (Date of Graduation);

2) Continue in F-1 status by pursuing further F-1 studies either at the same institution or another school;

3) Apply for Optional Practical Training before completing the course of study; or

If an individual with F-1 status does not choose one of these options after completing their undergraduate studies at PMC, they will be considered out of status.

**If you have any questions – please contact the International Student Advisor.**

### F-1 Full Course of Study Requirements:

• You must pursue a full course of study (enroll in complete 12 credits) each semester even if you have a poor academic performance.

• If you are academically suspended from Pine Manor College (which prevents you from enrolling in a full course of study), you must find another school before the semester start date.
• You do not have to pursue full course of study during official school breaks.
• The International Student Advisor must authorize a "reduced course load" and update SEVIS prior to the student reducing her course load. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status and the student's record in SEVIS will be terminated.

**Exceptions to the full course of study requirement:**

1. **Illness or Medical Condition**  
   Students who have a medical problem can reduce their credit load or take no classes for up to 12 months per academic level. Such students must provide the International Student Advisor (ISA) with a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist before dropping courses. The ISA must re-authorize reduced course load for illness before each term begins with new documentation from the medical provider.

2. **Initial Difficulty with the English Language**

3. **Initial Difficulty with Reading Requirements**

4. **Unfamiliarity with American Teaching Methods**

5. **Improper Course Level Placement**

6. **To Complete Course of Study in Current Term**  
   Students may take a reduced course load in their final term if fewer courses are needed to complete the course of study.

8. Acceptable reasons for part time study are limited to academic reasons and DOES NOT include financial hardship or poor academic progress.

**Instructions to follow:**

1. You must be approved by your Academic Advisor and the Registrar before you can drop below 12 credits and a "Request for less than full time enrollment" form from the International Student Advisor, to be completed by you, your Academic Advisor and the Registrar.

2. You must submit the form to the International Student Advisor no later than the end of the Add/Drop period.

3. The International Student Advisor electronically updates the Authorize to Drop screen prior to the student dropping below full-time. Students who drop prior to the authorization are considered out of status and subject to deportation.

4. International students who are granted a reduced course load authorization must notify the International Student Advisor at the beginning of each semester.
   - Students who are granted a reduced course load authorization due to academic difficulties must resume a full course of study in the following semester. A reduced course load due to academic difficulties may only be granted one time during the course of studies.
   - If a student is not returning to class the following semester due to health reasons, she should notify the ISA and ISA must re-authorize the reduced course load and update SEVIS to reflect the authorization.
REQUEST FOR LESS THAN FULL-TIME ENROLLMENT
Complete Section A and then have Academic Advisor and Registrar complete Section B and C.

A. To be completed by student:

Last Name: _______________________________________ First Name: ______________________________
SEVIS ID #: _______________________________ Major: __________________________________________
Local Address: _____________________________________________________________________________
Tel #: ____________________ E-mail address: ________________________________________________

Credits accumulated to date: __________________________________________________________________
Anticipated Graduation Date: _______________ Program Completion date on current I-20: __________

B. To be completed by Academic Advisor:

This form is provided for your convenience and is designed to communicate certain information required by the U.S. Citizenship and Immigration Services (USCIS). In general, permission to register for less than full-time should occur rarely in a student’s career. By immigration law, the international student should be full-time during each semester. The international student whose name appears above is requesting less than full time enrollment at PMC. Please complete the form in full and return it to the international student advisor.

1. Semester requested for a reduced course load: ________________________________________________
2. Current number of registered credits (before course reduction): _________________________________
3. Intended number of registered credits (after course reduction): _________________________________
4. Do you recommend this student be given an authorization for a reduced course load? Yes / No
   A. If no, please explain: ___________________________________________________________________

B. If yes, please check all that apply:
   □ The student is having difficulty with English language
   □ The student is having difficulty with Reading requirements.
   □ The student is unfamiliar with U.S. teaching methods.
   □ The student has been placed in the improper course level.
   □ The student needs less than a full course load to finish the degree program this semester.
   □ The student has a medical reason for needing to be registered less than full time (attach medical documentation).

Approved: Director, Health Services_________________________________________
Other: ________________________________________________

I endorse and recommend less than full-time registration for this student during the semester requested.

Academic Adviser__________________________ Date________________

Print Name ______________________________

Address ________________________________ Phone #: __________________________

C. To be signed by the Registrar:
Approved by the Registrar: __________________________ Date: ______________

D. To be signed by the International Student Adviser:
Approved by the International Student Advisor: __________________________ Date: ______________

Back-up Documentation Received? __________________________ Date: ______________

Registered in SEVIS: __________________________ Date: ______________

Change of Address

1. F-1 students must comply with the address notification requirement by notifying the International Student Advisor (ISA) of address changes within 10 days of the change. If your address in your home country has changed or your U.S. address while you are studying has changed, please fill out this form.

2. Please fill out the below form and return the form to the International Student Office at Pine Manor College.

3. The ISA will update the student’s SEVIS record with the new address.

ADDRESS CHANGE NOTIFICATION

Student Name: __________________________

Old Address: __________________________________________________________

New Address: __________________________________________________________

Please check the box that applies:

I am changing my local US address
I am changing my foreign home address
Changing Your Major

It is important that your major be correctly reflected on your most current I-20. Not updating your I-20 with a change in major will have implications for eligibility for Practical Training. Also note that you are required to be making progress to complete your studies no later than the Program Completion Date stated on your I-20. If you think you will have a problem completing your studies by this date, please contact your International Student Advisor.

Student Name: __________________________________________

Previous Major: __________________________________________

Intended Graduation Date: __________________________________

Program Completion Date on I-20 Form: _______________________

I certify that I wish to change the above stated major to the following updated major: _______________________. I also certify that have done everything necessary to change my major with the Registrar’s office and have notified my academic advisor of my change of major.

Student Signature: ___________________________ Date: __________________________

Registrar’s Signature: ______________________________________

This signature certifies the student’s change of major with the PMC registrar’s office

Date: __________________________

For Internal Office Use only

Date Major has been updated into SEVIS: _____________________ ISA initials: __________

Has the student a signed and dated new I-20? _____________________
Taking a Leave of Absence / Withdrawing from PMC & Instructions to return to Pine Manor College:

Before taking a leave of absence/withdrawal:

- A student may take a Leave of Absence from the College for a maximum of two consecutive semesters and all Leave of Absences must be approved prior to the semester of leave by the Registrar's Office and International Student Office.
- When requesting a leave of absence or a withdrawal from PMC, you must be aware that the U.S. Immigration laws allow you to do so only if you are planning to leave the U.S. and remain outside the U.S. until your planned date of return to the College.
  - The only exception to this regulation is a medical condition, which must be confirmed by documentation from a doctor. Medical part time or medical leave of absence must be re-authorized each semester by your doctor and the International Student Office. Medical part time or medical leave of absence is limited to 1 year.
- You must complete a Leave of Absence form, available in the Registrar's Office.
- You must submit a copy of the Leave of Absence form to the International Student Office.
- You must fill out International Student Office's Leave of Absence/Withdrawal Form.

In order to re-enter the United States after a temporary absence of 5 months or less, an F-1 student must do the following:

- Get an acceptance from PMC Registrar's Office by filling out the "application for re-admission"
- Submit a copy of "application for re-admission" to the International Student Office
- Have a valid passport and a valid F-1 visa
- Have properly endorsed Form I-20 or a new Form I-20, if there has been a change in items 4, 5, 7, and 8 on your I-20. Your I-20 should be endorsed during the current term or, if you are returning from your annual vacation, executed in the term preceding the vacation.

If your leave of absence is five months or more, you will no longer be "continuing to maintain your valid, original nonimmigrant status" and will be considered a “new student” for enrollment and SEVIS I-20 issuance. For re-admission:

- Get an acceptance from PMC Registrar’s Office by filling out the application for re-admission
- Submit a copy of "application for re-admission" to the International Student Office
- Submit a bank statement that will show the sufficient funds to cover your expenses at PMC
Submit International Student Verification of Financial Support form signed by you and your sponsor who will be paying your expenses at PMC.

Submit I-20 Request Form

Have a valid passport and a valid F-1 visa

The International Student Advisor at PMC will mail you a new I-20 with "initial attendance"

15 day grace period after authorized and approved withdrawal: An F-1 student who has been granted an authorized withdrawal by a DSO may remain in the U.S. for up to 15 days following the withdrawal noted in SEVIS, to prepare to depart the U.S.

Unapproved withdrawals or terminations: If the student is taking a Leave of Absence and the student's intention is to stay in the U.S. during her absence, her record in SEVIS will be terminated and she is not eligible for any grace period and would be considered out of status. To continue studying at Pine Manor College, you have to file reinstatement with the USCIS to regain documented F-1 student status.

Notification and Letter of Understanding for International Students taking a Leave of Absence or Withdrawing from Pine Manor College:

Name of Student taking a Leave of Absence or Withdrawing:_________________________________________

SEVIS ID #:_______________________________________________________________________________

Date of Departure from Pine Manor College:____________________________________________________

Anticipated date of Return to Pine Manor College:_________________________________________________

Reason for Leave of Absence or Withdrawal:_____________________________________________________

The student above has been advised and given a handout on the rules and regulations according to the U.S. Citizenship and Immigration Services (USCIS) in regard to taking a Leave of Absence or Withdrawing from Pine Manor College. She has been advised by the International Student Advisor that when taking a Leave of Absence or Withdrawing from PMC, she may not remain in the country on her F-1 student visa without being enrolled in a full course of study in another institution. If she does remain in the United States after officially leaving the College, she understands that she will be officially in violation of her F-1 student visa status, and will start to accrue unlawful presence.

Student’s part:

I, ___________________________________ was advised and given a full explanation of the rules and regulations of USCIS surrounding my responsibilities as a student on an F-1 student visa taking a Leave of Absence or Withdrawing from Pine Manor College. I understand that it is my responsibility to follow these regulations and also to notify the College at all times of my plans to return or transfer. I understand that this letter will be placed in my permanent file, and by signing this letter I take full responsibility for maintaining my F-1 student status.

Signature of Student:_________________________________________________ Date:____________________

Signature of International Student Advisor:_________________________________________________ Date:____________________
Program Extension

F-1 students are admitted to the United States for "Duration of Status" to complete an educational program. The student must actually complete his or her program before the program completion date indicated in the SEVIS record and appearing at Item 5 on his or her current I-20. If a student will not complete the academic program by that date, he or she must comply with procedures for program extension.

Eligibility for extension of F-1 stay:

An F-1 student is eligible for program extension if:

• Program extension must be requested by student PRIOR to the Program Completion Date on your I-20; otherwise student will be out of status and must seek reinstatement.
• Student has "continually maintained status"
• The delay in completion is "caused by compelling academic or medical reasons," such as changes of major, unexpected research problems, lost credits upon transfer to school, or documented illnesses.
• It should be noted that "delays caused by academic probation or suspension are not acceptable reasons for program extension."

A student who fails to complete his or her program within the time prescribed in Item 5 of her Form I-20 and cannot meet the eligibility criteria for program extension is considered out of status and must apply for reinstatement to student status.

Instructions for extending stay:

1. The student must apply and be approved by the International Student Office and the Registrar's Office in advance of the current program completion date.

2. The student should have her academic advisor fill out "Academic Advisor's Recommendation for program extension" OR the Academic Advisor must provide a letter recommending the extension, explaining the reasons for the extension as well as specifying a new completion date.

3. The student must show new financial documents proving financial ability to continue their stay in the US.

4. The DSO updates the student record using the Extend Program option with the required information and prints the I-20 with new completion date through SEVIS.

ACADEMIC ADVISOR’S RECOMMENDATION FOR PROGRAM EXTENSION
A. To be completed by student:

Last Name: ___________________________ First Name: ___________________________

SEVIS ID #: ___________________________ Major: ___________________________

LOCAL ADDRESS: ______________________________________________________

TELEPHONE: ___________________________ E-mail: ___________________________

B. To be completed by Academic Advisor:

This form is provided for your convenience and is designed to communicate certain information required by the U.S. Citizenship and Immigration Services (USCIS). The foreign student whose name appears above wishes to apply for an extension of the time allocated for completion of her program of study. Please complete the form in full and return it to the International Student Advisor.

1. The student is engaged in the following academic program:

   Major: ___________________________ Number of credits required for degree: ___________________________

   Semester/Year expected to complete program of study (month/day/year): ___________________________

2. Is this student making normal progress towards her current degree?
   - Yes
   - No

3. Do you recommend this student be given additional time to continue her studies?
   - Yes
   - No

4. This student has not yet completed the current program of study due to (please check all that apply):
   - Delay caused by a change in major field of study
   - Delay caused because the student has a medical reason (attach medical documentation).
   - Approved: Director, Health Services ___________________________
   - Delay caused by lost credits upon transfer to Pine Manor College.
   - No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program.
   - Other (please explain): ____________________________________________

_____________________________________________________
Signature of Academic Advisor
Print Name
Date

C. To be signed by the Registrar:

Approved by Registrar: ___________________________ Date: ___________________________

D. To be signed by the International Student Advisor:

Approved by International Student Advisor: ___________________________ Date: ___________________________

Registered in SEVIS: ___________________________ Date: ___________________________

Are you eligible to transfer schools?
You must be maintaining status at your current school

The start date at the new school must be within 5 months after the release date set by your current school, or within 5 months between completing at your current school and beginning studies at the new school. This means that you can remain in the United States for NO MORE than 5 months between completing your new school and beginning studies at the new school.

For students on OPT, the course of study must begin within 5 months of the end of OPT, or the release date set by your current school, whichever is earlier.

You must be eligible for an I-20 at the new school.

The proper transfer procedures must be followed in SEVIS, within the required deadlines. If you have completed a course of study (or OPT), you are eligible for transfer through the end of the 60-day grace period.

Canceling a transfer in SEVIS: Once the International Student Advisor (ISA) at your current school enters release date into SEVIS, you are locked into the transfer school. If you decide to cancel before the release date, the ISA at your current school cancels the transfer. If you decide to cancel your transfer after the release date, please contact your International Student Advisor at your current school.

You must report to the school and be registered at the school that issued the Form I-20, which you used for entry to the U.S. Failure to report to the school is a violation of your nonimmigrant status. You may transfer to a new school shortly after you meet the reporting requirement (registration in SEVIS).

The name of the school recorded on your visa must match the name of the school on your I-20 only for the initial entry to the United States in F-1 status.

Are you transferring to another school?

You must accomplish the following tasks:

- Inform the PMC International Student Advisor of Your intent to transfer and the name of the school in which you intend to transfer.
- Provide a copy of your Admissions letter verifying your acceptance to the school in which you intend to transfer.
- Fill out the PMC Transfer Out Request Form.
- Contact the Registrar office and fill out the official Withdrawal paperwork before the end of the semester.
- Contact the Business office to clear all financial matters with Pine Manor College.

The ISA at PMC submits the update to SEVIS and enters a "release date" ("release date" is the date that your SEVIS record will transfer to the new school and usually the end of the current semester). Your New school will print out a copy of your new I-20.

**Note – If you are an on-campus resident, you must contact the Director of Residence Life regarding your intent to transfer before the end of the current semester and you must remove your belongings from the dorm by the moving out deadline.

Are you transferring to Pine Manor College?
If accepted to Pine Manor College, notify your current institution that you intend to transfer to Pine Manor College

Ask the International Student Advisor at your current institution to complete the **Transfer Verification Form** and mail it to the International Student Office at Pine Manor College.

International Student Advisor at your current school must enter into SEVIS your intention to transfer to Pine Manor College and enter the "transfer release date."

Pine Manor College will issue a new I-20 for you once the "Transfer Release Date" is entered into SEVIS by your current school and once the Pine Manor College International Student Advisor has confirmed to have the following documents from you (please disregard if you have submitted this information when submitting your admissions application:

- **Completed Transfer Verification Form** from your current institution
- **Bank statement** that will show the sufficient funds to cover your expenses at PMC
- **International Student Verification of Financial Support form** signed by you and your sponsor who will be paying your expenses at PMC.
- **Copy of your unexpired passport, F-1 visa and I-94 Arrival/Departure Record**
- **I-20 Request Form**
- **Copies of all previous I-20s issued to you by other institutions.**

If all documents are in order, the International Student Advisor will issue a transfer Form I-20. This becomes your current, valid I-20.

You are required to contact the International Student Advisor within 15 days of the program start date listed on Form I-20, and the ISA must register you in SEVIS. The ISA must complete this registration no later than 30 days following the close of class registration. At this point, your SEVIS record will change from "initial" to "active" at Pine Manor College and the transfer will be considered completed.

Failure to report to our office within this time period is a violation of your nonimmigrant status.
TRANSFER VERIFICATION FORM FOR NON-IMMIGRANT STUDENTS

Wishing to Transfer to Pine Manor College

A. To be completed by student:

Please read carefully and complete the information in Part A and then present the form to the International Student Advisor at the institution you are currently attending or have recently attended.

Last Name: ______________________________________ First Name: _________________________________

Current Address: _____________________________________________________________________________

Tel: _____________________________________________ E-mail address: __________________________

Date of Birth: ____________ Country of Birth: _______________ Country of Citizenship: __________________

I hereby authorize the information requested below to be forwarded to Pine Manor College.

Signature: ____________________________________________ Date: ______________________________

B. To be completed by the International Student Advisor at current school:

The student noted above wishes to transfer to Pine Manor College. Please complete the information requested below and mail your reply to the address listed below. Thank you for your assistance.

1. What is the student's SEVIS ID #?

_____________________________________________________

2. What is the student's SEVIS "transfer release date"?

_____________________________________________________

3. Student's I-94 #: _________________________________________________________________________

4. Please indicate this student's date of attendance at your institution:

_________________________________________________________________________________________

5. Is this student currently maintaining status under the regulations of the USCIS? (Circle one) Yes   No

If not, please explain: _______________________________________________________________________

_________________________________________________________________________________________

6. Please list any periods of Optional or Curricular Practical Training:

_________________________________________________________________________________________

7. Has the student met all financial obligations to your institution? (Circle one) Yes   No

Signature of DSO:____________________________________ Date: ________________

Name & title: ______________________________________________________________________________

Telephone Number & E-mail:_________________________________________________

Institution & address: ________________________________________________________________________

Mail complete form to: Pine Manor College, International Student Office, 400 Heath Street, Chestnut Hill, MA 02467

Official College Seal
Transfer Out Request Form

DO NOT submit this form until you have made a final decision regarding the school to which you will transfer.

Student Name: ____________________________________________

U.S. Home Address: ____________________________________________

U.S. Contact Phone Number: _____________________________________

E-mail Address: ________________________________________________

Foreign Permanent Address: _____________________________________

I have decided, among all the schools I applied to, that I will transfer to the institution noted below. By completion of this form and my signature, I request the Pine Manor College International Student Office to record in the government’s Student and Exchange Visitor Information System (SEVIS) a “Transfer Out” to:

Institution: _________________________________________________

City and State (e.g., “Austin, Texas ”):____________________________

International Advisor Contact at Transfer-In School:_________________________

Phone Number: ________________________________________________

Suggested Transfer Release Date* _________________________________

Why do you suggest this date?_______________________________________

Signature_________________________ Date_________________________

* PMC must enter a “Release Date” in SEVIS when recording a “Transfer Out.” On this date, your new school (the school to which you will transfer) takes control of your SEVIS record and can then produce your I-20 and complete the transfer process. The release date must be the date you will complete your program at Pine Manor College. Though we ask for your suggestion to guide us, PMC will make the final decision regarding the release date.
Employment Overview for Pine Manor College Students in F-1 Status

There are five categories of employment available to F-1 Students:
1. On-Campus employment
2. Employment authorized because of severe economic hardship
3. Special Student Relief program employment, which is based on the on-campus and economic hardship employment categories
4. Certain employment sponsored by international organizations
5. Practical Training (curricular and optional practical training)

Each of these categories require that you be currently maintaining valid F-1 status. A student who is out of status is not eligible for F-1 benefits, including employment. Each F-1 employment category has specific eligibility requirements, and most are also divided into subcategories, so be sure to review each category in detail.

For information regarding the listed employment types above, please stop by the M.I.S.A Office or refer to the International Student Handbook.

Information regarding illegal employment:

You will be considered illegally employed if you were paid money for your services without authorization under USCIS. Watching someone’s children in exchange for tuition money is considered employment, and it is illegal. So please be careful. If you give time or services and receive nothing, this is considered “volunteer” work rather than employment. Working without USCIS authorization is illegal!

Off-Campus employment:

A student must be authorized for off-campus employment under all of the circumstances listed above (except for On-Campus employment). These forms of off-campus employment must be recommended in SEVIS by the International Student Advisor/DSO, and adjudicated and approved by USCIS, which issues an EAD card evidencing the employment authorization. A student cannot begin the off-campus employment until she receives the EAD from USCIS. The only forms of employment that require and EAD card is On-Campus Employment.
On Campus Employment:

F-1 students are generally permitted to work part-time on the premises of the school that issued their current and valid I-20, while they are attending that school and maintaining their F-1 status.

- Preconditions: Student is eligible immediately upon obtaining F-1 status; no waiting period
- Duration: Can be used while student is pursuing a full course of study.
- Hours per week: **Limited to 20 hours per week while school is in session**; can be full time during official school breaks (for students who are eligible and intend to register for the subsequent academic term.) Students are not permitted to work on-campus once they have completed their program unless they have an approved period of Optional Practical Training.
- Location: Must be considered "on-campus"
- Approval process: Employment does not require International Student Advisor or U.S. Citizenship and Immigration Services (USCIS) approval.
- Offer of employment is not required as a condition of eligibility
- Can be in any on-campus position that does not displace a U.S. worker; does not have to be related to course of study
- Initial entry students cannot begin work sooner than 30 days prior to start of classes
- Transferring F-1 students may not work on campus at Pine Manor until Pine Manor has received their SEVIS I-20 records from their previous school

Work on the school premises, employed by the I-20 issuing institution:

On-campus employment at Pine Manor College includes work done as a teacher assistant, resident assistant, first year advisor, orientation leader as well as jobs in the cafeteria, bookstore, childcare center, business office, library and admissions office.

On-campus employment after completing a course of study:

A student may not engage in on-campus employment during the 60 day grace period following the completion of a course of study or thereafter, except in the following situation:

- Employment authorized for practical training
- Employment between academic levels at the same school
- Employment between programs when transferring schools
- A student may only engage in on-campus employment at the school having jurisdiction over the student’s SEVIS record.
CURRICULAR PRACTICAL TRAINING (CPT):
An F-1 student may wish to engage in temporary employment to gain practical experience in his or her field of study. CPT employment is an internship or practicum which is offered by sponsoring employers through cooperative agreements with Pine Manor College. An F-1 student may be authorized by the International Student Advisor and by the Coordinator of Experiential Learning to participate in a CPT program, which is an integral part of an established curriculum in the student's course of study. CPT is defined as alternate work/study, internship, cooperative education or any other type of required internship or practicum.

INFORMATION AND ELIGIBILITY FOR CPT:
1. PMC's institutional policy is that students must obtain credits for the internship, which count towards their graduation.
2. The training must be directly related to the student's field of study.
3. Full time or part-time is determined by curriculum.
4. The internship site should not be outside of Massachusetts.
5. CPT may be granted by the International Student Advisor in increments of no more than one year, or until the date your employment is completed, whichever is shorter.
6. Must have an offer of employment that qualifies as CPT.
7. Students may engage in CPT only for specific employer, location and period approved and recorded by the International Student Advisor in SEVIS.

If it is an unpaid internship for credit:
• You need to see the Coordinator of Experiential Learning to obtain the "Interim Contract".
• You must register with the Registrar's office.
• You must submit a copy of the "Interim Contract" to the International Student Advisor.

If it is a paid internship for credit:
• You need to see the Coordinator of Experiential Learning to obtain the "Interim Contract".
• You must register with the Registrar's office.
• Submit a copy if the "Interim Contract" to the International Student Advisor.
• Obtain a letter from the employer indicating the job title, dates of employment, number of hours per week, place of employment, and brief description of work.
• Submit the letter from the employer to the International Student Advisor.
• If everything is in order, the International Student Advisor will update the student's record with an authorization for CPT and issue the new I-20 in SEVIS that reflects the International Student Advisor authorization on page 3.

You must receive a new and updated I-20 from the International Student Advisor BEFORE work begins. Please sign the new I-20 that will be issued to reflect CPT. USCIS approval (and an EAD card) is not required.
Employment based on severe economic hardship:

Severe Economic Hardship Employment is an F-1 employment benefit intended to address situations where a financial need beyond the student's control arises, which was unexpected at the time the student applied to Pine Manor and after all other potential employment opportunities have proven to be insufficient.

Examples of “unforeseen economic hardship” include loss of financial aid or on-campus employment without fault on the part of the student, large fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, theft, medical bills, or other considerable and unexpected expenses.

Information and Eligibility:
1. You must have been in F-1 status for one full academic year.
2. You must have a GPA of 2.0 or higher.
3. You must explain how on campus employment has been either unavailable or insufficient to meet your needs.
4. You must have and be able to provide EVIDENCE that proves you have financial problems caused by unforeseen circumstances beyond your control.
5. Can be in any job (designed for off-campus employment but can be done on-campus).
6. If you are granted this type of employment, you can still use up your 20 hour on-campus benefit, also eligibility for practical training will not be affected.
7. An offer of employment is not required as a condition of eligibility.
8. Limited to 20 hours per week while school is in session; can be full time during official school breaks.
9. You must apply for EAD from USCIS (U.S. of Citizenship and Immigration Services) after the International Student Advisor updates SEVIS with recommendation.

The Application Process - Please gather the following:
- A completed I-765.
  * Item 16: mark "(c) (3) (b)"
  * Item 3: no P.O. Box address
- A written statement describing the unforeseen hardship situation and explain why on-campus employment is unavailable to meet your needs.
- Attached backup documentation for your unforeseen hardship situation.
- Two ADIT style photos.
- Although not required, The International Student Advisor may choose to write a brief letter summarizing and verifying the student's financial situation and supporting your application.
- Copies of your passport ID pages, F-1 visa and I-94 card (front and back).
- If you are renewing your Hardship Employment, provide a photocopy of the previously issued EAD.
- $340 fee in the form of check or money order made payable to "Department of Homeland Security".
- Copy of your current Verification of Financial Support form and bank statement.
- Copy of any previous EAD cards and if you had a previous EAD card.
- Copies of all previous Form I-20s from every school you have attended.
- The International Student Advisor (ISA) will update SEVIS with a recommendation for employment and print the SEVIS I-20; Student and the ISA sign where required.
- A copy of your new Form I-20 issued with DSO recommendation for economic hardship employment.
- Mail all of the above to the USCIS Vermont Service Center, 75 Lower Welden St., Saint Albans, VT 05479-0001.

Additional Information:
- It will take an average of four to six weeks for your EAD to be returned to you from USCIS. Sometimes USCIS may ask for more evidence of your financial problems and that can delay the process. This will be issued on a blue “Request for Further Evidence” form.
- You cannot begin work until you have your EAD card. A receipt is not enough.
- USCIS grants hardship employment authorization for one year at a time, or until the program end-date on your I-20, whichever is shorter.
- Your employment authorization is automatically terminated if you transfer to another school.
- You must reapply each year to renew this authorization. This may include applying early enough so that the EAD is received before the expiration date of the prior one. You cannot work until you receive your new EAD card. If the employment is denied, USCIS will indicate the reason for denial in writing. A denial may not be appealed.
Employment with an International Organization:

This F-1 employment benefit allows F-1 students to work for recognized international organizations within the meaning of the International Organization Immunities Act.

- A Student is eligible as soon as she is in F-1 status, there is no waiting period. This benefit is available only while you are in F-1 status, before completion of your educational objective.
- Employment must be with a qualified international organization (see next page)
- Employment is granted by USCIS in increments of no more than one year, or until expected date of employment is completed, whichever is shorter.
- This can be approved for full-time employment
- Does not have to be related to course of study, but international organizations usually hire students for positions in their field of study.
- Must have a written offer of employment from a qualifying international organization. This must be on the organization’s letterhead.
- Use of this employment benefit does not affect eligibility for practical training or on-campus employment.
- You must apply for an EAD from the USCIS, and receive the EAD before employment begins.
- You must continue to maintain a full course of study in F-1 status during the period of employment.

***Some International Organizations, especially large organizations, may have internal guidelines for F-1 students they hire. You should check with the international organization before beginning the application process.

Application Process:

- Obtain written certification from the international organization on the organization’s letterhead that the proposed employment is within the scope of the organization’s sponsorship.
- Request that your International Student Advisor update your SEVIS I-20 record to recommend employment with an international organization.
- Submit a copy of your New I-20 with your International Student Advisor Recommendation.
- Submit a copy of your I-94 card, Passport ID pages
- Submit copies of previously-issued EADs, if applicable.
- Complete Form I-765, marking at item 16 the code “(c) (3) (ii)”
- Submit $175 fee in the form of check or money order made payable to “Department of Homeland Security”.
- Submit Two ADIT style photos
- Send the above to the USCIS Vermont Service Center, 75 Lower Welden St., Saint Albans, VT 05479-0001.
Qualifying International Organizations

• African Development Bank
• African Development Fund
• Asian Development Bank
• Border Environmental Cooperation Commission
• Caribbean Organization
• Commission for Environmental Cooperation
• Commission for Labor Cooperation
• Commission for the Study of Alternatives to the Panama Canal
• Customs Cooperation Council
• European Bank for Reconstruction and Development
• European Space Agency
• Food and Agriculture Organization
• Great Lakes Fishery Commission
• Hong Kong Economic and Trade Offices
• Inter-American Defense Board
• Inter-American Development Bank
• Inter-American Institute for Cooperation for Agriculture
• Inter-American Investment Corporation
• Inter-American Statistical Institute
• Inter-American Tropical Tuna Commission
• International Atomic Energy Agency
• International Bank for Reconstruction and Development
• International Boundary and Water Commission - the United States and Mexico
• International Centre for Settlement of Investment Disputes
• International Civil Aviation Organization
• International Coffee Organization
• International Committee of the Red Cross
• International Cotton Advisory Committee
• International Criminal Police Organization (INTERPOL)
• International Development Association
• International Development Law Institute
• International Fertilizer Development Center
• International Finance Corporation
• International Food Policy Research Institute
• International Fund for Agricultural Development
• International Hydrographic Bureau
• International Joint Commission – the United States and Canada
• International Labor Organization
• International Maritime Organization
• International Maritime Satellite Organization
• International Monetary Fund
• International Organization for Migration
• International Pacific Halibut Commission
• International Secretariat for Volunteer Service
• International Telecommunications Satellite Organization (INTELSAT)
• International Telecommunication Union
• International Union for Conservation of Nature and Natural Resources
• International Wheat Advisory Committee (International Wheat Council)
• Interparliamentary Union
• Israel-United States Binational Industrial Research and Development Foundation
• Korean Peninsula Energy Development Organization
• Multilateral Investment Guarantee Agency
• Multinational Force and Observers
• North American Development Bank
• North Pacific Anadromous Fish Commission
• North Pacific Marine Science Organization
• Organization for African Unity (OAU)
• Organization for American States (including Pan American Union)
• Organization for Eastern Caribbean States
• Organization for Economic Cooperation and Development
• Organization for the Prohibition of Chemical Weapons
• Pacific Salmon Commission
• Pan American Health Organization (including Pan American Sanitary Bureau)
• South Pacific Commission
• United International Bureau for the Protection of Intellectual Property (BIPRI)
• United Nations
• United Nations Educational, Scientific, and Cultural Organization
• United Nations Industrial Development Organization
• Universal Postal Union
• World Health Organization
• World Intellectual Property Organization
• World Meteorological Organization
• World Tourism Organization
• World Trade Organization

Source: http://foia.state.gov/masterdocs/09fam/0941024x1.pdf
Special Student Relief Employment

The purpose of the Special Student Relief program was to assist a student whose financial funding originates from the following countries: Indonesia, South Korea, Malaysia, Thailand, and the Philippines. By applying for this benefit, a student is attesting that her personal financial situation has been adversely affected by the economic crisis in one of these countries. Students authorized under the Special Student Relief program can be authorized to work for more than 20 hours per week even while school is in session, either on-campus or off-campus.

Eligibility & Further Information:

- Your financial support must be originating from one of the following countries: Indonesia, South Korea, Malaysia, Thailand, and the Philippines. You do not have to be a citizen of one of these countries to qualify.
- You must have been in F-1 Status since June 10, 1998
- You must show that your financial support comes from one of the five designated countries, and that employment is necessary due to severe economic hardship due to the economic circumstances in that country.
- Employment can be off-campus or on-campus and can be approved for full-time.
- Employment is granted in increments of one year, or until expected date of program completion.
- Employment authorization ends if a student transfers schools.
- Can be any job, does not have to be related to your major.
- Offer of employment is not required in order to be eligible.
- For on-campus authorization, you must obtain approval from the PMC International Student Advisor.
- For off-campus authorization, you must apply for an Employment Authorization Document (EAD) from the USCIS after your International Student Advisor updates SEVIS with a recommendation for employment.
- Students authorized for employment under this program may be allowed to register for less than a full course of study during the period of their employment. Students pursuing their bachelors must register for at least 6 credits per semester.

To Apply For On-Campus Employment, you must do the following:

- Provide proof that your funding comes primarily from one of the designated countries.
- Present a written statement describing specifically how your personal financial situation has been adversely affected by the economic crisis in the country of financial support. Include in this statement a declaration that you will register for the required minimum number of credits discussed above.
- If possible, provide supporting documentation.
- Submit proof (in the form of prior Forms I-20) that you have been in valid F-1 status since June 10, 1998.
- Submit your current Original I-20.
- Your International Student Advisor will review all the above documents and then will print out a new SEVIS I-20 which includes a recommendation for On-Campus Employment Under the Special Relief Program. This will be your new SEVIS I-20, documenting your authorization to work on-campus for more than 20 hours.

To Apply For Off-Campus Employment, you must do the following:

- Complete Section A of Form I-538; (Your International Student Advisor will complete Section B with the help of the NAFA Manual and have the form Notarized.)
- Complete Form I-765. At item 16, mark the code: (c) (3) (iii). Next to that code, also write in the phrase “Special Student Relief”.
- 2 ADIT style Photos.
- Submit a copy of your passport ID pages, and I-94 card.
- Submit proof (in the form of prior Forms I-20) that you have been in valid F-1 status since June 10, 1998.
- Provide proof that your funding comes primarily from one of the designated countries.
- Present a written statement describing specifically how your personal financial situation has been adversely affected by the economic crisis in the country of financial support. Include in this statement a declaration that you will register for the required minimum number of credits discussed above.
- If possible, provide supporting documentation.
- Submit your original Form I-20 to your International Student Advisor. This I-20 should have an entry stamp on it. If it does not, submit the latest I-20 with an entry stamp located on it.
- Your International Student Advisor will review all the above documents and then will print out a new SEVIS I-20 which includes a recommendation for Off-Campus Employment under the Special Relief Program. This will be your new SEVIS I-20, documenting your authorization to work off-campus for more than 20 hours.
- Place all of the above in an envelope clearly marked on the front, bottom left-hand side with the phrase “Special Student Relief.” Send it to the USCIS Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001.

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OPTIONAL PRACTICAL TRAINING (OPT)

OPT is defined as “temporary employment for practical training directly related to the student’s major area of study.”

Optional Practical Training can be authorized at the following times:

- During the student's annual vacation and at other times when school is not in session if the student is currently enrolled and eligible, and intends to register for the next term or session
- While school is in session, provided that it does not exceed 20 hours per week while school is in session
- After completion of the course of study

INFORMATION and ELIGIBILITY FOR OPTIONAL PRACTICAL TRAINING (OPT):

1. OPT may be granted to an F-1 student who has been lawfully enrolled on a full time basis in a service-approved school for one-full academic year. This provision also includes students who have spent time in a study abroad program.
2. The training must be directly related to the student's field of study.
3. OPT is available both before and after completion of the program. Student may apply for a maximum of 12 months worth of employment. You can use any part of your 12-month benefit you would like.
4. A new 12 months worth of OPT employment is available every time a student enters a higher (Higher Education) degree level.
5. Part time OPT is deducted from the 12 month limit at 50%.
6. The training may be part-time during the student's studies (20 hours per week) or full-time during vacations, holidays or after the student has completed all coursework required for the degree. For post-completion OPT, only full time can be requested.
7. You do not have to have a job offer to apply for OPT, but the student is expected to work once granted OPT or be actively seeking employment.
8. You may work for more than one employer and/or change employers during the OPT period authorized, provided that each position is directly related to your major.
9. OPT must be recommended by the International Student Advisor and authorized by the USCIS.
10. OPT is granted by submitting the appropriate application (Form I-765) and if the application is denied, you cannot appeal the decision.

OPT BEFORE COMPLETION OF DEGREE REQUIREMENTS:

I. Employment must be limited to 20 hours per week while school is in session
II. You can apply for full-time OPT during annual vacation and during other official school breaks
III. Any training done before a degree is completed will count against that 12-month total and reduce time available after the degree is awarded.

***A student can use a chosen amount of OPT before graduation and a chosen amount after graduation, so long as the total does not exceed 12 months per educational level, and so long as the Post-Completion OPT application is submitted before the student graduates.
OPT AFTER COMPLETING the DEGREE REQUIREMENTS:
After completion of your studies, you must proceed with one of the following within the 60 day grace period:
I. Apply for OPT before completion of the program end date
II. Intend to continue a program in the next semester and report to the International Student Office
III. 60 days to prepare for departure from the United States.

OTHER IMPORTANT OPT INFORMATION

WHEN to APPLY?
The student may submit an application up to 90 days prior to being enrolled for one full academic year. Student must request OPT prior to completion of course requirements.

Employment START DATES
The student should request OPT start on the date of hire or any date within the 60-days after graduation. A Student must complete all Practical Training within a 12-month period following the completion of study.

Please note, 17 month period is available for Bachelors degree in science, technology, engineering, or mathematics. Students must employed by businesses enrolled in the E-Verify program.

RECEIVING the EAD Card
It will take about 3 months for EAD to be returned from USCIS, depending on USCIS's workload.

Issuance of Interim EAD in case there is a delay
Regulations provide that if an EAD application has not been issued within 90 days, the applicant may apply to USCIS District Office for a 240-day interim employment authorization.

WHEN CAN THE STUDENT WORK?
The student may only start working as of the date that is printed on the EAD card. The student must have the EAD card in her possession to start. OPT employment must end on the date indicated on the EAD card.

TRAVELING
The student should not travel until after receiving the EAD card. However, an F-1 student who has completed course of study and has been issued an EAD for OPT can travel outside the U.S. temporarily and can be readmitted to resume employment for the remainder of the period authorized in her EAD card. The student must present:
- Form I-20 endorsed by the International Student Advisor within the past 6 months
- An unexpired EAD
- A valid F-1 visa
- Proof of Employment
- A Valid Passport

If you have received both an EAD and a job, or job offer, you should not experience difficulty reentering the United States. If either of these two conditions is missing, then you are assuming risk. Also please note that if your visa stamp is no longer valid then you will be blocked from international travel, except to those countries listed in the section entitled “Automatic Visa Revalidation.”
CHANGE OF ADDRESS
Students on OPT must report any change of name/address and interruption of employment to the Pine Manor College International Student Advisor.

TERMINATION OF OPT:
OPT is automatically terminated when students transfer to another school or a different academic level.

ABOUT CANCELLING OPT: Students are advised to exercise care in filing their applications to avoid loss of time available for OPT.
I. If the application is still being processed, you may try to cancel it by writing to the USCIS.
II. If the EAD has been approved and issued to you, recovering all or part of a period of OPT may be difficult.
III. Once the EAD begins, you cannot cancel it by request, unless you: decide to leave the US for 5 months or more, get a new I-20 and begin for a new full time program, transfer to another school, or change immigration status.
To submit a written withdrawal letter to the USCIS, visit the PMC International Student Advisor, who will assist you with this action.

RESPONSIBILITY:
Incomplete applications result in processing delays. It is the student's responsibility to complete the application, comply with all necessary requirements, and send the application to the processing center in Vermont in time. The International Student Advisor will only provide the proper immigration forms and assist with their completion.

THE APPLICATION PROCEDURE for Optional Practical Training:
- Apply to the International Student Advisor sufficiently in advance of the program completion date to allow the SEVIS record to be updated before the completion date is reached. It is recommended that all materials are submitted to the International Student Advisor at least 3 months prior to your graduation date.
- Complete and Submit the Graduation Verification Form (with the appropriate signatures)
- Get a letter documentation from the Director of International Students Affairs verifying his/her recommendation for your OPT request as well as indicating the current academic status and the expected date of completion.
- Complete and sign Form I-538 and submit it to the Director of International Affairs. Submit photocopy of all prior Forms I-20
- Complete I-765, Application for Employment Authorization
  - Item 16: mark "(c) (3) (i)" - codes for OPT
  - Item 3: no P.O. Box address
- Write a check to the order of "Department of Homeland Security" in the amount of $180.00
- Submit two passport style photos
- Submit a copy (both sides) of Form I-94
- Submit photocopy of most recent F-1 Visa
- Submit photocopy of the identification pages of your passport
- Submit photocopy of any previous Employment Authorization Documents (EADs)
- Before the completion date is reached, the Director of International Student Affairs updates the student's SEVIS record with the required fields for recommending OPT. The required fields include: employment start
date and end date, whether the OPT is full time or part time and how the work is relevant to the course of study.

- The ISA prints an I-20 in SEVIS, which will include a page reflecting the OPT recommendation.
- Submit copy of the Form I-20 with page 3 including the DSO recommendation for OPT.
- Make copies for yourself and for the International Student Office.
- Send the above to the USCIS Vermont Service Center, 75 Lower Welden St., St Albans VT 05479-0001

**Travel Advisory**

*Whenever you wish to leave the United States temporarily and return to continue studies at PMC, you must secure the necessary documents to:*

- Permit entry to another country; and
- Permit re-entry to the U.S.

**ENTRY INTO ANOTHER COUNTRY:**

For travel into any country other than your home country, you must check with the Embassy of the country you would like to visit to inquire about specific entry procedures. Visit: [www.embassy.org](http://www.embassy.org), which provides links to web sites of many foreign embassies in the U.S.

**RE-ENTRY TO THE UNITED STATES:**

When you travel outside the U.S., you must have the Director of International Student Affairs sign the back of your I-20 in order to reenter the U.S. This signature indicates to U.S. of Citizenship and Immigration Services (USCIS) that you are a legal F-1 student at the school that issued the I-20. In order to receive a signature, you must be registered as a full time student if leaving during a semester or pre-registered with intent to return to PMC if leaving at the end of the semester. You must hand carry the following documents with you during your travels:

- SEVIS I-20 with a recent signature (dated in the current academic term)
- A passport valid at least 6 months into the future.
- I-94 card
- A valid F-1 visa
- All previous Forms of I-20
- Evidence of financial support documentation (bank statement, scholarship letter)
- Proof of course registration for the next semester
- Evidence of Student Status, such as tuition receipts, transcripts or letter of acceptance
- Paper receipt for the SEVIS fee
- The name and contact information of the Director of International Student Affairs at PMC.
- If you are on OPT, a valid Employment Authorization Card.
- If you are on OPT, signature from the Director of International Student Affairs and a letter from your employer stating that you have the job, the job description and the dates of employment (which will need to match your EAD!). (If you are near the end of your OPT, it is not likely that you will be allowed to re-enter the US for this purpose.)

**Required Documents in your return to Pine Manor College for International Student Registration at Pine Manor College:**

- Passport
- F-1 visa
- I-20 Form
- I-94 card

**Traveling to Canada:**

1. You may need to have valid Canadian Visa - visit the following website to check whether you will need a visa: [http://www.cic.gc.ca/english/visit/visas.html](http://www.cic.gc.ca/english/visit/visas.html)
To obtain a visa to visit Canada, students should visit http://www.cic.gc.ca/english/visit/index.html, to follow the Temporary Resident Visa application process.

2. Make sure your passport and I-94 is valid 6 months into the future.
3. Have a current I-20 signature for travel (signed within the last 6 months)
4. Carry a copy of your transcript.
5. Carry original financial certification documents.

Information on Spouses and dependents in F-2 status

The spouse and unmarried minor children of an F-1 student may accompany the student to the United States or follow to join the student at a later date. The dependent family members will be admitted in F-2 status.

Obtaining F-2 visas and entering the United States

To qualify for F-2 status, a spouse or unmarried, minor (under age 21) child must establish to the satisfaction of the consular officer and the immigration officer at the port of entry that:

- He or she is the spouse (marriage license) or child (birth certificate) of the F-1 student;
- He or she has sufficient funds to cover his/her expenses, or that other arrangements have been made to provide for such expenses once in the United States;
- He or she intends to leave the US upon the termination of the status of the F-1 student;
- If the dependent(s) is/are following to join the student, "the F-1 student is, or will be within 30 days, enrolled in a full course of study or engaged in approved practical training following completion of studies."

An F-1 student's spouse and unmarried minor children, who are required to have a valid passport (or travel document) and visa for entry to the United States, must apply for F-2 visas at a U.S. consulate or embassy. Each applicant must present the consular officer with a dependent Form I-20 and other documents that may be required to demonstrate eligibility for F-2 status, such as proof of relationship to the F-2 student.

The consular officer will check the SEVIS information in the consular database, and if the visa application is approved, Form I-20 is returned to the dependent, for use in applying for admission to the United States. When the family members arrive at the port of entry, they present their F-2 visas and the Form I-20 to the immigration inspector. Upon admitting an F-2 dependent to the United States, the inspector issues a Form I-94, showing the date and place of entry, F-2 classification, and authorization to stay in the United States for "duration of status." This means the F-2 dependents may remain as long as the F-1 student maintains status.

Employment by F-2 dependents

Individuals in F-2 status may not accept employment or engage in business under any circumstances.

Study by F-2 dependents

("A") - The F-2 spouse of an F-1 student may not engage in full time study, and the F-2 child may only engage in full time study if the study is in an elementary or secondary school (kindergarten through twelfth grade). The F-2 spouse and child may engage in study that is avocational or recreational in nature.

("B") - An F-2 Spouse or F-2 child desiring to engage in full time study, other than that allowed for a child in section "A" above, must apply for and obtain a change of nonimmigrant classification to F-1 status.

("C") - An F-2 spouse or F-2 child violates his or her nonimmigrant status by engaging in full time study except as provided in section "A" or "B" above.

Visits abroad and reentry by F-2 dependents
An F-2 dependent leaving the United States temporarily must have the following documents to enter the country to be visited as well as to re-enter the United States:

- Valid passport
- Valid visa
- Properly endorsed Form I-20

** An F-2 dependent's status is valid only if the F-1 student is in the United States and continues to maintain F-1 status. Like F-1 students, F-2 dependents are required to keep their passports valid at least 6 months into the future.

**REINSTATEMENT TO F-1 STATUS AFTER A STATUS VIOLATION**

A student who has failed to maintain status may be reinstated to lawful F-1 status at the discretion of USCIS. However, the regulations state that a student can be out of status no more than 5 months unless she can prove that there were “exceptional circumstances”. The regulations require that the Director of International Student Affairs recommend reinstatement. In order for the USCIS to consider an application.

**The USCIS District Director may consider reinstating a student to F-1 status if the student can prove the following:**

1. The student has not been out of status for more than 5 months prior to filing for reinstatement
2. The student does not have a record of repeated violations
3. The student is pursuing, or in the next available semester will be pursuing a full course of study
4. The student has not engaged in unauthorized employment
5. The student is not deportable on any grounds other than the status violation for which reinstatement is being requested
6. The status violation resulted from either: Circumstances beyond the student's control or failure to apply in a timely fashion for a reduced course load authorization from the Director of International Student Affairs, but only if the violation relates to something that would have been within the Director of International Student Affair's authority to have approved, if it had been timely done.

**Application Process:**

- The student should complete the Form I-539 and write at the top of the form in red ink in block letter: "REINSTATEMENT" to alert USCIS that the I-539 should be processed for reinstatement.
  - Part 2, #1: check "c" box and write "reinstatement to F-1 status."
  - Part 2, #2: check box "a"
  - Part 3, # 1: D/S
  - Part 3, #2: "no", Part 3, #3: "no"
- Write a letter of explanation addressed to USCIS, stating the following:
  - Why you are out of status (specify the violation)
  - The reason for the status violation
  - The effect failure to receive reinstatement will have on you
  - That you are currently pursuing or intend to pursue a full course of study
- A statement specifically requesting that the USCIS reinstate you to F-1 student status

- Attach any other evidence that will support your case
- Copy of updated financial support documents
- A letter from the ISA recommending reinstatement and providing corroboration of the situation.
- Original Form I-94 Departure Record. Remove it from your passport carefully. A photocopy is not accepted.
- Copies of I-20, passport photo and F-1 visa
- Write a check in the amount of $195. Make it payable to the "Department of Homeland Security.”
- The International Student Advisor (ISA) will issue you a new I-20 by selecting the reinstatement screen in SEVIS and making any needed amendments. The ISA will print the updated Form I-20, which will have the notation “reinstatement requested.” The ISA and the student should sign the I-20.
- The ISA will also review the I-539 form and write at the top of the form in red ink in block letters: “REINSTATEMENT” to alert USCIS that the I-539 should be processed for reinstatement.
- The International Student Advisor will review your application and documents to be sent to the USCIS Vermont service Center at the following address:

USCIS
Vermont Service Center
75 Lower Welden Street
ST. Albans, Vermont 05479

Information on Application Process:

- Applications will take an average of 60 to 90 days to process.
- While your application is being processed by USCIS, you may continue your full time studies. However, your privileges and benefits as an F-1 student will be suspended at PMC and at any school to which you might transfer until you are reinstated. That means you are not eligible for any type of off-campus employment, a school transfer or change of academic level, or an extension of time to complete your academics. If USCIS rejects your application for reinstatement, you will be given a set date to leave the US. For this reason, it is very important that you maintain your F-1 status.
- If the reinstatement application is approved, you will be given a new I-20.
- The reinstatement denial would have the following effects, as of the date of the denial:
  * The visa that you used to enter the US is automatically cancelled
  * You are permanently limited to applying for nonimmigrant visas in the future only in your country of citizenship or permanent residence
  * The student will begin accumulating days of “unlawful presence.” If you remain in the US after the denial for over 180 days, you will be barred from returning to the US for three years; if you remain after the denial for one year or more, you will be barred from returning to the US for ten years.
- Alternatives to reinstatement: Travel and re-entry. The student may depart and return to US to re-establish valid F-1 status.
Obtaining a Massachusetts ID

For people who do not have a Massachusetts driver's license, the RMV can issue one of two official identification cards. The Massachusetts ID looks similar to the driver's license; however, it does not extend any driving privileges. These ID card is an official form of identity, signature, and age that are accepted in the Commonwealth. You can use it as your ID card and avoid the inconvenience of carrying your passport all the time.

- The Fee for applying for a Mass ID is $15.00.
- There is a $15.00 replacement fee for a lost or damaged Massachusetts ID
- Massachusetts ID's expire every five (5) years

In order to apply for a Mass ID:

- You must be at least 16 years of age
- You may not hold a valid license in any state
- You must have a valid social security number or an acceptable denial letter
- You must be a resident of Massachusetts

International Students of PMC can receive a Mass ID card by applying in person at any RMV full service office. When you go, remember to bring:

1. Passport
2. Social Security Card or denial letter from S.S administration office
3. Mass ID Application form
4. PMC I-20
5. Letter from Director of International Student Affairs stating your name, date of birth and verification of your current resident student status.
6. Original college transcript that shows current enrollment in a full course of study

All documents must be originals. Photocopies will not be accepted.

You will be given a temporary Mass ID, valid for 30 days. A permanent Mass ID will be mailed to you. Visit: http://www.mass.gov/rmv/license/13bMAID.htm for further information on Mass ID's

Location of the RMV Offices:
Monday - Friday, 8:30 am - 5:00 pm Thursday, 8:30 am - 7:00 pm

Boston RMV
630 Washington Street
Boston, MA
By MBTA: Take the Orange Line to the Chinatown stop

Watertown RMV
550 Arsenal Street
Watertown, MA
Obtaining a Social Security Number (SSN)

A Social Security Number is issued in the U.S. by the Social Security Administration. The card does not signify permission to work. It is not proof of US citizenship or permanent residence. However, in order to accept any form of employment either on or off campus, it is necessary to have a Social Security Number. Once you obtain a SSN, you will keep this number and it may be used on subsequent visits to the US.

A Social Security Number (SSN) consists of nine digits, commonly written as three fields separated by hyphens: AAA-GG-SSSS.

A SSN is a key to large amounts of personal information, including tax information, credit information, school records, and medical records.

** Students must report to the Director of International Student Affairs once entering the U.S. to be registered in SEVIS for the current semester before applying for a Social Security Number. A Student must also have a job secured and have a letter from the department hiring her before applying. Also, a student should be in the U.S. for at least 10 days before going to the Social Security Administration to apply for a card.

International Students of PMC can receive the Social Security card by applying in person at a local office of the Social Security Administration. When you go, remember to bring:

- Passport
- I-94 card
- PMC I-20
- Letter from International Student Advisor stating your age, identity, legal alien status and work authorization.
- Evidence from employer to show that the employment has been secured: such as a recent pay slip or a letter from your employer. The letter must describe your job, your employment start date, the number of hours you are, or will be, working, and your supervisor’s name and telephone number. The letter must be signed by your supervisor and dated.

After you apply, you will receive your Social Security Number in the mail in several weeks or months.

Location of the Social Security Offices:

Federal Office Building
10 Causeway St Boston, MA 02222 (Room 148, First Floor)
By MBTA: Green line to North Station located in the O’Neill Building next to the Fleet Center)
Tel: 1-800-772-1213
Hours of operation: Mon-Fri 9:00 – 4:00pm
Owning a Car:

♦ Buying and maintaining a car can be expensive in Massachusetts. Cars can be purchased new or used. Used cars are sold through a dealer or privately. Privately sold used cars are advertised in the classified section of the newspaper.

♦ Bargaining over a price of a car is expected. If you buy a used car, have a trustworthy mechanic inspect it before you buy it. Upon purchasing a vehicle, you should receive a title or a certificate of ownership, and a bill of sale.

♦ You must also have automobile insurance. You may get insurance from a number of different companies. Look in the phone book for different companies and call for the best rate.

II. Obtaining a Driver’s License

In order to apply for a Massachusetts Driver’s License, international students should go to THE REGISTRY OF MOTOR VEHICLES and fill out an application for a written test.

The locations of the Registry of Motor Vehicles:
630 Washington St., Boston, MA (corner of Washington St. and Boylston St.)
Office hours are Monday through Friday 8:30am - 5:00pm, Thursday 8:30 - 7:00pm.
By MBTA: Take Green Line and get off at Boylston Street

Watertown RMV – 550 Arsenal Street, Watertown, MA
Office hours are Monday - Friday 8:30am - 5:00pm, Thursday 8:30am - 7:00pm

What to bring?
♦ Valid Social Security Number or denial letter form S.S office
♦ F-1 Visa
♦ I-20 (Stamped)
♦ Passport
♦ Evidence of current address in Boston (e.g. telephone bill)(Bank account proof) (Letter from Director of International Student Affairs)

All documents must be originals. Photocopies will not be accepted

III. Learner’s Permit: When you pass the written test, you will receive a learner’s permit. Make an appointment for a road test once you feel comfortable with your driving abilities. You may drive on your learner’s permit as long as you are accompanied by a driver licensed by the State of MA. You may study for the written test by obtaining a copy of the RMV’s Driver’s Manual. You may view this manual at the following website:
http://www.mass.gov/rmv/dmanual/index.htm

IV. The Road Test: You must be in a privately owned vehicle to take a road test; you cannot use a rental car. You must be accompanied by a sponsor (a driver who has had a Massachusetts license for more than one year). Be sure that you and your sponsor bring the following documents: your passport, learner’s permit, car registration, and your appointment notification. Your sponsor needs his/ her driver’s license.

There is a fee to apply for your license. As of Summer 2005, the written test fee was $30 and the Road Test/ License Issuance Fee totals to $60.

V. Accidents: If you have an auto accident, always get the other person’s name, phone number, driver’s license number, and their insurance company’s name and phone number. You must report the accident to the police if the damage exceeds $500 or if there is an injury. Call your insurance company immediately after the accident.

QUESTIONS? – Contact the RMV at 617-351-4500 or visit: www.mass.gov/rmv
Changing your immigration status

If you are in the U.S. in a non-immigrant visa status other than F-1 and plan to enroll in Pine Manor College, please contact the International Student Advisor immediately. Please make sure to bring all the immigration documents to the International Student Advisor to figure out whether or not you are eligible to change your non-immigrant visa status to F-1.

Certain nonimmigrants are not permitted to change status to F-1 while in the United States. Such nonimmigrants may still be eligible for F-1 status, but the only way they can get F-1 status is through obtaining an F-1 visa and re-entering the United States.

The following nonimmigrants are not permitted to change status to F-1 while in the United States:

1. M-1 students
2. C, D, and K nonimmigrants
3. J-1 physician admitted to receive graduate medical education or training
4. J nonimmigrants subject to the 2-year foreign residence requirement unless a waiver is granted by USCIS.
5. Aliens admitted as visitors under 8 C.F.R. 212.1(e)
6. WT and WB visitors admitted under the Visa Waiver Program

Change from B-2 to F-1 status:

Requests for change from B-2 status to F-1 status receive a high level of scrutiny by USCIS. A visitor in B-1 or B-2 status is not permitted to begin and/or enroll in a course of study until USCIS approves the change of status application. Also please note that a visitor in B-1 or B-2 status whose passport does not contain a "prospective student" endorsement has a low likelihood of being approved for a change of status to F-1 and is not permitted to begin a course of study until USCIS approves the change of status application.

The Application Process:

- Form I-539 "Application to extend or change nonimmigrant status"
- Form I-539 fee ($195, payable to US Citizenship Immigration Services)
- Original Form I-20
- Proof of Payment of the SEVIS I-901 Fee, effective September 1, 2004
- Form I-94: photocopy
- Photocopy of current immigration status documents, visa stamp, and passport ID pages.
- Photocopy of financial support documents
- Dependent family member documentation
- Letter from the student (explain why you want to change status to F-1)
- Make copies of all documents before sending
- Mail to USCIS Service Center in St. Albans, VT.

Additional Information:

- F-1 students changing to F-2 dependent status must provide a photocopy of their marriage certificate.
- An applicant for change of nonimmigrant status to F-1 may start attending school even before the application has been submitted or approved, except for Nonimmigrants changing from B-1, B-2 or F-2 statuses.
- Students in A and G status should attach approved I-566 forms.
- USCIS will take about 3 to 4 months to review your application and reply.
- You are maintaining lawful status in the US while your application is being processed even if the date on your I-94 passes.

Travel before receiving an answer from USCIS automatically cancels your change of status application.
Non-Immigrant Visa Categories

A  FEDERAL GOVERNMENT OFFICIALS
A-1 AMBASSADOR, PUBLIC MINISTER, CAREER, DIPLOMATIC OR CONSULAR OFFICER, AND MEMBERS OF IMMEDIATE FAMILY
A-2 OTHER FOREIGN GOVERNMENT OFFICIAL OR EMPLOYEE, AND MEMBERS OF IMMEDIATE FAMILY
A-3 ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE OF A-1 AND A-2, AND MEMBERS OF IMMEDIATE FAMILY

B  VISITORS
B-1 VISITOR FOR BUSINESS
B-2 VISITOR FOR PLEASURE
B-1/B-2 VISITOR FOR BUSINESS AND PLEASURE

C  TRANSITS
C-1 ALIEN IN TRANSIT DIRECTLY THROUGH U.S.
C-2 ALIEN IN TRANSIT TO UN HEADQUARTERS DISTRICT UNDER SECTION 11.(3),(4), OR (5) OF THE HEADQUARTERS AGREEMENT
C-3 FOREIGN GOVERNMENT OFFICIAL, MEMBERS OF IMMEDIATE FAMILY, ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE, IN TRANSIT

D  CREWMEN
D-1 CREWMEMBER DEPARTING ON SAME VESSEL OF ARRIVAL
D-2 CREWMEMBER DEPARTING BY MEANS OTHER THAN VESSEL OF ARRIVAL

E  TREATY TRADERS AND INVESTORS
E-1 TREATY TRADER, SPOUSE AND CHILDREN
E-2 TREATY INVESTOR SPOUSE AND CHILDREN

F  STUDENTS IN COLLEGES, UNIVERSITIES, SEMINARIES, CONSERVATORIES, ACADEMIC HIGH SCHOOLS, ELEMENTARY SCHOOLS, OTHER ACADEMIC INSTITUTIONS, AND IN LANGUAGE TRAINING PROGRAMS
F-1 ACADEMIC STUDENT
F-2 SPOUSE OR CHILD OF F-1

G  FOREIGN GOVERNMENT OFFICIALS TO INTERNATIONAL ORGANIZATIONS
G-1 PRINCIPAL RESIDENT REPRESENTATIVE OF RECOGNIZED FOREIGN MEMBER GOVERNMENT TO INTERNATIONAL ORGANIZATION, AND MEMBERS OF IMMEDIATE FAMILY
G-2 OTHER REPRESENTATIVE OF RECOGNIZED FOREIGN MEMBER GOVERNMENT TO INTERNATIONAL ORGANIZATION, AND MEMBERS OF IMMEDIATE FAMILY
G-3 SAME AS G-1 & G-2 EXCEPT THE FOREIGN GOVERNMENT IS NOT RECOGNIZED BY THE U.S. GOVERNMENT
G-4 INTERNATIONAL ORGANIZATION OFFICER OR EMPLOYEE, AND MEMBERS OF IMMEDIATE FAMILY
G-5 ATTENDANT, SERVANT, OR PERSONAL EMPLOYEE OF ABOVE AND MEMBERS OF IMMEDIATE FAMILY

H  TEMPORARY EMPLOYEES
H-1b ALIEN ADMITTED TO PERFORM SERVICES IN A SPECIALTY OCCUPATION.
H-1c NURSES GOING TO WORK FOR UP TO THREE YEARS IN HEALTH PROFESSIONAL SHORTAGE AREAS.
H-2a TEMPORARY AGRICULTURAL WORKER
H-2b TEMPORARY WORKER: SKILLED AND UNSKILLED
H-3 TEMPORARY TRAINEE
H-4 SPOUSE OR CHILD OF H-1, H-2, OR H-3

I  FOREIGN MEDIA REPRESENTATIVES

J  EXCHANGE ALIENS
J-1 EXCHANGE VISITOR
J-2 SPOUSE OR DEPENDENT CHILD OF J-1 EXCHANGE VISITOR

K  FIANCE (E) OF U.S. CITIZENS
K-1 FIANCE OR FIANCEE OF U.S. CITIZEN
K-2 MINOR CHILD OF K-1
K-3 SPOUSE OF A U.S. CITIZEN (LIFE ACT)
K-4 CHILD OF K-3 (LIFE ACT)
L INTRACOMPANY TRANSFEREESS
L-1a EXECUTIVE, MANAGERIAL INTRACOMPANY TRANSFEREE
L-1b SPECIALIZED KNOWLEDGE INTRACOMPANY TRANSFEREE
L-2 SPOUSE OR CHILD OF L-1
M STUDENTS IN ESTABLISHED VOCATIONAL OR OTHER RECOGNIZED NONACADEMIC INSTITUTIONS, OTHER THAN IN LANGUAGE TRAINING PROGRAMS
M-1 VOCATIONAL OR OTHER NONACADEMIC STUDENT
M-2 SPOUSE OR CHILD OF M-1
NATO-1-7 NATO NONIMMIGRANT ALIENS AND CIVILIAN SUPPORT PERSONNEL AND DEPENDENTS
N CERTAIN PARENTS AND CHILDREN OF SPECIAL IMMIGRANTS
N-8 PARENT OF ALIEN CLASSIFIED SK-3 “SPECIAL IMMIGRANT”
N-9 CHILD OF N-8, SK-1, SK-2, OR SK-4 “SPECIAL IMMIGRANT”
O WORKERS WITH EXTRAORDINARY ABILITIES
O-1 ALIEN OF EXTRAORDINARY ABILITY IN THE SCIENCES, ARTS, EDUCATION, BUSINESS, OR ATHLETICS
O-2 SPOUSE TO ACCOMPANY OR SUPPORT AN ALIEN IN O-1 STATUS
O-3 SPOUSE OR CHILD OF AN O-1 OR O-2
P ATHLETES AND ENTERTAINERS
P-1 INDIVIDUAL OR TEAM ATHLETES, ENTERTAINMENT GROUPS
P-2 ARTIST OR ENTERTAINER IN RECIPROCAL EXCHANGE PROGRAMS
P-3 ARTIST OR ENTERTAINER IN CULTURALLY UNIQUE PROGRAMS
P-4 SPOUSE OR CHILD OF A P-1, P-2, OR P-3
Q INTERNATIONAL CULTURAL EXCHANGE VISITORS
Q-1 PARTICIPANTS IN INTERNATIONAL CULTURAL EXCHANGE PROGRAMS DESIGNATED BY THE ATTORNEY GENERAL FOR PRACTICAL TRAINING, EMPLOYMENT, AND THE SHARING OF THE ALIEN’S HISTORY, CULTURE, AND TRADITIONS.
Q-2 IRISH PEACE PROCESS CULTURAL AND TRAINING PROGRAM (WALSH VISAS)
Q-3 SPOUSE OR CHILD OF Q-2
R RELIGIOUS WORKERS
R-1 CLERGY ENTERING THE U.S. TO PERFORM MINISTERIAL OR OTHER RELIGIOUS WORK.
R-2 SPOUSE OR CHILD OF AN R-1
S WITNESSES OR INFORMANTS
S-5 INFORMANT OF CRIMINAL ORGANIZATION INFORMATION
S-6 INFORMANT OF TERRORISM INFORMATION
T VICTIMS OF A SEVERE FORM OF TRAFFICKING IN PERSONS
T-1 VICTIM OF A SEVER FORM OF TRAFFICKING IN PERSONS
T-2 SPOUSE OF T-1
T-3 CHILD OF T-1
T-4 PARENT OF T-1 (IF T-1 VICTIM IS UNDER 21 YEARS OF AGE)
TN TRADE VISAS FOR CANADIANS AND MEXICANS
TPS TEMPORARY PROTECTED STATUS ALIEN’S HOMELAND HAS BEEN DESIGNATED AS A “COUNTRY IN DISTRESS” BY THE ATTORNEY GENERAL. FOR THE DURATION OF THE ATTORNEY GENERAL’S DESIGNATION
TPOV TRANSIT WITHOUT VISA PASSENGERS AND CREW
U-1-4 VICTIMS OF CERTAIN CRIMES, SPOUSES, CHILDREN AND PARENTS
V-1-3 CERTAIN SPOUSE AND CHILDREN OF LEGAL PERMANENT RESIDENTS OF THE U.S.

Under the “Visa Waiver” program, a visa is not required for a person from any of the following countries who wishes to enter the U.S. for a period of less than 90 days as a visitor for business or pleasure: Andorra, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom.

Tax Information

If you worked on campus or off-campus, you will most likely have to file taxes.
Foreign students and have special filing requirements for U.S. federal income tax returns.

1. There is no minimum dollar amount of income which triggers a filing requirement for an F-1 student, including foreign students or foreign scholars. The dollar limit thresholds which trigger a filing requirement for a U.S. citizen or a resident alien do not apply to nonresident aliens.

2. Filing IS required by F-1 Students who have:
   a. A scholarship or fellowship, Please note that any scholarship that you receive from PMC does not fall under this category – Your PMC scholarship is tax-free (non-taxable)
   b. Income partially or totally exempt from tax under the terms of a tax treaty; and/or
   c. Any other income, which is taxable under the Internal Revenue Code.

3. Filing IS NOT required by F-1 students whose income originates ONLY from:
   a. Foreign sources,
   b. Interest Income from:
      i. a U.S. bank
      ii. a U.S. savings & loan institution
      iii. a U.S. credit union
      iv. a U.S. insurance company
      v. an investment, which generates Portfolio Interest
   c. A scholarship or fellowship, which is entirely a Tax Free Scholarship or a Fellowship as described in Chapter 1 of Publication 970, Tax Benefits for Education; and/or any other income which is nontaxable under the Internal Revenue Code. However, income, which is not taxable because of an income tax treaty, must be reported on a U.S. income tax return even though no income tax is due on the U.S. income tax return.
Further Information on Filing Your Taxes:

- In the United States, tax forms **must** be filed by April 15 of each year.
- Tax years run from January 1 through December 31 and International Students who were in the U.S. for any part of the year must file one, possibly two tax forms.
- All IRS forms should be completed, signed and mailed to: Internal Revenue Service Philadelphia, PA 19255. Keep copies for your records.
- Tax forms can be found at IRS website as well as available at the International Student Office

**FILING REQUIREMENTS FOR F-1 STUDENTS:**

1. F-1 students are exempt from Social Security and Medicare (FICA) taxes.

2. If you **HAVE EARNED or ACCEPTED** U.S. wages or scholarships:
   a. You **must file** 1040 NR-EZ or Form 1040 NR
      - Fill out 1040 NR-EZ if you have earned less than $50,000
      - Fill out 1040 NR if you have earned above $50,000
   b. You **must file form 8843**, verifying "exempt" status as F student

3. If you **HAVE NOT EARNED or ACCEPTED** U.S. wages or scholarships:
   a. You **must file form 8843**, verifying "exempt" status as F student

**TAX INFORMATION for F-2 (F dependent status):**

1. Must file form 8843 independently of F-1 spouse

2. May only be claimed as a dependent by F-1 holder if:
   A. F-1 is from India, South Korea, Japan, Canada, or Mexico, and Form 1040NR is used, NOT Form 1040NR-EZ.
   B. Certain conditions must be met:
      1. Canada and Mexico: spouse must not have had any gross income for U.S. tax purposes, and not claimed as a dependent on any other U.S. tax return
      2. Japan and South Korea: Spouse must live with taxpayer, and if any income is from outside the U.S., the exemption will be prorated
      3. India: same as terms for Canada and Mexico, but only available to students and business apprentices

The F-2 has to have an ITIN (Individual Taxpayer Identification Number). Apply for an ITIN on Form W-7, available online at the IRS website ([http://www.irs.ustreas.gov/forms_pubs/index.html](http://www.irs.ustreas.gov/forms_pubs/index.html)), or at the International Office.
<table>
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<tr>
<th>IMMIGRATION LAWYERS IN THE MASSACHUSETTS AREA</th>
</tr>
</thead>
</table>
| **Gerald C. Rovner**  
Law Offices of Gerald C. Rovner | 50 Congress Street Suite 500  
Boston, Massachusetts 02109-4001  
Telephone: 617-523-3330  
Fax: 617-523-7324  
Website: http://www.rovner-law.com |
| **Harvey Kaplan**  
(Kaplan O’Sullivan & Friedman LLP) | Ten Winthrop Square, Third Floor  
Boston, Massachusetts 02110  
Telephone: 617-482-4500 x3513  
Fax: 617-451-6826  
Web Site: http://www.kof-law.com |
| **Maureen O’Sullivan (Kaplan O’Sullivan & Friedman)** | Ten Winthrop Square, Third Floor  
Boston, Massachusetts 02110  
Telephone: 617-482-4500 x3516  
Fax: 617-451-6826  
Web Site: http://www.kof-law.com |
| **Jerry Friedman (Kaplan O’Sullivan & Friedman)** | Ten Winthrop Square, Third Floor  
Boston, Massachusetts 02110  
Telephone: 617-482-4500 x3549  
Fax: 617-451-6826  
Web Site: http://www.kof-law.com |
| **Richard Iandoli** | One Appleton Street, Suite 200  
Boston, Massachusetts 02116  
Telephone: 617-482-1010  
Fax: 617-423-9070 |
| **Law Office of Bennett Savitz** | 6 Beacon Street, Suite 220  
Boston, Massachusetts 02108  
Telephone: 617-723-7111  
Fax: 617-723-7171  
Web Site: www.immigrationoptions.com |
| **Tocci, Goss & Lee, PC**  
(John Tocci, Esq.)  
(Liz Goss, Esq.)  
(Matthew Lee, Esq.) | 35 India Street, 5th Floor  
Boston, MA 02110 USA  
Telephone: 617.542.6200  
Fax: 617.542.6201  
Web Site: www.lawtgl.com  
1600 Falmouth Road, Suite 30, PO Box 660  
Centerville, MA 02632 USA  
Telephone: 508.790.1181  
Fax: 508.790.8772 |
| **Globman, Marcus & Chapple**  
Daniel E. Marcus, Esq.  
Connecticut | 44 Capitol Avenue  
Hartford, CT 06106  
Fax: 860-523-1972 |
International Student Verification of Financial Support for 2008-2009 Academic Year

This form is to be completed by the student and her financial sponsor and returned to the Office of Admissions.

Student’s Name: ____________________________________________________________

I certify that all information submitted regarding my financial support is complete and accurate to the best of my knowledge.

Signature: __________________________________Date: ________________________

Sponsor Information:
Pine Manor College must verify the financial support of international applicants before issuing an I-20 form used to apply for a student (F-1) visa. In addition to completing this form, the applicant’s financial sponsor, parent or guardian must provide an official letter from a bank certifying that the sponsor has sufficient funds (please note the US currency equivalent) to pay for at least one year of study at Pine Manor College. The projected costs for attending Pine Manor College in 2008-2009 listed below.

Sponsor’s Name: ____________________________________________________________________________

Address: __________________________________________________________________________________

City: __________ State/Province: _______ Zip/Postal Code: __________

Country: __________ Phone: (___) __________________________

I agree to pay the cost of attendance at Pine Manor College for the student listed above.

I certify that all information provided for verification of financial support is complete and accurate.

Signature: __________________________________Date: ________________________

<table>
<thead>
<tr>
<th>Projected Resident Costs for the 2008-2009 Academic Year (estimated)</th>
<th>Projected Commuter Costs for the 2008-2009 Academic Year (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition $18,957</td>
<td>Tuition $17,750</td>
</tr>
<tr>
<td>Double Room and Board $11,115</td>
<td>Living Expenses $10,000+</td>
</tr>
<tr>
<td>Health Insurance* $1,100</td>
<td>Health Insurance* $1,100</td>
</tr>
<tr>
<td>Other Fees and Deposits $400</td>
<td>Other Fees and Deposits $400</td>
</tr>
<tr>
<td>TOTAL $31,572</td>
<td>TOTAL $29,250</td>
</tr>
</tbody>
</table>

* Students must have health insurance. Pine Manor College health insurance can be waived only if the student can provide her own insurance that is comparable to Massachusetts regulations and has a U.S. based office.

Mail complete form and financial statement to:

Pine Manor College
Office of Admissions
400 Heath Street
Chestnut Hill, MA
USA 02467

617-731-7104
Fax: 617-731-7102
Web: www.pmc.edu
E-mail: Admissions@pmc.edu
PINE MANOR COLLEGE CHECKLIST FOR INTERNATIONAL STUDENT APPLICANTS

As an International Student interested in attending Pine Manor College, there are a few things you will need to do and know before beginning your studies at Pine Manor. We hope this checklist will be helpful to you in your application process.

- Fill out Pine Manor College Application, submitting requested information to the Admissions Office.

- Read carefully through the handout entitled: "A guide through the F-1 Student Visa Process".

- If accepted, and have decided to pursue studying at Pine Manor College, send in your deposit.

- Fill out Financial Verification Form and have Sponsor fill out appropriate Section

- Get a copy of bank statement verifying you or your sponsor’s ability to pay for one full year of academic expenses. It is helpful if the bank statement is dated within 4 months of the beginning of Freshman orientation.

- Fill out I-20 Request Form and submit it along with the Financial Verification Form and Bank Statement to the following address:

  Pine Manor College
  Attn: Director of International Student Affairs
  400 Heath St.
  Chestnut Hill, MA  02467
  Fax: 617-731-7648
  E-mail: donovanst@pmc.edu

- Send Director of International Student Affairs an e-mail verifying your mailed documents.

- Director of International Student Affairs will print out an I-2O through SEVIS and mail it to you. Receive SEVIS I-20 in the mail.

- Re-read carefully through the handout entitled: "A guide through the F-1 Student Visa Process" and follow directions.

- Apply for visa with U.S. Consular Office assigned to your home country.

- Send Director of International Student Affairs an e-mail verifying the status/outcome of your visa interview and your intended date of travel to the U.S.

- Travel the U.S. and attend Pine Manor College Orientation!! - All students are required to report to Director of International Student Affairs in order to be registered in the SEVIS system.

We are looking forward to you joining the Pine Manor Community. It is our hope that you find this process as easy and enjoyable as possible. Enclosed in this packet, you will find the following documents that you will need as you go through this checklist:

- I-20 Request Form
- Financial Verification Form
- A Guide through the F-1 Student Visa Process
Dear Prospective Student:

We are very excited about having you join our community. As an International Student, you will need an F-1 Visa in order to study at Pine Manor College. The Form I-20, which is created and issued by Pine Manor College through the SEVIS system, enables you to apply for your F-1 Visa. Please fill out the following form, which will allow for us to print and mail your Form I-20.

Last (family) Name: ___________________________ First (given) Name: ___________________________

Date of Birth: ___________________________

Country of Birth: ___________________________ Country of Citizenship: ___________________________

Foreign/Permanent Address: ___________________________

Do you wish for us to send your I-20 to the address listed above? (Please circle answer) YES / NO

If you answered no, please tell us which address you would like your I-20 sent to:

________________________________________________________________________________________

Address during your studies at Pine Manor College:

________________________________________________________________________________________

Intended Major/Field of Study: ___________________________

Level of Study: (please circle answer) ASSOCIATES DEGREE / BACHELORS DEGREE

Please Mail This form along with a copy of your Financial Verification Form and Bank Statement to the following Address:

Pine Manor College
Attn: International Student Advisor,
400 Heath St.
Chestnut Hill, MA 02467

**Please note, these items must be fully completed and received before an I-20 can be issued on your behalf. Should you have any questions, contact: Angelica Wilshire via e-mail at wilshira@pmc.edu

For Internal Use Only
Financial Verification Form Completed? ___________________________
Bank Statement Received? ___________________________
Awards or Scholarships? ___________________________

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**Forms & Resources Information Sheet**

Important Website and Contact Information for International Students to become familiar with:

- **[www.uscis.gov](http://www.uscis.gov)**
  The official website of US Citizenship & Immigration Services. This website will help you download all the forms you will need to apply for any benefits eligible under your F-1 student Status. You may also research other immigrations statuses and application requirements at this website.

- **[www.travel.state.gov](http://www.travel.state.gov)**
  This website gives informative information about visas, passports, US embassies & consulate offices and travel information for International travelers.

- **[www.embassy.org/embassies](http://www.embassy.org/embassies):**
  Lists information of the Foreign embassies.

  The official website for the IRS. This is the site where you can access forms to file for your taxes.

- **[www.socialsecurity.gov](http://www.socialsecurity.gov)**
  This is the official website for the Social Security Administration. Contact this website if you are interested in getting questions answered regarding your Social Security Card.

  Visit this website for information about a Driver's license or a Mass ID

**Immigration Services Information:**
U.S. Citizenship and Immigration Services
National Customer Service Center
1-800-375-5283
[www.uscis.gov](http://www.uscis.gov)