Important Information Regarding Immigration Status

I HAVE MY I-20/DS-2019 – NOW WHAT?

Please review this document thoroughly for detailed immigration related information.

The Rutgers Global - ISSS office coordinates orientation, immigration services, cultural programs and other services for over 6,500 international undergraduate and graduate students at Rutgers University (New Brunswick Campus). Please read below for important information related to your legal status in the U.S. Also look out for our emails with more pre-arrival information, orientation details & immigration related procedures.

PRE-ARRIVAL CHECKLIST

1. Inform Rutgers that you are accepting your offer of admission. Inform schools you have decided not to attend and return I-20/DS-2019s accordingly.
2. Obtain valid passports for you and your dependents. Your passport must be valid at least 6 months into the future at all times.
3. Pay the SEVIS I-901 Fee online and print your receipt. This fee must be paid BEFORE applying for a visa. The Department of Homeland Security (DHS) I-901 SEVIS Fee is required for all new F-1 students & J-1 exchange visitors who have been issued an “initial” Form I-20 (F-1) or “new program” Form DS-2019 (J-1). The fee is payable one time for each separate program in which the F-1 or J-1 visitor participates, extending from the time the visitor is granted F-1 or J-1 status to the time he or she changes immigration status or completes the program and departs the United States. The fee is collected by DHS for the operation and maintenance of SEVIS (Student and Exchange Visitor Information System).
   To learn more about the SEVIS fee and to pay the fee online please visit: http://www.ice.gov/sevis/i901
   All F-1 visa applicants: $200
   Most J-1 visa applicants: $180 (if you have been issued a DS-2019 by Rutgers University, the fee will be $180).
   Nonimmigrants already in the U.S. in another immigration status (e.g. H-4), & applying for a change to F-1 status, must pay and obtain a payment receipt BEFORE applying for the change of status.
   Canadians are required to pay and obtain a receipt BEFORE proceeding through a U.S. port of entry.
4. Apply for a student visa at the U.S. embassy or consulate, if required. Visit the U.S. State Department website (http://www.usembassy.gov/) for details and to locate a consulate. Be sure to use the I-20 or DS-2019 issued by the university that you plan to attend. Currently citizens of Bermuda and Canada do not need a visa to enter the United States; however, they must still pay the SEVIS fee.
5. Make your travel arrangements Please note that that F-1 and J-1 students may not enter the US more than 30 days before the start date listed on the I-20/DS-2019.
6. Review Pre-Arrival Information https://global.rutgers.edu/

OTHER USEFUL RESOURCES
Study in the States: https://studyinthestates.dhs.gov/
Education USA: https://educationusa.state.gov/
IMPORTANT INFORMATION REGARDING IMMIGRATION STATUS

TRANSFER FROM ONE US SCHOOL TO ANOTHER

Students already residing in the United States on F-1 visas must complete the procedure outlined below to maintain F-1 status and transfer to Rutgers University. Please note that all changes from one school to another in the U.S. (even if from Rutgers Undergraduate to Rutgers Graduate, OR if graduating from one U.S. school and beginning a new degree program at Rutgers University), regardless of whether the student travels outside the U.S. between schools are designed as “transfers”.

1. Notify the international student adviser (ISA at your current school) of your intention to enroll at Rutgers University and follow the transfer-out procedure at your current institution. This will entail a “transfer out” of your SEVIS record to Rutgers “University-New Brunswick-Grad”, transfer school code 1, NEW214F00147000, with a specific release date. (Please alert your ISA that Rutgers has different SEVIS listings, and that they MUST select the right one for the transfer to occur correctly!)

2. Ask the adviser to complete a Rutgers International Student Advisor’s Report Form (available on the Rutgers Global website) send it to Graduate Admissions.

3. You will be issued a “transfer pending” Rutgers I-20.

4. Check-in using the online RGlobal portal no later than within the first two weeks of classes.

5. After you have registered for classes, your SEVIS record will be activated and your transfer will be complete. If you fail to register for classes prior to the last day of Rutgers “drop/add period” you will fall “out of status” with the USCIS.

CHANGE OF STATUS

Students with a nonimmigrant status other than F-1 or J-1 who wish to change to one of these classifications should contact Rutgers Global - ISSS at globalservices@global.rutgers.edu as soon as they receive their I-20/DS-2019 from Rutgers. ISSS will then provide instructions and assistance in applying for a change of status.

ENROLLING AT RUTGERS IN A NON F-1/J-1 STATUS

Students receive the I-20/DS-2019 form if their application to the University indicates that they intend to be an F-1/J-1 visa status student.

Students not intending to be in F-1/J-1 status must notify Rutgers PRIOR to the start of their first semester, and request change of the data on their immigration status in the SEVIS database. THIS IS VERY IMPORTANT TO PROTECT YOUR LEGAL STATUS IN THE U.S.!

Inform the admissions office about the status you intend to enroll in at: GRADUATE ADMISSIONS: http://gradstudy.rutgers.edu/about/contact-us

UNDERGRADUATE ADMISSIONS: ruinternational@admissions.rutgers.edu

POST-ARRIVAL CHECKLIST

1. Check-In & Document Verification
   All international students & their visa dependents must complete a mandatory check-in process to activate their SEVIS records. This is an online process that can be completed upon your arrival by accessing the RGlobal student portal on our website. You will receive information & instructions for this via email.

2. Attend Staying in Legal Status Workshop. This workshop discusses important information about maintaining your legal status, on-campus employment regulations, the US income tax system, and social security number (SSN) application procedures. Students are guided in filling out forms necessary to work on campus and apply for an SSN (if eligible). Must bring: passport, and I-20/DS-2019. TAs/GAs and Fellows will need to complete this procedure to get on University Payroll. The workshop is offered during orientation & year-round.

3. Attend The International Student Orientation – Jan 15
   (Detailed handout enclosed)

SOCIAL SECURITY NUMBER (SSN)

Eligible F-1/J-1 students must apply for a U.S. Social Security Number (SSN) when they obtain an offer for an on-campus job. Before submitting the SSN application to the U.S. Social Security Administration, students must have a job confirmation letter and other documents from the Rutgers Global – ISSS office. These requirements will be explained in the Staying in Legal Status workshop.

NOTE: All F-2/J-2 dependents are required to pay a one-time SEVIS Administration fee of $50 at the Rutgers Global – ISSS office. Please visit the office to pay the fee (by check).