

GRADUATE IMMIGRATION CHECKLIST

To initiate the process, please complete the following questionnaire and sign the following agreements and return these pages by email to your international student advisor along with a copy of your passport. If you are in a status other than F-1/F-2 or J-1/J-2 (including H-1B, H-4, TN/TD, and any other non-immigrant visa statuses), it is important that you do complete this document so we may ensure your account reflects your correct immigration status where necessary and the removal of appropriate charges such as health insurance and the immigration fee which are only required for students in F/J status.

1. Your name as stated in passport (Last/Family Name, First name) _____

2. For what semester were you admitted to the Graduate School? Fall Spring Summer _____ (Year)

3. What graduate program have you been admitted to? _____ (include Masters, Doctorate, etcetera)

4. Do you currently hold a valid U.S. visa? Yes No *If Yes: What visa do you currently hold? _____

Are you seeking a change of status from within the U.S. prior to beginning studies or shortly thereafter? Please explain your situation here:

If No: If you currently do not hold any valid U.S. visa, which visa status will you be seeking? _____

5. Have you ever held a J-1 visa previously? Yes No

If yes, please explain here: _____

6. Are you a transfer student? Yes No

Choose Yes if you are planning on transferring your SEVIS record from another U.S. institution. If you choose Yes, please enter the name of the school you are transferring from in the blank provided, in addition to your current SEVIS ID Number.

7. Will you be bringing any dependents with you? Yes No

Please list here number of dependents and their relationship to you: _____ (number)

_____ (relationship/s)

8. What is your source of funding? Check all that apply and then explain funding below by listing the amount(s) below. Your international student advisor will be in contact with you about your funding after the submission of this form, if any questions remain. My submission of this form and any financial document indicates that I understand I am responsible for all tuition, fees, health insurance charges, and living expenses during my complete attendance at North Dakota State University. It is my responsibility to ensure that funds are secured and available at the beginning of each semester and that any payments are made to NDSU in a timely manner.

NDSU Personal/family funds U.S. Government sponsor Home country government or university or other organization

Amount and more information about source: _____

VERIFICATION. With my signature here, I verify that all the above information regarding my immigration status is true and correct. If any details change pertaining to this information above during this process of completing the checklist, I will notify my international student advisor immediately.

Signature

Date

Health Insurance Statement of Agreement

Healthcare in the United States is expensive and the individual is responsible for paying the medical costs if you become ill or involved in an accident. Having health insurance protects the individual by helping pay the medical expenses if he/she should become ill or be involved in an accident and it also helps you stay healthy by allowing you to get the preventative care you need.

For these reasons, all NDSU students in F or J status are required by the North Dakota University System (NDUS) to have the state-mandated student health insurance policy through United Healthcare, with only rare exceptions as follows: 1) Students from Canada and Norway are exempt from this policy and do not need to request a special waiver. 2) Some recipients of a government/embassy/cultural mission sponsorship for their studies may be exempt but must complete a waiver request to ensure the policy is considered comparable to the state-mandated policy. 3) **Nonimmigrant students in a status other than F or J qualify to request a waiver of the insurance requirement.**

For more information on the requirement and policy details and costs for the present academic year, including waiver criteria for students not required to purchase the NDUS provided insurance, please see the International Student & Study Abroad Services (ISSAS) website: <http://www.ndsu.edu/international/insurance>.

By signing this, I understand all information given and will abide by the policy as stated.

Applicant's Full Name _____

Applicant's Signature _____ Date Signed _____

Orientation and Pre-Arrival Resources

With this statement, I acknowledge that I am responsible for the content on the webpage listed below, located on the website for the Office of International Student and Study Abroad Services (ISSAS). I will make travel plans accordingly to attend all days of orientation as posted on the ISSAS website. My account will be charged an orientation fee of \$75 and this is required for all students. This fee helps to provide a variety of services during orientation, including: Airport welcome, transportation to events, meals, and activities. The orientation page also includes important information regarding NDSU immunizations requirements and housing resources while studying at NDSU. Please note: Orientation is mandatory for all students. <http://www.ndsu.edu/international/orientation>.

My signature indicates my understanding of the orientation and pre-arrival information provided by ISSAS.

Applicant's Full Name _____

Applicant's Signature _____ Date Signed _____

Graduate Student Registration/Enrollment Notice for F-1/F-2 and J-1 students

F-1 and J-1 international students must maintain a specific minimum credit load each semester in order to maintain immigration status. Falling below these minimum requirements can lead to a student falling out of status and the termination of their SEVIS I-20/DS-2019 and immediate departure from the U.S. To ensure that accurate information is provided individually to each student, please review the important registration requirements for new F-1/F-2 and J-1 graduate students below. Information is also located here: <https://www.ndsu.edu/international/immigration/students/credits>.

General Information

- Remember that you may enter the U.S. no earlier than 30 days prior to the new program start date on your SEVIS I-20.

Graduate students are required to take a minimum of the following each Fall and Spring semester until completion of coursework:

- NO assistantship from NDSU department: 9 credits
- WITH assistantship from NDSU department: 6 credits
 - If you have an assistantship, remember that you will need to apply for a social security number upon arrival: <https://www.ndsu.edu/international/immigration/students/ssn/>
- For graduate students, credits may be coursework or thesis/dissertation credits.

SPECIAL NOTE FOR NEW STUDENTS WITH SUMMER ADMISSION LETTERS:

- If summer is your first term at NDSU in your new program, you are required to enroll in 6 credits during summer term, regardless if you are pursuing a master's or doctoral program. Please be sure you have discussed this requirement with your department advisor.
 - If you have been awarded an assistantship, you may enroll in a minimum of 3 credits in summer if that is your first term.
 - If credits cannot be offered to you, you can consider delaying your enrollment to fall term.

Dropping/Withdrawing from Courses:

- Failing or not doing well in a course is not an acceptable reason to drop or withdraw from a course *if this drop would take you below the minimum required (see above)*. Dropping below the minimum course load required can lead to serious immigration problems.

Online Courses:

- Only 1 online course counts towards the minimum credit load needed for your status during a term.

Delaying your Enrollment:

- Please contact the Graduate School for information on how to delay your enrollment: <https://www.ndsu.edu/gradschool>.

STUDENTS IN F-2 status only:

- You are not allowed to study full time and must remain below the above-mentioned full-course minimums. Please consult your assigned international student advisor with questions. Remember that you are not eligible to work in F-2 status. This includes assistantships. If you have been awarded an assistantship, you must contact your international student advisor to discuss a change of status to F-1.

By signing this notice I confirm my understanding of the registration/enrollment requirements listed above for F-1/F-2 and J-1 graduate students, in order to maintain compliance with federal immigration regulations. If I have any questions about the above requirements, I will contact my international student advisor.

If I am in a visa status other than F-1/F-2 or J-1, I understand this does not apply to me.

Applicant's Full Name _____

Applicant's Signature _____ Date Signed _____

FOR ISSAS OFFICE USE ONLY:

- Funding verification: _____
- Passport/Name order verification
- Citizenship update/Visa Update
- Residency verification
- Documents routed back to Graduate School
- Recorded on spreadsheet
- Check student groups where necessary