



# DECANATO AUXILIAR DE RELACIONES INTERNACIONALES

OFFICE OF THE ASSISTANT DEAN OF INTERNATIONAL AFFAIRS

## INTERNATIONAL STUDENTS

Visa F-1

Luis F. Irizarry Ramírez, PDSO

Assistant Dean



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# TERMINOLOGY

- **DHS:** Department of Homeland Security
- **USCIS:** United States Citizenship and Immigration Services
  - It is responsible for procurement relating to international students.
- **SEVP:** Student and Exchange Visitor Program
- **SEVIS:** Student and Exchange Visitor Information System
  - Keeps electronic records for foreign students and visitors
- **PDSO:** Primary Designated School Official
- **DSO:** Designated School Official
  - Officers appointed by the institution and liaisons with federal agencies for immigration issues in relation to foreign students.





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# TERMINOLOGY

- **VISA F-1**
  - Student nonimmigrant visa granted by the Department of State to temporarily enter the United States and with the sole purpose of conduct academic studies leading to degree. You should have regular academic load.
- **VISA F-2**
  - Dependent of F-1 (Spouse and/or Children)
- **VISA J-1**
  - Scholar, Short Term Scholar, Researcher.
  - UPR does not offer J-1 visas for students.





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# TERMINOLOGY

- **I-17 Form**
  - Document authorizing the institution (UPR System) to admit foreign students and issue the I-20 Certifications.
- **I-20 Certification**
  - Certificate of Eligibility for Nonimmigrant foreign student. It is issued by the DSO for foreign students apply for an F-1 visa at the US Consulate in your country of origin.
- **I-515A Notice to Student or Exchange Visitor**
  - Issued by Customs and Border Protection (CBP) to a nonimmigrant academic student lacking the required documentation upon entry into the United States.
- **I-94 Arrival/Departure Record**
  - Foreign visitors to the U.S. arriving via air or sea no longer need to complete paper Customs and Border Protection Form I-94 Arrival/Departure Record or Form I-94W Nonimmigrant Visa Waiver Arrival/Departure Record.





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# UPON ARRIVAL TO PUERTO RICO / FIRST TIMERS

- Report to the DSO at the Office of the Assistant Dean of International Affairs to register in SEVIS.
- Present your passport, Visa and I-94.
- Update your personal information
  - Name, place and date of birth, country of citizenship, physical address of your country, residential address (in Puerto Rico), institutional e-mail (@upr.edu), phone number, date of commencement of studies.
- Fill out personal and medical information form.
- DSO will register each student each every semester, upon checking compliance.





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# REGISTRATION

The Office of the Assistant Dean of International Affairs must provide information about each student to the U.S. Citizenship and Immigration Services. Therefore, at the beginning of each semester, students must report to the Office of the Assistant Dean of International Affairs in order to:

- Notify change of major or completion of their degree.
- Provide confirmation of approved and certified study-time extension requests.
- Confirm or change graduation date.
- Fill out the SEVIS student record after obtaining the degree.





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# REQUIREMENTS TO ISSUE I-20 FORM

- **Certificate of institutional admission**
- **Evidence of economic solvency**
  - Personal funds
  - Sponsor (government, private business, family)
  - Institutional scholarship, assistantships
- **English proficiency**
  - Required for certain programs





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# REQUIREMENTS FOR OBTAINING F-1 VISA

- Student visa is granted and issued by the US Embassy in the country of origin of the student.
- The student requests an appointment at the embassy once he gets the I-20 Certification from the UPR.
- The student must have paid the fee of \$200 in SEVIS, to be activated on the system.
- Students must submit original documents:
  - Admission letter UPR
  - Evidence of economic solvency
  - Valid passport
- Prove language proficiency by interview.







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# ADMISSION

## F-1 TO UNITED STATES

- **Students may enter the United States 30 days before the date of commencement of classes or start date established in the Certification I-20.**
  - Program Start Date
  - Session Start Date
- **Dependents: spouse and children (F-2) admission under F-1.**
  - Dependents may enter the U.S. 30 days with the student or later
- **Each dependent will have its I-20 Certification of SEVIS and VISA.**





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# F2 - DEPENDENTS OF F1 VISA STUDENTS

- Spouse / children under 21 years old.
- Each dependent will receive an I-20 form
- Children under 21 will be able to attend school between the grades of Kindergarten and 12th grade of high school.
- Spouse will be able to take recreational courses (not leading to a degree).
- F2s may not work in the U.S.A.
- F1 must present a bank endorsement for each F2:
  - \$5000 spouse
  - \$3000 per children





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# FULL ACADEMIC LOAD

## REQUIREMENTS TO MAINTAIN F-1 STUDENT STATUS

- **Students must enroll on or before the last day of the changes period for each semester.**
- **Undergraduate** - minimum of 12 credits, as established by the institution.
- **Graduates** – minimum of 8 or 9 credits, as established by the institution, or
  - Thesis, end of career projects or courses certified as full load by the Academic Senate.



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# DURING THE SEMESTER, STUDENTS MUST

- Attend and pass all classes in which they enroll. “Incomplete” is not an acceptable grade.
- Continually keep in touch with the Office of the Assistant Dean of International Affairs, in case of academic issues arise in your Faculty or Department.
- Notify any change of address, telephone number or email address within 10 days of such change.



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# REDUCED ACADEMIC LOAD REQUIRES PREVIOUS AUTHORIZATION FROM THE DSO

- **Undergraduate** – keep a minimum of 6 credits, as established by the Institution.
- **Graduates** – keep a minimum of 4 credits, as established by the Institution.





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# REASONS TO AUTHORIZE REDUCTION IN ACADEMIC LOAD\*

- Initial difficulty with English or Spanish.
- Difficulty with teaching methods.
- Location at the wrong level.
- Adaptation.
- Medical condition documented by physician or licensed clinical psychologist, to a total of 12 months in an academic program. The DSO must authorize each semester.
- Its required to inform the intention or need reduce of credits prior to the beginning of the semester.

Note!      \*Its allowed only to unsubscribe in a course, once during the study period.

\*The expectation to "fail" in a course is not considered valid reason to authorize unsubscribe.



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# LENGTH OF STUDIES

- Federal authorities regulate the sequence of studies leading to a degree:
- The Master's degree curriculum consists of at least thirty (30) credits, and a full academic load corresponds to nine (9) credits per semester.
- The I-20 form is given for a period of\*:
  - 60 month period for Bachelor's
  - 48 month period of study for Masters students
  - 72 month period for Ph.D. students

\*Based on Certification #38, 2012 for graduate studies



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# PROGRAM EXTENSION

- **You must request an extension at least 30 days before the Program End Date on the I-20**
- **Documents to be submitted to evaluate and approve the extension:**
  - Letter from Academic Counselor indicating why the student has not completed their program of studies and the necessity of more time to complete program.
  - It should include the date which the student is expected to finish the program.
  - Evidence of funds to cover the extension period.







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# TRAVEL

- Federal authorities require that all international students request an authorization if they:
  - Plan to travel outside Puerto Rico.
  - Decide to change their field of study, or obtain their degree in another institution.
- Students should also keep in mind the deadlines to request study-time extensions, transfers, signatures for I-20 forms, and changes in their visa status.





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# WORK

International students are not allowed to work outside the campus. They may work on-campus only if they meet the following requirements:

- The DSO has granted authorization.
- They are contracted for services related to their field of study.
- Their work schedule does not exceed twenty (20) hours per week, during academic sessions.
- Their work schedule does not exceed forty (40) hours per week, during vacations and/or academic recess.





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# EMPLOYMENT AUTHORIZATION IN CAMPUS

- **The DSO authorize work on campus and authorizes the student to apply for a Social Security number.**  
(Must present evidence to the DSO of the letter delivered by his supervisor about the task that has been assigned)
- **It is allowed to work:**
  - 20 hours per week while studying
  - 40 hours per week during breaks and vacations
- **The F-1 student can start working up to 30 days before the start of classes.** (Students admitted for the first time)



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# SOCIAL SECURITY NUMBER

- The Designated School Official (DSO), or a corresponding representative, will authorize a request for a temporary **social security number**, based on the dates presented in the I-20 form or the length of the work contract.
  - **See checklist with instructions and requirements**
- In case of extreme economic hardship, a part-time work permit may be granted by USCIS with the recommendation of the DSO.



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# CURRICULAR PRACTICAL TRAINING (CPT)

- CPT may be work-study, internship, cooperative education or training offered by employers through a cooperation agreement with the Institution.
  - Student must enroll in a required course that specifies it is necessary to do practice or internship.
- It requires notification sent to the DSO to authorize it.
- Does not need USCIS approval.
- If the student uses twelve months of **CPT** is not eligible for **OPT** (Optional Practical Training).
- During the semester you can work 20 hours, in academic recesses 40 hours.



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# CURRICULAR PRACTICAL TRAINING (CPT)

- Data the student must provide to the DSO before starting his practice:
  - Letter from the Department (or Faculty) which indicates that the CPT is required and part of their curriculum. Must indicate whether full or part time. Address, start and end date of employment and/or internship and relation to the study area.
  - Letter from the employer who will hire.



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# OPTIONAL PRACTICAL TRAINING (OPT)

- The F-1 student is entitled to an OPT after completing a higher academic degree (BA, MA, PhD).
- You can make your OPT in Puerto Rico or the United States.
- The optional practice must be requested 90 days before completing the degree and must be related to their field of study.
- The work must be completed on or before 12 months after the start.
- If requested before completing his studies it is considered part-time (20 hours per week); after graduating you can work full time.



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# OPTIONAL PRACTICAL TRAINING (OPT)

- The OPT is automatically canceled when the student transfers to another institution or when it begins studies at another level.
  - (Example: Master to PhD)
- The OPT student maintains its status as a student at the University of Puerto Rico and continues with the same responsibilities and duties as if he were studying.
- If the student travel outside the US territory, prior to the approval of OPT, it can be canceled automatically.
  - (Exception: only family or medical emergencies)
- You must report any changes to the DSO.







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# OUT OF STATUS

## VIOLATIONS TO THE STUDENT VISA F1 STATUS

The following actions constitute a violation of the student status:

- Failure to report to the selected school for registration.
- Failure to enroll for any given term.
- Failure to attend and/or pass the enrolled courses.
- Failure to initiate and/or complete transfer in/out processes.
- Failure to file a change of status on time.
- Failure to request program extensions on time.
- Failure to **notify change of address within 10 days of moving.**
- Failure to depart from U.S. territory in a timely manner.



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# OUT OF STATUS

## VIOLATIONS TO THE STUDENT VISA F1 STATUS

- The following actions constitute severe violations to the student status:
  - Unauthorized employment.
    - A student with an F1 Visa who has lost his student status cannot receive compensation for his assistantship until his status has been cleared. Such tasks would be considered as unauthorized work.
    - It has reduced its regular academic load without prior authorization from the DSO.
    - Works off campus without permission from USCIS.
  - Staying out of U.S. territory for more than 5 months.
  - Remaining in U.S. territory after finishing or interrupting studies. In case of an interruption of studies, the administration will proceed with a meticulous investigation of the reasons for such interruption. The investigative process will include:
    - Letters from the student and his/her advisor explaining the situation in a satisfactory and convincing manner.
    - Current bank endorsement and affidavit.
    - School transcript.
    - Form I-539 and a \$290 fee (payable in Money Order; fees increase annually).



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# GRACE PERIOD TO LEAVE US TERRITORY

- **60 days** - those who have completed their studies or their authorized OPT (if there is not an admission to a higher level of studies)
- **15 days** - those who leave school before completing the semester (requires DSO authorization)
- An F-1 student who stops studying without authorization from the DSO or not maintaining the status is not eligible to enjoy a grace period.



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# NECESSARY INFORMATION THAT SHOULD BE PROVIDED BY THE STUDENT TO THE DSO

- Level of education and area of study or concentration
- Copy of Employment card (EAD)
  - Employment Authorization Document
- If you have had OPT- start and expiration dates
- Partial or total withdrawal: Reasons and dates
- Number of completed credits per semester
- Documents of economic solvency
- Credit Transcripts



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# NECESSARY INFORMATION

- The school must inform SEVIS on or before 21 days following these events should they occur:
  - Students who have not maintained the status or have not completed the curriculum.
  - Change of name or address of F-1 and F-2.
  - Students who have graduated before the date that appears on the Form I-20 as the termination date of the program.
  - Changes of concentration or programs.
  - Any other request made by SEVIS on the status of a student(ALERTS)





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# RESPONSABILITIES OF THE DSO

- At the beginning of each semester and no later than 30 days after the first day of school, the educational institution must register in SEVIS the following:
    - If the student came to the University. (The student must report to the Dean at the first opportunity of his or her arrival in PR and college.)
    - If the student has enrolled in courses leading to grade.
    - If the student achieved academic progress during the previous semester.
    - Address to lodging while studying.
    - When the current semester ends and when the next semester begins.
    - I-94; entry and departure log (if the student has traveled)
- \*If not registered SEVIS will cancel your file.**





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# RESPONSABILITIES OF THE STUDENT F-1

- It is the responsibility of a student F-1 to report the following to the institution:
  - Changes in program, concentration and academic level.
  - Job within the campus and place of work in the OPT or CPT.
  - Illnesses that may affect their studies.
  - Trips outside Puerto Rico, (sign I-20) if one year has elapsed since issued.
  - Withdrawals and incompletes with justification.





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# OTHER SERVICES AT CAMPUS

- **Office of Student Affairs at your Faculty or Program**
- **Office of the Dean of Graduate Studies and Research**
- **Registrar's Office**
  - Grades transcripts, degrees certificates, other
- **Collectors Office (Recaudaciones):** payments
- **Sports facilities:** gym, track & field , others
- **Cultural Activities:** Theater, University Center
- **Student Ombuds:**
  - Student Center, second floor
- **Student Council**
- **Student Organizations:** over 60 groups on campus



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# OTHER SERVICES

## Department of Counseling and Student Development (DCODE)

- Phone: 787-764-0000, ext. 5679, 5672
- Carlota Matienzo Building
- Dr. María Jiménez-Chafey – Director
- Dr. Emilia Morales Lara - Counselor and Social Worker



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# CAMPUS SECURITY

- Within the Campus:
  - University Police: 787-764-0000, extensions 3131, 3535
  - Emergencies within the Campus: extension 2020
  - Emergency telephone poles: blue light
  - *Jeanne Clery Act*:
    - Security alerts
    - disclosure of incidents on campus and surrounding areas
  - Emergency protocols: hurricanes, fires, earthquakes, others





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# SECURITY OUTSIDE CAMPUS

- Río Piedras:
  - Río Piedras Precinct (State Police) (787) 274-1611 (located opposite the recreation square)
- San Juan and Metropolitan Area
- Telephone numbers in case of emergencies:
  - Puerto Rico Police (787) 343-2020 (anywhere in PR)
  - Medical Emergencies or Accidents 9-1-1





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# TRANSPORTATION

- Trolley within the campus: 3 routes
- Integrated Transit Authority (ATI)
  - Urban Train: travel card UPR\*
  - Buses: Trips combined with the train
  - Aquaexpress: ferry between Hato Rey and Old San Juan
    - \*\$0.75 end way
    - \*\$30.00 monthly card
    - \*\$105.00 semester card





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# CAMPUS HOUSING

- **Torre del Norte Residence**
  - Regulations: limit of stay, visitors
  - Facilities
  - Emergency protocols
  
- **Plaza Universitaria Residence**
  - Regulations
  - Facilities





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# MEDICAL SERVICES

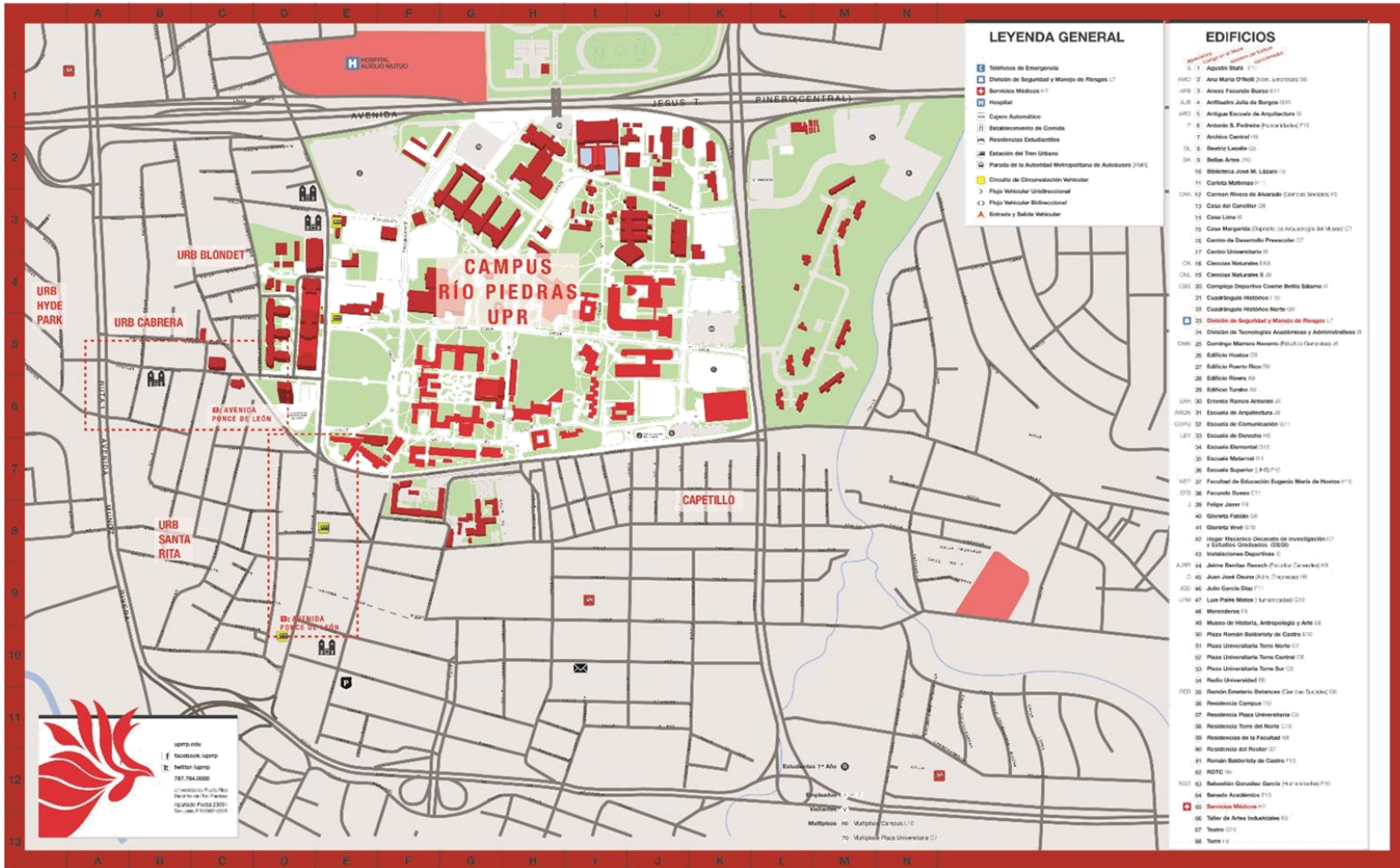
- **On Campus: Building Medical Services**
  - Set up compulsory meeting with medical director to update your medical record and provide necessary information.
  - Phone: (787) 764-0000, ext. 5640.
- **Emergencies: 911**
- **Medical plan**
  - Fill information sheet and sign the certification in the Dean of International Relations (will be delivered today).
- **Nearby hospitals**
  - Auxilio Mutuo Hospital
  - San Francisco Hospital
  - Puerto Rico Medical Center





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# MAPA EXTENDIDO DE RÍO PIEDRAS



## A: AVENIDA UNIVERSIDAD



## B: AVENIDA PONCE DE LEÓN



### LEYENDA GENERAL

Hospital	Farmacia	Librería
Cajero Automático	Hotel	Abogado(a)
Comida rápida / fast food	Lavandería	
Estación del Tren Urbano	Barbería	
Parada de la Autoridad Metropolitana de Autobuses (AMA)		
Supermercado / Colmado		
Fotocopias, impresión y materiales escolares		

- 1 Farmacia
- 2 Parada AMA
- 3 Walgreens
- 4 Panadería
- 5 Pizca La Pizca Dream's Hotel
- 6 Azahi Sushi Restaurant
- 7 Compu Spot
- 8 University Books
- 9 Vicys Lavandería
- 10 Arropo
- 11 B B de Blanco Supermercado Doña Ana
- 12 Promo Image
- 13 Colmado
- 14 Taquerías Azteca Barbería
- 15 Centro de Copias
- 16 Pá'í el Café, Quisnos, Pizca Móvil, B Rancho Mexicano, Al Natural, Lo más Pancho
- 17 Burger King
- 18 Centro Sra M. Calderón-Café
- 19 Librería-Café La Tertulia
- 20 Printing Center
- 21 Sofia's
- 22 Librería Norberto La Beckett
- 23 Librería
- 24 Restaurante Mercado
- 25 La Chivina
- 26 Tren Urbano-Estación de Río Piedras
- 27 Café
- 28 Printing Boutique
- 29 Mondo Bizarro
- 30 Club 77



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# BUS SYSTEM, METRO AREA



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# TREN URBANO, METRO AREA

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**SAN JUAN**  
Tren Urbano

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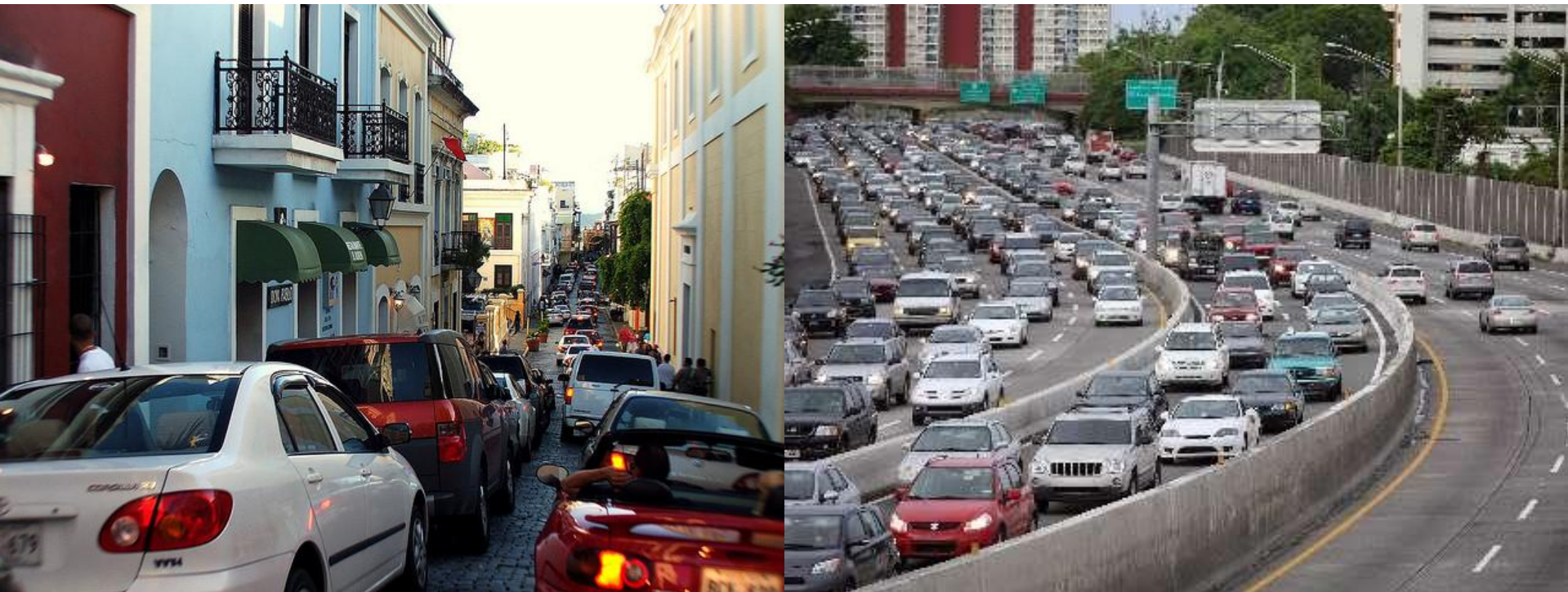




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# Island Population: 3.7 million 3 million cars

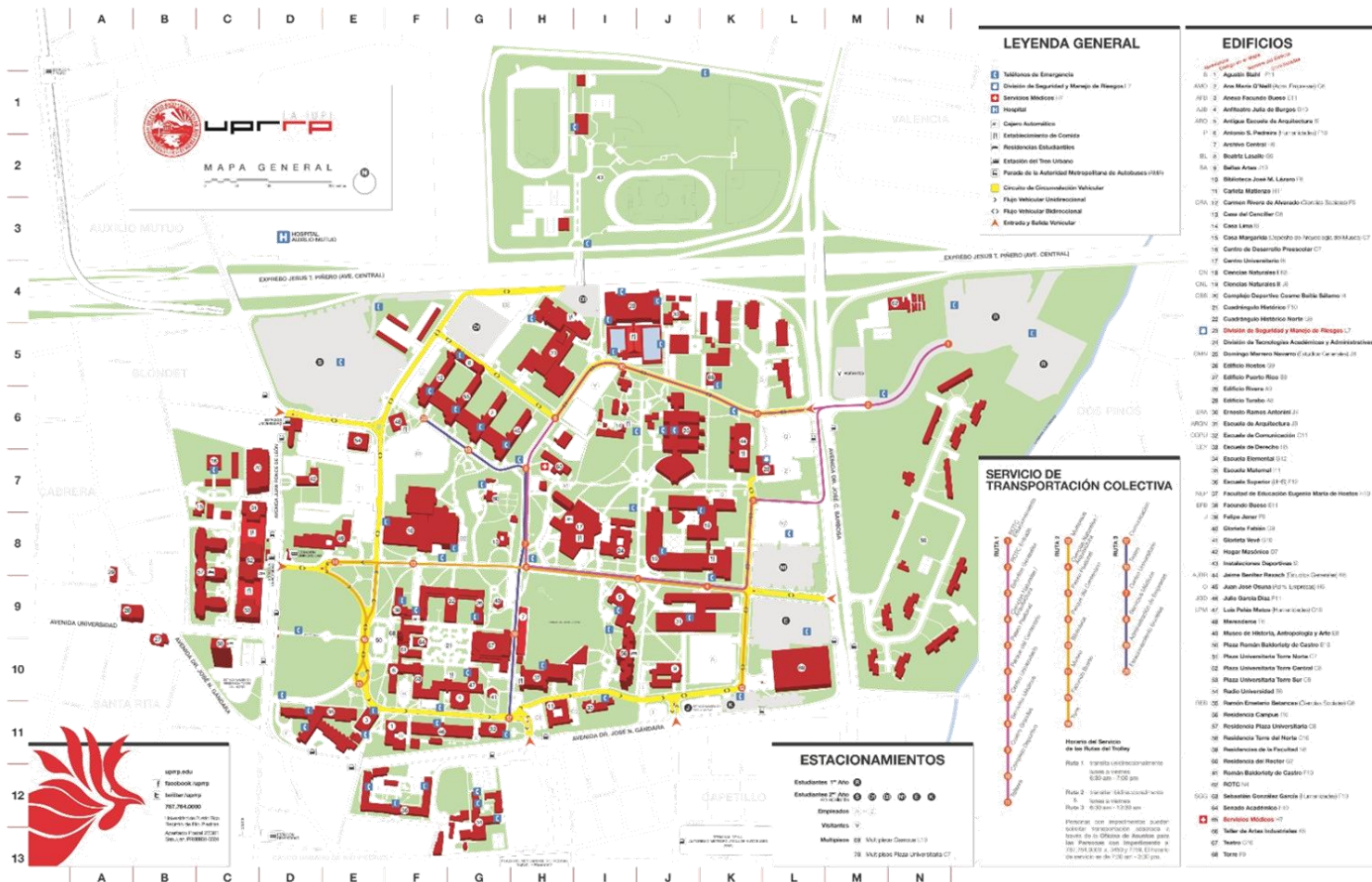


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## Concesionarios de Alimentos

- 1 Burger King** Centro Universitario
- 2 Merenderos** Frente a Edif. Ciencias Sociales
  - Cositas Ricas
  - Gregorio Mateo
  - Shirmi Food & Catering
  - John Lucena
- 3 Klosko - Café** Escuela de Derecho
- 4 Merendero Abel** Complejo Deportivo
- 5 Casa Lima** Frente a Edif. Domingo Marrero EG-1
- 6 La Fonda Criolla** Edif. Jaime Benítez EG-2
- 7 Pika-deras/Boca Boca** Edif. Ciencias Naturales 2
- 8 Almuerzos** Facultad Educación
- 9 Los Vegetarianos** Frente a Anf. Julia de Burgos
- 10 Quizno's** Plaza Universitaria
  - Pizza Mobile
  - El Rancho Mexicano
  - Al Natural
  - Lo más pancho
  - Pa'I Café
- 11 Arrope Express**

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**Jorge Joglar**

International Student Coordinator

[jorge.joglar@upr.edu](mailto:jorge.joglar@upr.edu)

**Luis F. Irizarry**

Assistant Dean

[decano.dari@upr.edu](mailto:decano.dari@upr.edu)

**Natividad Rodríguez**

Secretary

[natividad.rodriguez@upr.edu](mailto:natividad.rodriguez@upr.edu)



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