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Personal Word from the President

The international student population at BJU is growing, and all of us here are thankful for it. The administration, faculty and staff are grateful for the opportunity to minister to you—not only to give you the educational tools you need but also to develop your character in Christlikeness through example and precept.

The American students here need the challenge of your zeal and the spirit of sacrifice you demonstrate as they interact with you. I'm counting on your influence to bring a vision of the world to them. Sometimes we Americans can be quite "myopic." We tend not to lift up our eyes and look on the fields of the world that are white unto harvest. We can often be insular and forget that most of the world even exists. Your visibility here helps to alter that.

I admire you for your willingness to adjust to the different culture, language and everything else. We want to help you through that transition, and Mr. Mark Vowels is on the staff to help you with those challenges. Of course, the rest of us are here to do anything we can for you as well.

You'll undoubtedly face frustrations, discouragements and spiritual attacks during these weeks of adjustment. Stay close to the Lord. Remember His faithfulness in leading you here—and look forward to the learning and growth He has in store for you.

I'm praying for you.

Your friend,

A handwritten signature in cursive script that reads "Stephen Jones". The signature is written in black ink and is positioned above the printed name and title.

Stephen Jones
President

Introduction

This handbook is designed to help you make adjustments to life in the United States in general and to Bob Jones University in particular. It serves as a special supplement to the regular Student Handbook. We want to do everything possible to help our international students feel at home and make the most of the opportunities that BJU offers.

Where Can I Go For Help?

The principal sources for assistance on campus are the International Student Liaison, the Admissions Office, the Office of Student Services, and the Financial Aid Office.

International Student Liaison

Mr. Mark Vowels is the International Student Liaison on campus. His office is number 52 in the Alumni Building. Mr. Vowels will generally be the first person you should contact regarding any questions or problems. He will answer your questions or direct you to the person or office that can best assist you.

Admissions Office

Mr. Bryan Boudreau is the International Student Counselor in the Admissions Office, which is located in the Office Annex. (Please see inside back cover for a campus map. Map may also be accessed at <http://www.bju.edu/welcome/visit/map/>). He is the person to contact with any questions regarding visas, immigration or official student status. Mr. Boudreau maintains current information about U.S. government regulations and policies relating to students from other countries.

Office of Student Services

Mr. Mark McKenney is the manager of the Office of Student Services, which is also located in the Office Annex. He or his staff can assist you with questions about off-campus housing as well as work-related issues, such as payroll and obtaining a Social Security card.

Financial Aid Office

Mr. Chris Baker is the financial aid officer. His office is on the second floor of the Administration Building. Questions regarding your school bill, earnings from campus work assignments, and student loans or scholarships should be directed to him.

How Can I Get Along With My Fellow Students?

Adapting to life in a new culture is always challenging. You have left behind many of the features of life that are comfortable and familiar to you. In addition to learning a different language (or dialect) and getting used to different foods, you will need to make numerous adjustments.

Understanding some basic aspects of American culture is a good place to start.

First, most Americans have a limited understanding of the ways and customs of other countries because they have had relatively little contact with people from outside the U.S. Many Americans mistakenly assume that their customs and manners are superior to those of the rest of the world. In many cases, individuals from other countries have been exposed to a greater variety of cultures than the average American has. Be prepared to encounter people who know little about your home country or its customs, and look upon this reality as an opportunity to teach others about your homeland. Most Americans are curious about other cultures and will enjoy asking questions about life in your country. Do not be offended by others' lack of knowledge about the place you call home. Patiently explain some of the characteristics of life in your culture, such as holidays and traditions or the political system and native religions.

Next, you should be aware of some of the priorities of American culture. Examples of these priorities include:

Punctuality

Generally, Americans live by the clock. That is to say that they make and keep appointments for many of their daily

activities. Events begin and end at predetermined times. You should make it a practice to always be present several minutes before the scheduled time for events such as chapel, classes, or appointments with teachers or other officials. Americans expect appointments to begin promptly at the scheduled time. Failure to arrive at the time indicated may create an offense. If you are detained and cannot be present on time, you should notify the individual that you are supposed to meet and inform him or her that you will be late. Punctuality is an even higher priority at BJU than in the general American society, so please determine to get into the habit of being in place on time.

Friendship

Americans enjoy meeting people and engaging in “small talk.” Small talk is simple discussion about matters that are essentially not important, such as the weather or opinions about current affairs. A typical conversation will begin with a question such as, “How are you today?” Often, a response is not expected. The question is essentially a form of salutation. Americans are typically friendly to strangers, offering to shake someone’s hand as a sign of greeting. It is often assumed that an American’s friendliness (or talkativeness) is a sign of desire for a deeper relationship. In many cases Americans will simply be friendly to everyone but will develop strong friendships with only a few individuals. Americans generally have relationships on three levels.

- Casual acquaintances. These are relationships that are very simple and involve little or no commitment. Most Americans will have dozens of casual acquaintances. They will appear to be very friendly to these individuals but will not really pursue a deeper friendship. Their conversation will center around non-personal topics.
- General friendships. These relationships are stronger than simple acquaintances and involve a greater degree of openness about personal matters. Friends in this category will spend time together engaging in extracurricular events. Most of the people in someone’s circle of friends know the person’s

other friends as well. General friendships typically develop because of mutual activities or interests. The average American will have ten or more friends in this category.

- Deep friendships. Just as in other countries, these relationships develop slowly over time. Most Americans will come to have a deep affinity with only two or three other people. They will share their secrets and reveal their innermost thoughts to one another. Friends in this category seek one another's advice and make decisions based on how their actions will affect one another.

Cleanliness

Americans typically bathe or shower once each day. Most Americans prefer to shower in the morning before beginning their day. Body odors of all types are considered to be offensive. The use of underarm antiperspirant/deodorant is considered to be a standard part of daily grooming for every adult. Clean clothing, well-groomed hair, and freshly brushed teeth are key to making a good impression to the average American. Most American women regularly shave their legs as well as under their arms.

Individuality

Americans place a higher value on individualism than do most other cultures. The history of our country is one of rugged individuals forging their way into new and unexplored territory. Because of this, Americans esteem those who stand out from the crowd or who accomplish high achievements. This leads to a strong attitude of competition in most aspects of life. In class, for example, students will typically demonstrate a degree of competitiveness regarding their grades. Many teachers will post student scores so that a person can know how he or she compares to others in that class. Though most Americans are more alike than they realize, many will prefer to behave, dress and think differently from their peers just so they can be "unique individuals."

Equality

Even though they value individuality, Americans believe all people are equal. There is a strong sense of egalitarianism that forms the basis for our political and social systems. One example of how this belief operates is the American custom of forming a line for goods or services. To “cut” into line in front of others who are already waiting is considered to be very rude and unacceptable. Any show of preference to an individual based on his social position or level of income is considered wrong and unfair.

Although Americans value equality, they are sometimes guilty of prejudice. That is, they occasionally have cautious attitudes toward an individual or group based on certain assumptions regarding race or ethnicity. In reality, all societies, cultures and individuals have prejudices. Be assured that prejudice toward another person because of his or her race or ethnicity is not tolerated at BJU. If you believe that you are being treated wrongly because of prejudice you should contact the International Student Liaison immediately to discuss the situation.

Privacy

Americans enjoy privacy, both physically and mentally. It is never acceptable to look through another person’s belongings without permission. In addition, there are topics that Americans generally consider to be personal and not open for discussion. You should not ask questions about money or income. Generally, you should not ask someone his or her age or weight. Most Americans enjoy being alone on occasion. You should respect another person’s desire to be alone or to keep his thoughts private.

Language

Because most Americans speak only English they tend to be uncomfortable hearing people carry on conversations in other languages. It is by no means inappropriate to speak privately to others in your native tongue, but you should

avoid publicly conversing in a language other than English. Speaking in a language not understood by those around you may also be considered rude. You will, of course, also improve your own language skills by forcing yourself to speak in English.

Dating

The average American engages in social interaction with members of the opposite sex from a very early age. It is not uncommon for even young teenagers to have “dates” where they are alone together. Most Americans will have a dating relationship with a variety of individuals before eventually choosing a spouse. Americans do not practice arranged marriages. Neither do most Americans practice formal courtship in which a man declares his intention to marry a woman before courtship begins. Conservative Christian Americans, such as those represented in the BJU student body, are generally likely to take a more serious approach to relationships between the sexes by limiting dating to older teens and by preventing the dating couple from being alone together. The dating rules at BJU reflect this conservative position.

How Can I Get Along With The Faculty?

The faculty at Bob Jones University are dedicated to helping you succeed in your educational pursuits. They are sacrificial in their service and devoted to their ministry. Unlike most other universities in America, BJU is a Christian institution that values pleasing God above all else. Your instructors see themselves as ministers for the Lord, not just academicians. During your time at BJU you will no doubt grow to love your teachers and will develop strong friendships with many of them. In order to maintain proper relationships, however, several factors should be considered.

Respect

As a general rule, Americans are more casual regarding the relationship between students and professors than is the

case in many other countries. For example, in America it is not necessary to stand when a teacher enters the room. In secular universities professors may dress very casually and allow students to address them by their birth names (their first names). At BJU, however, faculty members dress in conservative business attire, and students are always expected to address their professors as Dr. or Mr./Ms./Mrs. followed by their family name (for example Dr. Smith or Mr. Vowels). Although teachers will often be very friendly toward those in their classes, students are not peers with their professors and should not expect to be treated as equals.

Responsibility

Responsibility is a key value in the American classroom. On the first day of each new class a syllabus and/or an assignment sheet will be distributed. You will need to follow the instructions carefully to make sure that you complete the expected assignments on time. If you do not understand the assignment sheet, you should speak with the professor or ask a fellow student to explain it to you. In addition, it is your responsibility to contact a professor if you are having difficulty in his or her class. Americans place great value on personal responsibility, and your professors will expect you to come to them if you need academic help. Many international students are afraid that their professors will be upset with them if they speak with them about their grades or their performance in class. In reality, the opposite is true. Any student who is struggling academically must take the responsibility to initiate contact with the teacher in order to seek help and advice. When visiting a professor you should go to his or her office during posted office hours or make an appointment to see him or her. Remember that punctuality (being on time) is extremely important.

Responsiveness

Whenever a faculty member (or anyone else in authority) contacts you via e-mail, a note, or an official notice in your post office box or by telephone, you must respond to him or her immediately. Many international students receive

demerits simply because they do not respond to communication from people with authority. You must not ignore such communication or consider it unimportant or something to be put off until a more convenient time. Even if you do not know who the person is who contacted you or why he requested to see you, it is your responsibility to respond without delay. If you have any questions about how to properly respond to an official notification, you may contact the International Student Liaison for direction.

What If I Need Additional Help Academically?

As stated before, your first response if you are having academic difficulty should be to contact the teacher for the class in which you are struggling. Your academic advisor will also be happy to discuss your problem with you and to give helpful recommendations. Several other options for students who need special academic help include:

Learning Resource Center

For those students who are having difficulty making the transition to the American classroom environment or the academic demands of BJU, the Learning Resource Center offers instruction and advice for improving academic performance.

College Study Skills Course

This course is designed to help students improve their reading speed and general reading comprehension. It also provides instruction on developing study skills that are appropriate for the academic expectations of the BJU faculty. This class is 0 credit/load.

English as a Second Language Course

Designed specifically for the student whose first language is not English, this class primarily focuses on improving reading speed for English literature. Special attention is given to improving English vocabulary. This class is 0 credit/load.

Tutoring

The Career Services, located across from the Snack Shop in the Student Center, can provide names of those who are willing to serve as tutors for students who are having academic difficulty. A small fee is expected for the tutor's services.

Study Skills Inventory

The Career Services also has a worksheet designed to help students identify areas of weakness in their study habits. You may complete a worksheet and then discuss the results with the director of this office, who will be able to offer suggestions for improving time management and for developing effective study habits.

Help with Exams

International students whose second language is English may take their exams late due to language differences. This special dispensation allows you more time to study. In order to take exams late, an international student whose second language is English may go by the Records Office to request a Late/Special Examination Permit, which you will need to present at the time the exam is taken.

What Activities Should I Be Involved In?

While your primary goals for your time at BJU should be academic, there are a variety of activities on campus or in town that should be of special interest to our international students. Involving yourself in these activities should be considered an important part of your education at BJU.

Local Church Attendance

A list of local churches is posted on the University's intranet site. In addition to these churches, some international students have found it possible to attend a church in the surrounding area that worships in their mother tongue. If you become aware of a church that is not on the University's list of churches and would like to know if you may attend

there, you should check with the director of Extension Ministries in the Alumni Building.

Extension

Students from all backgrounds are invited to go out from the campus to take the Gospel to others. There are dozens of extension ministries available for student participation. Frequently, international students have found opportunities to use their home language to serve the Lord in an extension ministry. Contact the Extension Ministries office in the Alumni Building for further information.

Mission Prayer Band

This student organization meets four nights a week to pray for missionaries around the world. International students bring to the meetings understanding about other cultures and spiritual needs from faraway places. Students who are considering missionary service often find conversation with an international student part of the means that God uses to direct them to service in a particular part of the world.

Friendships with Individuals From Your Home Country

In many cases, there are other students at BJU who are also from your country or from a similar culture. The International Student Liaison can supply you with information about other international students. In addition, there are often people living here in Greenville who may speak your language or be from your culture. Sometimes it is possible to meet with such people to talk about your homeland. You may be able to give a gospel witness in these circumstances.

Where Can I Go To Find Work?

Opportunities for employment are limited for most international students because of visa restrictions. In most cases, students may work on campus for the University. The Office of Student Services, located in the Office Annex building, can assist you in finding available jobs on campus. (See inside back cover for a campus map. Map may also be accessed at <http://www.bju.edu/welcome/visit/map/>) There

are several other considerations regarding obtaining employment in the United States, including:

Obtaining a Social Security Card

Anyone receiving wages in the United States must have a valid Social Security card. The Office of Student Services can assist you with the process of receiving this card. The Social Security Administration will not accept your application for a social security card until you have been in the USA for 30 days. Also, you cannot start work until you have your Social Security card.

Paying Taxes

- F-1 students are subject to withholding for federal and state income taxes and in most cases must pay taxes on a part of their income.
- F-1 students are not subject to Social Security or Medicare taxes and should have none withheld.
- F-1 students who work on campus generally complete IRS Form 1040NR-EZ and Form 8843 and the South Carolina Form SC1040 when they file tax returns, and the returns are due on April 15. For current tax forms, please visit the Student Services website at <https://protect.bju.edu/wiki/x/wpFj>.

The Office of Student Services cannot assist you with questions regarding filling out tax forms; however, if you need assistance we can refer you to someone who can help you.

How Should I Handle My Money?

BJU's Business Office offers limited banking services to students. You may deposit money into a student drawing account and make withdrawals at any time. Many students, however, will require the more extended services of a regular bank. While the basic procedures are similar for most banks, we have found that Carolina First Bank is especially helpful to our students. They have an office conveniently located near our campus; and a cash withdrawal machine (ATM) for this bank is located in the

Student Center. Here is what you need to know about opening an account with a local bank:

Required Identification

In order to open a bank account you will need to show a valid Social Security card (see page 12) and one other valid form of identification. Other acceptable types of identification include a driver's license, a BJU student I.D. card, a passport from your country, and a U.S. Immigration card.

Initial Deposit

In order to open an account you will need to make an initial deposit. The amount required for the initial deposit will vary with each bank.

Cashing/Depositing Checks

In most cases, checks drawn from another U.S. bank will require several days to process. Checks drawn from a bank outside of the U.S. will generally take about two weeks to process. Money from checks will not be available until the processing procedure is complete.

Funds Transfer/Wiring Funds

Once a bank account has been established, it will be possible in most cases to transfer funds electronically from an international bank in your country to the local bank in the U.S. Though such transfers are quickly completed and the money is immediately available, they are the most expensive means of depositing money from your country into a local account. In most cases both the bank sending the money and the bank receiving the money charge a fee for this service.

What Housing Is Available For Me?

On-Campus Housing

Most students will find that the best housing arrangement is to live on campus. Bob Jones University requires all students under 23 years of age and not married to live in the residence halls. Even for those who are eligible, living off

campus is not always a good option. Living off campus means that you will have to provide your own meals as well as transportation. The costs, as well as the inconvenience of traveling each time you wish to use the library or attend a meeting, make living in the residence halls the best choice for most students. It is highly recommended that all international students live in the residence halls for their first year at BJU while they make the adjustment from their home country. Married students and those who are 23 years old or more who choose to live off campus will need the following information:

Off-Campus Housing

- The **Office of Student Services** maintains a list of available housing and can answer many of your questions about obtaining suitable living arrangements. Please look online at http://home.bju.edu/life/on_campus/student_services/housing/search.php.
- Most off-campus housing in the Greenville area will require a **deposit** equal to the amount of rent for two (2) months, and many will also require payment of the **rent for the first and last months** before you can move in.
- **Utilities** (water, electricity, sewer, garbage collection) are sometimes (but not always) included in the monthly rental fee. Make sure you know what your financial obligations are before agreeing to rent a house or apartment. It will be your responsibility to contact the various utility companies to arrange for service to be initiated. A deposit is generally required for new service. To arrange for electricity service you can call Duke Energy at 864-242-3261 or fill out their online form at <https://mdenote1.duke-energy.com/custweb/customerservice.nsf/NS?OpenForm>. To arrange for natural gas service you can call 1-800-752-7504.
- **Telephone service** is not included in the cost of renting a house or an apartment, although there may sometimes be a telephone present. If you wish to have telephone service in your home (as opposed to using a cell phone) you will need to make arrangements to receive telephone service by contacting one of several telephone companies that provide service to

this area (e.g., BellSouth 1-888-757-6500 or www.bellsouth.com).

- Although most rental houses and apartments have a stove and refrigerator, not all have laundry facilities. In addition, most do not come with furniture. Fully furnished apartments or houses are sometimes available at a higher price.
- Most rental agreements are in the form of a **lease**. A lease is a binding legal contract that states that you will agree to pay the rental fee for a specified period of time—usually six (6) months or one year. If you move out before that time period is complete, you will forfeit your deposit and may be obligated to continue paying the monthly fee for the duration of the time of the lease. Make sure you know what you are agreeing to before signing any lease agreement. Read it carefully and get advice from someone you trust.
- In many cases, there are government regulations regarding how many **children** can sleep in each bedroom. If you have several children, be sure to ask about these regulations before making an agreement or signing a lease.

What Do I Need To Do To Drive A Car?

In order to drive a car in the United States you must have a valid driver's license. If you have a driver's license from your home country, it is permissible to use that document for a few weeks; but you will need to obtain a South Carolina driver's license in order to continue driving here. To obtain a South Carolina driver's license, take the following items to the Department of Motor Vehicles located at 15 Saluda Dam Road in Greenville (1-800-442-1368 or 864-241-1147):

- I-20, I-94, visa and passport.
- A letter from an insurance company stating that you are insured to drive and that your insurance meets South Carolina state law requirements.
- A letter from BJU (obtain from the Registrar in the Records Office in the Administration Building) stating that you are a full-time student or a dependent.
- A Social Security card or a letter of denial from Social Security. (For more information about obtaining a Social Security card, contact the Social Security Administration at 1-800-772-1213.)

If you have a driver's license from your country, you must complete Form 4030, which can be found online at <http://www.scdmvonline.com/DMVNew/forms.aspx>. You must also have a translation of your foreign driver's license done by a school official. Please contact the Office of Student Services to obtain the name of a faculty member that is qualified to translate this document.

- If you do not have a driver's license from your country, you will need to pass the South Carolina state driver's test. Contact the Saluda Dam Road Department of Motor Vehicles (1-800-442-1368 or 864-241-1147) for more information. Various forms for the Department of Motor Vehicles are available online at <http://www.scdmvonline.com/dmvnew/forms.aspx>. A copy of the Driver's Manual can be downloaded from the Internet in English or Spanish at <http://www.scdmvonline.com/DLmanual.aspx>.

What Should I Know If I Have Children?

Several factors should be kept in mind if you are a parent with children living with you during your stay in the United States.

Safety

While secular movies often portray life in America as violent and dangerous, you will find that most areas of this country are safe and tranquil. Nevertheless, because children are especially vulnerable to crime, it is wise to keep your children near you when you go out together to shop or for recreation.

Education

The education of children is required by law in the United States. There is great flexibility regarding the means of education—public schools, Christian schools or homeschooling—but the government has no tolerance for the absence from education. Bob Jones Elementary School, Junior High School and Academy are excellent choices for the education of your children. You should make arrangements to speak to the principal (overseer) at the school where you plan to enroll your child in order to obtain

more information about the enrollment process. Be prepared to show a record of your child's immunizations as well as evidence of past educational performance.

What Do I Do If I Need Healthcare?

Doctor

The primary resource for healthcare at BJU is the campus hospital (University Health Services), where basic medical procedures and tests can be performed. There is also a pharmacy located in the hospital. If you or a member of your family need to see a doctor, you may visit University Medical Associates located off campus across the street from the Administration Building. Shuttle service is available to the doctors' offices from the campus hospital.

Dentist

If you need dental services you should contact Dr. Brown's office at (864) 322-5051. This dentist serves the needs of many individuals in the BJU family and offers excellent care at reasonable rates. His office is also located off campus across the street from the Administration Building.

Vision Care

Following is a list of vision care specialists in the Greenville area:

LensCrafters HAYWOOD MALL
700 HAYWOOD RD SUITE 327
GREENVILLE , SC 29607
(864) 234-7200
2.4 Miles

SEARS OPTICAL
700 HAYWOOD DRIVE
GREENVILLE , SC 29607
(864) 234-1139
2.4 Miles

LensCrafters VERDAE MARKET
FAIR
101 VERDAE BLVD
GREENVILLE , SC 29607
(864) 676-1123
4.1 Miles

MICHAEL E BALDWIN OD PC
2411 HUDSON ROAD
GREER , SC 29650
(864) 268-4204
5.3 Miles

JCPENNEY OPTICAL
700 HAYWOOD RD
GREENVILLE , SC 29607
(864) 297-7445
2.4 Miles

MICHELLE M REEVES OD PA
24 POTOMAC AVE
GREENVILLE , SC 29605
(864) 277-4420
4.9 Miles

SPECTRUM EYE CENTER
2 MAPLE TREE COURT B
GREENVILLE , SC 29615
(864) 297-8777
2.1 Miles

WALMART VISION CENTER
#1244
3027 WADE HAMPTON RD
TAYLORS , SC 29687
(864) 268-0550
2.9 Miles

HARMON'S OPTICIANS
2720 WADE HAMPTON BLVD B
GREENVILLE , SC 29615
(864) 268-4335
2.1 Miles

VOSS VISION GROUP
361 HALTON RD
GREENVILLE , SC 29607
(864) 288-1990
3.0 Miles

KEITH ANDERSON OD
4010 E NORTH ST SUITE 2
GREENVILLE , SC 29615
(864) 292-0262
2.5 Miles

SAMUEL D GARRETT OD
210 MILLS AVE
GREENVILLE , SC 29605
(864) 232-2779
4.0 Miles

Hospital Care

Some students who need more extensive medical care may qualify for financial assistance through the Greenville Hospital System. To request an application for assistance contact:

Patient Financial Services
255 Enterprise Boulevard, Suite 210
Greenville, SC 29615
(864) 454-8611

They will send instructions and a form to complete. In order to process your application you will need:

- A copy of last year's income tax returns (if applicable—both federal and state).
- A copy of a payroll check or proof of current income from all sources for each employed family member.
- A copy of your property assessment if you own a house.
- A copy of your rent receipt if you rent or lease.

What Should I Do During School Breaks?

Many international students find that the most difficult times of the school year for them are the break periods (Thanksgiving, Christmas and summer) when most students go home. International students may consider several options for these times:

Go Home

Some international students are able to travel back home to be with family and friends during these times of extended break from classes. Because the cost may be prohibitive, however, most international students will only be able to travel home occasionally during their time of study at BJU. Some students will not be able to go home at all until their education is complete.

Go to a Friend's Home

As you make friends with fellow students, it is likely that someone will invite you to spend time with him or her during a school break. Most Americans enjoy having international visitors in their homes. It provides an opportunity to exchange ideas and information about one another's cultures and traditional holiday celebrations.

Work

The campus of BJU sometimes slows down, but it never shuts down, and work on the campus is year-round. International students can earn extra money by working on campus during regular breaks from classes. A student who is employed full-time during a break time may live in the residence halls without charge while working.

Study

Christmas break provides time to work on correspondence courses to get ahead with your degree program. Summer school is also a good option for many students. Three sessions are offered during the months of May, June and July.

As stated above, anyone who is working full-time (40 hours a week or more) during a class break period may live in a residence hall without charge. A full-time student in summer school would need to pay room and board to live in a residence hall during that time.

Housing arrangements at the end or beginning of the semester for those who are not working full-time or attending

class full-time should be made through the Dean of Men's or Dean of Women's office and should only be for short stays. If you need housing at times other than the end or beginning of the semester, you should contact Guest Services. In both of these situations, the cost to stay in a residence hall is \$22 per day.

What If I Want To Obtain An Advanced Degree?

Before making plans to pursue an advanced degree at BJU you should make an appointment to speak to the Registrar (his office is in the Administration Building). Some considerations that will determine whether or not you may continue further studies include your academic record in your undergraduate program, your financial status with BJU, and the condition of your visa. Remember, anytime you change your level of education, you will need to obtain a new I-20 reflecting your new program of study. See Mr. Bryan Boudreau in the Admissions Office in the Office Annex as soon as you begin to make plans to pursue additional education.

Many graduate students at BJU obtain a position as a graduate assistant (GA). Serving as a GA means working for BJU approximately 20 hours per week while taking approximately 10 hours of classwork. Graduate assistantships are considered a privilege. Not everyone who wishes to be a GA will be offered such a position.

What Do I Need To Understand About Culture Shock?

When a person crosses from his or her home culture into another culture, there is normally a period of adjustment that is sometimes referred to as "culture shock." In simple terms, culture shock is the feeling that comes when you realize that the habits and patterns of life that have always worked for you since childhood are suddenly no longer effective. Long-held assumptions or beliefs about the "right way to do things" are challenged, and you find yourself confused. Daily activities that were once very routine now require thought

and planning because you are doing them in a place where another language is spoken or where the process for such activities is different. For example, using a telephone or shopping for food can seem to be unusually complicated in your new environment.

Although most students believe that they will somehow avoid the experience of culture shock, almost everyone goes through it to some degree. During the first few days in your new setting you will likely find many things to be unusual and intriguing. You will be filled with interest about the new culture. Within a few days or weeks, however, the pressures of having to constantly use a second language or stop to think before accomplishing routine tasks will begin to wear on you. At this stage you will likely become irritable and discouraged. The reality of the difficulty of living in this new place may begin to feel like a heavy burden, and you may have an overwhelming sense of homesickness and feel inclined to withdraw from activities—but this would be a mistake. Culture shock makes you feel like running away, even if only to your own room or your own thoughts. But it is imperative that you do not try to escape from the place and opportunities to which God has brought you. Be patient with yourself and with others. Do not expect adjustment in one week. Eventually you will make sufficient adjustments and create new routines so that the burden does not seem so heavy.

After a while the feelings of culture shock will pass and you will accept the differences between American culture and your home culture. You will want to adopt some aspects of American culture while retaining many aspects of your home culture. The key to surviving culture shock is to accept your feelings without rejecting the changes that you are experiencing. You should share your feelings with a friend who is also an international student and who has gone through culture shock before you. It may help to stay in touch with your home culture by reading a newspaper from

home on the Internet or by finding a store that sells food that is familiar to you. At any time that you feel overwhelmed by life in America, or at BJU in particular, you should make it a point to speak with the International Student Liaison about your experiences. He will understand what you are going through and will be able to offer advice.

Where do I go if ... ?	ANSWER	Page
I need help in a class	Course teacher and additional academic resources	8–11
I need help reading English	Learning Resource Center (Alumni Building)	10
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I need advice about my major	Faculty advisor	
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What Do I Need To Know About Immigration?

Please consult the Appendix for basic immigration information. It outlines the United States Department of Homeland Security (DHS) regulations. Any questions regarding the regulations should be directed to the attention of the International Student Counselor, Mr. Bryan Boudreau, in the Admissions Office in the Office Annex or Dr. Dan Smith, director of Educational Services, in the Administration Building

While in the United States as an international student, you must know and abide by the DHS regulations. You were issued Form I-20 by Bob Jones University when you were accepted as a student. You used this form when applying for an F-1 (student) status. **It is your responsibility to stay in status and meet all the requirements of the United States Department of Homeland Security.**

On occasion, international students have failed to properly handle their business with DHS and have jeopardized their opportunity to stay in the United States. In addition, their negligence has sometimes hurt the good relationship which Bob Jones University tries to maintain with DHS. DHS may withdraw its approval from any American university, thus prohibiting it from enrolling additional international students, if they feel that immigration regulations are not being closely followed by the students or by the university. It is therefore very important that you carefully follow DHS policies while in the United States. We will do our part to assist you when we can.

The addresses for the Citizenship and Immigration Services (CIS) offices are listed below. This is provided for your information only. Please check with the International Student Counselor in the Admissions Office or the manager

of the Office of Student Services before making a trip to either of these locations.

Greer Field Office
142D West Phillips Road
Greer, SC 29650

Take I-385 toward Columbia. Merge onto I-85 North to Airport/Spartanburg. Take Exit 56 to Pelham/Greer. Turn left onto SC-14 (0.1 mi). Turn left on Concourse Way. Turn left on Twin Magnolia Drive. Turn right onto West Phillips Road.

You can locate this office and make an appointment by going to https://egov.uscis.gov/crisgwi/go?action=offices.summary&OfficeLocator.office_type=LO&&OfficeLocator.zipcode=29614

Basic Immigration Information

This information is provided to help you understand U.S. immigration regulations from the Department of Homeland Security (DHS).

International Student Regulations & Maintaining Status

The United States (U.S.) Department of Homeland Security (DHS), formerly the Immigration and Naturalization Service (INS), is our country's immigration authority. This department has three branches:

- CIS: The United States Citizenship and Immigration Services is responsible for most of the application and petition adjudications formerly done by INS.
- ICE: The Immigration and Customs Enforcement is responsible for immigration investigations, detention, removal, intelligence and **SEVIS (Student and Exchange Visitor Database)**.
- CBP: The Customs and Border Protection is responsible for immigration inspections at U.S. ports of entry, for the Border Patrol and for Customs Service.

SEVIS Reporting Requirements

All institutions approved to operate an F-1 program are required to maintain information and documents on F-1 students and their dependents in SEVIS and to make reports through SEVIS each term upon the occurrence of certain events and upon the request of DHS. NOTE: International students include those from Canada. Bob Jones University will report:

- A change in a student's or dependent's legal name.
- A change in a student's U.S. address.
- A student who has graduated early or prior to the end date on his or her Form I-20.
- A student's full-time enrollment.
- Any change in a student's status.
- Disciplinary action taken by the school against a student as a result of a conviction for a crime.
- Any student that drops below a full course of study without prior approval from the director of Educational Services.
- Any student who has failed to maintain status or complete his or her program (e.g., withdrawing from school during a semester).
- Any student who has failed to enroll.

It is the student's responsibility to maintain status under F-1 regulations.

Maintaining F-1 Student Status

1. Report to the International Student Counselor for SEVIS registration upon arriving at the school. Bring the following items with you (including items for any dependents):
 - Passport (if applicable)

- Visa (if applicable)
- Form I-94
- Form I-20

If any updates to these documents are made during the year, a copy must be sent to the International Student Counselor.

2. Attend the authorized school on your Form I-20 and **do not let your Form I-20 expire.**
3. Carry a full course of study and make normal academic progress toward completion of your program. During a semester, undergraduates must carry a minimum of 12 credit hours, graduate students must carry 10 credit hours, and graduate assistants must carry 9 credit hours.

An exception to the full course load may be granted only once for academic difficulties or for certain medical conditions. You must make an appointment with the director of Educational Services before you drop any class that takes you below the minimum hours.

4. Report to the International Student Counselor any of the following changes. You are required by law to report these changes within 10 days.
 - major
 - financial information
 - address or residence hall room
 - legal name
 - graduation plans
 - extension(s) of your degree
 - additional degree plans (e.g., bachelor's to a master's)
 - any change of plans before you leave for the year
 - school transfer—*All transfers to other SEVIS-approved schools must be completed within 60 days of your last day of study at BJU.*

5. Keep continuity in your program of study. An absence from the U.S. or any other academic break of more than five (5) months terminates F-1 status.
6. Work as specifically authorized under immigration regulations. 20 hours of on-campus work during the school year is permissible with F-1 status. Any campus work over 20 hours during the school year or unauthorized work off campus (e.g., babysitting) **even if it is not reported to Social Security for tax purposes** is a violation of status.
7. When traveling abroad, always return in proper F-1 status. It is not legal for you to enroll in classes if you are in B tourist status.
8. Keep your passport valid for six (6) months into the future.
9. Requests for an extension of stay and curricular (CPT) or optional practical training (OPT) will need to first be approved by the director of Educational Services, filed with the International Student Counselor and made in a timely manner. Any official request with CIS (e.g., for optional practical training) takes a minimum of 90 days to process. These requests need to be made **at least one semester in advance**. Because the regulations state that students must apply for practical training prior to the completion of study, no requests for CPT or OPT will be considered after Commencement (if you are a May graduate) or the end of first semester (if you complete your degree requirements in December).
10. Obey all state and federal laws.
11. International students who complete a program and receive a degree are given a *60-day grace period* during which they may make plans to leave the country. No work or study is allowed during this time. If you withdraw from school during a semester, your

grace period is 15 days. If you are asked by the University to leave for any reason, you do not have any grace period.

You will be out of status if you fail to comply with any of the F-1 student status regulations. A reinstatement request is costly and will not be granted for willful failure in any of these regulations.

Financial Requirements if Changing Degree Levels at BJU

A new financial document (a bank statement showing sufficient funds for a year of study) must be presented before you begin an advanced degree (e.g., bachelor's to a master's), since this is an extension of your program and will require proof of sufficient finances.

Travel and Form I-20 Signatures

You must have the signature of the International Student Counselor, valid for one year at a time, on Page 3 of your Form I-20 in order to travel with return to the U.S. This signature may be obtained only during one of two times each year—**November or April**.

If you fail to make an appointment and miss the November or April deadline, your Form I-20 will not be valid for travel and you will not be able to return to the U.S. *Even if you are not planning to travel over Christmas break or summer vacation, you MUST have a valid signature for travel at all times so your Form I-20 will be valid in the case of an emergency or an unexpected opportunity for you to travel.*

Scenario 1: The date is June 12, and Jane has just discovered she can fly home for two weeks to visit her sick father. She did not make an appointment to have page 3 of her Form I-20 signed in April because she thought she would

not be going home during the summer. Since this new opportunity arose, she frantically calls the International Student Counselor asking for a signature. Will she be eligible for a signature to travel?

Answer: No. She failed to get a signature during the available time in April.

Scenario 2: The date is April 15, and Dicken is ready to finish school for the year and enjoy a summer at home. He looks at his Form I-20, which he had signed this last November by the International Student Counselor. The signature is valid until next November. Does he need to get another signature, now that it is April?

Answer: No. Since the signature is valid for one year, he can travel and return on the November signature. He will need another signature next November.

Scenario 3: Mr. Darnay made an appointment with the International Student Counselor in June of last year to get a new SEVIS Form I-20, and the signature on Page 3 is dated June 25. He will be going home for the whole month of June and will be returning July 1. It is now April; should he get a new signature on his Form I-20, even though the current signature is valid until June 25?

Answer: Yes. April is his last chance to get a new signature since the current signature expires in June.

Scenario 4: Lucy will not be going home at all this Christmas. Although she had a signature last December, she is sure she will not need it this November since she will not be traveling. Is it required that she gets a new signature this November?

Answer: Yes. **All students MUST have a valid signature for travel at all times.**

Additional Questions to Consider Before You Travel Out of the Country

- How long will you be out of the U.S.? If more than five (5) months, your F-1 status will terminate.
- Is your visa still valid? If *yes*, until when? If *no*, is a new Form I-20 required?
- Is your passport still valid? Your passport should be valid for six (6) months into the future at all times. If your passport is about to expire, you will need to apply for an extension. Please see your country's embassy Web page online for extension instructions; extensions can usually be given up to one year in advance of and one year after the expiration date on your passport.
- When you return, will you still be working on the same degree? If *not*, notify the International Student Counselor within ten (10) days of any change.
- Is your funding still the same, and can you prove you have sufficient finances to study in the U.S.? If *not*, notify the International Student Counselor within ten (10) days of any change.
- Have you applied for OPT? If *yes*, you will need the following documents to travel: your Employment Authorization Card, your I-20, the signature of the International Student Counselor (*valid for only six (6) months at a time during OPT*), a valid student visa, and a letter from your company stating you are employed and plan to resume employment after travel.

Traveling on an Expired Visa

Your visa is your key for entry into the United States and may expire without consequence. Some students receive a three-month, one-time-only entry visa that expires immediately after they enter the U.S. You may stay in the U.S. on an expired visa as long as your I-20 is valid (you

maintain full-time study, follow all F-1 regulations and have not reached the expiration date on the I-20). If you travel outside the United States on an expired visa, you will need to apply for a new student visa abroad before you return. Student visas cannot be granted from within the United States but must be applied for abroad. Before you make plans to travel on an expired visa, consider that a new visa could be denied and you would be unable to return to the U.S. Sometimes it is better to stay in the U.S. and complete your degree first rather than risk traveling on an expired visa. Realize that a new visa application often takes one month or more, so do not plan to travel to obtain a new visa during the school year. Under certain circumstances, you can be granted automatic extension of visa validity and re-enter the United States provided that you traveled only to Canada, Mexico or the adjacent Caribbean islands for 30 days or less. Understand that Canada and Mexico have distinct entry requirements of their own. Since any travel on an expired visa can be risky, always see the International Student Counselor for advice first.

F-1 Status

An F-1 visa and F-1 student status may be granted to an alien "who is a bona fide student qualified to pursue a full course of study" at an academic institution authorized to admit foreign students. When applying for an F-1 visa, the individual must prove to the U.S. Consular official that he/she wishes to enter the United States temporarily and solely for the purpose of study and that the applicant has a permanent residence in a foreign country that he/she has no intention of abandoning.

SEVIS I-20

This is a document issued by the school certifying that the admittee is eligible for an F-1 visa to attend the institution. The reporting date, degree level, major field of study, English proficiency and financial support information are all specified. A student is required to complete his/her degree program on or before the date specified on his/her I-20 form.

Permission to extend the I-20 must first be given by the director of Educational Services. Furthermore, this form is a permanent record of any entries, school transfers and CIS adjudications on the student's behalf.

When the student enters the U.S., his entry is recorded on DHS computers on the student's electronic SEVIS record; each subsequent entry and exit is then entered on the student's electronic SEVIS record.

Passport

This is a travel document which certifies the bearer's identity (including an affixed photograph), country of citizenship and date of birth. It carries an expiration date—some countries specify the expiration date and others indicate the issue date and length of validity (e.g., “valid for 5 years from date of issue”). Visa stamps and records of entry and exit from other countries appear within the document. You must maintain a passport that is valid for a period of no less than six (6) months unless you are exempt from passport requirements.

Visa

This is a stamp or sticker applied to the passport that authorizes the bearer to **request** entry into a country not his own. **U.S. visas are issued by U.S. embassies and consular posts abroad.** The visa bears a number, shows the name of the bearer, and specifies the type (F-1), the date of issue and the date of expiration.

Holding a U.S. visa does not guarantee admission into the U.S. It merely indicates that the bearer has been interviewed by a consular officer abroad and has satisfied the interviewer of his intent and eligibility for the visa. A final determination of eligibility to enter the U.S. is made at the port of entry by the U.S. immigration inspector.

A U.S. visa cannot be issued or extended in the U.S. It is issued only to certify eligibility to enter, and so the visa may

expire without consequence while the student is in the U.S. If a student leaves the U.S. after his visa expires, he will need to secure a new visa while abroad.

Permit To Stay (Form I-94)

This document is issued to every temporary visa holder who enters the U.S. It carries an admission number and the bearer's name and date of birth. The immigration inspector stamps the form with the entry date and then marks the visa type (F-1) and the expiration date of the permit to stay (in the case of F-1 students, duration of status). The Form I-94 is usually stapled to the passport facing the visa page. The bearer surrenders it when he/she exits the U.S. and receives a new one upon subsequent reentry.

Duration Of Status (D/S)

Duration of status means the period during which the student is pursuing a full course of studies in an educational program (e.g., elementary or high school, bachelor's or master's degree, doctoral or post-doctoral program) and any periods of authorized practical training (maximum of twelve [12] months) plus 60 days within which to depart from the United States. No employment is permitted during this 60-day period if the student intends to leave the country.

An F-1 student at an academic institution is considered to be in status during the summer if the student is eligible and intends to register for the next term.

Reentry

If you want to reenter the U.S. as a nonimmigrant student after a temporary absence (absence of less than five [5] months), you must secure the signature of the International Student Counselor on your I-20 and be in possession of the following: (1) a valid student visa, unless you are exempt from visa requirements; (2) a passport valid for at least six (6) months, unless you are exempt from passport requirements; (3) and a current SEVIS I-20—this must be current before you leave the country. If the signature on Page 3 of your SEVIS I-20 will be more than one year old

when you return to the United States or if you do not have a signature on Page 3, see the International Student Counselor in the Office Annex during November or April to get a valid signature.

School Transfers

If you are currently enrolled in Bob Jones University but intend to transfer to a different institution approved to accept international students, you will need to tell the International Student Counselor of your intentions. Many schools will give you a transfer form at the completion of the admission process and will ask you to contact your current international advisor. Please give these forms to Mr. Bryan Boudreau. He will give you a Transfer Out form to complete as well (see example just prior to the Index).

An Important Word about Employment

Please understand that the F-1 visa has very strict limitations regarding work and very severe consequences for work violations. Twenty (20) hours of on-campus work is allowed when school is in session; you may not work *more* than 20 hours per week on campus. Furthermore, *you are not permitted to work off campus* unless you have specific authorization from DHS.

Work may be defined as *any services given with any compensation in return*. Compensation may include but is not limited to cash pay, free food, free housing, a tuition "gift" or other non-monetary gift(s), even if it is not reported to Social Security. Examples of unauthorized work off campus include babysitting, house sitting, yard jobs, weekend or summer Christian camp work, paid church ministries, and tutoring.

If you are involved in any unauthorized work situations, Bob Jones University is expected to terminate your SEVIS record for a work violation, and you will be deported from the U.S. You will be under a 10-year ban from reentering the U.S.,

and it is likely you may never be able to obtain a U.S. visa again.

A Social Security card is not off-campus work authorization. There are a few situations when off-campus work may be authorized; for example, in an internship situation (Curricular Practical Training) or the one-year allowance of work after graduation in a field related to your area of study (Optional Practical Training). To receive authorization to work off campus, you will need to make appointments to see the director of Educational Services and the International Student Counselor. In most cases, work authorization also involves making application to DHS, paying a fee, and waiting for an Employment Authorization Card. When approved, you may work only during the valid dates of your work authorization and only in the specified field related to your area of study.

There will be no exceptions made to these policies, which are all mandated by DHS regulation. You may receive offers to babysit, help a Christian camp, or tutor. Your American friends or older international students may say it is fine to do so, but please resist the temptation to participate in these work situations unless you have the proper authorization required from DHS.

Scenario: Mark is a new international student from Mexico. The local church down the road is starting a Spanish ministry and asks if he would be willing to translate. Mark is a Bible major and thinks it will be great experience, but every so often the church surprises him with a small gift from the offering for his ministry. It is just a few dollars cash that would help him get a haircut and do his laundry, and it is not reported to Social Security. Is this acceptable?

No. Mark is providing services (Spanish translation) and receiving compensation in return (cash). This is unauthorized employment.

Optional Practical Training

Optional practical training may either be pre-completion (that is, before one's degree is completed) or post-completion (for one year following the completion of a degree program).

OPT must be directly related to the student's major area of study. Application should be made at least 90 days prior to completion of the course of study. The student must be recommended for optional practical training by the designated school official, who will certify on form I-538 that the proposed employment is directly related to the student's field of study and commensurate with the student's educational level. Permission for Optional Practical Training must be received from the director of Educational Services.

Checklist For Practical Training

Eligibility

- Student has been maintaining a full course load for a minimum of one full academic year
- Student is classified as F-1 at the time of application
- Student is maintaining status
- Employment is related to student's major field of study

Processing

- I-538
- I-765 and two passport-style photos
- SEVIS I-20
- \$340 application fee*

U.S. Citizenship and Immigration Services

Texas Service Center
P.O. Box 851041
Mesquite, TX 75185-1041

Fee Schedule

- I-515 Notice to student admitted without I-20 – no fee
- I-538 Notification by designated school official for non-immigrant student program extension, school transfer, or to accept or continue employment – no fee
- I-539 Application to extend status/change non-immigrant status – \$300*
- I-765 Application for employment authorizations – \$340*

The payment of fees must be made in the form of a cashier's check or money order made payable to USCIS.

*Fees subject to change without notice.

F-1 Student Employment - A Comparative Chart

TYPE	LIMITATIONS & REQUIREMENTS	HOW TO OBTAIN
On-Campus Employment	May work up to 20 hours per week during the school year. May exceed the 20-hour limit during summer break and during holidays. If a job is available, F-1 students may also work over 20 hours even when taking a summer school class.	Comes with the privilege of F-1 status.
Curricular Practical Training	Must be full-time student for nine (9) months prior, excluding graduate students. No limit on hours to be worked per week; maximum training should be less than one year. Training must be in student's field and required in curriculum.	Designated School Official (DSO) grants on the SEVIS I-20.
Optional Practical Training	Must be full-time student for nine (9) months prior. May work 20 hours per week during school year, 40 hours per week during summers/holidays or if completed degree or all but thesis/dissertation. Overall length of training—maximum one year. Not available to students who completed one year of curricular practical training.	<p>DSO recommends on I-20, sends I-765 to Texas Service Center.</p> <p>Student files I-20, I-765 and \$340 filing fee with CIS.</p> <p>Student obtains Employment Authorization Document (EAD).</p> <p>Student sends copy of EAD to DSO.</p>

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)		2. Date of birth:
3. Student admission number:	4. Date first granted F-1 or M-1 status:	
5. Level of education being sought:	6. Student's major field of study:	
7. Describe the proposed employment for practical training:		

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only
Microfilm Index Number:

(See instructions on reverse)

Department of Homeland Security
U.S. Citizenship and Immigration Services

**I-765, Application For
Employment Authorization**

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (*of lost employment authorization document*)
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) (Middle) (Last)	Which USCIS Office?	Date(s)
2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)		
3. Address in the United States (Number and Street) (Apt. Number) (Town or City) (State/Country) (ZIP Code)	12. Date of Last Entry into the U.S. (mm/dd/yyyy)	13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality	14. Manner of Last Entry (Visitor, Student, etc.)	
5. Place of Birth (Town or City) (State/Province) (Country)	15. Current Immigration Status (Visitor, Student, etc.)	
6. Date of Birth (mm/dd/yyyy) 7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(ii), etc.). Eligibility under 8 CFR 274a.12 () () ()	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____	
9. Social Security Number (Include all numbers you have ever used) (if any)		
10. Alien Registration Number (A-Number) or I-94 Number (if any)		
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No		

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned



Transfer Out Form

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

Steps:

1. Notify the International Student Counselor of your intent to transfer to a new school. Bob Jones University must update SEVIS regarding your intent to transfer.
2. Complete and submit this form along with the transfer request form given to you by the school to which you intend to transfer.
3. The “new” school will issue an I-20 to you after the release date that you indicate below (provided that you have completed the other admission requirements).

Please note:

- Although you may be applying to multiple new schools, Bob Jones University may indicate only **one** transfer school in SEVIS.
- If you decide to cancel your school transfer, you must notify the International Student Counselor **before** your transfer release date—once the transfer release date has been reached, Bob Jones University will no longer have access to your SEVIS record.

Please complete the information below and return it to the International Student Counselor:

(PLEASE PRINT)

FAMILY NAME: _____ First: _____ Middle: _____

SEVIS ID: _____ Student ID number: _____

Please list the complete name of the school to which you intend to transfer, including campus location if applicable:

New school code in SEVIS:

Name of advisor at the new school:

New school phone: _____ Fax: _____

Date you plan to begin your studies at the new school:

Date you would like your SEVIS record released from BJU:

(Please note: The transfer release date will be the day you complete your program of study or the final day of the last semester that you will be enrolled at Bob Jones University/Academy, whichever is the latest, unless otherwise requested.)

If you are currently pursuing Optional Practical Training, please indicate what date you would like BJU to release your SEVIS records to the school you will transfer to:

(Please note: Talk with your new school about your starting date if you wish to begin studies before your OPT expires. Transferring while on OPT will cancel the remaining authorization for your current period of OPT.)

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