# INTERNATIONAL STUDENT HANDBOOK

## Application
### Timeline for Application
### Application Types
#### Institutional Application

The institutional application require a prospective student to:

- Submit personal documents
- Send official transcripts (in English)
- Arrange for a foreign transcript evaluation
- Submit proof of English proficiency

International Application

Once a student is admitted to Alverno through the Institutional Application, the student will need to:

- Read International Financial Statement Instructions.
- Submit the International Statement of Financial Support form.
- Submit certified proof of sufficient financial resources.
- Submit a photocopy of the biographical page of your current passport.

### Dependents

Dependents are defined as spouses and/or unmarried minor children. Children over the age of 21 are not eligible to enter as the dependent of an international student (F-1 or J-1 student). An international student's dependents may apply for their F-2 or J2 visas at the same time that the international student applies for an F-1 or J-1 visa, or they may apply for their F-2 or J-2 visas at a later date. If they are granted the visa, they may enter the United States when the international student does, or they may enter the U.S. at a later date.

- If your dependents are abroad and you want them to join you in the US, *please complete the* Dependent Request *(*http://terradotta.wisc.edu/? FuseAction=Students.Apply&Program_ID=10031&RequiredProfile=1*) on Terra Dotta and submit it with the required documents listed on the form.*
- If you are a new student coming to Alverno, you can add *your dependent in your* New F-1 or J-1 Student Request *(*https://terradotta.wisc.edu/? FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=61AEA765- EA22-90C4-A0DB3B22758A7BAC*). There is a dependent questionnaire where you can request a document for your dependent.*
- If your dependents are already in the U.S. on another type of visa and you wish to change their status to F-2 or J-2, you should meet with Gillian Keller. In some cases it may not be possible to change status while in the US or there may be deadlines to consider.
- Children born in the United States are US citizens. As such, they are ineligible for F-2 or J-2 status. ISS will not include family members who are US citizens in your documentation.

## Financial Support
### Acceptable Documents
### Dependents
## Orientation
### Topics Covered

Course Registration

Maintaining Status

Health Insurance

CPT/OTP

Financial and Medical Distress

OPT/CPT

## Health Insurance
## Working on Campus
### Process for International Students

On-campus employment is a benefit for F-1 students who are maintaining their F-1 student visa status. On-campus employment (https:// iss.wisc.edu/employment/on-campus-employment-locations/) is defined as employment on the Alverno College campus that provides services to students on campus, or employment at an off-campus location that is educationally affiliated with the university.

During Fall/Spring:

- 20 hours per week, all positions combined
  - Spring semester restriction begins January 21, 2025
  - Fall semester restrictions begin on August 24, 2025

During authorized vacation periods (spring, summer, winter breaks):

- Over 20 hours per week is possible; no cap imposed by immigration regulations
  - Summer 2025 dates: Sunday, May 18 – Saturday August 23
    - If you have an I-20 program start date or program end date for summer, you are limited to 20 hours per week.
- Must have been enrolled full-time before vacation period
- Must intend to enroll full-time after vacation period

### Getting your Social Security Card

If you plan to work in the United States, you will need to apply for a Social Security Number (SSN) through an office called the Social Security Administration (SSA). The Social Security Administration (SSA) requires SEVIS IDs to be registered/validated before student's apply for a SSN with their office.

### Alverno's Hiring Process

Looking for an on-campus job? Search Handshake (https:// www.alverno.edu/Career-Handshake/) to find open positions.

The Career Studio can help you prepare a resume if it is need.

## Working Off Campus

You may be able to work off-campus under certain conditions, but you must have an approved authorization before you start. To be

eligible to apply, you must be in valid F-1 status and have been enrolled full-time for at least two regular semesters (1 academic year). Four types of off-campus employment exist under F-1 immigration regulations. Curricular Practical Training (CPT) and Optional Practical Training (OPT) are the most common types. You should plan out your applications for off-campus employment authorization well in advance; approval is contingent on meeting the eligibility requirements.

## CPT

Curricular Practical Training (CPT) (https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt/#general_information) is an employment authorization for F-1 students. Eligible students may seek authorization to work in an internship, co-op, or practicum that is directly related to your major field of study. The purpose of CPT is to apply the knowledge and skills you are gaining in the classroom to practical work experience in the U.S.

CPT is a benefit of maintaining your F-1 student visa status. CPT is not a separate visa category and does not require "sponsorship" from an employer. You must have an offer of employment to apply for CPT. CPT is only available before you complete your degree program and should not be used as a means to extend your SEVIS program end date/degree completion.

CPT is authorized by a Designated School Official (DSO) at ISS. If your request is approved, you will be issued a new I-20 with CPT authorization on page 2. You must have CPT authorization before you can start your practical training experience. CPT authorization is typically granted for one semester at a time. You must be enrolled for the semester that you plan to do your CPT experience before you submit your completed CPT application to ISS, unless your practical training is required by your degree program with no course enrollment.

It may take up to 15 business days for ISS to evaluate your CPT request. Please submit your request as early as possible and ensure that your materials are complete and accurately filled out. Please be advised that if the the Designated School Official needs to reach out to you for additional information, the request may take additional time. We advise you to plan ahead and pick a start date that allows for this processing time.

## OPT

Optional Practical Training (OPT) (https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt/) is a benefit for students on F-1 visas. It allows students to work off-campus in a job directly related to their major field of study. The purpose of OPT is for students to apply the knowledge and skills gained in the classroom to practical work experience in the U.S.

OPT is generally available for up to 12 months per degree level, as long as students progress in degree levels. (Example: A student earns a bachelor's degree and uses 12 months of OPT. They return to school to earn a master's and earn another 12 months of OPT).

ISS assists students with OPT by recommending work authorization on their I-20s. The OPT application is processed by U.S. Citizenship & Immigration Services (USCIS (https://www.uscis.gov/)). Processing time can take up to 5 months, so it is important to apply early. USCIS allows students to apply for OPT up to 90 days before program completion. Students may apply for OPT before receiving a job offer.

**IMPORTANT NOTES ABOUT OPT:**

Do NOT submit your I-765 to USCIS without receiving your OPT recommended I-20 from Alverno College.

Submitting your I-765 without OPT recommended I-20 will result in your OPT being denied by USCIS.

## Extension

The OPT STEM Extension is a twice-per-lifetime 24-month extension for eligible STEM majors who are currently in an authorized period of post-completion OPT.

The STEM degree (bachelor's or higher) may have been earned at UW-Madison or may be based on a previously earned degree from an accredited U.S. college/university. To process the STEM extension application based on a degree earned at a previous institution, students must submit proof of degree conferral and proof of immigration status.

**IMPORTANT NOTES ABOUT OPT STEM EXTENSION:**

The online I-765 application is now available for F-1 students applying for the STEM OPT Extension. DO NOT submit your I-765 to USCIS without receiving your STEM OPT recommended I-20 from Alverno College.