



To: Principals and Admission Directors

Re: Application Process and Reporting Requirements for International Students

Below you will find a checklist of steps you are required to complete to facilitate the application process for Form I-20 (Certificate of Eligibility for Nonimmigrant Students) and to welcome an international student to your school. This process/checklist is for students coming to the U.S. to study for the first time and for students already in the U.S. transferring from another Student and Exchange Visitor Program-certified school.

1. ___ Review the student's academic credentials to determine whether or not the student's academic needs will be able to be met at your school.
 - a. If you decide that your school can further the student's education, proceed to step 2.
 - b. If not, inform the student in writing that you do not believe the student's academic needs will be met at your school.
2. ___ The principal or admissions director (not the student's family member) completes the Request for Form I-20 electronically on the fillable form and submits it to the Catholic Schools Office. All required fields must be completed fully for the application to be processed. Electronic copies of your school's acceptance letter, the information page of the student's passport, and the family's financial statement **must also be submitted**.
3. ___ When the application has been processed, you will receive Form I-20 signed in blue ink. Form I-20 should be given to the student with directions to review instructions on page 3 of the document.
4. ___ The two-page Custodianship Declaration must be completed, notarized, and returned to you before the student arrives in your school and is retained in the school file.
5. ___ The custodian must present a copy for the school file of the health insurance program (provider and policy number) for the student before the student arrives in your school.
6. ___ When the student arrives to begin his/her studies, the student should provide a copy of the active visa, if you have not already received it. Make a copy of this information for the school file and send an electronic copy to the Catholic Schools Office. Also confirm the student's physical U.S. address with the student; the school/agency address is not acceptable to use as the student's U.S. address.
7. ___ Notify the Catholic Schools Office when the student has presented him/herself for school. Also, provide change of address information, if applicable. The student will then be registered in active status with the Student & Exchange Visitor Information System (SEVIS) and a new I-20 will be issued. **Failure to provide notification that the student has arrived at your school could result in automatic termination of the student's record in SEVIS.**

Following are further procedures and reporting requirements for schools that have international students in attendance.

Beginning of School Year When International Students Return to Your School after Summer Break

When a returning international student arrives at the start of the new school year:

- Verify the student's physical U.S. address with the student; the school/agency address is not acceptable to use as the student's U.S. address. Instruct the student to notify you within 10 days of changing addresses.
- Notify the Catholic Schools Office that the student has arrived and provide the new address, if applicable. The student will be registered as being in active status in SEVIS. **Failure to provide timely notification that the student has arrived for the new school year could result in automatic termination of the student's record in SEVIS.**

Before Christmas Break

If a student is returning home/leaving the U.S. for Christmas break:

- Check that the signature on the Travel Endorsement section on page 2 of the I-20 will still be valid on the date the student plans to return to the U.S. (the signature is valid for one year from the date it was signed).
- If the signature will expire prior to the student returning to the U.S., submit the **original** I-20 to the Catholic Schools Office in plenty of time for it to be signed and returned to the student.

After Christmas Break

Beginning with the 2016-17 school year, registration of international students must be conducted at least two times during the school year. Therefore, the school year will be broken up into two sessions.

- The first session begins near the first day of the school year (typically August 25 is the date used) and ends on the last day of school prior to Christmas break. The second session begins the first school day after Christmas break and ends the last day of school (typically June 15 is the date used).
- Therefore, when an international student returns to your school after Christmas break, regardless of whether or not he/she left the U.S., the Catholic Schools Office must be notified so that the student can be registered in SEVIS as being in active status for the second session. **Failure to provide timely notification that the student has arrived for the second session could result in automatic termination of the student's record in SEVIS.**
- Also verify the student's physical U.S. address with the student and notify the Catholic Schools Office of any change.

Early to mid-May for International Students Who Will Be Returning Next School Year

Most international students return home during the summer, so early May is another time to check that the signature on the Travel Endorsement section on page 2 of the I-20 will still be valid on the date the student plans to return to the U.S. (the signature is valid for one year from the date it was signed). In most cases the signature will expire prior to the student returning to the U.S., so **original** I-20s should be submitted to the Catholic Schools Office in plenty of time for them to be signed and returned to the students.

End of School Year for Graduating Seniors

Graduating seniors often continue their college studies in the U.S., and this requires transferring their SEVIS records to the college/university at which they have been accepted and plan to attend.

Any information regarding transferring a graduating senior's SEVIS record should be forwarded electronically to the Catholic Schools Office.

- This would include an acceptance letter from the college in email or paper form, a transfer document that a college requests to be completed, and/or instructions providing a school code to transfer the student's SEVIS record (very important that the college's school code is provided in order to transfer the record to the campus that the student will attend).
- Please note and also inform your seniors that no SEVIS records are released to a college or university until the program end date on the I-20s, which is typically June 15 of the current school year. However, if a student needs to have his/her SEVIS record transferred prior to June 15 (perhaps the student is enrolling in a summer session), that can be arranged.

If you have any questions or need assistance, please do not hesitate to contact the Catholic Schools Office.