April & May 2010 General Information

Congratulations Graduates!
Although this list is not exhaustive, we would like to congratulate all past and present on-campus international students who have been served by the OISS and are expected to graduate this May or August. We are very proud of you, and we look forward to hearing how you will use the Christian leadership, knowledge, and skills you acquired at Regent to change the world!

**Expected Graduates for May or August, 2010:**
- Kola Aiyedogbon, MDIV, Divinity
- Rachel Blissom, DMIN, Divinity
- Peter Banks, MA, Global Leadership & Entrepreneurship
- Shinn-Rong Chung, MFA, Communications
- Marina Kuzmina, MA, Psychology & Counseling
- Kangming Ma, PhD, Communications
- Oluwole Oladele, MA, Government
- Sarah Purnell, MFA, Communications
- Blissom Thangamani, DMIN, Divinity
- Cheslea Thoms, JD, Law
- Varsha Sherring, PhD, Communications
- Lemuel Williams, MA, Psychology & Counseling

**Congratulations International COGS Senators!**
Congratulations to the following international students who were elected to serve as COGS senators for their Schools:
- Volodymyr Blinovskikh, GLE Senator, Spring--Fall, 2010 & Executive Board, Treasurer, Summer, 2010–Fall, 2010
- Enoch Charles, Divinity Senator, Summer 2010–Spring 2011
- Larrem Panganiban, GLE Senator, Summer, 2010–Spring, 2011

International Student to Perform in “Godspell”, April 23-25 & April 30 – May 2!
As mentioned at the ISO’s Garden Party, you won’t want to miss the spectacular performance of our outgoing international student, Shinn-Rong Chung, in “Godspell”. Prices are only $7 for Regent Students. For additional details and ticket information, please call 352-4245 or visit this webpage: [www.regent.edu/theatre](http://www.regent.edu/theatre).

OISS Director Away in April & June:
Please note that OISS Director, Leeanne Johnson, will be out of the office on Friday, April 16. Leeanne will also be attending a conference and will be out of the office from Tuesday, June 1 – Friday, June 4. In addition, the University will be closed on Monday, May 31 for the Memorial Day holiday. Please plan accordingly and submit any immigration requests around these dates.

**OISS Outgoing Student Survey Results:**
Since the Fall, 2007 term, each international student who graduates or leaves Regent has been asked to complete an “Outgoing Student Survey” for the OISS. The survey is used to assess the services provided by the office. Here is a brief summary of the survey responses to-date:

- **92%** of outgoing students rated the overall services provided by the OISS as “Excellent/Very Good”.
- **88%** of outgoing students rated the processing timeliness of the immigration questions and requests submitted to the OISS as “Excellent/Very Good”.
- **88%** of outgoing students rated the accuracy of the immigration questions and requests submitted to the OISS as “Excellent/Very Good”.

**Here are some of the outgoing student statements regarding what they liked most about the OISS:**

- “Friendly nature and care for the students’ well being.”
- “Readiness to help with everything you know the best way you can, professionalism and expertise in the field.”
- “The Christian basis on and from which the services of this Office are Offered.”
- “The personal interest taken in our needs by the OISS staff.”
- “I am confident they know what they are doing.”
- “Always ready to help on time!!”
- “They are very proactive.”
- “The wealth of information that is made available to us on a wide variety of our needs.”
- “Very helpful and compassionate service. Easily accessible with friendly advice. OISS always keeps students’ best interests in mind.”

The OISS enjoys serving you and doing all that we can to assist you during your time at Regent!
Feature Articles from Two Outgoing Students:
Marina Kuzmina, May 2010, MA Candidate

“My name is Marina Kuzmina and I came from Siberia, Russia. I learned about Regent from the family of my spiritual father and friend Emory DeBusk. He also was a graduate of Regent’s School of Psychology and Counseling and worked as a missionary with me in Russia. He went to be with the Lord while on the mission’s field in Siberia, and his death led me to come to Virginia.

While I was helping with the funeral and spending time with Emory’s family, I learned about Regent University which he graduated from years ago. Through the loss of my dear friend, The Lord revealed a new horizon in my life. All the doors were opened for me to attend Regent and receive the degree to continue the mission of changing the world. God used the staff in the School of Psychology and Counseling and Office of International Students to make this opportunity possible for me. I truly had a wonderful experience at Regent getting to know staff and faculty, as well as my classmates and neighbors. I made lifelong friends here and I will never be the same!

One of my favorite things about going to school in Virginia was having the oceanfront so near and being able to enjoy God’s beautiful and mighty creation. Coming from faraway Siberia, I was amazed at the sight of the great Atlantic Ocean. I have spent hours looking into the horizon, enjoying the waves, soaking up the sunshine, and having lots of fun with my friends and loved ones! Most importantly, during my time at Regent University, I gained valuable knowledge and experience for the work that God has called me to. My supervisors and mentors were always available to answer questions and help guide me in the way the Lord has laid out for my life. I am very thankful to the OISS and the SPC for being such a great part of what God is doing in me and through me. I am so excited to be graduating in just a few weeks with a degree and a vision to minister to the nations of the world!”

Ungyeong “Lauren” Lee, Spring 2010 Exchange Student from Handong International Law School in South Korea

“Greetings, Brothers and Sisters in Christ!

My name is Ungyeong Lee, and I have been studying at Regent as an exchange student from Handong International Law School (HILS) in Korea this spring semester in 2010.

HILS is a distinctive Christian law school with all Christian faculty members and many Christian students. The fundamental purpose of establishing it was to educate students from all around the world in American law with a Christian perspective to become Christian lawyers and leaders.

Before I came to Regent, I never expected any other place to be the same or an even better environment than HILS to grow spiritually in Christ. Further, the mere motive that made me long for studying at Regent was the exchange student program agreement between Regent and HILS. I was excited enough to finally study American law in America, and no other reason triggered me.

However, after taking few classes at Regent in the first week, I felt something different that I hadn’t expected. There were so many of God’s people here! Everyone that I met and interacted with is sincerely committed to God. Through devotions we have before classes begin, I learned different perspectives of God in that we all are created in the image of God. Because their hearts for Christ are so beautiful that makes me to wonder what differ’s them from me and want to resemble the one who is in their hearts, that is, God.

I am so blessed to be here. Also, God’s purpose for me to be here was different than mine. He gave me this chance to study at Regent to draw me closer to Him because He really needed to take me from my comfort zone and let me see what God really wants for my life. He has been clearly showing me different parts of my life that are needed to be transformed and trained to be more like Him.

I hope and pray that all international students, including me, will bravely leave from the place where we used to be and confront what God really wants for our lives and humbly follow God’s will in this period of time at Regent. I believe through all these steps, we could be well prepared spiritually and well equipped with professional knowledge based on God’s words to change the world.”

Farewell Message from Outgoing OISS G.A., Olumuyiwa Okunlola:

The OISS would like to thank our outgoing G.A., “Muyiwa”, for his hard work and contributions to the office over the past year. Muyiwa joined the Office last Spring and has helped to improve our services to students with his artistic skills, his technical talents, and his attention to detail. Muyiwa served as a helpful editor for the many forms, letters, and materials that were created and revised for Regent’s international applicants and students, and he always made sure the messages were clear for student understanding! We are going to miss Muyiwa’s calm and pleasant demeanor in the office; but we wish him well and pray for God’s abundant blessings in all of his future endeavors. Muyiwa will work in the OISS through May 7 if you’d like to bid him farewell. Here is Muyiwa’s farewell message:

“Dear friends, God so orders ours steps that we can sense when it is time to move to the next thing on God’s plan for us. I am at one such moment and as I look back I am grateful to God for all that He has brought me through. I want to thank you all for the opportunity to serve you through the Office of International Student Services. I hope I my service has been to your benefit in every way possible.

I have been considering returning home for about half a year now. There are multiple reasons for that but above all, I think I have felt that this was what God wanted me to do at the moment. I am about 90 percent sure that the time is right. However, I go in this with some level of apprehension about what the future holds because as you know my country has been in the news of late for all the wrong reasons. Nevertheless, I also have some confidence that God will continue to guide as long as I stay within His will. That above all, is where I want to be. So I ask that you pray for me and my country asking that I will always be able to clearly understand His will for me and that my country...
Spring & Summer Birthdays:
Congratulations and blessings to the following students who have birthdays in the upcoming months:

**April:**
- Janet Spaeth
- Mary Iskarous
- Maria Yadice
- Christopher Cowan
- Oluwole Oladele
- Robin Johnston
- Sommer Dinning
- Ulbe Slim

**May:**
- Volodymyr Blinovskykh
- Cynthia Aby
- Katherine Chisholm
- Daniel Reyna
- Leila Murenzi
- Robert Malcolm
- Alejandro Canedo

**June:**
- Ewen Butler
- Oleg Siminchuk
- Meron Berhane
- Jean-Baptiste Roamba
- Pauline Oliva
- Blisson Thangamani

**July:**
- Gladys Balachandran
- Daniel Alvarez
- Renea Brathwaite
- Shinn-Rong Chung
- Enoch Charles
- Carlos Qvistgaard
- Naomi Darg
- Roanny Estevez
- Alberta Ayee
- Adeline Allen
- Varsha Sherring

**August:**
- Yabbeju Rapaka
- Javkhantugs Ganbaatar
- Charissa Pajaron
- Younghyeok Yun
- Hyeonsoo Baek
- Larrem Panganiban

New Health Insurance Procedures—Waiver Requests Now Required Each Fall Term:
As of the Fall 2009 semester, all F-1 and J-1 international students who do not wish to be charged for the University Student Health Insurance plan (Aetna) will be required to apply for a Health Insurance Waiver and must provide proof of acceptable health insurance which meets the university’s requirements to the Director of Student Life at the beginning of every fall semester. Current pricing, details about the Aetna plan, as well as the Health Insurance Waiver Request Form, can be found online at: http://www.regent.edu/healthinsurance
Students seeking a Health Insurance Waiver should first contact the Director of Student Life, Ms. Carolyn Hughes, at chughes@regent.edu prior to the established enrollment deadlines. Students must include detailed information about the alternative health insurance coverage, including a summary of benefits stating overall coverage maximum, deductibles, and emergency room benefits. In addition, the alternative coverage must include medical evacuation and repatriation. Students who are granted a waiver will be notified by email by the Director of Student Life within 2 weeks. Once approved by the Director of Student Life, students must then submit the online Waiver Request Form to the Regent Business Office along with the approval of their accounts will not be charged for the Regent plan. If you have questions, please feel free to contact Ms. Hughes at 757-352-4867.

Important Tax Reminders!
**Deadlines & Mailing Address for the FEDERAL 8843 & 1040NR/1040NR-EZ Forms:**
- For F-1 and J-1 students who were employed and earned taxable wages in 2009 (money earned from employment, internships, or assistantships)—AND for students who received taxable scholarship, fellowship, or grant funds in 2009, the 8843 should be filed together with the 1040NR or 1040NR-EZ tax forms, and the filing deadline is: April 15, 2010.
- For F-1 and J-1 students who received non-taxable scholarship, fellowship, or grant funds in 2009, the 8843 form should be filed together with the 1040NR or 1040NR-EZ tax forms, and the filing deadline is: June 15, 2010.
- For F-1 and J-1 students who did NOT receive any taxable or non-taxable wages, income, scholarship/fellowship/grant funds in 2009, but were physically present in the United States in 2009, the 8843 form should be filed, by itself, and the filing deadline is: June 15, 2010.
- The Mailing Address for the FEDERAL 8843, 1040NR, and 1040NR-EZ form is:
  Department of the Treasury
  Internal Revenue Service Center
  Austin, TX 73301-0215

For questions about FEDERAL tax filing, you can call the Internal Revenue Service (IRS) at: 1-800-829-1040.

**Virginia Tax Filing Address & Deadline:**
If you worked in Virginia in 2009 and had Virginia withholding you should file a STATE return to get all of your withholding back, even if you are under the filing threshold.
For students who live in Virginia Beach, the 760/760PY Virginia STATE Income Tax Forms should be mailed with a copy of the 8843 and a copy of your complete FEDERAL Income Tax Return (1040NR/1040NR-EZ) to this address: Commissioner of Revenue
2401 Courthouse Drive, Bldg. #1
Virginia Beach, VA 23456-9002
The STATE Tax Filing DEADLINE is: May 1, 2010
For questions about Virginia STATE tax filing, you can call: 385-4483.
Getting Involved & Upcoming Events

RESCHEDULING of OISS Trip to Colonial Williamsburg & Jamestown:
The OISS has rescheduled its trip to Jamestown & Colonial Williamsburg for Regent’s international student visa holders! The new date for the trip is Friday, April 30. Williamsburg is located about midway between Richmond and Virginia Beach and is about 1 hour away by car. Spaces are limited and will be available on a first-come, first-serve basis. Please be sure to check your weekly emails from the OISS for more details. If you would like to attend this trip, please email Lecanne Johnson at: ljohnson@regent.edu by Wednesday, April 21. Spaces are limited and are available on a first-come, first-serve basis. Other students will be invited if space permits after the RSVP deadline.

I-Connect: Connecting American & International Students

The I-Connect program is ready to kick off again for the next school year. The OISS appreciates everyone who volunteered to participate in the program this last school year. It has been a learning experience for all and we are hoping to see some improvement in this coming year. I-Connect is designed by the OISS to provide opportunities for current Regent students to build connections and friendships with international students. Not only will this program assist Regent’s newly admitted international students, but it will be a terrific opportunity for all participants to expand their global competence and awareness within the context of what they naturally do—make friends. The continuity of the program depends on how many people volunteer to participate. This means that without enough responses, we might have to drop the program. Brochures for the program are now available at the Library Front Desk, the Student Center Lobby, and the front desk of the Student Services (Student Center 201). Applications for current Regent Students are also now available at www.regent.edu/oiss. Applications for the 2010-2011 academic year can be turned in to the OISS (Student Center 201) or by fax (757-352-4100), by Friday, April 16, 2010. If you have any questions please contact OISS GA, Muyiwa Okunlola at 757-352-4951 or oluokunlola@regent.edu. Building Bridges... Making friends … RU Global?

ISO Board Positions & Upcoming Elections:
ISO Online Board Election will be held on Tuesday, April 6. Here are the candidates who are offering to serve on the board for the coming year:

President: Alicia Panganiban, School of Divinity
Vice President: Frieder Dappen, UG, School of Government
Secretary: Misha Joseph, School of Communications
Treasurer: Charissa Pajaron, School of Psychology & Counseling
Public Relations Officer: Daniel Reyna, School of Divinity

All international student visa holders who are enrolled as full-time on-campus students at Regent University for the Spring, 2010 semester are eligible to vote. If you believe that you are eligible and do not have access to the online voting through Genisys after 12:01 a.m. on Tuesday, April 6, please contact Lecanne Johnson, Director of the OISS, at: ljohnson@regent.edu and be sure to include your Student ID. Voting instructions are as follows:

1. Access your Genisys account
2. Click on "Personal Information"
3. Click on "Answer a Survey"
4. Select the candidate if you want to vote for her/him, or leave the candidate unselected if you do not want to vote for him/her
5. Click on the ‘Next Question’ button to move on to the next question, whether you vote for that person or not.
6. Click on the “Submit” button to complete voting.

Information Session on “Returning Home” & Reverse Culture Shock
Friday, April 23, Noon, SC252:
While you experienced many new things during your time in the United States, your friends and family members at home have not. World Traveler and Missionary, Mr. Jeffrey Anderson, will discuss the experiences and challenges you will face during your reentry back to your home country and will provide some useful tips for you as well. If you will be returning to your home country soon, come join us for this session!
Fellowship Opportunity--Assistance Needed for ISO’s 2010 Commencement Rose Sale on Friday, May 7 & Saturday, May 8:
The ISO Rose Sale is a traditional fellowship and fundraising event that occurs at the commencement ceremony each year. All international students will gather on Friday, May 7 to create beautiful bunches of roses to sell at Saturday’s graduation ceremony. Last year ISO sold approximately 1350 roses and made a profit of approximately $1,800! The funds raised from last year’s Rose Sale helped to support this year’s trip to Washington D.C., Ice Skating Outings, the Graduation and Election Banquet, etc. Assistance will be needed with assembling the roses on Friday, May 7 (from approximately 12 noon – 7 p.m.) and with selling the roses on Saturday, May 8 (from approximately 7:30 a.m. – 1 p.m.). Each international student is asked to assist for at least one day (Friday or Saturday), so please be sure to join the fellowship. Spouses are welcome and are encouraged to join in the fellowship as well! Check your emails for more details. Click here for photos of the 2009 ISO Rose Sale: http://www.regent.edu/admin/stusrv/iss/RoseSale2009.htm

Optional Practical Training (OPT) Information Sessions for the Summer, 2010 Semester:
The OISS will offer two Optional Practical Training information sessions this summer. All F-1 students who are planning to apply for OPT this summer must attend one of these two sessions where OPT applications will be distributed and the application process will be explained. F-1 students cannot apply for OPT this summer without first attending one of these two sessions. Sessions will start on time, so please do not be late. Attendance will be taken.
Upcoming OPT sessions for the summer are as follows:
- Friday, May 21, 12 p.m., 252 Student Center
- Thursday, June 17, 12 p.m., 252 Student Center

Important Immigration Information
Travel Signature Requests & Deadline for Summer Travel:
All F-1 and J-1 students and dependents who plan to depart the U.S. and will need a “recent” signature on your I-20s or DS-2019s for reentry purposes, please be reminded that you MUST submit your completed I-20/DS-2019 Travel Signature Request Form at least 2 weeks prior to your departure date. A “recent signature” is one that will not be more than 12 months old by the time you will reenter the U.S. Students who fail to meet this deadline will need to leave the OISS your I-20/DS-2019 with a completed express mail envelope where we can send you the form once we have time to process your late request. The forms will be sent at your expense. Before you can complete the Travel Signature Request Form, all students will need to stop by the Registrar’s Office to request a “Certification of Enrollment” which must be attached to the OISS Travel Signature Request Form. The Enrollment Certification will show your enrollment status for each semester you’ve been enrolled at Regent, which is something the OISS must check before we can sign your I-20/DS-2019 for travel. The Certification of Enrollment Request Form can be found on the Registrar’s website at: www.regent.edu/admin/registrar/studentforms.cfm. The OISS Travel Signature Request Form can be found here: www.regent.edu/admin/stusrv/iss/onlineform.cfm. Please see the OISS webpage entitled “Departing and Reentering the U.S.” for more important details: http://www.regent.edu/admin/stusrv/iss/departing.cfm

Change of Address Reminder:
All F-1 and J-1 students, please be reminded that, outside of web-registration periods, you are REQUIRED to report any address changes BOTH to the Registrar’s Office AND to the Office of International Student Services within 5 days of the change. Please do not hesitate to contact the OISS if you have any questions. (Special Note for Graduates on OPT: Those who will graduate and remain in the U.S. for post-completion OPT should report any address changes to the Office of International Student Services only, and not to the Registrar’s Office. The Registrar’s Office no longer maintains your records once you graduate, but the OISS must continue to maintain your address for immigration/SEVIS purposes.)

Attention ALL F-1 Students—Check your I-20 Completion Date:
All F-1 students should check the date by which you are expected to complete your studies on Page 1, Section 5 of your most recent I-20. If the completion date on your current I-20 is May or August, 2010, and you will not complete all of your degree requirements this May or August, you MUST apply for an “F-1 Program Extension” at least 1 month BEFORE the completion date listed on Section 5 of your current I-20. If you qualify for an F-1 Program Extension, a new I-20 will be issued to you. You will need to submit new financial documentation before a new I-20 can be issued. Failure to apply for an extension at least 1 month prior to your I-20 expiration date can cause you to be in violation of your F-1 status, and can make you ineligible for any employment benefits, etc. Applying for a timely F-1 Program Extension is YOUR responsibility as an F-1 student, so please take care of this important matter as soon as possible. F-1 Program Extension applications are available at the Office of
International Student Services, and on our website [www.regent.edu/admin/stusrv/iss/onlineform.cfm](http://www.regent.edu/admin/stusrv/iss/onlineform.cfm).

**Special Note:** Participation in the May graduation ceremony is irrelevant for immigration purposes. It does not matter if you walk at graduation or not, what matters is when you complete all of your degree requirements. If your I-20 expires in May and you are approved to walk at the ceremony in May but you will not complete all of your degree requirements until August, you must apply for an I-20 Program Extension until August.

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**Students Who are Completing Their Degrees/Studies this May or August:**

**F-1 Students:** Please be reminded that you must depart the U.S. within 60 days from the date you complete your degree if you are not transferring to another school, beginning a new degree program at Regent, applying for OPT, or applying for a change of status. For students who will complete their degree requirements in May, the Term End date of May 2, 2010 will be reported in SEVIS, and you will have 60 days from this date to depart the U.S. Also, please note that your “on-campus employment” authorization at Regent will end on May 2, 2010 as well. Please contact the OISS if you have any questions.

**J-1 Students:** Please be reminded that you must depart the U.S. within 30 days from the date that you complete your studies if you are not transferring to another school, applying for Academic Training, or applying for a change of status. In addition, please note that any on-campus employment authorization will end on the date you complete your studies. Please contact the OISS if you have any questions.

**Students Who will Transfer-Out of Regent or Attend Another U.S. Institution after Graduation:**

F-1 and J-1 international students who are planning to transfer-out of Regent in order to complete their degrees at another school must first complete a “Request for Transfer-Out” form so that your SEVIS record can be released from Regent and your new school can issue you a new I-20/DS-2019. International students who will graduate from Regent and will attend another U.S. institution for a new degree program must also complete the “Request for Transfer-Out” form in order to transfer your immigration status from Regent to your new school.

**For F-1 students:** The “Request to Transfer-Out” MUST be submitted to the OISS within 30 days after you complete your studies/degree at Regent (Term End date), within 30 days after the program end-date on your I-20, or within 30 days of your last enrollment at Regent, whichever comes first.

**For J-1 students:** The request MUST be submitted at least 2 weeks BEFORE you complete your studies or at least 2 weeks BEFORE the end-date on your DS-2019, whichever comes first.

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**Students Who will Leave Regent after Spring, ’10 Without Completing their Degrees:**

All F-1 students who will not graduate and will not continue their studies at Regent after the Spring 2010 semester are **required** by USCIS to apply for approval to cease attendance from the Office of International Student Services (OISS) before they withdraw or leave Regent. To comply with this regulation, you must complete the OISS “Request for Withdrawal Form”, which is available at [www.regent.edu/admin/stusrv/iss/onlineform.cfm](http://www.regent.edu/admin/stusrv/iss/onlineform.cfm). (This includes students who are withdrawing, taking a leave of absence, or just returning home.) **Students who are authorized by the OISS to withdraw are given a 15 day grace period to depart the United States.** Students who fail to comply with this requirement are NOT eligible for the 15 day grace period, must depart the U.S. immediately, and may experience immigration problems in the future. If you have any questions, please contact the OISS as soon as possible.

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**F-1 Student OPT Applications & Filing Deadline for May Graduates:**

All F-1 international students who plan to apply for Optional Practical Training (OPT) this spring, are required to attend an OPT Information Session—this spring—before their applications can be processed. **There is only one OPT Session remaining this Spring on Thursday, April 22 at Noon (SC 252).** OPT applications take approximately 2-3 months for USCIS to process, so please plan accordingly. You cannot begin working until you receive written authorization in the form of an EAD from the USCIS. Job offers are NOT required to apply for OPT. For May, 2010 graduates OPT applications must be received by the USCIS within 60 days after Term End date of May 2, 2010. Details about OPT can be found on this page of the OISS website: [http://www.regent.edu/admin/stusrv/iss/employment.cfm](http://www.regent.edu/admin/stusrv/iss/employment.cfm).

**Driver’s License Extensions for May Graduates & OPT Applicants:**

If your Virginia driver’s license is expiring with your studies on May 2, 2010, click here for information on how to extend your license through your 60 day grace period, or through your authorized OPT period: [http://www.regent.edu/admin/stusrv/iss/DMVandDriverLicensesforGraduates.cfm](http://www.regent.edu/admin/stusrv/iss/DMVandDriverLicensesforGraduates.cfm).
Reminders for May Graduates
Who Applied for
Post-completion OPT

Critical I-20 Expiration Information:
If you will not complete all of your degree requirements by the completion date that is listed on your OPT I-20, remember that you MUST apply for an I-20 Program Extension at least 30 days prior to the I-20 expiration date (Section 5). Failure to do so will result in the loss of your lawful F-1 status and your OPT.

Expiration of “On-Campus Employment” Authorization:
Once all of your degree requirements have been met by the May 2, 2010 Term End date, you can no longer work at Regent as a student under the benefit of “on-campus employment”. Please communicate your last day of work to your supervisor and sign the Resignation/Termination form to end your employment. The May 2, 2010 Term End date will be reported to the USCIS through SEVIS. Those who are completing degrees in May and planning to work at Regent after May 2, 2010 as a regular or temporary employee of the University (and not as a degree-seeking student) will need to visit the Human Resources Office after you receive the EAD for post-completion OPT. You will need to complete a new I-9 “Employment Eligibility Verification” form or to update any existing I-9 forms that you submitted as a student. You will also need to show proof of proper employment authorization. For F-1 students, that would be the Employment Authorization Document (EAD) you will receive when you apply for post-completion Optional Practical Training (OPT). OPT employment authorization allows you to work “anywhere” in the United States (including Regent) as long as the position is “directly related” to your major field of study. Please note that engaging in unauthorized employment is a serious violation of the F-1 status that will result in the loss of your lawful immigration status and possible deportation as explained on page 2 of your I-20. Thank you for your attention to this important matter!

OPT Application Information:
OPT applicants should be checking for mail from USCIS. The mail will either contain an “I-797 Notice of Action” or it will contain a “Request for Additional Evidence”. The Notice of Action will tell you that your application was received and is being processed. If you receive a “Request for Additional Evidence”, you must read it very carefully and respond promptly. Please feel free to contact the OISS for assistance. ►Please be reminded that you MUST send a copy of your EAD to the OISS as soon as you receive it.◄

Travel Information for OPT Graduates:
Please be reminded that F-1 graduates are advised NOT to leave the U.S. after graduation until you receive your EAD and have a job offer. If you leave before the OPT application is processed, your pending OPT application may be considered “abandoned” by USCIS, and you may not be able to return to the U.S. in F-1 status. If you wish to travel and return to the U.S. to engage in OPT after you have received your EAD, all F-1 students must have the following items for a smooth reentry:

1. Valid Passport;
2. Valid F-1 Visa (Does not apply to Canadians);
3. Valid I-20 endorsed for travel by the OISS on “page 3” within the past 6 months;
4. Valid EAD with current employment dates; and
5. Letter of Employment from your employer including your salary and dates of employment.

F-2 dependents will need the following items for a return to the U.S. after a departure while the F-1 is on post-completion OPT:

1. Valid Passport;
2. Valid F-2 Visa (Does not apply to Canadians);
3. Valid Dependent I-20 endorsed for travel on “page 3” within the past 6 months;
4. Copy of F-1’s OPT I-20 endorsed for travel within past 6 months (if the recommended OPT dates do not appear on the dependent’s I-20s)
5. Copy of the F-1’s valid EAD; and
6. Copy of F-1’s Letter of Employment from the employer including salary and employment end dates.

Remember that after graduation, the F-1 regulations allow you to reenter the U.S. in F-1 status to “resume” employment, so proof of employment is critical for a smooth reentry. Also, remember that your lawful F-1 status will end 60 days after the expiration date on your EAD, so you must depart the U.S. by that date if you haven’t applied for a change of status or have not been issued an I-20 to pursue a new degree at another U.S. institution.

Immigration Responsibilities
While on Post-Completion OPT:
You must send a copy of your EAD to the Office of International Student Services (OISS) as soon as you receive it. You must also report any address changes, immigration status changes (to H-1B, etc.), name changes, or interruptions in employment to the OISS within 10 days! In addition, you may no longer accrue an aggregate of more than 90 days of unemployment during any post-completion OPT, so it is important that you send your employer’s name and address to the OISS immediately and that you remain employed while on post-completion OPT. If you decide not to use your OPT and will depart the United States instead, you are required to report this to the OISS as well. Please be mindful of these important responsibilities for maintaining your lawful F-1 status during your OPT period. Failure to do so could cause serious immigration problems for you in the future.