Office of International Student Services (OISS)

Notification of Off-Campus Educational Sites

Instructions to Schools: As of March 22, 2013 all public universities or universities that are accredited by a nationally recognized accrediting agency are now required to report to the Student Exchange Visitor Program (SEVP)/Department of Homeland Security (DHS) any off-campus educational sites in the United States where F-1 international student visa holders can receive 50% or more of their classes/instruction. (This does not include research/study abroad outside the United States.) If you have an off-campus educational site (in the United States) where your students can receive 50% more of their instruction, please complete the following information which will be used by the Primary Designated School Official (PDSO) for Regent’s government reporting responsibilities in SEVIS.

1. Title of course that requires instruction/activity outside the main campus in Virginia Beach:

2. Correct and official name of the off-campus site:

3. Complete address of the off-campus site:

4. Detailed description of the class/activity/instruction that will be provided at the off-campus site:

5. Exactly how much time will be spent at the off-campus site?
   Hours Per Week: _________, Weeks Per Semester: _________, Percentage of the Total Class: _________

6. Please check the appropriate response. The off-campus site is…
   Owned: _________, Controlled: _________, Leased/Rented: _________ by Regent. If “Other” Please, Explain:

7. Other notes/comments:

NOTE: The school/department that wishes to include F-1 international student visa holders in situations where over 50% of classes/instruction are offered at this off-campus site may need to pay $655 fee to add the site to SEVIS and to obtain government approval. In addition, the government may require all schools to have a Designated School Official (DSO) physically present at each off-campus site in the future. The request process can take anywhere from 3-9 months to receive government approval. The timeframe will depend on where the University stands with the F-1 recertification process and other SEVIS related updates. NOTE: The University is NOT permitted to offer over 50% of classes/instructions to F-1 international student visa holders at any off-campus educational sites until government approval is obtained. Thank you for helping the University maintain government compliance!

Degree Program Administrator’s Full Name: ___________________________________________________
Telephone Number: _______________________________________________________________________
E-mail: ________________________________________________________________________________
Signature: ___________________________________ Today’s Date: ____________________ 9/26/13