NOTIFICATION OF OFF-CAMPUS EDUCATIONAL SITES

Instructions: All universities that sponsor F-1 student visa holders 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 will be taking classes/receiving instruction. (This does not include research/study abroad outside the United States.) Please complete the following information which will assist the Primary Designated School Official (PDSO) determine if your class/program will require government reporting.

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:

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NOTE: The school/department that wishes to include F-1 international student visa holders in any classes/instruction that is held 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. The University is NOT permitted to offer classes/instructions to F-1 international student visa holders at any off-campus educational sites until government approval is obtained. Thank you for helping us maintain government compliance!

Degree Program Administrator’s Full Name: ____________________________________________________________________________

Current Telephone: ________________________________________________________________________________________________

E-mail: ____________________________________________________________________________________________________________

Signature: ___________________________________________ Today’s Date: ________________