

## International Students Requirements

**In addition to the requirements for beginning students and transfer students as outlined in the East Georgia State College catalog, students from countries other than the United States must meet the following requirements for admission to East Georgia State College:**

1. Present TOEFL (Test of English as a Foreign Language) scores that demonstrate proficiency in the English language, if English is not the native language. A minimum score of 523 is required for admission consideration (or a 72 on Internet based). Any student who has successfully completed a program of English as a second language may be exempt from the TOEFL requirement. Each exception must be approved by the AR Appeals Committee.
2. Must present official secondary (high school) or post secondary (college or university) transcripts, diplomas, certificates including grade reports and courses completed. An official English translation must accompany all academic documents. Please contact the Admissions Office for approved agencies.
3. Must have achieved a level of education equivalent to high school graduation in the United States.
4. Must submit a completed East Georgia State College application for admission and pay the \$20 Application Fee.
5. Must submit a "SEVIS Data Form".
6. Must submit a financial statement outlining student's ability to pay all East Georgia State College expenses in full (at least \$20,000). International students are not eligible for financial assistance. The College reserves the right to request funds for one year from countries in which students experience unusual difficulty in sending money out of their country.
7. Must present evidence of personally acquired health and accident insurance from an approved college agency: United Healthcare/Student <https://www.uhcsr.com/Ship/SHIPHome.aspx> or call 1-800-767-0700. This must be done within 30 days of the first day of classes.
8. Must submit SAT scores (430 Critical Reading/400 Mathematics), ACT (17 English/17 Math) or take the Compass entrance test in the areas of English, Reading, and Mathematics before acceptance and registration. Students scoring below the minimum required score will be placed in the appropriate learning support courses designed to teach the skills needed to pass college level coursework. Any student who has successfully completed a learning support course in English and/or reading as part of a program of English as a second language will not be required to take the Compass placement test in English and/or reading.
9. It is the policy of East Georgia State College not to issue any Certificate of Eligibility for non-immigrant (F-1) student status (Form I-20) until all international student admission requirements have been met. **Since no Form I-20 will be issued within thirty (30) days prior to the date of registration, international students are encouraged to have their admissions file completed at least 60 days in advance of the start of their semester of entrance.**
10. International students with student (F-1) visas are required to take a full course load (12 semester hours) fall and spring semester.
11. East Georgia State College reserves the right to admit only an international applicant who is academically qualified, who has proven his/her ability to meet the financial requirements while in attendance, and who has qualified for the appropriate visa type.
12. East Georgia State College is a residential campus; however, the student must apply 30 days prior to attendance. Students assume responsibility for their own housing.
13. Students must submit the required Certification of Immunization form. Please refer to this link to access the form: <http://www.ega.edu/images/uploads/immunization-form.pdf>

Edited 10/15/13 (White 1 sided)

# EAST GEORGIA STATE COLLEGE SEVIS Data Form

*Please type or print legibly*

**Send completed form and financial documentation** (see *SEVIS Financial Documentation Requirements*) to:

East Georgia State College, Admissions  
131 College Circle  
Swainsboro, GA 30401

Submit questions to [gmathews@ega.edu](mailto:gmathews@ega.edu) or 478-289-2112

## PERSONAL INFORMATION:

Name (*must match passport exactly unless translation to English is required* – submit a photocopy of your passport to help us enter your name correctly):

Last Name (Surname or Family Name): \_\_\_\_\_

First Name (First Given Name): \_\_\_\_\_

Middle Names (Other Given Names): \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender:  Male  Female

City *and* Country of Birth: \_\_\_\_\_

Country of Legal Permanent Residency: \_\_\_\_\_

Phone Number \_\_\_\_\_

(If outside the U.S., please provide the country code and the city code)

Email Address (required): \_\_\_\_\_

Home address in your native country (This cannot be a U.S. address.):

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

You currently live:  outside the U.S.  inside the U.S.

If you currently live inside the U.S.:

1. Will you leave the U.S. before starting classes at East Georgia State College?  No  Yes (Note: You *must have* your East Georgia State College I-20 for DS/2019 to re-enter the U.S.)

2. What is your current visa status? (Example: F-1, B1, H-4, J-1) \_\_\_\_\_

## PROGRAM INFORMATION:

Associate Degree  Exchange Student (1 semester)  Exchange Student (2 semesters)

Exchange Student's program level in home country:  undergraduate  graduate

Bachelor Degree

Major: \_\_\_\_\_

Which semester do you plan to start studying?

**FINANCIAL DATA:**

Write the amount of money that will be available to you for your first year of study from each source.

- Personal Funds \$ \_\_\_\_\_
- Scholarship/Loan \$ \_\_\_\_\_ Name of organization: \_\_\_\_\_
- Guarantor \$ \_\_\_\_\_ (*Guarantor must complete statement below or provide a separate letter.*)

**Guarantor's statement:**

Guarantor's last name (surname or family name): \_\_\_\_\_

Guarantor's first names (given names): \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Postal code: Country: \_\_\_\_\_

- Relationship to student:  Spouse     Parent     Grandparent     Uncle     Aunt
- Brother     Sister     Cousin     Friend     Other \_\_\_\_\_

*I guarantee this student will have sufficient funds to pay all educational and living expenses while studying at East Georgia State College. I understand that the estimated expenses shown on the **SEVIS Financial Documentation Requirements** are subject to increase annually, and I am guaranteeing funds for \_\_\_\_\_ years.*

Guarantor's signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**MAILING/SHIPPING INSTRUCTIONS:**

*Provide the address to which you would like your I-20/DS-2019 sent. No P.O. Box if selecting the shipping option.*

Attention: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Territory: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

I-20/DS-2019 packets are sent by first class or air mail unless you pay a shipping fee. Shipping is strongly recommended unless all admission and financial documentation is sent *at least 3 months* before classes begin.

- A \$50 (USD) check drawn on a U.S. bank or U.S. postal money order payable to East Georgia State College is enclosed.
- Please charge the \$50 shipping fee to my credit/debit card (Visa or MasterCard only).

Card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- If you want to make other arrangements, provide instructions here.
- \_\_\_\_\_

**STUDENT CERTIFICATION:**

**I acknowledge that I and/or my guarantor have enough money to cover my expenses while I am in the U.S. and that East Georgia State College is not financially responsible for students. I understand that I must be officially admitted and provide acceptable financial documents before an I-20 or DS-2019 will be issued. I also understand that I may need to provide additional financial documents while I am in the U.S. or if I must update my admission to a later semester. I promise that the information provided on this form is true.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## East Georgia State College International Students SEVIS Financial Documentation Requirements

Visa laws require official documentation of enough money to pay all educational *and* living expenses for at least one academic year before an I-20 or a DS-2019 can be issued. (J-1 students participating in a one-semester program may document funds for just one semester.)

**Financial documents must either:**

- be written on professionally printed *letterhead stationery*,
  - be *signed in ink* by a bank official (Computer generated “signatures” will not be accepted.),
  - state the *type* of currency,
  - state the specific *amount* that is **currently** in the account or that the funds on deposit are greater than \$18,000 U.S. dollars, and
  - be the student’s funds or the account holder must complete the guarantor section of the SEVIS Data Form or submit a notarized affidavit of support.
  - (See sample statement on next page.)
- or**
- be a *notarized* copy of a bank statement, and
  - be the student’s funds or the account holder must submit a notarized affidavit of support.

*All documents must be written in English. If documents are not available in English, the original must be submitted along with an official translation. If you are sending documentation of other types of funds (i.e. student loans, scholarships, employment letters, etc.), please fax or E-mail documents for review. If you must apply for a visa, please ask for two originals of all documents. Keep one set to take to your visa appointment. (If a visa is not required for citizens from your country, you will be required to present the financial documentation when entering the U.S.)*

**Financial documentation dated within the last six months is required in all these situations:**

- Initial attendance
  - to apply for an F-1 (student) visa or J-1 (exchange visitor) visa or
  - to transfer your visa status from another school in the U.S.
- Extending programs at East Georgia State College
- Program extension (if you will not complete your program by the ending date on your I-20/DS-2019)

**Estimated Educational and Living Expenses Summer 2016 – Spring 2017**

Program of Study	Funds to be Documented by F-1 visa students
Undergraduate (Associate)	\$20,000.00

**Footnotes:**

1. **F-1 laws require students to leave the U.S. within 60 days and J-1 laws require students to leave within 30 days of the end of the program of study *unless the student has been admitted to and received an I-20/DS-2019 for another program, has applied for OPT, or has applied for a change of visa status. If you want to continue studying after your current program, apply early!* Remember, the admission process may take many months!**



# Certificate of Financial Support

Office of Admissions\*East Georgia State College\*131 College Circle\*Swainsboro, GA 30401\*Phone: 478-289-2112

You are required to certify that you will have available the sum of \$20,000.00 for your expenses for your first academic year (2 semesters) at East State Georgia, excluding travel expenses. You should also indicate how you will meet your expenses for subsequent years of study if you expect your program to require more than one year. Students who plan to attend classes during the summer semester will need an additional \$8,000.00. In computing expenses, you should bear in mind that the students holding student (F) visas will not be authorized to work except under extraordinary circumstances. Therefore, the applicant should not look to employment, either part time during the academic year or full-time during the summer, as significant means of support while at Middle Georgia College. Under no circumstances are students allowed to work full-time during the academic year.

You are also likely to need this documentation to prove to the United States counselor officials that you have sufficient funds. We suggest, therefore, that you make copies of all documents for this purpose.

PLEASE NOTE: A FORM I-20 (FOR THE ASSURANCE OF A VISA) CAN BE ISSUED TO YOU ONLY AFTER YOU HAVE BEEN ADMITTED TO EAST GEORGIA STATE COLLEGE AND HAVE COMPLETED THE FORM TO YOUR SATISFACTION AND RETURNED IT TO THIS OFFICE.

SOURCES OF SUPPORT		AMOUNTS IN U.S. DOLLARS
<b>PERSONAL AND/OR FAMILY SAVINGS</b> Name of Bank: <i>Note: a bank official's signature is required on the certification below if the student is supported in part or whole by personal savings.</i>	First Year Assured Support	Second Year Projected Support
<b>PARENTS AND/OR SPONSORS</b> - Print name of each person: <i>Note: Signature of aren't or sponsor is required below.</i>		
<b>YOUR GOVERNMENT</b> - Print name of agency: <i>Note: Enclose with this form a signed copy of your letter of award.</i>		
<b>Other</b> - Please specify: <i>Note: Enclose with this form an affidavit from the authorized person to certify.</i>		
<b>TOTALS</b> Each of these totals should equal the estimated above costs for one academic year.		
Enter the total amount of money you expect to have when you arrive at this institution.		U.S.\$:

OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

This is to certify that I have read the information given by the applicant on this form, that the information is true and accurate, and that the funds are available.

Bank Official's Printed Name

Bank Official's Signature

Name of Bank

Bank Address

This is to certify that I have read the information furnished by the applicant on this form, that the information is true and accurate, and that the funds are available and will be provided as specified.

Sponsor's Printed Name

Sponsor's Printed Name

Relationship to Applicant

Address

I \_\_\_\_\_ certify that the total amount of money that I have available for my first academic year at East Georgia State College is \$ \_\_\_\_\_  
 that I shall notify East Georgia State College of any change in my financial status.

Student's Signature

Date

# Sample Financial Statement



(The bank's professionally printed logo and address must appear on the page.)

( Month, day, year )

East Georgia State College  
Office of Admissions  
131 College Circle  
Swainsboro, GA 30401

**FINANCIAL STATEMENT FOR** ( account owner's name )

This statement verifies that ( account owner's name ) has maintained an account in good standing with our bank since ( month, year ) and has a current balance of ( amount and type of currency ) as of ( current date ).

Sincerely,

( *Signature of bank official* )

( Typed name of bank official )

( Title of bank official )

# East Georgia State College SEVIS Transfer Form

(For Students Currently Attending U.S. Schools in F-1 Visa Status)

East Georgia State College cannot issue an I-20 until after the SEVIS release date set by your current DSO. The following information will let us know that you are eligible for a SEVIS transfer and will assist with the transfer process. **Please complete the top portion of this form and submit it to your current international student advisor who will complete the bottom section and fax or E-mail the completed form to East Georgia State College.** Do not send incomplete forms to East Georgia State College. **F-1 visa law allows only 60 days from the end of classes for you to receive a "transfer pending" I-20 to maintain F-1 status!** You must receive a "continuing attendance" I-20 within the first week of classes to complete the transfer process and remain in status. If the information on this form indicates that you are out-of-status, we will contact you about re-instatement options.

**After your final term at your current school, do you plan to travel outside the U.S. before starting classes at East Georgia State College?**  Yes  No Date of departure from U.S.: \_\_\_\_\_ Date of return to U.S.: \_\_\_\_\_

If yes, an East Georgia State College I-20 will be required for re-entry to the U.S. Also, if you do not have a valid F-1 visa, you will need an East Georgia State College I-20 in order to apply for a new visa. It is recommended that you schedule your visa appointment before you leave the U.S. (See <http://www.embassy.org> for information on U.S. Embassies/Consulates.)

I have read the above information and authorize release of the information requested below to the DSO at East Georgia State College.

\_\_\_\_\_  
**Printed name:** family/last name, first/given name(s) **Signature of student** **Date**

**International Student Advisor (DSO):** This student has indicated a desire to transfer to East Georgia State College. Please confer with the student to determine the SEVIS release date for this student and complete the following information.

To the best of your knowledge is this student currently in valid F-1 visa status?  Yes  No

If no, please make any relevant comments about the student's status.

\_\_\_\_\_  
\_\_\_\_\_

The last day of the current/most recent semester/quarter attended was: \_\_\_\_\_

SEVIS ID number: \_\_\_\_\_ East Georgia State College's school code is **ATL214F01224000**

Transfer release date:  is pending notification of official acceptance to East Georgia State College.

has been set. The release date is \_\_\_\_\_.

\_\_\_\_\_  
**Signature of School Official** **Name (printed)** **Date**

\_\_\_\_\_  
**Title** **E-mail address**

\_\_\_\_\_  
**Phone number** **Fax number**

\_\_\_\_\_  
**Name of School**

\_\_\_\_\_  
**Address of School**

\_\_\_\_\_  
**City, State, and Zip Code**  
Edited on 8/25/11 (White)

**Thank you for your time and assistance in providing this information! Please fax the form to my attention at 478-289-2353 or scan and E-mail the form to me at [gmathews@ega.edu](mailto:gmathews@ega.edu)**

Georgia M. Mathews, Director of Admissions/DSO  
East Georgia State College  
131 College Circle, Swainsboro, GA 30401 - Phone: 478-289-2112

## 2016-2017 Georgia System Student Health Insurance Program Overview

The Board of Regents of the University System of Georgia has contracted with United Healthcare, Inc. to provide student health insurance effective Fall Semester 2016. All 35 Institutions of the University System of Georgia are required to use United Healthcare for student health insurance. For more information about United Healthcare students are encouraged to visit their web site at <http://www.studentinsurance.com/> or call 1-800-767-0700.

### Mandatory Plan

Students are required to have health insurance (including international students and where deemed appropriate by each system university, graduate assistants, fellowship recipients, etc.) and will be enrolled each semester in the Mandatory Plan, which is an accident and sickness insurance policy that includes diagnosis and /or treatment of illness, injury, or medical conditions. Benefits include physician, hospital, surgical, pharmacy, behavioral health services (i.e., mental health/substance abuse), as well as legally mandated benefits.

Please review the website at <https://www.uhcsr.com/SelfServiceSupport/Students/CollegeHome.aspx>





University System of Georgia  
**REQUIRED**  
CERTIFICATE OF IMMUNIZATION

This form must be completed by all new students. The information herein is confidential and will be released only upon your written request. The form must be signed, dated, and addressed by a medical care provider. East Georgia State College retains the right to deny any immunization record deemed questionable and may request further medical documentation. Failure to complete this form may prevent you from enrolling at East Georgia State College. A suggested deadline to submit this form is at least 2 weeks prior to the first day of class. **Please mail this completed form to: Admissions, East Georgia State College, 131 College Circle, Swainsboro, GA 30401-8043.**

To be completed by student. Retain a copy of the completed form for your records.

Social Security Number OR Student ID: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Term/Year of Application: \_\_\_\_\_ Age: \_\_\_\_\_ at time you will enter college Date of Birth: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**REQUIRED IMMUNIZATION INFORMATION** (See the Immunization Requirements & Recommendations for USG Students documentation)

VACCINE	DATE MM/DD/YYYY	DATE MM/DD/YYYY	DATE MM/DD/YYYY	HISTORY	DATE OF POSITIVE LAB/SEROLOGIC EVIDENCE
MMR 1	/ /	/ /			
Measles 1	/ /	/ /			/ /
Mumps 1	/ /	/ /			/ /
Rubella 1	/ /	/ /			/ /
Varicella 3	/ /	/ /		(History of Varicella) / /	/ /
Tetanus-Diphtheria (DTP, DTaP, Tdap, or Td within 10 years)	(Most recent date) / /				
Hepatitis B 2	/ /	/ /	/ /	Type Series: <input type="checkbox"/> 2 Dose Series <input type="checkbox"/> 3 Dose Series	/ /

1—Not required if born before 1957. 2—Only required of students who are 18 years of age or younger at time of expected matriculation.  
 3—Required for all US born students born in 1980 or later; all foreign born students regardless of year born.

**PERMANENT OR TEMPORARY IMMUNIZATION EXEMPTION**

- This student is exempt from the above immunizations on the ground of permanent medical contraindication.
- This student is temporarily exempt from the above immunization until \_\_\_\_/\_\_\_\_/\_\_\_\_.

**CERTIFICATION OF HEALTH CARE PROVIDER** (This information is required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Signature: \_\_\_\_\_

over →



University System of Georgia

**RECOMMENDED  
CERTIFICATE OF IMMUNIZATION**

To be completed by student. Retain a copy of the completed form for your records.

Social Security Number OR Student ID: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Term/Year of Application: \_\_\_\_\_ Age: \_\_\_\_\_ at time you will enter college Date of Birth: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**RECOMMENDED IMMUNIZATION INFORMATION** (See the Immunization Requirements & Recommendations for USG Students documentation)

VACCINE	DATE MM/DD/YYYY	DATE MM/DD/YYYY	DATE MM/DD/YYYY	HISTORY	DATE OF POSITIVE LAB/SEROLOGIC EVIDENCE
Human Papillomavirus 4	/ /	/ /	/ /		
Hepatitis A 5	/ /	/ /	/ /	Type Series: <input type="checkbox"/> 2 Dose Series <input type="checkbox"/> 3 Dose Series	/ /
Meningococcal 5	/ /	/ /			
Influenza 5	/ /	/ /	/ /		

4 - Strongly recommended for all unvaccinated women through age 26 years. 5 - Strongly recommended but not required.

**CERTIFICATION OF HEALTH CARE PROVIDER** (This information is required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Signature: \_\_\_\_\_

**EXEMPTIONS**

Check the appropriate box, sign, and date if you are claiming exemption of the immunization requirement for one of the following reasons:

- I affirm that Immunization as required by the University System of Georgia is in conflict with my religious beliefs.  
I understand that I am subject to exclusion in the event of an outbreak of a disease for which immunization is required.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I declare that I will be enrolling in ONLY courses offered by distance learning. I understand that if I register for a course that is offered On-campus or at a campus managed facility this exemption becomes void and I will be excluded from class until I provide proof of immunization.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OVERVIEW OF STUDENT GAINING F-1 STATUS**

1. Student applies to the college and is accepted.
2. DSO issues the I-20
3. Student pays SEVIS fee prior to going to the Embassy/Consulate.  
*(Be aware of lengthy security clearance.)*
4. Visa is approved and your form I-20 is return to you.
5. At the Port of Entry, your Form I-20 and I-94 is input into SEVIS.

## BEFORE APPLYING FOR AN F-1 VISA

### 1) Pay the I-901 (SEVIS) Fee

- Everyone applying for an F-1 visa must submit an I-901 form and fee before applying for a visa or requesting entry into the U.S. if a visa is not required. The Department of Homeland Security (DHS) will issue an official paper receipt (I-797) acknowledging every payment regardless of payment method. You must present a receipt when applying for a F-1 visa and entering the U.S. ***Please keep this receipt as a permanent record.*** You may need it again!

#### I) On-line submissions with credit or debit card payment

- 1) Visa, MasterCard, and American Express credit cards and Visa and MasterCard debit (check) cards are accepted.
- 2) To ensure electronic verification of the fee payment at the consular office, submit the I-901 form and fee electronically at *least three business days* before your visa interview. This will allow time for the payment to be recorded in SEVIS.
  - a. Log in to <https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop>
  - b. Select the Submit Form I-901 and Fee Payment button
  - c. On the next page, select "I-20" and then "OK."
  - d. Select the "Check I-901 Status/Print Payment Confirmation button
  - e. The form requires the SEVIS Identification Number on the I-20. This number is in the upper right hand corner of the I-20 and begins with an N and has 10 digits.
  - f. The form also requires the "School Code" which is on your I-20. East Georgia State College's Code is: ATL214F01224000.
  - g. Choose First class mail (recommended). An official receipt will be mailed to you for your records.
  - h. Note, the Credit Card Form has a place for "Cardholder address." You do not need to complete this part, as it is not a required field and space is too small for most international addresses.
  - i. Print several copies of the receipt to take with you for your visa interview and entry into the U.S.!

#### III) Manual Payment

1. Allow enough time for the form and payment to be received at least three (3) days prior to your visa appointment. It is preferable to allow enough time for the payment to be processed (three days plus time to receive the paper receipt from DHS).
2. You may print one from: <http://www.ice.gov/sevis/i901/> [see Paper Form I-901 (PDF)].
3. Addresses for sending I-901 and payment:
  - **By air mail**  
I-901 Student/Exchange Visitor Processing Fee  
P.O. Box 970020  
St. Louis, MO 63197-0020
  - **By courier** (DHL, Federal Express, UPS, etc.):  
I-901 Student/Exchange Visitor Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101

### 2) Find the U.S. Embassy closest to your home.

- a. See this web site: <http://usembassy.state.gov>.
- b. Look for special instructions for the consulate you'll be visiting.

## MAINTAINING F-1 (STUDENT) VISA STATUS

1. It is vital that you understand and abide by the following summary of F-1 visa laws since *any violation of visa status makes you subject to arrest, detention, and deportation*. If you are ever in doubt as to how a planned action may impact your visa status, please contact your DSO.
2. Enter the U.S. with an **I-20 issued by the school you will attend!** When the I-20 is for “initial attendance”, you can enter the U.S. no more than 30 days before the reporting date shown in item #5 of your I-20.
3. Take a **full course load** every fall and spring semester.
  - 12 credit hours are considered a full course load. (no more than 3 hours distance learning or online courses can be applied toward full-time requirements).
  - If you think there is a legitimate reason for you to take less than a full course load, talk with a DSO ***in advance***.
  - You are permitted to drop and add courses during the official schedule adjustment (drop/add) period. At the end of schedule adjustment, you must be registered for a full course load, and you may drop below a full course load at any point in the semester.
  - You may remain in the U.S. in legal F-1 status during summers without taking classes as long as you are returning to school fall semester. You may take classes part-time during the summer as long as it is not your first term.
4. Report the following to a DSO **within 10 days**:
  - Your new address
  - Your new name
5. Your **passport must not expire**. You should apply for a new passport at least six months before the expiration date.
6. Your I-20 must state your current program of study and must not expire:
  - Current Program of study
    1. Names the school you are currently attending
    2. Indicates the correct program level (Associates, Bachelors, etc.)
    3. Indicates your current major
  - The expiration date is listed in item #5
    1. If you will not graduate before your I-20 expires, you must talk with a DSO to get information for a program extension before the expiration date.
    2. Program extensions cannot be granted for academic difficulties, so work hard not to be put on exclusion (expelled)!
  - Change of Program level or transfer
    1. If you will change program levels (i.e., undergraduate to graduate), you must submit a SEVIS Data Form and Current financial documentation.
    2. Talk with a DSO if you plan to transfer to a different U.S. school.
    3. Submit application materials well in advance of application deadlines to ensure continuity of your F-1 visa status.
7. Concerns **upon completing your program** of study:
  - Within 60 days of completing your program of study you must:
    1. Leave the country,
    2. Continue in F-1 status documented with a new I-20, or
    3. Apply for a change of status.
  - If you did not complete your program and are not studying the next semester, you must:
    1. Immediately leave the U.S., or
    2. Apply for a change of status

## ADDITIONAL F-1 INFORMATION

**Have the following items with you when you go to a Customs and Border Protection checkpoint:**

1. Passport valid for at least six months – required
2. Valid F-1 Visa – required (*unless you are from a country which is exempt from the visa requirement*)
3. I-20 (DSO must have signed I-20 for travel within the last 12 months for returning students) – required
4. All I-20s ever issued to you accessible – recommended
5. Transcript(s) or certification letter from the Registrar's Office – recommended
6. Financial documents (current bank statement and / or employment documentation, if applicable) – recommended

Make a photocopy of your passport, visa, and the front and back of your I-94 and carry the copies in your wallet. Staple your I-94 inside your passport. Take your passport and I-20 form with you every time you leave Swainsboro. It is also recommended that you keep a permanent copy of the front and back of all I-94 cards. Admissions will be glad to keep copies on file for you.

Check your East Georgia State College email account at least twice weekly.

### **SEVIS Reporting**

East Georgia State College is required to report the following information to DHS through the Student Exchange Visitor Information System (SEVIS):

- DSO must terminate SEVIS records of students who entered the U.S. with an I-20 issued by East Georgia State College and did not register for classes. The reason code for this termination is “No Show.”
- DSO must report the last day of the current term and the next expected enrollment date for all registered students every semester. Report to the DSO upon arriving on campus.
- DSO must report reduced course loads for students who have received DSO authorization to register part-time.
- DSO must terminate the SEVIS records of all students registered for less than a full load without prior DSO authorization.
- DSO must report when students leave East Georgia State College. Please report to a DSO before leaving East Georgia State College, so we can correctly report this information, it could impact your future visa applications, etc.
- DSO must report any disciplinary action taken by the school as a result of a student being convicted of a crime.

Effective March 1, 2003, the Immigration and Naturalization Services (INS) ceased to exist and is now officially incorporated into three divisions of the Department of Homeland Security (DHS). The divisions and an example of how they impact you follow:

Immigration and Customs Enforcement (**ICE**) – controls SEVIS,  
Customs and Border Protection (**CBP**) – reviews documents and allows/refuses entry into the U.S., and  
U.S. Citizenship and Immigration Services (**USCIS**) controls benefits such as Optional Practical Training



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University System of Georgia

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## Accepted International Student Checklist

Congratulations on your acceptance to East Georgia State College. To assist you, we have created this checklist of things you must do to ensure a successful transition to East Georgia State College.

- **PAY I-90 FEE**  
You must pay the SEVIS I-90 fee prior to your visa appointment at the U.S. Embassy or Consulate in your country.
- **SECURE HOUSING**  
East Georgia State College has on-campus housing.
- **SIGN UP FOR ORIENTATION and PROVIDE ARRIVAL INFORMATION**  
You must sign up for mandatory orientation that will take place prior to the beginning of the semester.
- **REPORT TO THE COLLEGE DSO UPON ARRIVAL**  
**Check-In:** Passport and Visa – We will make copies of the originals  
The DSO will go over the Rules and Regulations for International Students
- **PREPARE TO PAY TUITION & FEES**  
Your tuition and fees must be paid by the fee payment deadline.

### QUESTIONS, please contact

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