New Program Start Dates: When Can You Arrive?

- Students in F-1 or J-1 status: May arrive no more than 30 days prior to your program start date.
- J-1 Scholars: May arrive no more than 30 days prior to your program start date.
- H-1B: May arrive no more than 10 days before the start date of employment.
- TN/E-3/O-1: May arrive no more than 10 days before the start date.

Fall Registration for New F-1 & J-1 Students

All new students must register with Duke Visa Services prior to starting classes.

- Please review the Registration PowerPoint slideshow (there is sound).
- Please print out the requested forms found within the PowerPoint.
- F-1: SEVIS Registration & Acknowledgment Form
- J-1: SEVIS Registration, Health Insurance & Acknowledgment Form
- Print your I-94 after entering the US.
- Bring the printed forms, I-20, I-94 and passport to the Duke Visa Services office between 8:30am and 4:30pm Monday-Friday.

Registration for J-1 Scholars

9:30am or 2:30pm Monday-Friday
Must arrive at least 15 minutes early.

Please bring your passport, DS-2019 and I-94.
If you have dependents (J-2s), you must also bring the same documents for them. Dependents do not need to be present for the registration.

International Student Enrollment in New Degree Programs

DVS is required by the U.S. Department of Homeland Security (USDHS) to submit any new academic program, course or major curriculum change for approval.

If your department is in the process of creating a new academic program, restructuring a program to include internships, creating or adding courses, check with DVS BEFORE accepting international students. If we have not reported and received approval to add these changes to the Student and Exchange Visitor Information System (SEVIS), we cannot issue visa documents to allow students to attend the new program. An approval may take a few weeks or up to 4 months.

We cannot issue visa documents for Distance Education or On-Line Degrees which require no Duke classroom attendance. We have confirmed with USDHS that students in Distance Education programs with a required residency period in the U.S. can only receive a visa document for the residency period, NOT the complete program.

Ignoring this requirement can jeopardize Duke’s ability to accept International Students.

When to Schedule an Appointment and What Qualifies as a Walk-In Service

Walk-in Services:
- Travel revalidation signature for I-20 or DS-2019
- Review documents prior to travel
- I-9 Completion and Social Security Authorization letter if you are a Duke-sponsored F-1 or J-1 visa holder
- Submit a request to add a dependent or issue replacement/new documents
- Complete the Confirmation of Status form for inviting friends and family to the United States
- Duke sponsored F-1 students and J-1 students/scholars registration
- Pick up documents per advisor notification

Appointment required:
- Student and Scholar Registrations for Non Duke-sponsored or special visa categories (E,G,H,O, TN, etc)
- Optional Practical Training/Curricular Practical Training/Academic Training Applications
- Discuss complex visa issues
- Non-Duke sponsored I-9 completion

Where is the International Office?
DUKE VISA SERVICES

In 2008, the International Office changed its name to Duke Visa Services. This change was facilitated to avoid confusion with our sister office, the International House.

What are the differences between the two offices?

Duke Visa Services (DVS)
http://www.visaservices.duke.edu/
Duke Visa Services was established to provide immigration and visa related services to Duke University, Medical Center, Health System and Affiliates. DVS can:

⇒ Answer questions regarding what visa categories are appropriate to pursue a degree.
⇒ Answer questions on how to maintain your visa category or work in the U.S.
⇒ Discuss how Duke facilitates visa document issuance for students, scholars and employees.

International House (I-House)
https://studentaffairs.duke.edu/i-house/trainings-and-workshops
The I-House hosts a variety of cross-cultural programs for international and domestic students, staff and faculty, as well as members of the Duke and Durham community. Here you may find relevant information regarding health insurance, housing, transportation, schools, daycare, English classes, fun things to do, safety, phone, banking, and much much more. I-House can:

⇒ Provide assistance acclimating to Duke and the Durham Community.
⇒ Provide Intercultural Skills Development
⇒ Provide off campus housing location assistance.
**Address Reporting and Why it is Important**

**U.S. Home Addresses**

U.S. law requires all aliens to report their physical home addresses (not an office address or a post office box) to the U.S. Department of Homeland Security (USDHS) within 10 days of any move. How you report depends on your visa classification in the U.S.

For a more extensive discussion of address reporting, [click here](http://www.visaservices.duke.edu/).  

**OPT Employment Information**

During the OPT period, F-1 students are required to report to the Duke Visa Services their employment start date, employer name, and exact address of where they will work (not a post office box). Students must subsequently report any change of employer name or address. Students also must report any interruption of employment.

To update your US home address and/or OPT employer information, please [click here](http://www.visaservices.duke.edu/).

**New Document Issuance for F-1 and J-1 Students, Research Scholars, Professors, Short-Term Scholars, Student Interns and Specialists**

On 6/29/2015, the U.S. Department of Homeland Security (USDHS) updated the form I-20 for F-1 students and form DS-2019 for J-1 students and scholars. USDHS has given all schools a deadline of **July, 2016** to complete the replacement of all previously issued I-20s and DS-2019s.

An email will be sent to all affected students and scholars with the procedure DVS will use to replace these documents. Please direct any questions to Lois Yelverton at 919-613-5654.

**Duke Visa Services Highlights**

North Carolina Association of International Educations (NCAIE)

Congratulations to:

- Associate Directory Dylan Sugiyama who co-presented the J-1 Beginner Workshop presentation.
- Senior Advisor Pierre Byrd who co-presented the H-1B Beginner Workshop presentation.
**Distance Education, On-Line Courses or On-Line Degrees**

Can an F-1 or J-1 student take courses or pursue degrees on-line in the U.S.?

F-1 and J-1 students are required by the U.S. Department of Homeland Security (USDHS) regulations to physically attend the educational institution that issued the Form I-20 (F-1) or Form DS-2019 (J-1) visa documents and enroll full-time (12 credit hours for undergraduate programs, 9 credit hours for graduate programs). Full-time enrollment must consist of on-campus attendance.

8 C.F.R. § 214.2(f)(6)(ii)(G) of the F-1 regulations states for F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.

For J-1 students, the regulatory definitions of full course of study and prescribed course of study reference only "classroom" study. The Department of State which governs the J exchange visitor program, has verbally communicated its interpretation that because of this, classes that are delivered through on-line and distance education modalities cannot be used to satisfy the full course of study or full-time prescribed course of study requirements for exchange visitors in the J-1 college and university student category.

Graduate students who have completed classroom instruction and are enrolled for continuation to meet research, dissertation or thesis requirements have asked for permission to move to cities outside of Durham and the surrounding areas or to other states to stay with spouses or relatives. We have confirmed with USDHS that graduate students enrolled for continuation are required to meet the on-campus physical presence requirement (one-on-one time with academic advisors). This means the students’ local physical addresses must be in the Durham or a surrounding town or city and the students must be pursuing research on campus. Students going overseas to pursue dissertation research for a semester or more should contact their DVS advisors to confirm their departures and discuss how these absences may affect their F-1 or J-1 statuses.

Please note that failure to meet the above requirements means a violation of the F-1 or J-1 visa regulations. Any student believing he/she has a unique situation which warrants additional discussion should contact his or her designated Duke Visa Services Advisor for assistance.

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**F-1 Optional Practical Training (OPT) vs F-1 Curricular Practical Training (CPT)**

The differences and requirements for OPT and CPT can be confusing. OPT is for students who would like to pursue an internship or practicum but there is no internship requirement or option in their fields of study. A DVS advisor in conjunction with the written approval of the appropriate Academic Advisor, Academic Dean or Director of Graduate Students must assist each student in preparing the appropriate documentation and mail it to USDHS to receive an employment authorization document which allows employment in the student’s MAJOR Field of study. It can take up to 3 months to receive employment authorization and many students have lost employment opportunities due to late OPT filings.

Curricular Practical Training approval can be granted by a DVS advisor only if the internship or practicum is required by all students in the MAJOR field of study or the student is enrolled in a credit-bearing internship course in the MAJOR field of study. The majority of undergraduate and graduate programs do not have an internship requirement or option in their curriculums and many students discover too late that CPT is not an option for them. Undergraduate students who do have a credit bearing internship option during summer enrollment. Check with your DVS advisor for additional information.

Students should check with their DVS advisors to see if their fields of study qualify for CPT at least 4 months before planned internships. This will give students the opportunity to file for OPT if the CPT option is not available. Students pursuing unpaid internships should also apply for OPT or CPT. The F-1 regulations state that unpaid internships qualify and many employers may require employment authorization so students can receive access to necessary electronic systems and entry available only to company employees and are required for students to complete their internships.

Students pursuing credit bearing CPT must request a start and end date consistent with the length of the course. We cannot approve CPT before the start of the course and we cannot approve CPT for a future course.

Plan ahead to receive that coveted internship.