

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	International Students
DIVISION:	Student Services
CATEGORY:	Admissions, Registration, and Student Records
REFERENCE:	U.S. Immigration and Customs Enforcement: Student and Exchange Visitor Program Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 USA PATRIOT Act Public Law 107-56, amended Section 641 8 C.F.R. §§ 214.1 - 214.4 WCCA BP-520: Admission, Continued Enrollment and Re-Enrollment of Students
NUMBER:	PP-514
DATE OF APPROVAL:	March 10, 2020
APPROVAL:	Dr. Carmen Simone, President

Definitions

DHS: Department of Homeland Security

DSO: Designated School Official

OPT: Optional Practical Training

SEVIS: The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international nonimmigrant students and exchange visitors in the United States. It is the core technology for the DHS in this critical mission. SEVIS implements Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, which requires DHS to collect current information from nonimmigrant students and exchange visitors continually during their course of stay in the United States.

SEVP: The Student and Exchange Visitor Program (SEVP) is the DHS program that administers SEVIS. It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F (academic) and M (vocational) nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

Procedure

The College considers international students an integral part of its diverse student body. However, international students obtaining an I-20 have additional steps to follow, as per the U.S. Immigration and Customs Enforcement agency. This procedure identifies those steps a student must take to comply with the Student Exchange Visitor Program.

The College, in the interest of assisting international students (those who are non-citizens of the United States) and in the interest of assisting with their special needs, applies all existing College policies and procedures plus the additional stipulations that:

1. The student is responsible for applying for admission to the College. Upon receipt of that application, the College will provide the student with information to prepare him or her in terms of what to expect culturally, economically, socially, and geographically. Each semester the College shall publish application deadlines that pertain to students who are not from the United States. These deadlines must be adhered to since the process may take longer for an international student than an U.S. citizen applying to WNCC.
2. If the student is from a country where English is not the national language, the student will demonstrate, prior to the issuance of the "I-20," that he or she has attained a minimum score of 46 on the TOEFL (Internet-based) exam or a sufficient score on an alternate approved English proficiency test. In lieu of a sufficient score, if the student can provide evidence that he/she can succeed in college courses to the satisfaction of the International Student Services Committee, the student may be admitted.
3. The student will, prior to the issuance of the "I-20," provide evidence of financial support through bank statements and affidavits from sponsors, scholarships, etc., that will cover the costs of education for a student for a period two semesters (9 months) based on the estimated expenses published in the College's current catalog. The estimated expenses will include tuition and fees, books, personal expenses, transportation, and room and board.
4. The student will provide documentation to certify that he/she has graduated from high school.
5. The student will do one of the following:
 - a. Send official SAT scores, or
 - b. Take the online Accuplacer assessment through Examity (online proctoring service) and have the scores sent to WNCC.

This step allows WNCC advisors to place students in the appropriate courses and register students before their arrival, thus avoiding closed classes. This step necessitates that the student apply early.

6. Upon receipt and approval of all the above required documentation, WNCC will issue the United States Immigration Form I-20. The student must apply for an F-1 visa through the U.S. Consulate in his or her home country. The student should review F-1 visa requirements carefully. Students must be notified that immigration regulations allow the student to travel to the U.S. no earlier than 30 days before the start of the semester.

7. A student who is at least 18, but under the legal age of majority in Nebraska (age 19), may receive consent authority from parents to obtain their own medical care. This will require a notarized acknowledgement from a parent, and students for whom this applies will be instructed on how to receive this authorization.
8. The student will:
 - a. Provide copies of his or her I-20 (if issued from a prior school), I-94, visa, and passport to the Student Services Office.
 - b. Provide proof of medical insurance or purchase medical insurance.
 - c. Remain a full-time student at WNCC. This requires that each student enroll in at least nine (9) credits of in-class sections (not online) each semester as part of their full-time load.
 - d. Engage only in authorized employment.
 - e. Keep his or her passport valid.
9. The student will comply with all local, state, and federal laws of the United States of America as well as College policies.
10. It is the student's responsibility to have the I-20 in his or her possession at all times. If the student is going to leave the country, the student must go to the Student Services Office for instructions on re-entry requirements. Those requirements are:
 - a. The student must have a valid passport;
 - b. Possess a valid F-1 student visa (unless the student is exempt from the visa requirements); and
 - c. On Form I-20, page 2, be properly endorsed for re-entry by the College's DSO.
11. It is also the student's responsibility to report his or her U.S. address, if they do not reside in the College's student housing, to the College's DSO. The current address must always be available in the College's electronic student information system.
12. The student may remain in the United States while taking a full course of study or during authorized employment after his or her program. When the F-1 status ends, the student must leave the United States on the earliest of the following dates:
 - a. The program end date on his or her Form I-20 plus 60 days;
 - b. The end date of the students OPT plus 60 days; or
 - c. The termination of the student's program for any other reason.

13. Should the student require an extension to complete a program of study, it is the student's responsibility to contact the College's DSO at least 15 days before the program end date to request an extension.
14. Should the student desire to transfer schools, the student must notify the College's DSO to plan for the transfer. It is the student's responsibility to seek admittance from the college he or she plans to attend. Once approval for the transfer is granted by the transfer school, the College's DSO will transfer the student's SEVIS record. The student must enroll in the new school at the next session start date and that school's DSO must update the student's registration in SEVIS.
15. The student, by his or her signature on the Form I-20, has given authorization to the College's DSO to release information to the DHS, e.g., student name, country of birth, current address, immigration status and certain other information, as requested.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: March 10, 2020
Revision Date:
Sponsoring Division: Student Services