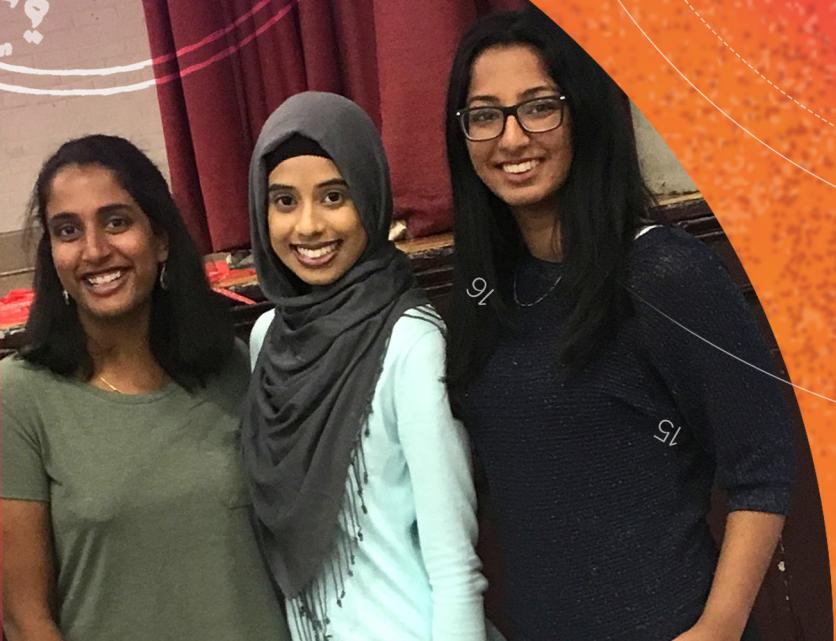


INTERNATIONAL STUDENT **HANDBOOK**



**ALBANY COLLEGE OF PHARMACY
AND HEALTH SCIENCES**

中华人民共和国
PEOPLE'S REPUBLIC OF CHINA



Albany College of Pharmacy
AND HEALTH SCIENCES

International Student Handbook

This document was prepared in conjunction with the Office of Student Affairs and the Office of Graduate Studies. Every effort was made to insure accuracy of the information at the time of publication; however, the policies and procedures outlined in this booklet are subject to change at any time. Any questions should be directed to the Primary Designated School Official in the Office of Student Affairs. We also wish to gratefully acknowledge the support of our colleagues at the College of St. Rose, the University at Albany and Rensselaer Polytechnic Institute for their help in preparing this document.

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IMMIGRATION DOCUMENTATION AND STATUS

PASSPORTS

All international students, including Canadians, must have a valid passport to enter and study in the United States. Obtaining a passport may take up to 6 months and the valid passport must be issued prior to entry into the US.

The U.S. government requires that international students keep their passports valid for at least six months past the intended period of study in the US. Only the student's home government can renew or extend the passport. International students should contact his/her home country's embassy or consulate in the United States for information about applying for a passport. Addresses and telephone numbers for foreign embassies in the United States are available on the web at <http://usembassy.state.gov/>. Students are required to present their passports to the PDSO at the Albany College of Pharmacy and Health Sciences (ACPHS) upon arrival on campus as part of the check in process.

SEVIS/SEVIS FEE

SEVIS, the *Student and Exchange Visitor Information System*, is a database used by the United States (US) government to collect and monitor information on international students admitted to the country on F-1 visas. All students (including Canadian students) must pay the I-901 fee (SEVIS fee) to initiate the process to secure a student visa to study in the US. The SEVIS fee must be paid to allow the Primary Designated Signing Official (PDSO) at ACPHS to register the applicant in SEVIS to issue the I-20. Visit <https://www.ice.gov/sevis/i901> for more information about paying the I-901 SEVIS fee.

I-20 FORM AND CERTIFICATE OF FINANCIAL RESPONSIBILITY

(<https://studyinthestates.dhs.gov/students-and-the-form-i-20>)

International students who have been accepted to ACPHS are required to complete and submit the following documents in order for an I-20 Form (Certificate of Eligibility for Nonimmigrant Student Status) to be issued:

- Complete and submit the enrollment agreement to the Office of Admissions./Graduate Admissions
- Pay the enrollment deposit
- Complete and submit the I-20 application/Certificate of Financial Responsibility form with accompanying documents to the Office of Admissions/Graduate Admissions (*See the appendix for the I-20 Application/Certificate of Financial Responsibility form*)
- Pay the SEVIS fee (I-901)

The I-20 form is required for an international student to apply for a student visa (F-1) to study in the United States. ACPHS is responsible for entering student information for the I-20 form into the SEVIS system. The consular officer will need to verify your I-20 record electronically through the SEVIS system in order to process the application for the F-1 visa.

Students are required thoroughly check the issued I-20 document for accurate and correct information. The name on the I-20 form **must match** your name ***exactly*** as it appears on the passport. If there are any errors, students must contact the PDSO at ACPHS *immediately* so it may be corrected and a new I-20 can be provided.

The entry and departure dates on the I-20 form and the I-94 (see below) dictate when the international student may enter the US and the required date of departure from the country. It is the student's responsibility to monitor and comply with the legal requirements of the I-20 and F-1 visa.

Students are required to document that they have sufficient funds available in US currency or equivalent currency to support their educational expenses (inclusive of all tuition, fees, living expenses) for one year at ACPHS. Financial requirements to enroll in ACPHS degree programs are provided to accepted international students with the letter of acceptance. Students planning to attend ACPHS in F-1 status must complete the I-20 Application/Certificate of Financial Responsibility (CFR) form and provide financial evidence that shows the student or the student's parents/family/sponsors have sufficient funds to cover tuition, fees, studying and living expenses during the period of intended study. The I-20/CFR form, with supporting documentation must be submitted to ACPHS in order for the I-20 form to be processed and issued to the student. (See Appendix I for the I-20 Application/Certificate of Financial Responsibility Form). Documents that may be used to demonstrate financial requirements for study in the US include copies of official letters and/or certified bank statements on official bank letter head, bank stamp or include bank signature. These financial documents must be in English or translation provided, and dated *less than 90 days* prior to submission to the College. Albany College of Pharmacy and Health Sciences reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency.

VISAS

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

For Canadian Students Only

Canadian citizens coming directly from Canada to study in the US do not need a visa, but are required to have an I-20 issued from ACPHS. A valid passport is required and, upon entry, Canadian students must present their I-20 form, the I-20 Application/Certificate of Financial Responsibility and supporting documents, and proof of payment of the SEVIS I-901 fee to the immigration inspector.

For All Other International Students

All international students (except Canadians) must obtain a passport and F-1 visa to enter the US. Students must apply for the visa at the US Embassy or Consulate in their home country. For a list of US Consulates and Embassies around the world, visit the website <http://usembassy.state.gov/>

Students are required to present the following documentation at the visa application appointment with the US Embassy or Consulate

- *ACPHS Acceptance Letter*
- *I-20 Form*
- *One (1) 2x2 photograph* For photo requirements , please see http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html
- *Receipt to show payment of the visa application fee*
- *SEVIS I-901 fee receipt*

- *Passport*
Must be valid for travel to the US and with a validity date at least six months beyond the applicant's intended period of stay in the United States
- *Online Nonimmigrant Visa Electronic Application, Form DS-160*
<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html>
The DS-160, Online Nonimmigrant Visa Application, is a fully integrated online application form that is used to collect the necessary application information from a person seeking a nonimmigrant visa for temporary travel to the United States. Form DS-160 is submitted electronically to the Department of State website via the Internet. Consular Officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, and documents presented by the applicant, determine an applicant's eligibility for a nonimmigrant visa.

If a visa is issued, the entry visa allows students to present themselves at a US port of entry to request admission into the US. The “Expiration Date” on the visa indicates the last date that students can enter the US using that entry visa. The expiration date on the visa *does not limit the duration* of your stay in the United States; the I-20 sets the limit on the duration of the student's stay in the US. *However, students who travel overseas after the entry visa has expired, must obtain a new visa abroad before returning to the US.* The visa stamp also includes information on the number of entries allowed. If the visa allows only one entry, a new visa will need to be obtained if the student travels outside of the US during the allowed duration of stay.

If the visa is denied, please notify ACPHS as soon as possible. If the visa is denied, or you are unable to attend ACPHS as planned, or you will be requesting a deferment, the I-20 must be returned to ACPHS, preferably via courier with a tracking number.

TRANSFER TO/FROM ANOTHER US ACADEMIC INSTITUTION

Transfer to ACPHS from Another US Academic Institution

F-1 students accepted to an ACPHS degree program that are currently enrolled in a US academic institution are eligible to transfer to ACPHS. To initiate the transfer process, the student must bring the following documents/information to the primary designated school official (PDSO) of the *current* institution.

- Written confirmation of acceptance to ACPHS degree program (*Student and Exchange Visitor Program* (SEVP)-certified school)
- Completed ACPHS I-20/CFR Application form with updated information for the ACPHS PDSO
- *Student and Exchange Visitor Information System (SEVIS)* school code for ACPHS.

The PDSO of the current institution works with the student and the PDSO at ACPHS to choose a transfer release date. This date is when the PDSO at ACPHS takes responsibility for the student's SEVIS record. Several factors go into selecting this date:

- Academic needs
- Travel and employment plans
- Projected start date of the new program

Once the transfer release date is established, the PDSO at the previous school will not have access to the SEVIS record, and the PDSO at ACPHS creates a new I-20 form (*Certificate of Eligibility for Nonimmigrant (F-1) Student Status*) for the student. Students transferring to ACPHS from another academic institution are required to complete the ACPHS I-20 Application and Certificate of Financial Responsibility form, and provide the necessary financial documents. The new I-20 form must be signed by the PDSO at ACPHS and the student as soon as possible. To maintain F-1 status, the student must register for classes and contact the ACPHS PDSO within 15 days of the program start date listed on the new I-20 form.

Transfer from ACPHS to Another US Academic Institution

F-1 students enrolled in an ACPHS degree program may transfer to another US *Student and Exchange Visitor Program* (SEVP)-certified school. To initiate the transfer process, the student must bring the following documents/information to the primary designated school official (PDSO) of the *current* institution.

- Written confirmation of acceptance to a degree program at the *Student and Exchange Visitor Program* (SEVP)-certified school
- Contact information for the new school's PDSO
- The *Student and Exchange Visitor Information System (SEVIS)* school code for the new school.

The PDSO at ACPHS works with the student and the PDSO of the new school to choose a transfer release date. This date is when the PDSO at the new school takes responsibility for the student's SEVIS record. Several factors go into selecting this date:

- Academic needs
- Travel and employment plans
- Projected start date of the new program

Once the transfer release date is established, the PDSO at ACPHS makes the change/transfer in the SEVIS system to the new school. At that point, the PDSO at ACPHS will not have access to the SEVIS record, and the PDSO at the new school creates a new I-20 form for the student.

International students who arrive in the United States but want to transfer to a new school before beginning classes at the school listed on the (original) Form I-20, must speak with the DSO at the school listed on that form. The student must inform the DSO of their arrival in the United States and their intent to transfer immediately to another SEVP-certified school. The student must provide the same information/documentation as that listed above, and must report to the new school and enroll in a full course of study within 30 days of arriving in the United States.

IMPORTANT NOTES ABOUT IMMIGRATION DOCUMENTATION

- Students must attend the school issuing the I-20 form that was used to enter the US or follow appropriate transfer procedures as outlined above. ACPHS will cancel I-20 status and inform SEVIS for students who withdraw from ACPHS or fail to report, in person, to the PDSO at ACPHS.
- The F-1 visa requires that students maintain full-time status for the entire duration of the degree program. See the *ACPHS College Catalog* or the *Graduate Student Handbook* for definitions of full-time status.

- Spouses/dependents who wish to accompany students (F-1 visa holders) will need an F-2 visa to enter the country. Each person must have their own I-20 form to obtain the F-2 visa. Requests for I-20 forms for spouses/dependents should be made to the PDSO at ACPHS at least 2 months prior to the anticipated arrival date in the US. Documentation must be provided showing sufficient financial resources are available to support each dependent for the duration of their stay. Spouses of an F-1 student who are entering the US on F-2 status, may not accept employment or engage in full time study at the higher education level. Children of F-1 students (F-2 status) may only engage in full-time study at the elementary and high school levels and may not engage in employment.
- Students holding F-1 visas may enter the US up to (but not more than) 30 days prior to the start date noted on the I-20 Form. Students who are not able to arrive by the specified start date for their program must notify ACPHS as soon as possible.
- Be aware that certain areas of study may be considered “sensitive” by the US State Department and may require additional procedures during the visa application process.
- Once arriving in the US and on campus, international students should keep the following **original** documents in a safe place. These documents will be required in the future in order to identify yourself, apply for employment authorization, prove your status, and maintain a record of your status throughout your stay in the US.
 - I-94 and I-20 (*Keep all of your original I-20 forms even after you leave the College. The original documents will be needed for application for OPT approval, work authorization, permanent residency or for another visa.*)
 - F-1 Visa
 - Valid Passport; old passport with unexpired US entry visa, if applicable

MAINTAINING IMMIGRATION STATUS

The PDSO is responsible for complying with and reporting to USCIS (US Citizenship and Immigration Services), all information regarding the academic status and actions of international students who are in F-1 status. The PDSO works with international students to assist in helping them to properly maintain their immigration status. ***International students are responsible for maintaining his or her own immigration status and communicating required information to the PDSO.*** In order to comply with the requirements of the F-1 visa and I-20, international students must:

- Check in, in person with the PDSO at ACPHS within ten days of arriving on campus
- Provide the PDSO with the local address, and phone number, as well as those of dependents throughout the entire program period *within ten days of arriving on campus*. Changes in local or foreign address or phone numbers must also be reported to the PDSO within ten days.
- Be registered for and maintain full time status for each semester, (except the summer terms) throughout the period of study. See the ACPHS College catalog or Graduate Student Handbook for definitions of full-time status. No more than the equivalent of one on-line course may count towards the full program of study requirement. International students must meet with the PDSO prior to registering for any off-campus courses. In the first semester of study, F1 students may request to drop one course. Students must obtain permission from the PDSO to fall below the designated requirements for full-time status and reasons must be documented in the student's file for review by the DHS.
- Maintain good academic standing throughout the period of study. Academic difficulty must be reported *immediately* to the PDSO and documented in the student's file for review by DHS.

HEALTH AND IMMUNIZATION DOCUMENTATION

Prior to arrival at ACPHS, enrolling international students will be provided with information to access the online health and immunization forms. These forms must be completed and returned in order to finalize registration. All forms must have the signature or official stamp of a health care provider. All international students are **required** to have health insurance, either through ACPHS or another plan. Students with their own plan must provide proof of insurance to our Office of Administrative Operations (insurance@acphs.edu). See the links below for more information about health and immunization documentation.

For Albany Campus: <https://www.acphs.edu/albany-campus/health-services>

For Vermont Campus: <https://www.acphs.edu/campuses/vermont-campus/health-services>

HOUSING

Students may contact Residence Life directly to obtain information about the availability of on-campus housing. (See the Appendix for direct contact information). However, on-campus housing opportunities for graduate students are extremely limited and graduate students usually chose off-campus housing. Students who will be living off-campus and who have not secured housing prior to arrive should plan ahead and make temporary living arrangements (in a hotel or with friends or relatives) until more permanent living arrangements are made. Students should thoroughly review lease agreements and fully understand all the terms and conditions of the agreement prior to signing lease agreement documents.

TRAVEL

Travel Arrangements and When to Arrive

Students are responsible for making their own travel arrangements to campus and should begin making travel arrangements as soon as the visa is approved and all other steps noted above are complete. The closest airport to ACPHS Albany, NY campus is Albany International (airport code ALB) and is approximately 15-20 minutes from campus. Burlington International Airport (airport code BTV) is the closest airport to the ACPHS Colchester, Vermont campus. Bus service to Burlington, VT from New York City, NY is available. Rail, bus and shuttle service from New York City airports to Albany, NY are also available.

International students may enter the US up to (but not more than) 30 days prior to the start date noted on the I-20 Form and should arrive on campus *at least 1 week before* the start of classes to allow time to adjust to the new time zone, acclimate to the area and attend all orientation sessions and program meetings. The academic calendar listing the start date for classes can be found on the College's website at <https://www.acphs.edu/academic-calendar>

Travel and Immigration Documents

All immigration and travel documents should be stored in carry-on bags and **NOT** in checked luggage. Students will need to present these documents to the immigration officials upon arrival. The I-94 card is an official document used by the immigration service to confirm legal arrival and departure from the US. For non-immigrant visitors entering the US with a visa, there is a requirement to fill out the I-94 form that will be provided to you on the plane or upon land arrival. This form has two specific perforated sections and the visitor must complete both sections upon arrival in the US. The bottom section of the I-94 is a departure record and must be returned to US officials upon exiting the US. The immigration officer will staple the I-94

card into your passport. *Do not remove or lose the I-94 card; it must remain in your passport.* On the I-94 the notation, “D/S” refers to “Duration of Status”. You can stay in the United States until your program ends or your I-20 expires, whichever is first. International students with F-1 status have a 60-day grace period after completion of their program before they are required to leave the country. Dependent status (F-2 or J-2) ends when the F-1 status ends. (For more information about the I-94 form, see <https://i94.cbp.dhs.gov/I94/#/home>).

If your travel plans require a change of planes in a third country, you must check to see if you need a transit visa. Some countries (including the U.S.) require an entry or transit visa, even if you are only changing planes and resuming your travels during a short time frame. Before purchasing your ticket, make certain you are aware of any travel requirements or restrictions. When planning to visit a country outside the U.S. which is not your country of citizenship or legal permanent residence, be sure to determine whether or not you will need a visa to enter that country.

What to Bring/What Not to Bring

The weather in Albany, NY and Colchester, VT varies considerably by season. In the winter, (December, January, February) snow and icy conditions are common and temperatures range from 10-30°F (-12 to 0 °C). In the summer months, the climate is considerably warmer, with temperatures ranging from 65-90°F (15-33°C). Students should bring clothing appropriate to these weather conditions. Students should also plan to bring sufficient US currency to cover the cost of transportation and various other items, but do not carry exceptionally large amounts of cash. Currency exchange can be done at the airport in your home country or at the port of entry into the US. There are currency exchange services at Albany International Airport and limited exchange services at Burlington International. Students flying into larger cities (NYC or Boston) are advised to make any necessary money exchanges at the larger airports. Initially, students should plan to have easy access to funds to cover living expenses for at least one full month. Be sure to check with your bank before leaving your country on what fees may be charged if you use your credit card in the US, as these may be substantial.

Students should not bring electrical appliances (as the voltages may be very different than your home country), furniture and items such as bed linens which can be easily and inexpensively purchased upon arrival. If you wish to bring heavier items such as books, be sure you know the weight limits of any carry-on and checked baggage. As an alternative, these items may be shipped, but be sure you know the cost and length of time of shipment. ACPHS cannot accept shipments on behalf of students. Do not bring food items. There are specialty and ethnic food shops in the greater Albany and Colchester areas for students who wish to purchase food that is more familiar.

ARRIVAL ON CAMPUS

Reporting to the PDSO

Upon arrival on campus all international students, including Canadians, must present themselves, in person, to the PDSO as soon as possible, but absolutely no later than one week from the date of arrival into the US. During the check in, students will be required to present their passports to the PDSO and the I-20 form used to obtain the F-1 visa. The I-20 Form will be signed by the PDSO and copies of the signed I-20 and passport will be made for the College's records.

Student Orientation

Enrolling international students will be provided with the dates and agendas for orientation events. All entering international students are required to attend all scheduled orientation sessions. All travel arrangements should be made so that arrival on campus is approximately one week prior to the start of classes to ensure attendance at all required orientation sessions.

EMPLOYMENT

Eligibility and Limitations

F-1 students may work on campus only and are restricted to no more than 20 hours per week while school is in session, and up to 40 hours per week when school is not in session. F1 students granted pre-completion OPT (see below) may work 40 hours per week.

Social Security Card

International students with F-1 visa status are required to have a Social Security (SS) card in order to work in the US, including on campus. The SS card provides a unique identification number that allows the US government to monitor and tax wages earned by employees in the US. Students may apply for a SS Card if they have already been offered an on-campus job, or granted Curricular Practical Training (CPT) or Optional Practical Training (see below). Students must also be in the US for at least ten (10) business days before they can apply for a SS Card. See the appendix for information on how to apply for a Social Security card.

Working Off -Campus

In rare circumstances, eligible international students may receive permission from the PDSO to work off campus. In order to work off-campus, students must have been in F-1 status for one full academic year and be in good academic standing. The student must maintain a full academic course load and employment may not jeopardize the student's academic progress. In addition, the student must demonstrate severe economic hardship and provide the following documentation:

- Evidence that the original source of funds to cover tuition and living expenses has been withdrawn, the amount that has been withdrawn and the reason for that withdrawal.
- A written budget that demonstrates that all necessary financial needs will be met by working off-campus

Students seeking to work off campus must present the above documentation to the PDSO, who will review it, and either grant or deny the request. Students who are granted permission to work off-campus because of economic hardship are restricted to work for no more than 20 hours per week while school is in session, and no more than 40 hours per week when school is not in session.

CURRICULAR PRACTICAL TRAINING (CPT)

Definition and Examples of CPT

Curricular practical training (CPT) is defined as alternate work or study, cooperative education, or any other type of required internship or practicum that is an integral part of an established degree program curriculum which is offered by sponsoring employers through cooperative agreements with the College. Examples of CPT at ACPHS include the experiential rotations required of all PharmD students, or clinical practicum required of all Clinical Laboratory Sciences and Cytotechnology students. The purpose of CPT is to allow students the opportunity to apply knowledge acquired in the classroom to real life situations and better prepare them for the workplace upon graduation. CPT is intended to provide work experience that is an integral part of a student's academic program, prior to completion of that program. Typically, students earn credit for CPT experiences and are not paid. In some special circumstances, students are paid during CPT, but a student on CPT may not be paid AND receive academic credit for the CPT experience.

Eligibility and Duration

- F-1 students in good academic standing (not on academic probation and GPA 3.0 or higher for graduate students; GPA 2.0 or higher for undergraduate and PharmD students) are eligible to engage in CPT.
- Undergraduate students must be enrolled on a full-time basis at the College for one full academic year to be eligible for CPT. Enrolled graduate students may apply for CPT earlier, if required by the graduate program of study.
- The F-1 student must maintain a full course of study during the period of employment, inclusive of the CPT credit hours.
- CPT may be granted by the PDSO in time increments totaling no more than one calendar year. CPT can only be approved *before* completion of the program of study (i.e., *before* graduation).
- CPT employment must be related to the student's major field of study and must be a required part of the academic program.
- Students utilizing 12 months or more of full-time CPT are ineligible for OPT, but *part-time* CPT does not impact eligibility for OPT.

Application for CPT (See appendix for CPT Application Form)

The Office of Student Affairs (OSA) and the PDSO at ACPHS will assist students with the application process for CPT. Students must schedule an appointment with the PDSO to initiate the application process. F-1 students are required to complete and sign (inclusive of the signature from the academic advisor) the CPT form, and submit it to the PDSO at least two weeks prior to the start of the semester in which CPT will be conducted. (CPT requires a signed cooperative agreement with the College or a letter from the employer.) When the PDSO receives the signed and completed CPT application form from the student, he/she will verify that the student is in valid F-1 status, and has met the eligibility requirements. The PDSO will also verify that the employment qualifies for CPT. The PDSO will then record all information pertaining to the student's CPT employment in SEVIS and re-issue an I-20 form to the student with CPT authorization information listed. F-1 students may engage in CPT only for the specific employer, location, and period approved and recorded by the PDSO on the student's I-20 form. Any changes in the approved CPT situation must be reported to the PDSO.

OPTIONAL PRACTICAL TRAINING (OPT)

(See USICE website for more information: <https://www.ice.dhs.gov/sevis/practical-training>)

Definition and Types of OPT

Optional Practical Training (OPT) is defined as temporary employment for practical training directly related to the student's major area of study. Work done for OPT must be directly related to the student's major area of study, but does not require that the student earn academic credit for the work. OPT may be done prior to completion of the degree (pre-completion) or after degree completion (post-completion).

Pre-Completion OPT

- OPT may only be part-time (not full-time) while school is in session (up to 20 hours/week)
- OPT may be part-time or full-time after completion of graduate didactic course work requirements, excluding completion of the thesis.
- OPT may be part-time or full-time when school is not in session, if the student is registered/intends to register for the following semester as a full-time student

Post-Completion OPT

- Only full-time (not part-time) OPT is allowed after degree completion
- International students who earn a degree in certain science, technology, engineering and math (STEM) fields, may apply for a 24-month extension of post-completion OPT employment authorization if certain conditions are met.
 - F-1 student received a STEM degree (See STEM Designated Degree Program List) (<https://www.ice.dhs.gov/sites/default/files/documents/Document/2016/stem-list.pdf>)
 - Employed by employer who is enrolled in and is using E-Verify
 - Received an initial grant of post-completion OPT employment authorization based on your STEM degree.

Eligibility for OPT

Eligibility for OPT requires enrollment on a full-time basis in a degree program for one full academic year, and currently maintaining a full-time program of study. OPT requires that the job is directly related to the student's major field of study. Students who have previously used *full-time* Curricular Practical Training (CPT) for one year or more *are not eligible* for OPT. Use of *part-time* CPT does not affect eligibility for OPT. Prior to application for OPT, students must have completed requirements mandated by USCIS (see below).

Application and Approval for OPT

1. Students are required to apply for OPT and receive an Employment Authorization Document (EAD) (i.e., work permit) prior to starting employment.
2. To initiate the application process, the student must contact the PDSO at ACPHS and inform him/her of the intent to apply for OPT. The student then completes the ACPHS OPT form, provided by the PDSO. The OPT application form must be signed by the student's academic advisor and the program director.
3. No offer of employment is required, but the student must either have an offer of employment or be seeking employment.
4. The student must complete Form I-765 application (available online) and form instructions from the USCIS website. Form I-765 is the application for the Employment Authorization Document (EAD) or "work permit". Students must complete and sign the form *exactly* according to the instructions.

5. The student must submit the documents listed below to the PDSO at ACPHS. It is the student's responsibility to ensure all of the proper documentation has been submitted to the PDSO. Failure to do so will delay or prohibit completion of the application for OPT.
 - Completed and signed ACPHS OPT application form.
 - Check or Money Order made out to "U.S. Department of Homeland Security" in the amount of the fee required for Form I-765
 - A copy (both sides) of Form I-94 Departure Record
 - Two passport –size color photos with a white background. The photos must be taken no less than 1 month prior to submission. The *exact* descriptions as listed in the instructions for I-765 must be met.
 - Copy of all previous and current I-20(s)
 - Copy of passport (photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
 - Copy of any previously issued employment authorization documents(OPT/EAD cards)
6. The PDSO reviews the submitted documents and enters appropriate information into SEVIS and issues an I-20 recommending OPT (OPT I-20).
7. The student picks up the OPT I-20 from the PDSO in 3-5 business days. During peak or high-volume periods, processing may take longer.
8. The student mails the following items to the USCIS Service Center which has jurisdiction to the address listed on Form I-765:
 - Completed [Form I-765](#)
 - [I-765 Application Fee](#), payable to the *U.S. Department of Homeland Security*
 - Photocopy of pages 1 and 3 of all previous and current I-20s, including a copy of the new OPT I-20
 - Copy of current Form I-94 (front and back)
 - Copy of the visa used for last entry into the U.S. (except for citizens of Canada and Bermuda)
 - Copy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
 - Two US passport-style photos (Photograph instructions are found on the Form I-765 instructions under Required Documentation. Also, lightly print your name on the back of each photo with a pencil.)
 - Copy of any previously issued employment authorization documents (EAD cards)

Students are responsible for checking all documents for completeness and accuracy and *sign* Forms I-20 and I-765. Students should also make complete copies of the OPT application and supporting documents for their records.

The PDSO will gladly assist students with the application for OPT; however, ***it is the student's sole responsibility to read and follow the instructions below and on the Form I-765. Students (not the PDSO) are responsible for submitting the completed application packet to the correct agency.***

Application Timeline

Eligibility for OPT requires enrollment on a full-time basis in a degree program for one full academic year, and currently maintaining a full-time program of study.

- Pre-completion OPT: Students may file their OPT application with *US Citizenship and Immigration Services* (USCIS) up to 90 days before completing being full-time enrollment for one academic year or 90 days prior to the requested employment start date for students who have already met the one academic year requirement.
- Post-completion OPT: Students may file with USCIS up to 90 days before their program completion date, using the completion date on the current I-20 form. The OPT application must be received by mail and accepted for processing by USCIS no later than 60 days after the program completion date.
- The application must also be received by the USCIS within 30 days of the date on which the PDSO issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, *applicants risk a denial or Request for Evidence*.
- In general, processing times for OPT applications are ~3 months. See the USCIS website for more information at <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/optional-practical-training>

Commencement and Duration of OPT

The effective date of the EAD card, issued by the USCIS, will be either the date employment is scheduled to commence, as reflected by the PDSO's recommendation on the I-20, or the date an EAD is issued, whichever occurs later. A student cannot begin OPT employment until the EAD is actually received from USCIS, and the start date on the card has been reached.

OPT can be authorized for a maximum cumulative period of 12 months during any uninterrupted stay in F-1 status. Part-time OPT is deducted from the 12 month limit at 50%. Although students may engage in OPT before and after completion of studies, the maximum amount of time that can be granted is 12 months, except in the case of the STEM extension (see above).

Students on post-completion OPT have up to 90 days of unemployment. Each day during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment. The only exception is that periods of up to 10 days between the end of one job and the beginning of the next job will not be included in the calculation for time spent unemployed.

If the student whose approved period of OPT has started and the student travels outside of the US while unemployed, the time spent outside the US will count as unemployment against the 90 day limit. If a student travels while employed during a period of leave authorized either by an employer or as part of their employment, the time spent outside the US will not count as unemployment.

OPT and Transfer to Another Institution or Change of Major

Authorization to engage in OPT employment is automatically terminated when the student transfers to another school. This also holds true for a student who exits the US and re-enters with an I-20 issued by another school rather than the I-20 on which his or her OPT was based.

Students who officially change majors or degree levels through the official USCIS notification procedures, and/or re-enter the U.S. with an I-20 for a new academic program (even if it is from the same school), will also be seen as an abandoning the OPT. Students working in OPT attend school part-time.

DEPARTURE FROM THE US

Program Completion

As of August 9, 2018, F students begin accruing unlawful presence in the United States the day after the individual successfully completes the course of study or program (including authorized practical training (OPT) plus any authorized grace period), or the day after the Form I-94 expired if the individual was admitted until a certain date.

Withdrawal from the Academic Program

F1 students who withdraw from their academic program or practical training will begin accruing unlawful presence in the United States the day after the official withdrawal date and are required to leave the US immediately.

Academic Dismissal or Expulsion

F1 students who are expelled or academically dismissed from the College will begin accruing unlawful presence in the United States the day after the official dismissal/expulsion date and are required to leave the US immediately.

EMERGENCY ASSISTANCE

Immigration-related Emergencies

Loss of passport or other important documents while in the US or while travelling abroad, detainment at a US port of entry by immigration officials, or an immediate threat of deportation constitute immigration-related emergencies. Please reach out to a PDSO/DSO immediately. Office hours are Monday – Friday, 9:00 am – 4:30 pm. To contact the PSDO/DSO outside of office hours, please call Public Safety at 518.244.3177, and a dispatcher will contact the appropriate professional to assist you. Contact information is provided in the Appendix.

For emergencies that require evacuation, remember to take important documents, including passport, visa, SEVIS-issued I-20, or DS 2019, I-94, Social Security Card, financial records, plane tickets, checks, and credit cards. Take any contact numbers or email addresses to keep in touch with your PDSO/DSO and take the Student Exchange and Visitor Program (SEVP) contact information (<http://www.ice.gov/sevis/>). Check the school's web site or with the PSDO to find out how to contact them if you are displaced. If you cannot get in touch with your PSDO/DSO, contact SEVP to let ACPHS know where you are and how you can be reached. Email SEVP at SEVIS.source@dhs.gov, or call free from any phone (800) 961-5294.

APPENDIX A: ACPHS CONTACT INFORMATION

DESIGNATED SCHOOL OFFICIALS	
ALBANY CAMPUS	VERMONT CAMPUS
Primary Designated School Official (PDSO) LIB 310C Phone 518-694-7317 email: marcia.rousseau@acphs.edu	Designated School Official (DSO) VT 102C Phone 802-735-2620 email: carolyn.claxton@acphs.edu
<p>Office Hours: 8:30 am – 4:30 pm – Monday- Friday</p> <p><i>Students are welcome to visit anytime during business hours and appointments are not always necessary, but students are encouraged to contact the PDSO/DSO in advance to schedule appointments to ensure availability.</i></p>	
HOUSING	
ALBANY CAMPUS https://www.acphs.edu/campuses/albany-campus/residence-life	VERMONT CAMPUS https://www.acphs.edu/campuses/vermont-campus/housing
<p>Director of Residence Life SC207 Phone: 518-694-7155 alison.buckley@acphs.edu</p>	
<p>Assistant Director of Residence Life SC207 Phone: 518-694-7189 Rebecca.beach@acphs.edu</p>	
IMMUNIZATION AND HEALTH INSURANCE	
IMMUNIZATIONS Diana Foster, Program Administrator OB 108A Phone: 518-694-7277 Diana.foster@acphs.edu	HEALTH INSURANCE Office of Administrative Operations OB 104-B1 Phone: 518-694-7118 insurance@acphs.edu

APPENDIX B: FORMS

I-20 and Certificate of Financial Responsibility (CFR) Form
Application for Curricular Practical Training (CPT)
Application for Optional Practical Training (OPT)
Applying for a Social Security Card

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
I-20 APPLICATION AND CERTIFICATE OF FINANCIAL RESPONSIBILITY FOR INTERNATIONAL STUDENTS
2019-2020

INSTRUCTIONS

- Print and sign the completed I-20 Application/Certificate of Financial Responsibility (CFR) form. Signatures may not be electronic or typed.
 - Copy your passport biographical page.
 - Scan the completed and signed I-20/CFR form, the passport biographical page and financial documents as one pdf file. All documents must be, legible and in English or accompanied by an official English translation.
 - Email the compiled file to Justin.hadley@acphs.edu (Office of Graduate Admissions) or kevin.rivenburg@acphs.edu (Office of Pharmacy and Undergraduate Admissions)
-

GENERAL INFORMATIONAdmission Term (*Fall, Spring, Summer*): _____ Start Date: _____ End Date: _____Degree: (*PharmD, MS, BS*): _____ Major: _____ Campus: (*Albany, Vermont*): _____

TOEFL/IELTS SCORE: _____

Are you currently physically present in the US? No: _____ Yes: _____

If yes, indicate your current immigration status: _____

BIOGRAPHICAL INFORMATION*WHEN APPLICABLE, INFORMATION PROVIDED MUST MATCH WHAT IS STATED ON YOUR PASSPORT*

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: _____ Gender: _____ Marital Status: _____

Country of Birth: _____ Country of Citizenship: _____

Passport #: _____ Passport expiration Date: _____

Email address (*non-ACPHS email*): _____ Phone Number: _____**Foreign Mailing Address:**

Until what date is this address valid? _____

Local US Mailing Address (if available). *Students who do not have this information currently, must provide the information to the DSO must submit a local address prior to registration for classes.*

Until what date is this address valid? _____

PREVIOUS EDUCATION

Have you previously studied at another college or university? No: _____ Yes: _____

If yes, provide the information below:

Name of College or University: _____

Address/Country: _____

Year(s) of Attendance: _____ Graduation Date: _____

Highest Degree Earned: _____ Major: _____

Will you transfer your SEVIS record from another US academic institution? No: _____ Yes: _____

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
I-20 APPLICATION AND CERTIFICATE OF FINANCIAL RESPONSIBILITY FOR INTERNATIONAL STUDENTS
2019-2020

DEPENDENT INFORMATION (*Attach additional information if needed*)

Do you plan to have a dependent(s) accompany you? No: _____ Yes: _____

If yes, please provide the information below for each dependent:

Name: (Last, First): _____

Relationship: _____

Gender: _____

Date of Birth: _____

City and Country of Birth: _____

Citizenship: _____

Email address: _____

Name: (Last, First): _____

Relationship: _____

Gender: _____

Date of Birth: _____

City and Country of Birth: _____

Citizenship: _____

Email address: _____

FINANCIAL INFORMATION

All international applicants must document their ability to meet all educational and living expenses (in US dollars) for a period of one year of study, before the College can issue a Certificate of Visa Eligibility (I-20). Documents that may be used to demonstrate financial requirements for study in the US include copies of official letters and/or certified bank statements on official bank letter head, bank stamp or include bank signature. These financial documents must be in English or translation provided and dated *less than 90 days* prior to submission to the College. Albany College of Pharmacy and Health Sciences reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency.

ESTIMATED EXPENSES 2019-2020*

Estimated expenses are for one academic year and are valid for one year. Summer tuition is not included.

PROGRAM	Tuition	Fees	Room/Board	Books/Computer	Scholarship	TOTAL
PharmD (ALB)						
PharmD (VT)						
BS, Biomedical Technology						
BS, Clinical Laboratory Sciences						
BS, Microbiology						
BS, Pharmaceutical Sciences						
BS, Public Health						
MS, Clinical Laboratory Sciences						
MS, Cytotechnology/Molecular Cytology						
MS, Health Outcomes/Informatics						
MS, Molecular Biosciences						
MS, Pharmaceutical Sciences (ALB)						
MS, Pharmaceutical Sciences (VT)						

*An additional \$9000.00 per year is added for a spouse and \$3800 for each dependent child.

SOURCE OF FINANCIAL SUPPORT (*Check all that apply*):

Source	Amount
Personal/Family/Sponsor	
Government/Company Organization	
Other (specify)	

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
I-20 APPLICATION AND CERTIFICATE OF FINANCIAL RESPONSIBILITY FOR INTERNATIONAL STUDENTS
2019-2020

SPONSOR STATEMENT OF FINANCIAL SUPPORT (*Include names and signatures of all sponsors*)

This is to certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purposes of full-time study at Albany College of Pharmacy and Health Sciences and that I (we) are **submitting official bank statements or official documentation dated within the last 90 days** indicating the availability of these funds. I (we) further understand that the College cannot provide ANY further financial assistance than indicated above to the applicant and that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the College for non-payment.

Sponsor Name: _____ *Sponsor Signature:* _____

Sponsor Name: _____ *Sponsor Signature:* _____

Sponsor Name: _____ *Sponsor Signature:* _____

APPLICANT

This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant Name: _____ *Applicant Signature:* _____

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
APPLICATION FOR CURRICULAR PRACTICAL TRAINING
2019-2020

INSTRUCTIONS

- Complete and secure all required signatures for the CPT Application form.
- Scan the completed and signed CPT form and submit to the PDSO two weeks prior to the start of the CPT experience
- For more information about CPT, see the International Student Handbook

TO BE COMPLETED BY THE STUDENT		
STUDENT INFORMATION		
Name:	ACPHS Student ID #:	
Phone:	Email:	
Current US Address:	Permanent Address in Home Country:	
Degree: (PharmD, MS, BS):	Major:	Expected Graduation: (Month, Year) (Program Completion Date from I-20)
Number of Remaining Credits in Major:		SEVIS Number:
FOR THESIS STUDENTS ONLY: Status of Thesis: (Check one)		
<input type="checkbox"/> Defended and submitted <input type="checkbox"/> Written, not defended <input type="checkbox"/> Not yet started writing <input type="checkbox"/> Defended, not submitted <input type="checkbox"/> Written/In writing process <input type="checkbox"/> Other (Explain below)		
<i>I understand that enrollment in CPT is a required part of my program curriculum. Failure to complete the requirements of the CPT experience voids the work permission and may result in loss of my F-1 student visa status.</i>		
Student Signature: _____		Date: _____

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
APPLICATION FOR CURRICULAR PRACTICAL TRAINING
2019-2020

TO BE COMPLETED BY PROGRAM DIRECTOR/EXPERIENTIAL EDUCATION		
EMPLOYER(S) INFORMATION*		
Name of Employer:	Employer Address:	
Employer On-Site Supervisor:	Supervisor Phone:	
	Supervisor Email:	
Title and Description of Student Position:	Hours per week: (Check one)	First Day of CPT:
	<input type="checkbox"/> 20 or less (part-time)	Last Day of CPT:
	<input type="checkbox"/> more than 20 (full-time)	
	Credits/Compensation: (Check one)	
<input type="checkbox"/> For Credit	# of credits: _____	
<input type="checkbox"/> Paid	Wage/Salary: _____	

*For multiple CPT employers (i.e. PharmD rotations) please add information for all employers for F-1 student. Provide letters of offer of employment or cooperative agreement between ACPHS and employer to PDSO.

SIGNATURES/APPROVALS	
<i>I certify that the curricular practical training experience, described above and in the employer's offer letter/cooperative agreement, is recommended for this student.</i>	
Faculty Advisor Name: (print)	Email:
	Phone:
Faculty Advisor Signature:	
Program Director/Experiential Education Name: (print)	Email:
	Phone:
Program Director/Experiential Education Signature:	

ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
APPLICATION FOR OPTIONAL PRACTICAL TRAINING
2019-2020

INSTRUCTIONS

- Complete and sign the application form.
- Submit the completed and signed form along with the following documents to the ACPHS PDSO following
 - Check or Money Order made out to "U.S. Department of Homeland Security" in the amount of the fee required for Form I-765.
 - A copy (both sides) of Form I-94 Departure Record
 - Two passport-size color photos with a white background. The photos must be taken no less than 1 month prior to submission. The *exact* descriptions as listed in the instructions for I-765 must be met.
 - Copy of all previous and current I-20(s)
 - Copy of passport (photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
 - Copy of any previously issued employment authorization documents(OPT/EAD cards)

INTERNATIONAL STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
 Date of Birth: _____ Gender: _____ Marital Status: _____

Country of Birth: _____ Country of Citizenship: _____
 Passport #: _____ Passport expiration Date: _____
 SEVIS ID #: _____

Email address (*non-ACPHS email*): _____ Phone Number: _____

Foreign Mailing Address:

 Until what date is this address valid? _____

Local US Mailing Address (if applicable):

 Until what date is this address valid? _____

Do you currently work on-campus? No: _____ Yes: _____

If yes, please list the on-campus job information below.

Job Title: _____ Office/Department: _____
 Supervisor Name: _____ Dates of Employment: _____

DEPENDENT INFORMATION (*Attach additional information if needed*)

Do you have a dependent(s)? No: _____ Yes: _____

If yes, please provide the information below for each dependent:

Name: (Last, First): _____	Relationship: _____
Gender: _____	Date of Birth: _____
City and Country of Birth: _____	Citizenship: _____
Email address: _____	_____

**ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES
APPLICATION FOR OPTIONAL PRACTICAL TRAINING
2019-2020**

OPT REQUEST INFORMATION

Have you been authorized for OPT in the past? No: _____ Yes: _____

If yes, please provide the information below related to this OPT authorization:

Name of College or University: _____

Address/Country: _____

Year(s) of Attendance: _____ Graduation Date: _____

Highest Degree Earned: _____ Major: _____

Please indicate the type of OPT Requested

Select One: _____ *Select One:* _____

Pre-Completion: _____ Full-time: _____

Post-Completion: _____ Part-time: _____

Requested OPT Start Date (MM/DD/YYYY): _____

Requested OPT End Date (MM/DD/YYYY): _____

ACKNOWLEDGEMENT OF UNDERSTANDING

By signing below, I certify that I understand all responsibilities required for maintaining F-1 Student Status during my authorized period of Optional Practical Training (OPT). I also certify that the information given on this form is complete and accurate to the best of my knowledge.

Applicant Signature: _____

Date: _____



International Students and Social Security Numbers

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant **F-1, M-1, or J-1** student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you don't have a Social Security number, the college or school should be able to give you another identification number.

Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign a number to you just to enroll in a college or school.

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you're eligible to work on campus and can give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.**

In general, only noncitizens who have DHS' permission to work can apply for a Social Security number. We suggest you wait 48 hours after reporting to your school before you apply for a Social Security number. This waiting will help ensure we can verify your immigration status with the DHS.

To apply for a Social Security number at your local Social Security office:

- Complete an Application for a Social Security card (SS-5); and
- Show us documents proving your:

- Work-authorized immigration status;
- Age; and
- Identity.

Immigration status

To prove your immigration status, you must show us a current admission stamp in your unexpired foreign passport and *Arrival/Departure Record* (Form I-94), if available. If you're an F-1 or M-1 student, you must also show us your *Certificate of Eligibility for Nonimmigrant Student Status* (Form I-20). If you're a J-1 exchange visitor, you must show us your *Certificate of Eligibility for Exchange Visitor Status* (Form DS-2019).

Work eligibility

If you're an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you're an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page completed and signed by your school's designated official.

If you're an F-1 or M-1 student and have a work permit (Form I-766) from the DHS, you must present it.

If you're a J-1 student, student intern, or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your work permit from the DHS (Form I-766) is a future date.

Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If you can't present your foreign birth certificate, we can consider other documents, such as your passport or a document issued by the DHS, as evidence of your age.

Identity

We can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information, and preferably, a recent photograph. Social Security will ask to see your current unexpired foreign passport with DHS issued immigration documents.

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your admission stamp in the unexpired foreign passport as proof of both work eligibility and identity.

We don't require you to have a Social Security number before you start work. However, the Internal Revenue Service (IRS) requires employers to report wages using a Social

Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at www.socialsecurity.gov/employer/hiring.htm.

Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit www.socialsecurity.gov. There, you can: apply for benefits; open a *my Social Security* account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement SSA-1099/1042S; obtain valuable information; find publications; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today
and tomorrow

Social Security Administration

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Office of Graduate Studies
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Dr. Martha A. Hass, Dean

Contact:
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graduate@acphs.edu

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