

# INTERNATIONAL STUDENT SERVICES

## Day of Arrival

- ◆ Report to the housing office located in Thompson Hall basement. If you arrive after regular business hours please contact the Director of Housing @ 606-356-3680
- ◆ Report to the office of International Student Services in Allie Young 330. Bring all your immigration documents to this meeting.
- ◆ Go to the Eagle Card Office at the University Center (ADUC) Room 107 to have an Identification Card made .
- ◆ Report to the office of Counseling and Health Services located in Allie Young 112, to verify your health insurance status.
- ◆ Report to the department of your major specified on your 1-20 to be assigned an academic advisor and to complete a class schedule.
- ◆ Pay your tuition and fees at the cashier's window in Howell McDowell building room 207.
- ◆ Attend campus orientation and International Student Services orientation.

## International Student Services

Mrs. Denice Copher, ISS Specialist is located in



Allie Young 330. She is available from 8am – 12pm and 1:15pm – 4:30pm Monday through Friday except holidays.

Mrs. Copher will assist you with any questions you may have. She may be reached at phone number 606-783-2096.

If you need to speak with the Director of ISS, Mrs. Copher will schedule an appointment for you.

## Maintenance of Status

1. Maintain a valid passport.
2. Attend the school you are authorized to attend.
3. Enroll in a full course of study (undergraduate-12 credit hrs) (graduate 9 credit hrs).
4. Apply for extension of program 30 days before the expiration date on your current 1-20.
5. Follow USCIS procedures for changing from program or educational level to another.
6. Follow USCIS procedures for transferring from one school to another.
7. Limit on-campus employment to 20hrs per week, while school is in session.
8. Do not engage in off-campus employment without authorization.
9. Report a change of your name, address or phone number to the Office of ISS and to the USCIS using the form AR-11.
10. Report to the Office of ISS every semester to be registered in SEVIS.
11. Make normal progress towards completing your course of study.
12. If you plan to graduate before the end-date specified on your 1-20 you must inform the Office of ISS so that this information is updated in SEVIS.

## Notes:

1. It is your responsibility to maintain legal F1 status. If you fail to maintain status for any reason, it is your responsibility to report to the Office of ISS, so that you may be assisted with filing for reinstatement.
2. If you have a medical reason permitting you to be enrolled in less than a full course load or if you are attending your last semester, you must see the ISS Director for permission to be enrolled in less than a full load, this must be done prior to the beginning of the semester.
3. If you plan to graduate and apply for Optional Practical Training, you need to apply prior to completion of all course requirements for your degree or prior to the completion of the course of study. You must have maintained status for one academic year in order to be eligible to apply for OPT
4. No more than one on line course or 3 credit hrs. per semester can be counted towards a full course of study requirements.
5. If you plan to visit another country, while you are a student at MSU, you need to make sure you obtain visitor's visa for that country or make sure your country is exempt from the nonimmigrant visa requirements.
6. If you plan to leave the United States, you must have your 1-20 endorsed by the ISS Director or Specialist, before you leave. A signed 1-20 is the only way you will be allowed to return to the US.

United States Bureau of Citizenship and Immigration Services  
[www.immigration.gov/graphics/index.htm](http://www.immigration.gov/graphics/index.htm)

Cont.

## WELCOME

I would like to take this opportunity to personally welcome you to Morehead State University and to the Morehead Community. I am very excited that you have chosen this institution as the place to pursue your academic goals.

The office of International Student Services is specifically designed to address your needs as an International Student. We are committed to providing you with up-to-date immigration counseling and to assist you to achieve your academic goals and objectives. Please do not hesitate to contact us if you need assistance. We can be reached at 606-783-2096 or 606-783-9305.

Once again, we welcome you and look forward to building a friendship with you during your stay at MSU.



*Pamella Jaisingh, Director  
International Student Services*

## Emergency Evacuation Plan:

Although we do not anticipate any emergency evacuation for students at Morehead State University, we would like you to be prepared in the event of an emergency and you are instructed to evacuate the campus and/or the city.

### Evacuation Tips for Foreign Students:

1. Remember to take important documents with you. These include: Passport, visa, SEVIS issued 1-20 or DS-2019, 1-94, social security card, financial records and plane tickets, checks and credit cards.
2. Take any contact numbers or e-mail addresses to keep in touch with the Principal Designated School Official and/or the Designated School Official. Our telephone numbers and e-mail address are listed below.
3. Should you be unable to contact the Office of International Education at Morehead State University-please contact the Student Exchange Visitor program (SEVP) at [SEVIS.source@dhs.gov](mailto:SEVIS.source@dhs.gov) or call 1-800-961-5294
4. If you decide to transfer to a different school, please check the SEVP web site at [www.ice.gov/sevis](http://www.ice.gov/sevis) or call 1-800-961-5294 to determine if your new school is on the list of certified schools.

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*Office of  
International Education*

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