

Kalamazoo<sup>TM</sup> VALLEY

# International Student Handbook

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# INTERNATIONAL SUPPORT TEAM

## CONTACT INFORMATION

[international@kvcc.edu](mailto:international@kvcc.edu)

269.488.4040

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**Associate Vice President**  
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Principal Designated School Official

**Mary Cox**  
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Designated School Official

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**Director of Recruitment & Outreach**  
Designated School Official



# 10 ESSENTIALS FOR INTERNATIONAL STUDENTS

1. Keep your passport current
2. Maintain full-time enrollment (minimum 12 credit hours during fall & winter semesters)
3. Report any change in name or contact information to the P/DSO and the ARR office
4. Report a change of your program of study
5. Do not accept employment unless you have been approved
6. Do not travel outside the United States without the proper documents and signatures
7. You must file a program extension if you need more time than allowed on the I-20
8. If you plan to transfer to another school, you must notify the P/DSO beforehand
9. Carry health insurance
10. Make sure your balance is paid; failure to pay tuition can result in loss of enrollment and status

# KEEPING YOUR PASSPORT CURRENT

- You must renew your passport at least six months prior to the expiration date.
- Your passport is renewed through your home country's consulate or embassy within the United States. Please contact the consulate or embassy with any questions related to renewal requirements and fees
- If needed, a letter affirming your status as a student at Kalamazoo Valley can be provided by the Admissions, Registration and Records office.



# MAINTAINING FULL-TIME ENROLLMENT

**F-1 students are required to be enrolled full time during each fall and winter semester.**

- Full-time enrollment is 12 credit hours
- At least nine credit hours must be in person or blended. Only one class each semester can be online.
- F-1 students are not required to enroll during the summer semester.
- You must maintain good academic standing to remain compliant.

**Please make an appointment with the P/DSO if you have any concerns about meeting your enrollment requirements.**

# REPORTING CHANGES

Any change to your legal name, address or contact information must be reported to the P/DSO within 10 days of the change. You should also submit a Personal Information Update form to the Admissions, Registration and Records office.

# PAYING FOR COLLEGE

- You will be billed by “contact hours”; please pay close attention to both credit hours and contact hours when registering for classes.
- Programs such as nursing and other health careers, culinary and industrial trades are high-contact programs. Please prepare funding accordingly.
- You must be prepared to pay tuition **within five days** of registering for classes
- Payments can be made by credit card, check or payment plan. Please speak with Student Financial Services if you wish to arrange a payment plan.
- Please note that partial payments are NOT the same as official payment plans.



# REPORTING PROGRAM CHANGES

**Students must report any change in their program to the P/DSO within five days after the change. Please follow these steps when completing a program change:**

1. Contact your advisor to have them update your program and provide you with a letter detailing the program change.
2. Make an appointment with the P/DSO and bring this letter to your appointment. A change of program requires the P/DSO to issue a new I-20.

**An up-to-date I-20 is critical to maintaining legal status and avoiding problems when entering the United States.**



# EMPLOYMENT

**F-1 students are permitted to work at any part-time, on-campus job. Students can work a maximum of 20 hours per week during the fall and winter semesters, and a maximum of 29 hours per week during semester breaks and the summer semester. Off-campus employment is not permitted. Students must meet with the P/DSO prior to applying for on-campus employment to receive an on-campus Employment Authorization form.**

You will need to be issued a social security number in order to be employed on-campus. To be issued a social security, bring the following documents the nearest Social Security Office:

1. I-20
2. Passport
3. I-94
4. Letter from employer
5. Proof of residency, such as a lease agreement or utility bill

The nearest Social Security Office to our Texas Township campus is located at 317 S Drake Road, Kalamazoo, MI 49009. Other offices can be located by visiting [ssa.gov/locator](http://ssa.gov/locator).

# CURRICULAR PRACTICAL TRAINING (CPT) & OPTIONAL PRACTICAL TRAINING (OPT)

**This type of training is intended to provide hands-on, practical work experience and must be related to your program of study. CPT and OPT must be approved by the P/DSO in advance.**

## CPT

- Completed prior to completion of your program.
- Your program must require an internship to be approved for CPT.
- You must work with an approved internship partner. A list of approved internships can be provided by the Kalamazoo Valley Internship Coordinator by emailing [intern@kvcc.edu](mailto:intern@kvcc.edu).
- You must have completed one full academic year at Kalamazoo Valley before you can participate in CPT

## OPT

- Can be completed during or after your course of study.
- F-1 students are allowed 12 months of OPT at each degree level, pending approval by the P/DSO.
- You must apply for pre-completion OPT at least 90 days before you wish to begin working
- You must apply for post-completion OPT at least 90 days before graduation.
- Students who wish to participate in OPT must secure their own employment and provide an offer letter to the P/DSO
- You must have completed one full academic year at Kalamazoo Valley before you can participate in OPT

# TRAVEL OUTSIDE OF THE UNITED STATES

**In order to travel outside of the United States, an updated I-20 with a travel endorsement must be issued to you. This updated I-20 must be issued by the P/DSO in person, so an appointment is required. Please meet with the P/DSO at least 30 days before traveling outside of the United States.**

When traveling you must have:

- A valid passport; your passport must be valid six months beyond the date on which you plan to re-enter the U.S.
- A valid visa; your visa must be valid for 'multiple entries' into the U.S. and must be valid after the proposed re-entry date.
- Your Form I-94

**Make a copy of all your travel documents and store them in a secure location.**



# RENEWING YOUR VISA

**You should renew your visa if:**

1. You plan to leave and re-enter the U.S. after your visa expires AND
2. You are going somewhere other than Canada, Mexico, or any Caribbean country (except for Cuba)

Your visa should be renewed at the U.S. consulate in the country you are traveling to; it is not possible to renew an F-1 visa from within the United States. Please note that visa renewal cannot be guaranteed, so travel only if necessary if your visa is expired.

## PROGRAM EXTENSIONS

**Your I-20 shows the date by which you must complete your program. Please be aware of this date at all times.**

If you need to extend your program, please make an appointment with the P/DSO to apply for an extension at least 90 days before your current program end date. The P/DSO must certify that the delay in completion is caused by a compelling academic or documented medical reason.

# TRANSFERRING

F-1 students may transfer to any other U.S. college or university. If you wish to transfer, please complete the following steps:

1. Inform both the P/DSO and your academic advisor of your intent to transfer.
2. Apply to the college or university you wish to transfer to.
3. Submit your acceptance letter to the P/DSO
4. Complete the SEVIS Record Release form indicating the date you wish to have your SEVIS record released to your new school. This date should be agreed upon with the P/DSO at the school you are transferring to.
5. Stop any employment before the date that your SEVIS record is released.
6. Obtain a new I-20 from the school you are transferring to.



# HEALTH INSURANCE

**All international students are required to carry an approved health insurance plan**

Your plan must include, at minimum, the following:

- Medical benefits \$50,000 minimum per accident or illness
- Repatriation of remains in the amount of \$7,500 minimum
- Medical evacuation coverage in the amount of \$10,00 minimum

Please provide proof of coverage to the P/DSO upon arriving in the United States. Proof of coverage must be presented before you are eligible to register for classes.

# SAFETY

**Emergency phone number.....911**

**Kalamazoo Valley Safety Phone .....269.488.4575**

**Non-emergency phone number.....269.488.8911**



Kalamazoo**VALLEY**<sup>TM</sup>  
community college