

King's International Department

- provides guidance on maintaining F-1 (and other visa's as applicable) immigration status while attending King's Schools
- navigates King's Schools policy and understand visa restrictions
- ensures King's Schools and student compliance with immigration policies

Note: The International Student Coordinator is not an attorney and is unable to provide legal advice.

Full-time Registration Requirement

In general, F-1 students must be registered full-time.

Do not register for fewer than the required number of classes or withdraw from a course without first receiving permission from the International Coordinator/PDSO. Part-time studies could jeopardize your stay in the U.S. and make you ineligible for F-1 benefits.

Vacation in a Foreign Country: Definition

F-1 regulations permit one vacation per a 12-month academic year.

- You must have attended your current school for at least 12 months before you are allowed to leave the United States. **Check in with the International Coordinator/PDSO if you need to depart the U.S. more than once during your first 12 months of school.*
- AND you must be registered for a full course of study upon your return.

During your annual vacation you can:

- Stay in the U.S. or travel internationally, or a combination of both with International Coordinator/PDSO approval and signature on the 2nd page of your I-20.

Travel Signature Requirement

Make sure you have a valid travel signature from the International Coordinator/PDSO prior to returning to the U.S. after international travel!

- You must have a valid travel signature on your I-20 to return to the U.S. after travel abroad.
- Each signature is valid for **one year**.
- A travel signature is issued by your **International Student Coordinator/PDSO** to confirm you are maintaining your F-1 student status.
- If your current travel signature will expire before you will return to the U.S., you must request an updated travel signature.
- The travel signature is on page 2 of your I-20.

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Travel Signature Eligibility

- Have a valid I-20 issued by King's Schools International Coordinator/PDSO.
- Meet immigration requirements of maintaining a full course of study
- Be in good academic standing
- Have a current U.S. address and a permanent non-U.S. address on file with the International Coordinator/PDSO

Complete the Immigration Check-In Online

- The U.S. government requires all F-1 students to officially "check in" with your School when you begin a new program of study in the U.S.
- Contact the International Coordinator/PDSO via Email or Phone at King's Schools.
- Incomplete check-ins endanger your status with the U.S. government.
- Please contact the International Coordinator/PDSO as early as you can after you physically arrive in the U.S. You must be inside the U.S. to check in.

Documents F-1 Students Must Have: I-20

- **Sign and date** your I-20 at the bottom of the front page
- **If you are under 18 years old**, both the student and a parent or legal guardian must sign. The parent should also write their name, address, and date.

I-94 Online Printout or Paper Card

Air or Sea Entry: If you arrive in the U.S. by airplane or ship you will be issued an online I-94 automatically.

Step 1: To access this record, visit: <https://i94.cbp.dhs.gov/i94/#/home>

Step 2: Check that your I-94 has "D/S" and "F-1" – if it has something different, contact the International Coordinator/PDSO for uploading.

Step 3: Use the print button to download a PDF of your I-94. Save this for uploading, and for your records.

Land Entry: Non-immigrants who arrive in the U.S. by crossing a land border will be issued a white paper I-94 card.

Step 1: Check that your I-94 has "D/S" and "F-1" – if it has something different, contact the International Coordinator/PDSO for assistance before uploading.

Step 2: Scan or photograph both the front and back of the paper card for upload

F-1 Visa: Canadian citizens will not have a visa sticker and can skip this step.

Passport Biographical Page: This is the portion of your passport with your photo.

Passport Expiration Date Page This is the portion of your passport with the expiration date if it is different than your biographical page.

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Emergency Travel

If you have an emergency travel need when King's Schools is closed (weekends and federal holidays), contact the International Coordinator/PDSO by cell phone. If she cannot be reached, go ahead and depart the U.S.

The travel signature is required for **returning** to the U.S. It is not required at the time you **depart** the U.S.

What if I do not have enough time to receive a new I-20 with a valid travel signature before returning to the U.S.?

If your travel plans do not allow enough time to provide a new document to you before you return to the U.S., then you must either change your anticipated return date, or travel without a valid travel signature on your I-20.

If you choose the latter option, request Form I-515A at the immigration port of entry. It is most likely the Customs and Border Protection officer at the U.S. Port of Entry will issue you an I-515 form. This form would allow you temporary admission to the U.S. for 30 days. If admitted to the U.S. with Form I-515A, contact the International Coordinator/PDSO as soon as you arrive the U.S.

Please note, however, that temporary admission with an I-515 is at the discretion of the CBP officer and cannot be guaranteed for entry into the U.S.. On rare occasions you may be denied entry to the U.S., and you should be aware of this risk before travelling.

Grace Period and Travel: F-1 Students

You have a 60-day grace period after the last day of graduation from King's Schools. Within this 60-day period you have the following options:

- Depart the U.S. Once you leave the U.S. (including trips to Canada and Mexico) after completing your studies you are not eligible to reenter with your I-20. The grace period is meant for travel within the states and preparation to depart the U.S.

If you travel to Canada or Mexico and plan to reenter the U.S. for your final flight home, you must enter the U.S. as a tourist. Review the instructions and visa requirements for [entry to the U.S. as a tourist](#). Occasionally students encounter delays and problems at the U.S. border when trying to reenter the U.S. as a tourist immediately after completing studies in F-1 status.

- Request your International Coordinator/PDSO Transfer your SEVIS record to a new school. *You must provide the SEVIS School CODE and Acceptance Letter before the IC will transfer your record.