Welcome

As the 2005-2006 school year begins, the staff at the International Center would like to welcome all new students, faculty and research scholars! Tufts is an institution that offers a warm and welcoming environment for all! We hope that this will be your experience.

If you do not already know, there are three separate campuses at Tufts: Medford, Boston and Grafton. The International Center is located in Medford but services the international community on all three campuses.

The International Center, also known as the I-Center, can provide you with immigration information regarding your legal status while at Tufts. You should never feel uncomfortable in approaching the I-Center staff for immigration advice. This is our role. We are here to help you understand your legal obligations in the US, but it is also YOUR responsibility to keep us informed! The staff at the International Center works for Tufts, we do NOT work for the US Citizenship & Immigration Services (USCIS). Ask the International Center any questions regarding your immigration status before approaching the USCIS.

And finally, we know that many of you will seek advice from friends and colleagues who have certainly receive good advice from friends, colleagues and relatives, we remind you that you will get the most current and accurate information from the International Center. USCIS regulations have dramatically changed and are quite different from those your peers and colleagues may remember!

In addition to the immigration services offered by the I-Center, we are available for advising/counseling in the area of cultural adjustment and settling-in to life in the US. We are comfortable answering questions on all topics.

We hope that your first year at Tufts is a wonderful one, and that the International Center will be a valuable resource in making your year a success! On behalf of the staff, we look forward to meeting you!

TO ALL INCOMING STUDENTS & FACULTY/SCHOLARS

The US Citizenship & Immigration Services (USCIS) requires the Tufts International Center to collect copies of your visa stamp in the passport, Form I-20 or Form DS-2019, or Form I-797, I-94 card, passport identity page and expiration date. You must come by the International Center to complete this requirement by Friday, September 16, 2005. If you do not present this documentation to the I-Center, you will jeopardize your ability to study or work in the US.

INSIDE:

The International Community at Tufts 2
The Intercultural Conversation Program 2
Travel outside the U.S. 2
How to Communicate with the I-Center? 2
Student Groups at Tufts 3&4
Immigration Update 5&8
Getting a Social Security Number 6
Financial Resources 6
International Students Work Eligibility 7
I-Center Staff listing 8

20 Sawyer Ave • Medford, MA 02155 • (617) 627-3458 • internationalcenter@tufts.edu
http://ase.tufts.edu/icenter
The International Community at Tufts

You are presently a member of our growing international community at Tufts University! Currently, in the schools of Arts & Sciences, Engineering, Gordon Institute, Nutrition, and Veterinary Medicine, there are:

- 337 Undergraduate International Students
- 321 Graduate International Students
- 207 International Faculty/Research Scholars
- 197 Exchange, Special Students, Practical Trainees, and English as a Second Language Students

1062 Total International Population

There are 97 countries represented. The 10 countries with the largest number of international students, faculty and scholars at Tufts are (in descending order):

- China
- Korea
- Canada
- Japan
- India
- Turkey
- Taiwan
- Germany
- United Kingdom
- France

How to communicate with the International Center?

BY E-MAIL:
We will use your Tufts e-mail account to contact you. If you choose to use another e-mail, be sure to forward your Tufts e-mail account to the other server. It is critical that you read the I-Center's e-mails especially when it refers to Immigration regulations.

WEBSITE & APPOINTMENTS:
The International Center's website is a good source of information regarding immigration, travel, work authorization, taxation, cultural activities and programs. If after reading the website, something is not clear to you, you can contact the office staff to ask for clarification. The staff can meet with you individually or may be able to answer your questions by phone or email. You can also "walk-in" to ask a question. If it is determined that it would be better for you to set up an appointment, then a meeting with an advisor will be scheduled.

The Intercultural Conversation Program

For those graduate students on the Medford campus who are interested in improving their English and learning more about American culture, the International Center offers students an opportunity to meet one hour per week with a "conversation partner" who is a Tufts staff person, faculty member or student. This is a great way in which to meet Americans outside of your academic studies as well as to have a chance to develop a friendship with an American.

A comment from a past participant might provide a better understanding of what the program is really all about:

"At first, I expected a conversation partner as an English teacher. Yet I realized it is more interesting for me to share my culture with someone who is interested in it. Since we are friends now, we'll keep in touch... Thank you...It was fun!"

- International student from Japan

If you are interested in this program please contact Jasmina Delic by e-mail at jasmina.delic@tufts.edu and/or sign up at International Graduate Student Orientation on Thursday, September 1, 2005.

TRAVEL OUTSIDE OF THE U.S. REQUIRES APPROVAL SIGNATURE FROM I-CENTER:
If you are interested in traveling outside of the United States (Canada, Mexico or any other country outside of the U.S.), you must first obtain a signature from the International Center on your visa document (Form I-20 or Form DS-2019). The signature is a requirement for re-entry into the United States. It illustrates that you have maintained a full-time status. Please remember to drop off your visa document in our office one week before traveling. This will give our office sufficient time to prepare the form for a signature. If you travel without a recent signature from our office, you will risk running into difficulties at the port of entry, or in extreme cases, being denied entry.
THE INTERNATIONAL CLUB (I-CLUB)

The I-Club is a very active cultural and social organization whose primary goal is to promote intercultural understanding and exchange throughout the Tufts community. It also works to raise financial aid money for undergraduate international students. The I-Club plans such events as barbecues, semi-formal dances, cultural evenings, foreign films and the annual Intercultural Festival. Watch for notes in The Daily and flyers around campus for information about upcoming events! For additional information, you may contact the I-Club President, Yi-Hwa Hanna at Yi.Hanna@tufts.edu. Elections for Secretary and Freshmen Representatives are held in early September.

STUDENT ACTIVITIES FAIR

Wednesday—Friday, September 7th, 8th & 9th, 2005, from 11 am until 2 pm at the Mayer Campus Center. If you are interested in joining a student organization, this is the time to do it! For further information, call the Student Activities Office at (617) 627-3212.

THE INTERNATIONAL HOUSE (I-HOUSE)

The International House, located at 13 Sawyer Avenue, is a residence made up of undergraduate students from around the globe, including the US. I-House members often sponsor international dinners, lectures, and parties. The philosophy of the I-House is to create an environment in which residents can experience an intercultural living arrangement. The goal of the I-House is to foster intercultural friendships and experiences.

Graduate /Undergraduate Student Groups at Tufts

GRADUATE STUDENT COUNCIL (GSC) - http://ase.tufts.edu/gsc

The Graduate Student Council (GSC) was formed to address the many issues all graduate students face, regardless of discipline. The GSC serves as liaison to the administration and faculty of the Graduate School. Additionally, the GSC organizes numerous social events and publishes a newsletter called The Grad Grind. To share your concerns or to become involved, stop by the Graduate Student Council Office at West Hall, basement level or contact the GSC’s President Amanda Pavlick at Amanda.Pavlick@tufts.edu, (617) 627-3576 or gsc@tufts.edu For additional information about the GSC and how to get on the mailing list, check out their website at: http://ase.tufts.edu/gsc

THE INDIAN SOCIETY AT TUFTS (ISAT) - http://ase.tufts.edu/isat/

The mission of the Indian Student Association at Tufts (ISAT) is to foster greater interaction among graduate students of Indian origin; to provide all possible help and support to incoming graduate students of Indian origin; to enable them to transition comfortably into their new environment; to provide a convenient forum for them to share their experiences and discuss pertinent issues; to represent, promote and protect the interests of the graduate students of Indian origin at the University level; and to create an awareness among the Indian student community about the programs, environment and educational opportunities at Tufts. For more information about ISAT and their upcoming events contact: Barish Dantal at barish.dantal@tufts.edu, 781-475-0160 or visit the web page at http://ase.tufts.edu/isat/.
TUFTS CHINESE STUDENTS AND SCHOLARS ASSOCIATION (TCS) - http://ase.tufts.edu/tcssa

Since 1992, the Tufts Chinese Students and Scholars Association's (TCSSA) mission has been to help foster communication and interaction among Tufts Chinese students and scholars, their families and friends, and between the Chinese and other students at Tufts. TCSSA has organized many social events, such as a celebration of the Chinese Spring Festival, karaoke, potluck parties, Chinese movies, soccer and volleyball games.

If you have questions regarding TCSSA or would like to be updated about events, please contact TCSSA's President Hao Chen by e-mail at Hao.Chen@tufts.edu. Check out the TCSSA website at http://ase.tufts.edu/tcssa.

INTERNATIONAL CLUB & THE MEDFORD PUBLIC SCHOOLS PROJECT

The Medford Public Schools Project is a new project of the Tufts International Club. Mauricio Artinano, Treasurer of the International Club, has been working with Mr. Arthur Swanson, Assistant Superintendent of the Medford School District, on this exciting new initiative. This project will bring international students from Tufts to interact with elementary students from Medford schools. Teachers, when studying a region or country, can complement the existing curriculum by inviting students from that particular region to come talk to the students about their country. It’s an opportunity for kids to ask questions about the country and a way to interact with a person from another country. So far more than 50 students from 40 different countries are a part of this project. The project will help increase the global and cultural awareness of elementary students. It is also an indirect way of getting them to start thinking about college. Additionally, it will give Tufts students an opportunity to be involved with the Medford community. The first school visit took place at the end of the spring semester at the Mc Glynn School in Medford.

For more information contact the International Club: IClub@tufts.edu or Mauricio.Artinano@tufts.edu.

LEONARD CARMICHAEL SOCIETY (LCS) - http://ase.tufts.edu/lcs

The Leonard Carmichael Society (LCS) is the undergraduate, student-run, community service umbrella organization at Tufts. Well over 900 students get involved in one or more of LCS’s 39 programs each semester. The programs focus on everything from hunger, homelessness, and work with children, to health education, literacy, work with the elderly and much more!

The International Center is recommending the following nine programs for international students:

- Volunteer Construction Corps
- Volunteer Vacations
- Hunger Project
- Caring Helps In Living With Disabilities (C.H.I.L.D.)
- Junior Achievement
- Kids To College
- Lorax
- Anti-Smoking Awareness
- Somerville Urban Gardeners

To find out more call the LCS office at 617-627-3643 or visit the web page at http://ase.tufts.edu/lcs.
Immigration Update

The US Department of Homeland Security has two main branches that govern immigration: The USCIS is the US Citizenship & Immigration Services, and the ICE which is the US Immigration and Customs Enforcement department. The USCIS is the agency that would meet most of your immigration services needs. The ICE is the agency that governs entries and departures from the U.S.

The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international students and exchange visitors in the United States that is administered by the ICE department. All non-immigrant students, faculty and research scholars on either an F-1 or J-1 visa are required to be entered into the SEVIS system by Tufts.

In order to maintain your F-1 or J-1 non-immigrant status you must be aware of the following:

WHAT is A FORM I-20 OR DS2019?
A Form I-20 or DS 2019 is a legal U.S. visa document. Tufts International Center has entered your information into the SEVIS tracking system and then produced the visa document for your use. The visa document entitles you to seek a corresponding F-1 or J-1 visa stamp from the U.S. consulate/embassy in your home country. The Form I-20 and Form DS 2019 proves to the officials that the student has demonstrated that s/he has not only been accepted to Tufts University to study, but also that the bearer has shown that s/he possesses the requisite funding necessary to both study and live in the U.S. Once the student shows the newly issued Form I-20 or Form DS 2019 to the officials at the port of entry, the student is then allowed to enter the U.S. as an F-1 or J-1 student. This visa document governs your ability to legally stay in the U.S. Make sure that your Form I-20 or DS-2019 is current. Pay attention to the end date on these forms. On the I-20 Form look at the end date on Item #5 and on the DS-2019 look at the end date on Item #3. Do not allow the date which says that you will complete your studies by (date) to expire!!

WHAT is A VISA?
A visa allows a student to seek entry into the United States. (Students possessing a Form I-20 or Form DS 2-19 have the corresponding F-1 or J-1 visa). The visa is like a key to a house. The key is necessary to enter the house, just as a visa is necessary to enter the U.S. Once inside the house (or the U.S.), though, the relevance of the key diminishes. Indeed, the only time the key is needed again, is when one exits and needs to return to the house. Similarly, a visa is not used again, until the next time a student leaves the U.S. and needs to re-enter the country. Therefore, a student can allow his/her visa to expire as long as the student remains in the U.S. and maintains his/her legal status. If a student leaves the U.S., s/he must be sure that the visa is valid for re-entry purposes. If the visa has expired, the student needs to go back to the U.S. embassy/consulate in his/her home country and request a new F-1 visa.

WHAT is AN I-94 CARD?
This card records the entry and departure of a non-immigrant in to the United States. This card is completed on the plane by the individual. It is stamped at the port of entry by the Immigration Official to record when, in what status and on what date an individual enters the U.S. This card should be stapled in to the passport and surrendered upon departing the U.S.

If this card is lost, it should be replaced. There is a $100 replacement fee. Students should consult the International Center regarding replacement of the card.

MAINTAIN FULL-TIME STATUS (FOR STUDENTS)
If you are a student you must be registered in the fall and spring semesters as a full-time student (3 credits or more for undergraduate and graduate students). A full-time Graduate RA or TA may count as one course, provided you register for it properly at the beginning of each semester. You cannot drop below full-time during the academic year (September–May). If a student has a compelling reason (i.e. due to illness, academic or language deficiency) why s/he must drop below full-time status, you must first have the clearance and approval from the International Center. Only in exceptional situations will an approval be granted.

CHANGE IN LOCAL ADDRESS
USCIS mandates that ALL international students, faculty and scholars are required to report their change of address within 10 days of initial arrival and within 10 days of any subsequent address change while in the U.S. All students will be required to update their address on the Student Information System (SIS on-line). The information from F-1 & J-1 students will be automatically transmitted to the I-Center and we will update it with SEVIS. Students holding other visa categories (such as TN, H-1B, L-1, etc.,) must also complete Form AR-11 in addition to updating their address on SIS. You can obtain a Form AR-11 at https://uscis.gov/graphics/formsfee/forms/index.htm.

(Continued on page <
Getting a Social Security Number
http://www.ssa.gov

Non-immigrant International Students who are legally eligible to work, as per their immigration status, are required to apply for a U.S Social Security card. Please be aware that you must have a job offer in order to apply for a social security card.

It is advisable that you wait 7-10 days after your arrival in the U.S. before applying for a Social Security card. The Social Security office will need to verify your immigration status with the U.S. Citizenship & Immigration Services' (USCIS) database system. It takes at least 7-10 days after your arrival before this information can be accessed electronically by the Social Security office. If you apply for a Social Security Number too soon after your arrival in U.S. (prior to being listed on the USCIS database system), you risk delaying your application substantially by an additional 6-10 weeks. Assuming that when you apply for your Social Security card, there is no problem with your application, it will take approximately 3-4 weeks for you to receive your card.

Procedures for applying for a Social Security Number*: 

Please visit the International Center to request a letter from us and to obtain a form to be signed by your Tufts hiring department. After you have the form signed by your Tufts hiring department, you will return it to the International Center. The International Center will issue you a letter to be presented to the Social Security office confirming that you have a job offer at Tufts. The letter will also verify that you are maintaining a full-time student status.

When you visit the Social Security office, you will need to present the following:
- A Social Security Application form, which you can download from http://www.ssa.gov/online/ss-5.html;
- A valid passport;
- I-94 card (small white card usually stapled to your passport at the port of entry to the U.S.);
- A valid visa document (F-1, Form I-20) (J-1, Form DS-2019) (H-1B, Form I-797) (Employment Authorization Document) etc.;
- Students will need to present the letter of employment from Tufts along with the approval letter from the International Center (mentioned above)*.

The Social Security Administration will not accept your application unless you are presenting them with ALL of the above-mentioned documentation.

Location of the Social Security Office Closest To You: 9:00am – 4:00pm, Monday through Friday; 1-800-772-1213

From the Medford Campus, 240 Elm Street, in Davis Square, Somerville.
From the Boston Campus, O’Neil Federal Building, 10 Causeway Street, Boston.
From the Grafton Campus, 51 Muddle Street, Madison Place Plaza, Worcester.

Other General Information:
- If you are a Tufts International Student, you will be issued a Tufts Identification # that begins with 991. This is NOT a Social Security #.
- If you need to open a bank account before you obtain your Social Security Number, explain that you are a newly-arrived non-immigrant. They will have you complete a W-8 form which permits you to open a bank account without a Social Security Number.
- If you are not eligible for a Social Security Number and need to obtain a driver’s license, present your passport, visa document and I-94 card at the Social Security Administration office and request a “Social Security Denial Letter” from Social Security for you to present at the Registry of Motor Vehicles. The website for the Registry of Motor Vehicles is, http://www.ase.tufts.edu/icenter/license.asp.

Financial Resources

THE LAILA MOSHIRI YAZDI MEMORIAL FUND

This fund was established in memory of a former Tufts international student, Laila Moshiri Yazdi. Laila, who was from Iran, was a senior majoring in History at the time she passed away in 1982. She was well-known and well-liked on campus. Her father donated her spring tuition to establish a loan fund for foreign students in need of short-term help. Since its inception, the fund has been used often and is truly appreciated by students in need. Small, short-term emergency loans ($500 or less) are available to all Medford undergraduate and graduate international students (except Fletcher students) through this fund. Applications are available at the International Center.

OLIVER CHAPMAN MEMORIAL EMERGENCY LOAN FUND

In the spring of 1993, the International Scholarship Committee established this loan fund. The fund is named in honor of Oliver Chapman, an international student from Panama who passed away in 1992. He was an International Orientation Host Advisor and was very active in the international community. The fund is intended to assist undergraduate international students with tuition payments during times of hardship. The amount of the loan ranges from $1,000-$3,000. Students in need should apply one month in advance. If you would like more information regarding this loan, please contact the International Center or Student Services at Dowling
**International Students Work Eligibility**

**General Overview:** An international student's eligibility to work on-campus is dependent upon their type of non-immigrant student visa. If a student has entered the U.S. in a non-immigrant status, in either F-1 (I-20 document) or J-1 (DS 2019 document), then he/she will be eligible to work on-campus without special permission from U.S. Citizenship & Immigration Services (USCIS). All full-time international students are permitted to work on-campus for up to 20 hours per week during the academic year (September-May). During official Tufts vacations and summers, students are permitted to work up to 40 hours per week "ON CAMPUS" ONLY without permission from USCIS or the Tufts International Office. Students will still need to have a valid Social Security Number in order to work on-campus. Please refer to the Social Security page of this newsletter for application details.

Students who hold an H-1, H-4 or F-2 visa are not permitted to work on or off-campus. So if you hold a non-immigrant status other than F-1 or J-1, you are most likely not allowed to work. Feel free to contact the I-Center to confirm your work eligibility.

**What departments are considered “on campus” and which ones are not?:** Make sure that the compensation for an on-campus job is paid in the form of a Tufts University paycheck. The only exception to NOT receiving a Tufts paycheck is if an international student works for Barnes & Noble’s bookstore which is physically located at the Tufts campus. This site is considered “on campus” for purposes of on-campus work authorization. However, if a student if offered a job at Telefund, with the Advancement Office, this is NOT a site that is considered on-campus employment. It is not legal for an international student to work for Telefund. Any questions regarding whether or not a specific department is considered “on campus”, for employment purposes, should be directed to the appropriate International Office which oversees your visa document.

Graduate students working as Teaching Assistants (TA) or as Research Assistants (RA) are considered to be working “on-campus”. Teaching & Research Assistantships are equal to 15 hours of work a week. You are allowed to work more than one job on campus as long as you do not exceed the 20 hour limit per week (for total hours worked in all jobs, including RAs or TAs) during the academic year! The Human Resources Service Center monitors the number of hours worked per week and will freeze a payroll account if it is determined that the student is working more than 20 hours per week.

**Work Off-Campus:** After being a full-time student, in good academic standing for 2 consecutive semesters (not including summer school), F-1 and J-1 students are permitted to apply for off-campus work authorization. The proposed work to be done must be in a position that is related to the student’s academic field of study. This kind of work is known as Optional Practical Training (OPT). The OPT application process is very lengthy, so please plan accordingly. The I-Center offers regular OPT informational sessions from late September to early May. You may sign up for an OPT informational session on-line, http://ase.tufts.edu/icenter/coursessignup/form.aspx. Obtaining Optional Practical Training work permission normally takes up to 3 months, so advanced planning is strongly recommended. The application must be submitted to USCIS prior to your actual graduation date OR prior to the end date on either your I-20 or DS-2019 document, whichever comes first!

**Paid/unpaid Internships Off-Campus:** Pursuing a paid internship prior to graduation requires following the same procedures outlined above. It is extremely important to know that paid internships are not always possible because of the length of time it takes to get the work authorization and the short amount of time a student may be given to respond to a job offer. Usually there is not sufficient time to process the paperwork and receive an approval from USCIS before the company wants a student to begin work. It is critical to know that an international student cannot do a paid internship off-campus without having applied to USCIS for work authorization and this requires having been at Tufts for at least 2 semesters as a full-time student. All questions about off-campus work or off-campus paid internships should be directed to the I-Center.

**Unpaid Internships Off-Campus:** Students pursuing unpaid internship opportunities in their field of study are permitted to do so. No form of compensation can be issued to you (this includes travel reimbursement, honorarium, etc.). Otherwise, it is automatically considered employment for which you must have obtained work authorization. These unpaid internship opportunities cannot exceed 20 hours per week during the academic year. During the official Tufts vacation periods, a student can do a full-time unpaid internship. We recommend that before you start an unpaid internship that you inform your employer of your non-immigrant status.

**Economic Hardship Work Applications or Curricular Practical Training Application:** Both of these categories are extremely difficult to secure. An Economic Hardship application requires a student to demonstrate to USCIS and to the International Office that there has been a radical change in their finances based on a natural or economic disaster that has occurred in their home country or in you're their sponsor's finances and ability to pay their educational costs. Curricular Practical Training applications require that a student prove that they are required to partake in an off-campus job opportunity as part of their degree requirement. This means that it must be listed on the Bulletin as a requirement of all students majoring in their field of study. As a result of this limitation, very few applications for Curricular Practical Training are approvable.
LEAVE OF ABSENCE (FOR STUDENTS)
Students may NOT take a leave of absence and remain in the US. The International Center should be contacted to discuss the circumstances requiring any leave BEFORE it is authorized.

DISCIPLINARY ACTION OR DISMISSAL (FOR STUDENTS)
The International Center should be consulted about a student’s impending dismissal from Tufts or disciplinary action BEFORE it is finalized.

PREMATURE TERMINATION OF STUDIES (FOR STUDENTS)
The International Center must be informed of any early termination of a student so that the ICE can be informed of this event.

CHANGE IN MAJOR, RESEARCH TITLE OR SPECIALTY
Any changes related to the academic field must be reported to the ICE by the International Center.

CHANGE IN SOURCE OF FUNDING
Any significant changes related to your source of funding listed on your form I-20 or DS2019 must be reported in the SEVIS program by the International Center.

UPDATE DEPARTURE, ENTRY OR ADDITION OF DEPENDENT
It is your responsibility to tell the International Center that a family member has arrived, departed, given birth etc.

HEALTH INSURANCE FOR J-1 STUDENTS, FACULTY & RESEARCH SCHOLARS
It is your responsibility to have adequate health insurance, which includes repatriation of remains and medical evacuation. Students are automatically assessed a university health insurance fee. Faculty and scholars must present to the International Center proof of health insurance compliance.

PASSPORT
You must keep your passport valid six months beyond your required stay in the US.

TRAVEL TO CANADA
Please visit the International Center website at: http://www.ase.tufts.edu/icenter/travel.asp#canda for important information prior to planning your trip.

SPECIAL REGISTRANTS
If when you entered the U.S. you were considered a “Special Registrant,” you were informed that you will need to enter and depart the U.S. by following certain procedures. Be sure to adhere to their instructions so as to not jeopardize future entries to the U.S. This only applies to individuals from countries which are considered by the U.S. Department of State to pose possible security risks. We have more detailed information on our website on this topic, http://www.ase.tufts.edu/icenter/specialreg.asp.

INTERNATIONAL CENTER, MEDFORD CAMPUS, STAFF:

STAFF PICTURED (L-R):
Jane Etish-Andrews, Director
Jessica A. Walker, International Student & Scholar Advisor
Lois Hutchings, Office Manager
Maria M. Conley, Assistant Director
Monica S. Rodriguez, International Student & Scholar Advisor

NOT PICTURED:
Aisha Naviwala, Int’l Alumni Network Asst. & Office Assistant
Alexander Paunov, Int’l Outreach Intern; Office Student Asst.

ORIENTATION COORDINATORS PICTURED (L-R):
Yi-Hwa Hanna
Laura Reed

Luis Martinez, Int’l Alumni Coordinator & Office Asst.
Jasmina Delic, Coordinator, Intercultural Conversation Partnership