Welcome

As the 2006-2007 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 serves 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.

Finally, we know that many of you will seek advice from friends and colleagues who have been in the US for a while. Although you can 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 are always changing and may be different from those your peers and colleagues 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 the visa stamp in your 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 15, 2006. 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
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:

- 390 Undergraduate International Students
- 347 Graduate International Students
- 224 International Faculty/Research Scholars
- 131 Exchange, Special Students, Practical Trainees, and English as a Second Language Students

1092 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
- India
- Korea
- Japan
- Canada
- Turkey
- France
- Germany
- Taiwan
- United Kingdom

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 student or staff member. This is a great way to meet English-speaking people outside of your academic studies, as well as a great chance to develop a friendship!

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 Monica Rodriguez by e-mail at Monica.Rodriguez@tufts.edu and/or sign up at International Graduate Student Orientation on Thursday, August 31, 2006.

TRAVEL OUTSIDE OF THE U.S. REQUIRES APPROVAL SIGNATURE FROM I-CENTER:

If you are interested in traveling to a country outside of the United States (including Canada & Mexico), 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) — http://ase.tufts.edu/iclub/

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 events such as barbecues, the I-Cruise, 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, Alex Sultan Khan at alexander.sultan_khan@tufts.edu. Elections for Secretary and Freshmen Representatives are held in early September.

**Student Activities Fair**

Monday, September 11th, Tuesday, September 12th & Wednesday, September 13th, 2006 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 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 for the Tufts community. 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 Jenny Lenkowski at Jenny.Lenkowski@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, visit the web page at http://ase.tufts.edu/isat/. The ISAT president for 2006-2007 is Antarpreet S. Jutla. He can be reached at antarpreet.jutla@tufts.edu.
TUFTS CHINESE STUDENTS AND SCHOLARS ASSOCIATION (TCSSA) - 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.

For more information, check out the TCSSA website at http://ase.tufts.edu/tcssa.

INTERNATIONAL CLUB - NEW LOCAL INITIATIVE

Tufts International Ambassadors is a service project of the Tufts International Club. Malek Al-Chalabi, Assistant Treasurer of the International Club, is working with local school districts on this exciting initiative. This project brings international students from Tufts to interact with elementary students from local schools. When studying a region or a country, teachers often complement the existing curriculum by inviting students from that region or country to come talk to the students about their culture. This provides an opportunity for kids to learn about and interact with people from other countries. So far, more than 50 students from 40 different countries are a part of this project. The Project helps increase global and cultural awareness among elementary school students. It is also an indirect way of getting them to start thinking about college. Additionally, it gives Tufts students an opportunity to get involved with the local community.

For more information contact the International Club: IClub@tufts.edu or Malek.Al_Chalabi@tufts.edu.

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

The Leonard Carmichael Society (LCS) is an 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 recommends the following eight 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

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

Tufts University Chaplaincy - The International Center co-sponsors "The Chaplain's Table", a series of discussions on various topics of religion and philosophy. This is a good opportunity to have a free dinner and interesting conversation with your peers and faculty. The fall 2006 schedule (September—November) includes weekly discussions on the topic of "Religion, War and Peace". Open to Graduates and Undergraduates. For more information visit the Chaplaincy website, www.tufts.edu/chaplaincy.
Immigration Update

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 U.S. Immigration & Customs Enforcement (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 DS 2019?**
Form I-20 (for an F-1 visa) or Form DS 2019 (for a J-1 visa) 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 [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 2019 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.), 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 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 $160 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-1, H-4, 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 [http://uscis.gov/graphics/formsfee/forms/index.htm](http://uscis.gov/graphics/formsfee/forms/index.htm).

**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.

(Continued on page 8)
Getting a Social Security Number

http://www.ssa.gov

Non-immigrant International Students, Faculty & Research Scholars, and their dependents who are legally eligible to work as per their immigration status, are required to apply for a Social Security card, in order to be paid for employment.

International STUDENTS applying for a Social Security card: Please be aware that you will be required to be registered full-time at Tufts and that you must have an on-campus job offer, before you apply for a Social Security card. To prepare your application, you must obtain a letter that has been signed by both the hiring department and the International Center. Please visit the International Center to get the form necessary to start this process. Normal processing of a Social Security card usually takes about 3 weeks, from the time that you submit your application at the Social Security office.

Once an International Student has obtained the above-mentioned signatures, he/she must present the following at the Social Security Office:

- Letter of Employment Verification from Tufts University (mentioned above).
- 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.

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:
The telephone number for all Social Security offices is 1-800-772-1213.
All Social Security offices are open between 9:00am – 4:00pm, Monday through Friday.

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 Number that begins with 991. This is NOT a Social Security Number;
- 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. Information on the Registry of Motor Vehicles is available at our website, http://www.ase.tufts.edu/icenter/license.asp, or at http://mass.gov/rmv/.

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 Hall.
General Overview: An international student’s eligibility to work on-campus is dependent upon their type of non-immigrant status. 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 they 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 & Nobles 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 is 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 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.

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/center/coursesignup/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/or 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, 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 their sponsor’s finances and ability to pay their educational costs. Curricular Practical Training applications require that a student prove that s/he is required to take an off-campus job opportunity as part of their degree requirement. This means that it must be listed in 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.
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, REENTRY 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#canada 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 not to jeopardize future entries to the U.S. We have more detailed information on this topic on our website, http://www.ase.tufts.edu/icenter/specialreg.asp.

International Center, Medford Campus, Staff:

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

Not Pictured:
Meredith Anderson-McDonald, Int'l Center Office Student Asst.
Aisha Naviwala, Int'l Alumni Network Asst. & Office Student Asst.
Alexander Paunov, Int'l Outreach Intern; Office Student Asst.

Orientation Coordinators Pictured:
Justin Carlson
Valerie Arias

Petr Bouchal, Int'l Center Office Student Asst.
Bárbara Ramos, Coordinator, Intercultural ConversationPartnership