As an international student, you are required to check in with The Office of International Affairs. Failure to do so may result in termination of your I-20. This MUST be completed upon your arrival at NSU.

For the express check-in process, please read this document carefully, answer the questions, and bring a copy of this signed document, along with copies of your passport, visa, and I-20 to:

Office of International Affairs Horvitz Building, Room 253 Tel: 954-262-7240 E-mail: intl@nova.edu

1. **Always keep a copy of your important documents**, including old I-20s. You will need these items if you apply for a work visa or for resident status.
   
   Do you have a safe place to store your documents? ____________

2. **Contact your academic department** to get your academic advisor’s name and contact information. Your academic advisor will assist you with registering for courses.
   
   Your Advisor’s Name: _______________________________

3. **Registration requirements**: You MUST register for a FULL COURSE of study each term, as determined by your academic program. Failure to do so will result in the termination of your F-1 status. Please contact our office immediately if you are unable to register for the required courses.

   - **Undergraduate students** must register for 12 credits (only 3 credits may be online).
   - **Undergraduate Nursing students** may register for 9 credits (only 3 credits can be online).
   - **Masters’ students** must register for 6 credits (only 3 credits may be online).
   - **Doctoral students** must register for 3 credits or one class, which must be on campus.
   - **SACCM students** please visit the office for additional requirements.

   What level student are you? ________________ How many credits must you register for each semester? ______ How many online credits can you take? ______

4. **A Student Enrollment Agreement form (SEA)** must be signed EACH SEMESTER within 5 days of registering for classes. This document can be found in WebStar, [www.webstar.nova.edu](http://www.webstar.nova.edu). It will appear on your screen before you register for classes. If you are visiting your academic advisor (or program) to register, it is YOUR RESPONSIBILITY to log in to WebStar within 5 days to agree to the SEA. Failure to do so will result in your classes being dropped, which will terminate your F-1 status.

   How often must you sign/accept the SEA? ______________________________

   How many days after registering for classes do you have to sign/accept the SEA? ______

5. **Annual Vacation**: International Students may take summers off as vacation. However, some academic programs require all students to attend summer classes. Please ask your academic program if summer classes are mandatory for your course of study.

   Does your academic program allow summer vacations? ________________
6. **Traveling outside the United States with your I-20:** You MUST come to the Office of International Affairs to get an updated travel signature on your I-20 before you travel. DO NOT pack your documents in your suitcase. They must be readily available.

Before you leave, make sure you have with you
- I-20 that was signed by one of our designated school officials within the last six months.
- Unexpired F-1 student visa (if your visa expires while you are outside of the United States, you must renew it to re-enter).
- Passport that is valid at least six months after your RETURN date.

How long must your passport be valid after your return? ____________________
When should you update the signature on your I-20? ______________________

7. **NSU Shark Card** can be obtained at the One Stop Shop on the first floor of the Horvitz building or in the Terry building for Health Professions Division students.

Your Shark Card comes with **$75.00**, replenished each July, that can be used **for printing only**.

If you would like to use your Shark Card for food or other purchases on campus, please add money to your card by visiting one of the many card machines on campus. For a list of locations, click here: [http://www.nova.edu/nsucard/forms/card_use_locations.pdf](http://www.nova.edu/nsucard/forms/card_use_locations.pdf)

For what can you use the $75.00? ______________________

8. **Make Changes** to your phone number or address immediately, via Sharklink, to maintain your status. Sharklink is accessed here: [sharklink.nova.edu](http://sharklink.nova.edu).

When should you update any changes to your contact information? ______________

9. **Housing** is available on-campus through the University, or off-campus through a variety of options. For more information, please visit the NSU Housing website at these links:

   On-campus: [www.nova.edu/housing](http://www.nova.edu/housing)
   Off-campus: [www.nova.edu/off-campus-housing](http://www.nova.edu/off-campus-housing)

Will you be living on-campus or off-campus? _________________________________

10. **Health Insurance** is mandatory for all Health Professions Division and On-Campus Residential students, regardless of program. NSU will automatically charge the university insurance to your account, but you can waive the NSU insurance if you have proof of your own insurance.

    If you are not in one of the mandatory insurance categories, **we STRONGLY RECOMMEND that you purchase health insurance**. Medical care in the United States is very expensive, even for a simple injury or illness. It is important to have health insurance BEFORE you become sick or injured, so you can access medical care.

    For student health insurance, waiver, international, and voluntary enrollment information, please visit the NSU health insurance options website, at: [www.nova.edu/bursar/health-insurance](http://www.nova.edu/bursar/health-insurance).

    Are you in one of the mandatory insurance categories? ______________________
    If not, what is your plan for medical care in the United States? ______________________
    __________________________________________________________________________
11. **Florida Driver’s Licenses are required for anyone driving a motor vehicle.** After you have completed the check-in process, please allow a few days for your SEVIS record to update.

To make a driver’s license appointment with the Florida Department of Highway Safety and Motor Vehicles, go to this site and choose the location closest to you: [https://www.flhsmv.gov/locations/broward/](https://www.flhsmv.gov/locations/broward/)

When you go for your appointment, bring these items with you:

- I-20
- Valid passport
- F-1 or F-2 visa
- I-94 Card, which can be printed from: [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)
- Two proofs of address (utility bills, official transcripts, bank correspondence, etc.)
- Social Security card (if you have one)

How long should you wait after check-in before applying for a driver’s license? __________________________

12. **Parking permits are required** to park a car on campus. To get a parking permit, complete the application form from the NSU website, linked here: [http://www.nova.edu/publicsafety/parking/permits.html](http://www.nova.edu/publicsafety/parking/permits.html), then bring the completed permit and a copy of your vehicle registration to the One Stop Shop on the first floor of the Horvitz building.

13. **Tuition payments** and fee payments should all be paid **no later than 30 days** after the start of the term to avoid a $100 late fee. You will receive a bill for your tuition via email to your NSU student email address. Questions about payments are answered by the bursar’s office, linked here: [http://www.nova.edu/bursar/payment/index.html](http://www.nova.edu/bursar/payment/index.html).

How much will you be charged if your payment is late? __________________

14. **Bank accounts** can be opened at any local banks. Visit the bank in person, and bring the following documents:

- Passport
- Visa
- I-94 card
- I-20

15. **Employment options** are available for F-1 students.

**On-Campus Employment**

- Nova Student Employment (NSE) job listings only via JobX in Sharklink
- 20 hours per week while classes are in session
- 37.5 hours a week during vacations and breaks

**Off-Campus Employment**

- Curricular Practical Training (CPT)
- Economic Hardship

**CPT Requirements** – students may be authorized to participate in a CPT internship, if that internship is an integral part of their curriculum. This internship must be required of all students in the curriculum, OR the internship must be required for a particular course or track in order to fulfill degree requirements, OR, if the internship is not required, the CPT must be a course elective which carries course credit.

You will need:

- Application completed with student’s academic or program advisor, verifying enrollment in a qualifying course
- Job offer letter from student’s future employer
- Bring the above items to the Office of International Affairs to receive final approval and new I-20.
**Economic Hardship Requirements** – students facing severe, unforeseen economic necessity may apply for off-campus employment. USCIS will review your application and supporting documentation to determine if employment is warranted.

Students who would like to apply for economic hardship employment should make an appointment with the Office of International Affairs (intl@nova.edu or 954-262-7240) and request the emailed application packet. In addition, students should prepare a personal statement outlining their situation and provide supporting documentation.

What do you need to apply for CPT? ________________________________________

How do you request an economic hardship appointment? ______________________

Which jobs can you apply for in JobX? _______________________

16. **Optional Practical Training (OPT)** is typically available for F-1 students after their degree programs are completed. The job should be directly related to your major area of study and commensurate with your educational level. Students are eligible for 12 months of work per educational level (i.e. after Bachelor’s, after Master’s). Students with STEM eligible degrees (Science, Technology, Engineering, and Math) may apply for a two year STEM extension of their OPT.

Students interested in applying for OPT must make an OPT appointment with the Office of International Affairs (intl@nova.edu or 954-262-7240) and request the emailed application packet. **Appointments should be scheduled no earlier than 90 days before your LAST DAY OF CLASSES (not the date of your commencement), but as early as possible.**

You should make your OPT appointment no earlier than 90 days before when? __________________________

How can you get an OPT application packet?  ___________________________________

17. **Social Security numbers** can be obtained after a student has been offered a job on campus. If you have been offered an on-campus job, go to the One Stop Shop on the first floor of the Horvitz building to pick up your employment packet. **DO NOT OPEN IT**, but bring it upstairs to the Office of International Affairs. A Designated School Official (DSO) will open it and sign the social security letter for you. You must then make an appointment with the Social Security office.

When you go to the Social Security office for your appointment, bring with you these documents:
- Social Security letter, signed by Student Employment and DSO
- Job Offer letter
- I-20
- I-94 card
- Valid passport with visa
- Social Security Number application

The closest Social Security Office is:
3511 North Pine Island Road
Sunrise, FL 33351
[www.socialsecurity.gov](http://www.socialsecurity.gov), 1-800-772-1213
They are open 8:30 AM – 3:30 PM Monday through Friday.

Where do you pick up your social security letter? __________________________

What is the first thing you do after you pick up the employment envelope?

____________________________________________________________

18. **Tax responsibilities** of F-1 students and their dependents include filing a United States tax return EVERY YEAR, **even if you had no income**. The Office of International Affairs provides a free software program and live help sessions for international students every year. We will notify you via your NSU email when it is time to file your taxes.
If you are on an NSU Institutional Scholarship (such as an athletic scholarship), NSU is required by law to deduct 14% of scholarships that cover room and board.

Are you required to file a tax return every year? __________________________
Are you receiving an NSU Institutional Scholarship? __________________________

19. IMPORTANT:

- If you are suspended or dismissed from your academic program, your I-20 and student status will be terminated.
- If you will not be finished by the program end date listed on your I-20, please see your academic or program advisor for documentation of your program’s revised end date, then submit that document to our office.
- After completing your program of study, you have 60 days in which to:
  - Apply for OPT
  - Begin a new academic program at NSU
  - Transfer to another university
  - Leave the United States

  How long do you have after completing your program to apply for OPT or a new program, or leave the United States? ___________________________

20. Social Media and iShark Mobile App: The Office of International Affairs has provided an International Students persona on the NSU iShark mobile app, providing quick access to the most common needs of our students.

  Additionally, our office maintains both a Facebook page and a Twitter account, on which we provide information necessary for international students. (i.e., scholarships, deadline reminders, frequently asked questions)

  We recommend that students download the iShark App from their phone’s app store, and follow one of our social media accounts, below.

  Facebook: https://www.facebook.com/nsu.intl/
  Twitter: https://twitter.com/intlnsu

21. Civil Rights of international students under United States law are described on the last two pages of this document. Please read and keep this information for your use
22. **COMPLETE THE INFORMATION BELOW**, then print this document, sign it, and bring it to the Office of International Affairs (along with copies of the documents listed on Page 1) before or during your first week of classes. Failure to do so may result in termination of your I-20.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>NSU ID</td>
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<td>Local Address</td>
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<td>Phone Number</td>
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By signing below, I acknowledge that I understand all of the above information. I further acknowledge that it is MY responsibility to comply with the above information and to maintain my immigration status in the United States. If I have any questions, I agree to contact NSU’s Office of International Affairs for clarification.

__________________________________________  ____________________
Student Signature                              Date

PRINT THIS DOCUMENT and RETURN IT, along with copies of your PASSPORT, VISA, and I-20, TO OFFICE OF INTERNATIONAL AFFAIRS  
HORVITZ BUILDING, 2ND FLOOR, ROOM 253
CIVIL RIGHTS INFORMATION

(To be read on your own time. Do NOT return these pages for check-in.)

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS AND THE LAW
(Information from the University of Delaware website, Nov 2011)

Know Your Rights
We are sharing this with you to help you understand some of your rights if you are questioned by government agents. You should be careful in the way you speak when approached by the police, FBI, or INS, and you should talk to a lawyer before you answer questions. If you give answers, they can be used against you in a criminal, immigration, or civil case. Non-citizens have special legal needs that we also tell you about here. None of this advice is meant to stop you from cooperating with proper law enforcement investigations.

What Constitutional Rights Do I Have?

The right to remain silent. The Fifth Amendment to the U.S. Constitution says that every person has the right to not answer questions asked by a government agent. They can ask you questions, but you cannot be arrested just for refusing to answer them. But the police or FBI may become suspicious if you refuse.

The Right to be free from "Unreasonable searches and seizures." The Fourth Amendment protects your privacy. Without a warrant, no government agent can search your home or office without your consent, and you have the right to refuse to let him or her in. But in emergencies (like when a person is heard inside calling for help) officers can enter and search without a warrant. If you are arrested in your home, the officers can search the area "close by," which usually means the room you are in at the time of the arrest. Be aware that the government may be monitoring your e-mail, your cell phone calls, or your telephone calls without your knowledge.

The right to advocate for change. The First Amendment protects groups and individuals who peacefully advocate for their rights or who oppose government policies. But, the U.S. Supreme Court has said that the INS can target non-citizens for deportation because of their First Amendment activities, as long as it could deport them for other reasons. This means the INS could target a visitor who over-stayed a visa because it disliked his or her speech, views, or associations with individuals and groups.

What if the Police or FBI Contact Me?

Q: What if agents come to question me?
A: You have the right to remain silent. It's not a crime to refuse to answer questions; but refusing to answers might make the police suspicious about you. You can’t be arrested for refusing to identify yourself on the street, but if you are stopped while driving a vehicle, you must show your license and registration. You do not have to talk to anyone even if you've been arrested, or even if you are in jail, especially without a lawyer present. Only a judge can order you to answer questions.
Q: Can agents search my house, apartment or office?
A: Your home cannot be searched by the police or other law enforcement agents unless you consent, or unless they have a search warrant. Interfering with the search probably won't stop the search and you might get arrested for it. This is true even if the search is not legal. Your roommate or guest can legally consent to a search of your house if the police believe that person has the authority to give consent. Police and law enforcement need a warrant to search an office, but your employer can consent to a search of your workspace without your permission.

Q: Agents arrested me in my home. Can they search my house?
A: You have the right to see the warrant, you cannot stop them from entering and searching, but you can and should tell them that you do not consent to a search. This will limit them to search only as authorized by the warrant. You may ask to observe the search. You should take notes including names, badge numbers, and what agency the officers are from. If others are present, have them act as witnesses. Give the information from you and your witnesses to your lawyer.

Q: Do I have to answer questions if the police have a search warrant?
A: No. You may be asked questions before, during, or after the search. A search warrant does not mean you have to answer questions.

Q: What if agents do not have a search warrant?
A: You do not have to let the police search your home, and you do not have to answer their questions. Your refusal to answer questions or search without a warrant cannot be used by the police to get a warrant to arrest you or to search your home or office.

Q: What if agents do not have a search warrant, but insist on searching my home even after I object?
A: Do not physically interfere or obstruct the search or you may be arrested, even if the search is illegal. Try to have a witness there to show that you did not give consent, and to get the names and badge numbers of the searching officers. If the search is later found to be illegal, any evidence found during that search will not be admissible in a criminal case.

Q: What if I speak to the police anyway?
A: Anything you say to the police can be used against you and others. Keep in mind that lying to the government is a crime.

Q: What if the police stop me on the street?
A: You have the right to ask if you are free to go. If the police say you are not under arrest, but are not free to go, then you are being "detained." Being detained does not necessarily mean you will be arrested. The police can pat down the outside of your clothing if they have reason to suspect you might be armed and dangerous. If they search any more than this, say clearly, "I do not consent to a search." They may keep searching anyway. You do not need to answer any questions if you are detained or even if you are arrested.

Q: What if police stop me in my car?
A: Upon request, show them your license, registration, and proof of insurance. You do not have to consent to a search. But in some cases your car can be searched without your consent if the police have probable cause.

Q: What if the police or FBI threatens me with a grand jury subpoena if I don't answer their question?
A: A grand jury subpoena is a written order for you to go to court and testify about information you may have. If the police or FBI threatens to give you one, you should call a lawyer right away. If you speak without a lawyer, you may be subpoenaed anyway, and anything you tell law enforcement agents may lead them to ask you more questions later. If you are subpoenaed before a grand jury, you may have a legal right to refuse to answer questions; you should meet with your lawyer to find out your rights.

Q: I'm nervous about refusing to talk. Won't this look like I don't want to cooperate, or that I'm guilty of something, or that I have information I'm trying to hide?
A: You should talk to a lawyer first. Meeting a lawyer does not mean that you won't cooperate. It does mean that you will get the legal advice you need before you speak to the government agents. Officers should stop questioning you once you clearly say you want to talk to a lawyer. You don't need to have a lawyer already, but can meet one after you've been approached by the police or FBI. Remember to get the name, agency and telephone number of any investigator who visits you, and give that information to your lawyer.
Q: I've been arrested. Do I have to answer questions now?
A: No. If you are arrested, you do not have to give a statement or answer any questions. If you are arrested and do not want to answer any questions, you should ask for a lawyer right away. You have a right not to answer any questions until after you have talked to your lawyer.

Q: What if I think I am being watched or followed by the police or FBI?
A: Thinking smart is best, no matter what or whom you suspect, or why. You have the right to approach suspected agents in a non-angry way, in public, to ask what they are doing.
You may want to bring along a witness. Even if the person you suspect does not answer, that person at least now knows that you know you are being watched. It is not illegal for law enforcement officers to engage in surveillance in public places. But, if you think government agents might be following you, or if they are harassing you, you can talk to a lawyer.

Q: What if I am treated badly by the police or FBI?
A: Remember the officer's badge number, name, or other identifying information. You have a right to ask the officer for this information. Write down everything as soon as you can. Try to find witnesses and their names and phone numbers. If you are injured, take pictures of the injuries as soon as you can. Call a lawyer.

What If I Am Not A Citizen And The INS Contacts Me?

Assert your rights. If you do not demand your rights or if you sign papers waiving (giving away) your rights, the INS may deport you before you see a lawyer or an immigration judge.

Talk to a lawyer to know your rights. Always carry with you the name and telephone number of an attorney who will take your calls. The immigration laws are hard to understand and many changes are being proposed because of the events of September 11. The government is thinking about passing new laws that let it arrest and jail non-citizens it thinks are terrorists. Based on today's laws, regulations and INS guidelines, non-citizens usually have the rights below, no matter what your immigration status. The following information may change:

Important Note: These rights apply only to non-citizens who are inside the United States. Foreign nationals at the border (air or land) who are trying to enter the U.S. have additional restrictions and do not have all the same rights.