

STOCKTON UNIVERSITY



PROCEDURE

Certification of Eligibility for Nonimmigrant Students

Procedure Administrator: Registrar

Authority: File 214.6C/808, U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services

Effective Date: February 8, 1977; February 9, 1977; July 29, 2010

Index Cross-References:

Procedure File Number: 2102

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide for the proper completion and submission of the Certificate of Eligibility for Nonimmigrant "F-1" Student Status (Form I-20A) for affected students, to maintain records of such filings, and to disseminate to appropriate offices/persons information identifying students required to file the certificate.

II. PROCEDURE:

- A. The student will be issued an I-20 after the student has submitted all required credentials and has been approved for admission.
- B. The I-20 is filed electronically with the BCIS through the SEVIS system (Student Exchange Visitor Information System).
- C. A student applying from outside the U.S. will have a paper copy sent the Embassy or Consulate when applying for F 1 Visa. Students transferring from another college or university will be sent a paper copy to be sent to the BCIS.
- D. The PDSO (Primary Designated School Official) or Designated School Official have the authority to approve I-20's in SEVIS.
- E. The student is responsible for submitting the Form I-20A to the local U.S. Embassy or Consulate to be issued a valid visa.
- F. The PDSO or DSO is the person who shall be notified upon a student's arrival in the United States through the SEVIS system.
- G. The Office of the Registrar shall compile and maintain a current record of all students for whom a SEVIS record exists.

Approval History:

	Date
President	07/29/10