



GRADUATE COORDINATOR WORKSHOP

Lighty 405

INTERNATIONAL PROGRAMS — GLOBAL SERVICES

International Student Advisors

Shawnette Brandt

Scott Hammel

Kim Steinmetz

Bryan Hall — Room 108

8 am — 5 pm

Daily Walk-in Advising:

M-F: 1:00— 3:00 pm

Appointment Hours: By request

FALL 2016 ORIENTATION

-Tuesday, August 16th – Graduate School/International Orientation

- **Required for all new international students**
 - Have students register with the Graduate School
- All day orientation
- IP-GS will lead 2 sessions for new international students
- Physical presence requirement will be met by attending GR orientation (immigration requirement)
- Immigration document check-in is online: mypassport.wsu.edu
 - Transfer students will be issued a WSU I-20 with 24 -48 hours after completing this

-(TENTATIVE) Thursday/Friday, August 18th or 19th – SSA Session, Bryan Hall Lobby

Branch campus students should work with the DSO located on their campus to satisfy immigration requirements.

SOCIAL SECURITY (TENTATIVE)

If SSA Representative is able to come to campus:

1. Department sends (via intercampus mail) an on-campus employment letter to IP-GS
2. Int'l student advisor verifies student's SEVIS/immigration record and stamps/signs letter (only GS advisors can do this)
3. Student arrives, attends GR School orientation, and completes online document check-in via mypassport.wsu.edu
 - Department employment letters sent to IP-GS are available to pick up at the SSA session
4. Student attends SSA session with all immigration documents (Thursday or Friday of orientation week 9 am – 11 am)
5. Receive receipt notice at SSA Session
6. Waits for card to arrive (usually within 3-4 weeks if no delays in processing)

SOCIAL SECURITY REQUIRED DOCUMENTS

- **Original and copies** of all immigration documents required:
 - I-20/DS-2019
 - Passport
 - Visa
 - I-94 number (Electronic record printed off online after arrival <https://i94.cbp.dhs.gov/I94/request.html>)
 - Completed SSA application (GS provides this at SSA session)
 - Use IP-GS Address on application
 - Signed letter of employment (Assistantship offer letters don't work – need to have WSU's EIN number on it)
 - Students on a J record must obtain authorization from sponsor to apply for SSN
 - WSU isn't always the sponsor for J students (IIE, Fulbright, USAID)

On WSU Department Letterhead

Date

Social Security Administration
1617 19th Avenue
Lewiston, ID 83501

To Whom It May Concern:

This is to certify that the F-1 student listed below is currently employed or will be employed at Washington State University according to the information given here:

Students Name: XXXXXXXXXXXXXXXXXXXX

Job title/description *e.g. food handler, lab assistant, research assistant*

Immediate Supervisor: XXXXXXXXXXXXXXXXXXXX

Telephone Number: 509-335-XXXX

Employer ID number: 91-6001108

Hours per week of work: *must be 20 hours or less*
(Anticipated or actual)

Starting Date MM/DD/YYYY

Sincerely,

Original Signature

Name of Department Official
Title

SOCIAL SECURITY

How you can help students with this process:


1. Write their employment letter and send it to IP-GS prior to the student's arrival (allows GS staff to stamp/sign)
2. Communicate the importance of attending orientation and uploading immigration documents in mypassport.wsu.edu
3. Remind students of documents to bring
 - Assist with copies if necessary
4. Don't send students to SSA without completing a physical presence check and uploading documents to mypassport.wsu.edu
5. Any students arriving late should be sent to IP-GS in Bryan Hall 108 as soon as they arrive with a valid photo ID



MYPASSPORT.WSU.EDU

- All GS requests are now electronic (we will no longer be accepting paper forms)
- Encourage international students to use/make requests via mypassport.wsu.edu
- Please review/encourage faculty/personnel to use mypassport.wsu.edu

MYPASSPORT.WSU.EDU



WASHINGTON STATE UNIVERSITY

Site Home
International Programs
Global Services
Visa & Immigration
Incoming Students
Orientation
Sponsored Students

7700S ACCESS POLICIES

OFFICE OF INTERNATIONAL PROGRAMS

myPassport Online Services

myPassport

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

MyPassport – Full Service

Secure services requiring login with your institutional Network ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.
3. Access alerts and notes on file that require action in order to maintain legal status

[LOGIN](#)

MyPassport – Limited Service

Limited services requiring login with your University ID number and date of birth. These services include:

1. Limited student services like registration for orientation or SEVIS transfer-in.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

These services will NOT provide all the functionality of the full client services.

[Limited Services](#)

The following are additional services:

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)

MYPASSPORT.WSU.EDU EMAIL NOTIFICATION

Email Message to Approver for Extension of I-20 Document

SENT: 03/23/2016 11:59 AM
FROM: ip.globalservices@wsu.edu
TO: marcopolo@wsu.edu
SUBJECT: Extension of I-20 Document

Dear Dr. Marco Polo:

The WSU International Programs - Global Services (IP-GS) office requests that you review / comment on the following request submitted to our office. If you have any questions please contact IP-GS and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:


[Extension of I-20 Document](#)

Client Name: Robert TEST Rigg
Client ID Number: *****6319
Your Login ID: robertr@wsu.edu
Your Password: *****

WSU International Programs - Global Services
Tel: 509-335-4508
Email: ip.globalservices@wsu.edu
Web: <https://ip.wsu.edu/on-campus/overview-2/>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

MYPASSPORT.WSU.EDU REQUEST



WASHINGTON STATE UNIVERSITY

- Site Home
- International Programs
- Global Services
- Visa & Immigration
- Incoming Students
- Orientation
- Sponsored Students

OFFICE OF INTERNATIONAL PROGRAMS

myPassport Online Services

Secure Online Session
Robert TEST Rigg
Campus: Pullman
Network ID: 01 0766319

Review / Comment on an E-Form Request
This request has been generated through the International Office Module for the International Office.
Logout in order to re-login to view other requests.

[Logout of myPassport Services](#)

Reduced Course Load for Thesis/Dissertation stage

The following links provide you with information submitted as part of the e-form request tied to the following client record:

Reduced Course Load for Thesis/Dissertation stage

<input type="checkbox"/> - Incomplete	<input type="checkbox"/> - Submit Another	<input type="checkbox"/> - Not Yet
<input type="checkbox"/> - Follow-Up Required	<input type="checkbox"/> - Optional	<input type="checkbox"/> - Available
<input checked="" type="checkbox"/> - Awaiting Answer	<input checked="" type="checkbox"/> - Complete	<input type="checkbox"/> - Pending Review
<input checked="" type="checkbox"/> - Denied	<input type="checkbox"/> - Draft	

CLIENT NAME & ID NUMBER: ROBERT TEST RIGG | ****6319

COMMENTS / REVIEW FOR REDUCED COURSE LOAD FOR THESIS/DISSERTATION STAGE

International Graduate Students (F-1 and J-1) are required to maintain a full course load (10 hours) to maintain their legal status. An exception can be made when the student has completed all required coursework and is in the thesis/dissertation stage of their program of study.

This student has requested permission to drop below 10 hours his semester for this reason. As the student's academic advisor, Global Services needs you to confirm these circumstances. **Note: A program of study must be on file with the grad school**

I confirm this student has a program of study on file with the graduate school * YES NO


I confirm this student has completed their required coursework and will be enrolled for thesis/dissertation credits only. * YES NO

Additional Information or Comments Concerning this Request

Last Updated 04/26/2016 03:13 PM

* required fields

MYPASSPORT.WSU.EDU REQUEST



WASHINGTON STATE UNIVERSITY

myPassport Online Services

Secure Online Session
Robert TEST Rigg
Campus: Pullman
Network ID: 010766319

[Review / Comment on an E-Form Request](#)

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

[Logout of myPassport Services](#)

Extension of I-20 Document

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[Extension of I-20 Document](#)

= Incomplete = Submit Another = Not Yet

Follow-Up Required = Optional = Available

= Awaiting Answer = Complete = Pending Review

= Denied = Draft

CLIENT NAME & ID NUMBER: ROBERT TEST RIGG | *****6319

COMMENTS / REVIEW FOR EXTENSION OF I-20 DOCUMENT

Advisor Recommendation for Extension of F-1 I-20 document

This student has requested an extension of the F-1 I-20 document for his/her current academic program. F-1 international students must continually make 'normal progress toward completing his or her educational objective'.

ACADEMIC ADVISORS

To maintain legal status, F-1 students must always have a valid Form I-20, and extensions must be processed by the Office of International Programs - Global Services prior to the expiration date on the I-20. Please read and fill out this form to verify the additional amount of time needed for the student to complete the degree, and what the 'compelling academic or medical' reason for the extension is.

To see the information that the student has provided regarding this request, please follow the link provided at the top of this page: "(1) Extension of I-20 Document." If the student has requested an extension previously, this information may be helpful for you to provide our office with additional context or clarification.

Thank you for your assistance!

Anticipated Completion of Current Degree Program *

I recommend that the student be allowed this additional time to complete the requirements for the degree program for the following reason:

- Delays caused by change of major
- Delays caused by unexpected research problems
- Delays caused by a change in research topic
- Unexpected delays in program of study
- Documented illness

If the student does not meet one of the requirements listed above, but you still think he/she is eligible for an extension please contact Global Services at ip_global@wsu.edu.

Last Updated 04/26/2016 03:03 PM

* required fields



QUESTIONS