

THE AILEY SCHOOL

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INTERNATIONAL STUDENT **HANDBOOK**

Certificate Program, Independent Study Program,
Scholarship Program

www.ailey.org/training

**An important message from JoAnne Ruggeri,
Director of Admissions & Student Affairs
Primary Designated School Official (PDSO)**

IMPORTANT SEVIS INFORMATION!! *The names of all F-1 students have been entered into a government data base called “SEVIS” (Student and Exchange Visitor Information System). Any and all actions taken regarding the student’s educational objectives or immigration status must be reported to the International Student Advisor who will enter it in their SEVIS record, prior to the action taking place. Students must report to the International Student Advisor no later than 30 days after arriving in the U.S. or will automatically become out of status with the United States Citizenship and Immigration Services (USCIS).*

Message to International Students: To help you understand your status in the United States, the following information has been compiled. Be aware that formal procedures in keeping with the regulations of your F-1 status must be followed throughout your enrollment. The International Student Advisor is a resource for you, and you may make an appointment to see her at any time during your enrollment.

It is a common misconception that students holding a valid F-1 visa are automatically “in status” in the U.S. However, to be considered in status you must **be enrolled in the full-time program of study listed on your I-20, maintain good attendance in the school you are enrolled in, and must not engage in unauthorized (illegal) employment.**

IMPORTANT ATTENDANCE REMINDER: *Please be aware that attendance in all your scheduled classes is mandatory for maintaining F-1 Student Status. If you are absent from the school, you must follow the procedures outlined in **The Ailey School Student Handbook** to be properly excused from class. If you are excessively absent from the school, you risk being placed on probation, or being dismissed. Consequently, you will lose your F-1 student status. if you are dismissed from The Ailey School.*

Students should bookmark <https://studyinthestates.dhs.gov/> so that they can stay informed on regulatory updates and advisories. Students should also follow Study in the States on Facebook <https://www.facebook.com/StudyintheStates>

All students should watch this important video about SEVP and SEVIS on youtube prior to entering the U.S. <https://www.youtube.com/watch?v=Js9QXKTIMUs>

Definitions of Important Terms

The following document includes numerous terms you may be unfamiliar with. To make this document more user-friendly and understandable, please review the following list of commonly used terms before reading this document.

DHS (Department of Homeland Security)

The U.S. Department of Homeland Security is a federal agency created to secure the nation from threats, managing borders, customs, immigration, cybersecurity, and disaster response. For international students, this mainly relates to your immigration status and travel. DHS oversees the agencies that handle things like your visa, your entry at the airport, and your F-1 student status in the U.S. Government agencies that fall under the DHS include:

- **USCIS** (*U.S. Citizenship and Immigration Services*)– the office that manages your immigration documents, like your I-20 updates and OPT applications.
- **CBP** (*Customs and Border Protection*) – the officers who examine your documents and ensure that you are entering the country legally and in the correct immigration status when you arrive at a U.S. airport.
- **ICE** (*Immigration and Customs Enforcement*)– the agency that monitors student compliance with visa rules through the SEVIS system.
- **TSA** (*Transportation Security Administration*) – the security officers you meet during airport screening.

Understanding DHS is helpful because these agencies help track, support, and enforce your F-1 student status while you are studying in the U.S.

USCIS (United States Citizenship and Immigrations Services)

USCIS is the government office that handles immigration for the United States. For international students, USCIS oversees the rules you must follow as an F-1 student. USCIS reviews and approves things like:

- Your eligibility to study full-time in the U.S.
- Work authorization requests, such as OPT and CPT (*see below for definitions*)
- Changes to your immigration status
- Requests to extend your stay
- Applications for reinstatement if you fall out of status

In short, USCIS is the agency that decides many of the immigration benefits you may need while studying in the U.S.

SEVIS (Student and Exchange Visitor Information System)

The U.S. government's online database that tracks all international students studying in the United States. Your personal information, school enrollment, program details, and updates about your studies are all recorded here.

Because SEVIS must always stay accurate, you must tell the International Student Advisor any time something changes—such as your address, your program, or your academic plans. This helps keep your F-1 status active and in good standing.

I-20 Certificate of Eligibility for F-1 Non-immigrant Student Status.

The I-20 is the “application” for a student visa. This is the form that certifies to the U.S. Consulate that a student has proven their intentions and financial ability to attend The Ailey School. It is a “contract” between the student and the U.S. and states that a student is allowed to remain in the U.S. as long as they wish, providing they remain a FULL-TIME STUDENT. This is the most important document an F-1 student has. It is not possible to travel, work, or change programs/schools without a valid I-20.

VISA - The visa is essentially the “key” to the U.S. A student must have a valid visa if they wish to enter the U.S. from another country. It does not matter if a visa expires **WHILE A STUDENT IS INSIDE THE U.S.** It only matters if once a student travels outside of the U.S. and wishes to get back in.

F-1 - The *type* of visa classification an international student holds. This visa classification is for those who wish to study full-time at a U.S. institution. It is not for any other purpose!

In-Status (or ‘Maintaining Status’)

A term used to describe that you are faithfully pursuing a full course of study, abiding by all F-1 regulations, and are in the U.S. legally.

***OPT** - Stands for “Optional Practical Training”. This is a specific type of work authorization available to international students. Students may work full time after they have successfully completed their program of study, or part-time after one year in attendance in a full-time program.

***CPT** - Stands for “Curricular Practical Training”. This is a specific type of work authorization available only to students whose program **requires** them to work, ie: third year Certificate Students who are part of the Student Performance Group (SPG)

***NOTE:** *students who have violated their F-1 status by not adhering to their responsibilities as outlined in their student contract will forfeit their ability to apply for any type of practical training. This means being excessively absent from class, working illegally, or not following the proper procedures for applying for Practical Training.*

F-1 Duration of Status

Unlike other non-immigrant visa classifications, (such as J-1, B-1 or B-2), F-1 students are not given a specific date of expiration of authorized stay when entering the U.S. Instead, there is an expiration date (completion of studies date) on their I-20 form which is based on the length of the program of study. A "grace" period of an additional 60 days is added to accommodate an extension of studies or

transfer to another education institution. Financial support must be re-documented to the School every year. Additionally, passports are stamped with the entry date and the letters **D/S**, for "duration of status." Duration of status is defined as **“the period during which a student is pursuing a full course of studies in any educational program and maintaining good attendance, and any periods of authorized practical training plus sixty days within which to depart from the United States”**. Therefore, an F-1 student has authorization to remain in the U.S. indefinitely, provided they "maintain status" by complying with the following regulations:

- 1) Be enrolled full-time every semester (see the definition of full-time studies).
- 2) Not engage in unauthorized employment.
- 3) Follow the proper transfer procedures for changing schools or, changing from one educational level to another (for example, from Independent Study Program to Scholarship Program).
- 4) Follow the proper procedures to apply for Program extensions, early withdrawals, leaves of absence, and reduced course loads.

Full-time Study Requirements (for immigration purposes)

F-1 students have been admitted into the U.S. for the purpose of **pursuing a full course of study in an educational program**. If a student is not doing so, they are automatically considered to be in violation of status. The following will cause a student to put their immigration status in jeopardy:

- 1) **Failure to enroll full time in any semester**
- 2) **Failure to attend classes after registering**
- 3) **Poor attendance**

Status can only be regained through application for **REINSTATEMENT** to the USCIS. The International Student Advisor does not have the power alone to "re-instate" status. A student who has *lost status* is not eligible for immigration benefits, such as: Practical Training; on-campus employment; off-campus employment; transfer to another school of educational level; change to another immigration status; and in some cases, permission to travel with the intention of returning to studies. Eligibility for most F-1 benefits requires having maintained F-1 status for a minimum of nine consecutive months and in some cases, twelve consecutive months. If a student falls out of status, and is reinstated by USCIS, the student will not be eligible for F-1 benefits until they have accumulated another nine months consecutive status.

Full time studies at The Ailey School for USCIS purposes are defined as follows:

Independent Study Program: Be registered for and attend 12 - 15 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Certificate Program: Be registered for and attend 15 - 17 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Scholarship Program: Be registered for and attend at least 12 - 15 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Completion of Studies

Completion of studies is defined as follows:

Certificate Program: Three years in attendance, maintaining F-1 status, and successful completion of all course requirements.

Independent Study Program: One year in attendance, maintaining F-1 status, and making satisfactory progress in all courses as determined by class evaluations and faculty advisors.

Scholarship Program: One to two years in attendance, maintaining F-1 status, and making satisfactory progress in all courses as determined by class evaluations and faculty advisors.

Exceptions to Full-time Requirement

The exceptions to the full-time requirement as described above are only possible if properly documented and **approved by the International Student Advisor prior to the occurrence!** Failure to obtain authorization will result in loss of status and loss of USCIS benefits. Exceptions to full time study are as follows:

1) Leave of Absence: A student who is compelled by debilitating illness or other medical conditions to interrupt a course of study is considered in status during the illness or other medical condition. The condition must be fully documented by a physician in writing, including a diagnosis and prognosis and estimated dated of return to physical activity. Leaves must be approved by the students' Faculty Advisor, the Director of Admissions, and the Co-Directors of The Ailey School. The student must resume a full course of study upon recovery and must provide a recommendation from the physician that he/she is sufficiently recovered to do so.

2) Reduced Course Load: A student who is compelled by debilitating illness or other medical condition to reduce the number of classes in a semester is considered in status during the illness or other medical condition. The condition must be fully documented by a physician in writing, including a diagnosis and prognosis and estimated dated of return to physical activity and approved by the students Faculty Advisor, the Director of Admissions, and the Co-Directors of The Ailey School. The student must resume a full course of study upon recovery and must provide a recommendation from the physician that he/she is sufficiently recovered to do so.

3) School Vacations: A student at this institution is in status when on an authorized annual vacation, during the summer if the student is eligible and intends to register for the next semester. Students

who have completed one academic year are eligible for an annual vacation during the summer and may retain F-1 status.

4) Program Extensions: Certificate students who are on an extension of their program in order to meet graduation requirements will be considered in status when taking less than a full course of study if the terms of the extension so dictate.

5) Post-completion Optional Practical Training (OPT): Students are in status while engaged in AUTHORIZED post-completion Optional Practical Training, as long as they do not exceed 90 days of unemployment within their one-year of OPT.

Early Withdrawals, Program Extensions, Program Changes, & School Transfers

Early withdrawals, program extensions, program changes or school transfers must be discussed with the International Student Advisor at least **30 days prior to the end of the semester**. This is because there is a limited amount of time that changes can be made in SEVIS and once a deadline has passed there is no way to effect changes. It is imperative to meet with the International Student Advisor when considering any of the above! In addition, early withdrawal or failure to successfully complete the program of study will make a student ineligible for Post Completion Practical Training.

Reinstatement

Reinstatement is a procedure that allows a student to explain to the USCIS the circumstances that caused them to violate the terms of their F-1 status. Students may file an application proving that the reasons for falling out of status were “beyond their control” and it is likely that USCIS will forgive the violation and reinstate status. Students should make an appointment with the International Student Advisor if they believe they have violated status so they can be properly advised on how to rectify the situation.

The rules and procedures for getting reinstated are:

- 1) The student must be enrolled in school at the present time or be planning to enroll next semester
- 2) The student must not have a record of repeated violations
- 3) The student must not have engaged in unauthorized employment
- 4) The student must meet with the International Student Advisor to explain their situation and seek advice.
- 5) The student must file an application with USCIS which includes a clear and valid explanation of the violation of status. (Claiming that one “did not know” they were violating status is not a good enough reason! Remember that it is **the student’s responsibility** to educate themselves to the immigration rules and regulations).
- 6) The student must provide additional evidence to support their reason for violating status.

- 7) The student must obtain a new SEVIS I-20 for reinstatement purposes from the International Student Advisor.

While waiting for an application for reinstatement to be approved (or denied) a student may continue their studies but may not take advantage of any of the F-1 benefits (such as on-campus employment or Practical Training). It may take 6 to 8 months before receiving an answer from immigration. Once an application has been approved, the student will have to accrue another 9 months in status before they can take advantage of your F-1 benefits.

NOTE: If a student should find themselves in a situation that cannot be solved with the help of the International Student Advisor alone, it may be necessary to seek legal assistance. The International Student Advisor can give resources on how to find reliable, reputable legal counsel. **It is not recommended to employ a lawyer unless they have been referred to by someone reputable.**

[Travel & Visa Renewals](#)

Please visit <https://www.ice.gov/sevis/travel> for FAQ's about Travel

Temporary absence from the U.S.: In order to re-enter the U.S. after a temporary absence (five months or less), a student must have the following documents in their possession:

- 1) A valid passport
- 2) A valid U.S. Visa stamp
- 3) A valid, properly endorsed SEVIS form I-20
- 4) Proof of payment of the SEVIS fee

Travel abroad during school vacations: When traveling abroad during the school's annual holiday or for any other reason during the duration of studies, the student must have in their possession the following:

- 1) A valid passport
- 2) A valid U.S. Visa stamp
- 3) A valid SEVIS form I-20 with a signature to permit travel by the International Student Advisor
- 4) Proof of payment of the SEVIS fee

Visa Renewals: If the U.S. Visa stamp has expired, it will only be necessary to obtain a new one if a student decides to travel outside of the U.S.. To obtain a visa renewal, the following documents must be submitted to the U.S. Consular Officer abroad:

- 1) A valid passport
- 2) A current passport size photograph
- 3) A valid SEVIS I-20 indicating continued studies at The Ailey School
- 4) Proof of payment of the SEVIS fee (can be reprinted at <https://www.fmjfee.com>)
- 5) Proof of financial strength to continue your studies in the U.S.
- 6) The [DS-160](#) U.S. State Department form

IMPORTANT: As a rule, students are not allowed to renew their visa in any country other than their own. Should a student travel to another country without a valid re-entry visa, they may have difficulty renewing it. The student may have to provide more evidence of their eligibility for the Visa than they did in their home country. The Consulate reserves the right to deny a Visa, resulting in a student being "stuck" in the other country and having to return home and start over. Students should make a note of when their entry Visa expires as soon as it is issued and plan ahead for renewing it. A student should always consult the International Student Advisor if their entry has expired or if expiration is imminent.

Employment

There is a common misconception that a student holding a valid I-20 form is automatically authorized to accept employment in the United States. **This is NOT true!** Any employment that is accepted by an F-1 student **without official USCIS authorization is illegal and must be avoided.** A full-time F-1 student in status and in *good academic standing* may be eligible for several types of employment: on campus employment and off-campus employment through Optional Practical Training or Employment Based on Economic Hardship. If a student is authorized to accept employment, they must see the International Student Advisor for information about applying for a U.S. Social Security Card.

On Campus Employment:

On-campus employment means employment performed on the school's premises. This includes working for the school itself, or for any other component of the Ailey Dance Foundation that is located on the premises (such as the Ailey Boutique, Ailey Extension Desk, or as a Junior Division teaching assistant) or off the premises (such as City Center during the Alvin Ailey American Dance Theater's annual performance season). These types of employment opportunities are rare, and students usually need to be enrolled for at least one year before on-campus employment becomes available, but if a student is offered employment by any department within the Ailey Dance Foundation, they must seek approval from the International Student Advisor prior to commencing the on-campus employment. On-campus employment is limited to 20 hours per week while school is in session and must not interfere with full-time studies. During school vacations, employment may be increased to 40 hours per week, provided the student intends to register for the next semester.

Practical Training

F-1 students are eligible to make a formal request to USCIS to engage in authorized employment called 'Practical training'. There are two types of Practical Training: *Curricular Practical Training* and *Optional Practical Training*.

Optional Practical Training:

Optional Practical Training defined as **"employment that is directly related to your field of study."** For students enrolled in a full-time program at The Ailey School, employment **"must be in the field of dance or in some related arts occupation. It cannot be used for any other type of employment."**

Students may engage in Practical training while still pursuing (part-time Optional Practical Training) their course of study or after they have successfully completed* their course of study (*Post Completion Practical Training*).

A student may engage in Optional Practical Training either part time (no more than 20 hours per week) while school is in session or full time during annual vacations or after the successful completion* of the course of study. A total of 12 months** Optional Practical training is allowable. In order to be eligible for part-time Optional Practical Training, an F-1 student **must be enrolled and in status for one academic year (nine months)**. In order to be eligible for full-time Post Completion Optional Practical Training, an F-1 student **must successfully complete their program of study**.

Curricular Practical training:

Curricular Practical Training is defined as employment that is a required component of the program's curriculum. It can be employment that is pursuant to a scholarship or assistantship and is performed simultaneously with your course of study or employment that is considered to be an *integral part* of your academic program (such as the Certificate Program Student Performance Group). Curricular Practical Training may be performed in a location other than the school's premises which is educationally related to the school (such as City Center Theater) and need not be limited to 20 hours per week. A student may engage in a total of 12 months* of full-time Curricular Practical training, or unlimited part-time curricular practical training. However, if a student engages in more than 12 months* full-time Curricular Practical Training they will no longer be eligible to engage in Post Completion Practical Training. An F-1 student **must be enrolled and in status for one academic year (nine months)** before they are eligible for Curricular Practical Training and must request authorization from the International Student Advisor.

Post Completion OPT Rules and Procedures

Successful Completion is defined as follows: At The Ailey School, a completed course of study is defined as ONE ACADEMIC YEAR and passing 100% of courses in the Independent Study Program; a minimum of ONE ACADEMIC YEAR and passing 100% of courses in the Scholarship Program; and THREE ACADEMIC YEARS successful completion of all program requirements in the Certificate Program.

Reasons for ineligibility for OPT:

- * An early withdrawal or dismissal from school
- * Failing a course in the final year of study in the Certificate, Independent Study or Scholarship Programs
- * Excessive absences
- * Working outside of the school without the proper authorization

Practical Training is calculated as follows:

Part-time practical training, 20 hours or less per week, shall be deducted from the available 12-month limit at half the rate. For example, 6 months of part time Practical Training will deduct only 3 months from the total 12-month allowance. Part-time optional practical training may be utilized at any time during the student's enrollment in school in this country. Full-time, post-completion practical training must be completed within a 14-month period following a completed course of study. A student may engage in another 12-month period of post completion practical training if they successfully complete another program at a different educational level at another dance institution.

Procedure to request recommendation for post-completion practical training: The student must receive confirmation from their Faculty Advisor at their final evaluation meeting that they have successfully completed their course of study. They may then make an appointment with the Director of Admissions to complete the online OPT application. They must submit their application to the USCIS PRIOR TO THE COMPLETION of their course of study or within the 60-day grace period. Once the last day of the grace period has passed a student is no longer eligible for Post Completion Practical Training and will have to either, leave the United States or request a change of visa status from USCIS. **There are no exceptions!** If a student wishes to partake in full-time optional practical training before the completion of their course of study, they must have been in F-1 status and enrolled in a full-time program for a consecutive 9-month period. Procedures for applying for employment authorization should be discussed with the International Student Advisor.

Traveling while OPT is pending: Students who plan to apply for Post Completion OPT are not advised to travel out of the U.S. once they have submitted their application for OPT. All graduating students should plan to remain in the U.S. after they complete their program and until their OPT application has been approved. If a student travels out of the country after they graduate, they cannot return to the U.S. and then apply for OPT. You must apply for OPT after you have successfully completed your program while you are in the U.S. For further information on travelling on an F-1 visa during, and after, your studies please visit <https://www.ice.gov/sevis/travel>

Working on OPT: Students may pursue any dance-related employment on OPT as long as it relates directly to your field of study. Some examples of acceptable employment include: dance performance with companies, theater productions, films, videos, or television; choreographing; teaching dance or other somatic techniques; modeling as a dancer. It is NOT for doing production work with a theater or dance company, working in a theater or dancewear store, administrative work in a dance school or other dance-related company, working in a restaurant, bar, café, babysitting, etc. There is a maximum of 90 days unemployment allowed within a 12-month period of OPT. Should a student exceed that amount, their OPT would automatically be cancelled and they will need to depart the U.S.

Economic Hardship Employment:

If employment cannot be found on-campus, F-1 students are eligible for off campus work authorization caused by **unforeseen circumstances** that prevent the student from meeting their financial responsibilities. Only the USCIS can make the determination if the circumstances merit employment authorization. Circumstances must be severe and have been truly unforeseen in order to receive a positive response from USCIS. Affidavits, letters and any supporting materials must accompany this application to prove severe financial distress. A detailed personal statement, which fully describes the circumstances which necessitates this need for employment, should be submitted along with a complete budget of annual expenses and a list of sources of financial support. An F-1 student **must be enrolled and in status for one academic year (nine months)** before they are eligible to apply for Economic Hardship work authorization from the USCIS.

NOTE: Employment authorization under any of the above categories does not guarantee employment. Authorization is valid only for the period it has been approved for regardless of whether the student has found employment or not!

Administrative Academic Procedures

Because the records of all full-time international students at The Ailey School are maintained in the Department of Homeland Security's (DHS) government database, the International Student Advisor is required by the DHS to report on all international student issues including, but not limited to schedule changes, program changes, employment history, and attendance. Faculty advisors and staff must inform the International Student Advisor of the following issues as soon as they occur.

Change in a student's schedule – see *Faculty Advisor first*

If it becomes necessary to take fewer than 12 classes per week for any reason, the student must see their Faculty Advisor to make a change in their schedule and then inform the International Student Advisor. For immigration purposes, a student is no longer pursuing a “full course of study” and will be considered out of status unless the change in their schedule has been recorded in the Student and Exchange Visitor Information System (SEVIS) by the International Student Advisor.

Leaves of Absence / Withdrawals /Dismissals – see *Faculty Advisor first*

An absence of longer than one week must be formally requested and reported to the International Student Advisor. If a student plans to take a leave of absence for one semester or more (a medical or person leave) or if they are dismissed from The Ailey School, they must see their Faculty Advisor to fill out the appropriate paperwork and let the International Student Advisor know of their plans **prior** to the leave of absence. A student should not “drop out” of The Ailey School without filling out the proper paperwork or they will jeopardize their F-1 status and may need to leave the U.S. in order to regain legal status again.

School Transfers – see *the International Student Advisor first*

If planning to transfer to another school, the Faculty Advisor and the International Student Advisor must be informed immediately. The student will need to obtain a Transfer I-20 from the new school and it is not possible to do this without The Ailey School International Student Advisor's assistance.

Excessive Absences / Probation – see *Faculty Advisor first*

If a student has unexcused absences for several days, they will be contacted by their Faculty Advisor. The student must make an appointment with their Faculty Advisor to discuss the absences, or they risk being placed on probation and be considered out of status.

On-Campus Employment – see *the International Student Advisor first*

Occasionally, work opportunities arise on campus and the International Student Advisor tries to give international students priority. If an opportunity arrives for on-campus jobs, the student must let the International Student Advisor know as soon as possible so she can assist them in obtaining a social security number.

Off-Campus Employment – see *the International Student Advisor first*

International students must be authorized by the U.S. Citizenship and Immigration Service to begin all paid and unpaid employment outside of The Ailey School campus. This includes participation in outside workshops with a company or choreographer, part-time or full-time employment in a dance company, paid commercials, television, film and theater positions. Working without the proper authorization is a violation of F-1 student status and can have serious ramifications, such as making them ineligible for any Practical Training authorization. A student serioU.S.ly jeopardizes their status by accepting unauthorized, outside employment.

Change of Program – see *Faculty Advisor first*

When a change of program is desired, the student must meet with their Faculty Advisor to discuss it. Students must complete the program they are currently enrolled in and then audition for acceptance to the new program. Once accepted, the student must let the International Student Advisor know PRIOR to making the change official. The International Student Advisor must sign off on the Change of Status form and then issue a new I-20 indicating the new program.

Personal issues

If a student is experiencing personal problems such as legal troubles, an unsafe living situation or domestic violence, problems with housing or finances, etc., they may meet with someone at The Ailey School. The Faculty Advisors, School Co-Directors, and the International Student Advisor are available to discuss these issues, and anything discussed will be kept in *strictest confidence*. Students should feel free to discuss personal issues with whomever they feel most comfortable doing so with and be assured that whatever is discussed will remain confidential.

Responsibilities of F-1 Students

As an F-1 international student it is **THE STUDENT'S RESPONSIBILITY** to comply with all existing U.S. government rules and regulations as they apply to them. These regulations, which are determined by the U.S. Citizenship and Immigration Services (USCIS) are continually amended and changed. It is the students' responsibility to attend all mandatory International Student Meetings so that they can be informed of any changes. Students may access the immigration web site and familiarize themselves with the regulations, which can be found at [Uscis.gov](https://uscis.gov)

F-1 international students mU.S.t:

1. Maintain a valid passport at all times.
2. Inform the International Student Advisor of any plans to withdraw from The Ailey School or transfer to another F1 school.
3. MAINTAIN EXCELLENT ATTENDANCE at The Ailey School. As an F1 student, students are required to *“pursue a full course of study and make normal progress towards completion of the program”* (be enrolled in at least 12 classes each term).
4. Notify the International Student Advisor if it is necessary to reduce the course load due to illness or injury or take a temporary Leave of Absence from school (be absent from school for more than two weeks).
5. Notify the Registrar and the International Student Advisor of a change in address within 10 days of the change
6. Refrain from working off campus without authorization from USCIS to do so (ie; Curricular Practical Training/CPT or Optional Practical Training/OPT). Students may, however, work on campus (*if available* within the Ailey organization) for up to 20 hours per week while school is in session and full time during the summer and other school breaks.
7. Exit the U.S. after your 60-day grace period has expired. After the 60-day grace period has passed, a student will be considered illegally present (out of status) in the U.S. and will be unable to transfer to another school or change visa status unless reinstatement is requested. *During the grace period, it is allowable to do the following: travel within the U.S.; change to another F-1 school; apply for Post Completion Practical Training; request a change of visa status with the Department of Homeland Security USCIS.*
8. Inform the International Student Advisor of intentions to apply for Post Completion Practical Training at least *45 days prior to the completion of studies (end of the final semester)*.

9. Get an updated signature from the International Student Advisor, or another Designated School Official at least once a year before traveling outside of the U.S.

Designated School Officials at The Ailey School are JoAnne Ruggeri, Director of Admissions & Student Affairs; and Cristina Sabater, the Associate Director of Admissions. Either of these people can authorize an I-20 for travel purposes.

Failure to comply with these regulations will result in the loss of F-1 status and make a student ineligible to apply for any type of work authorization (ie: Practical Training or on-campus employment). If an F-1 student falls out of status, they may be able to regain status by either requesting “reinstatement” from USCIS or by traveling to their home country and re-entering at a later date with the proper documentation and visa. Because all changes must take place within the SEVIS system, delays may occur. Students should always plan ahead when considering any changes in their course of study. Students must submit any requests in a timely fashion to the International Student Advisor and be aware that failure to do so may cause unexpected delays and result in loss of status.

Resource Section

Social Security Numbers

Social Security numbers can only be obtained **ONLY** by F-1 students who are on **Practical Training or who are employed On-Campus**. A social security number cannot be obtained for purposes of identification only (i.e.: opening a bank account, obtaining a cellular phone, etc.). **A social security number does not automatically authorize a student to accept employment.** Students must see the International Student Advisor for instructions and permission to apply for a social security number.

Bank Accounts

Students may open bank accounts during their stay in the United States. Most banks charge large fees and some will not open an account unless the amount deposited is over a certain amount. **Chase Bank** and **Citibank** offer student accounts with little or no fees. Students must see the International Student Advisor for assistance in opening a local bank account.

Additional Helpful Resources

INTERNATIONAL RESOURCES

<https://studyinthestates.dhs.gov/> - Study in the States

<https://www.facebook.com/StudyintheStates?fref=nf> – Study in the States on Facebook

Travelling on an F1 Visa <https://www.ice.gov/sevis/travel>

Employment on an F1 Visa <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>

List of foreign consulates in New York

www.embassy.org

TAXES

<http://www.internationalstudent.com/tax/> - A helpful resources site for international students
<http://www.irs.gov/uac/Free-File:-Do-Your-Federal-Taxes-for-Free-> The Internal Revenue Service website.

<http://www.hrblock.com> - H & R Block Accounting offices are located throughout the city and online

www.turbotax.com - Turbo Tax. Online service for a fee

<http://blog.sprintax.com/guidelines/> - International student tax service

<https://www.sprintax.com/> International student tax service

DANCE RELATED SITES

www.dancemagazine.com *Dance Magazine* site containing good resource listing.

www.danceusa.com – International listings of dance jobs, auditions, internships, training opportunities, and more.

www.dancenyc.org – A local resource for job opportunities, training, festival listings, performances, and more.

www.danceart.com

HEALTH INSURANCE

International Student Insurance >> Helpful website to help you find the right insurance, and their Facebook page >>

An online source for quick and easy health insurance- International Travel Insurance

www.healthinsurancefinders.com

NADAP – NY State Official Health Plan Marketplace

The NADAP representative will assist students in finding affordable insurance through the Affordable Care Act (Obamacare) and will also help determine if the student is eligible for government assistance (Medicaid). Students may contact NADAP for a free consultation and assistance.

www.nadap.org

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