

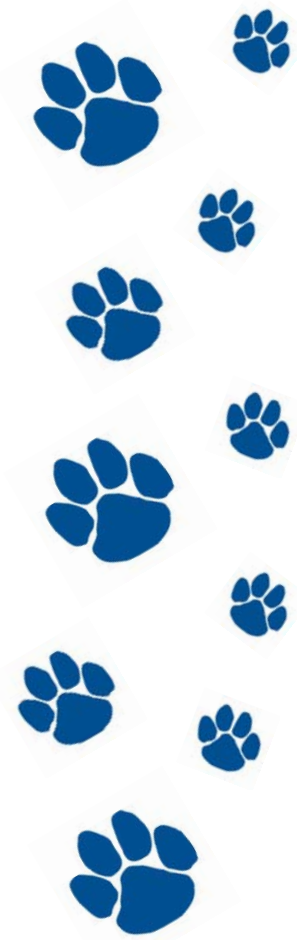


INTERNATIONAL STUDENT AND SCHOLAR SERVICES COMMON PROCEDURES

International Student & Scholar Services
 Georgia State University
 P.O. Box 3987
 Atlanta, GA 30302-3987
 Tel: 404-413-2070
 Fax: 404-413-2072
 Email: issv@gsu.edu



<u>Procedure</u>	<u>When to ask for ISSS Service</u>	<u>Advising Options</u>	<u>Additional Info</u>
Travel Signature	2 weeks prior to travel	Drop off, ready in 5 business days Pick up from ISSS front desk	Must have most current I-20 and passport
Certification Letter	Anytime	Drop off, ready in 5 business days Pick up from ISSS front desk	
SSN Letter	Anytime	Drop off, ready in 5 business days Pick up from ISSS front desk	Student must be in the US a minimum of 10 days, in SEVIS for 2 days, & employment letter
Curricular Practical Training	Up to 6 months prior to start date	1) Employment Workshop (see schedule) 2) Drop off form 3) Pick up new I-20 from ISSS front desk	See CPT handout for details
Optional Practical Training	4 months prior to finishing degree, until last day of finals	Employment Workshop (see schedule) 2) Meet with advisor**, 3) Pick up new I-20 from advisor	See OPT handout for details
Transfer from GSU to another school	Within 60 days after end of final term at GSU	1) Drop off new school's transfer form at ISSS, 2) Complete transfer release form with admission letter	
Request for Reduced Course Load	BEFORE you drop any class!	Advising hours **	Must provide completed RCL form from Academic advisor, or doctor's medical letter
Reinstatement	Immediately	Advising hours **	
Change of Status	3-4 months before you wish to start classes	Advising hours **	Student may change status within US by application, or apply for F-1 outside of US
Change of Program	Within 30 days after the end of your current program	Advising hours **	New financial documents required, as well as complete admission into new program



ISSS Email

Email us with your questions on general immigration issues, insurance, or office services.

ISSS Website

Our website provides information on basic immigration rules and updates, office services,

Location:

Sparks Hall- Room 252
 30 Gilmer Street SE
 Atlanta, GA 30302



** Advising Hours

ISSS advisors are available during the following times (no appointments):
 Monday, Wednesday, and Friday 10 am—12 pm and every afternoon 1:30 pm—4 pm.
 Always bring your passport, I-94 card, and I-20 (F-1) or DS-2019 (J-1).

When you come to the ISSS, you will be asked to sign in and will first be seen by the receptionist. Depending on your request, they will assist you and direct you to an ISSS workshop or an advisor.

ISSS Monthly Newsletter

The ISSS Newsletter is a monthly electronic newsletter providing updates on immigration rules and regulations, university services and programs, and announces opportunities for campus and community involvement. Check your GSU email for this and other important updates from ISSS.

Workshops

Employment workshops are mandatory before students can apply for any type of off-campus employment. They are held several times a month and are conducted by an ISSS advisor.