

# International Student Orientation

Fall 2025 Semester  
July 24, 2025

# Contents



## Immigration

### Insurance

**Purchasing Mandatory Health Insurance**

All F-1 visa holders are required to purchase health insurance and maintain coverage for the duration of their stay in the U.S.

International students are required to have health insurance coverage at all times while in the United States to maintain their immigration status.

To assist you, the Middle Tennessee State University has partnered with **Lewermark**. A company that specializes in health insurance for international students. All MTSU international students not sponsored by their home government will automatically be enrolled in the MTSU international student insurance plan.

## Insurance



## Academic Integrity



# *I*MMIGRATION *B*RIEFING

**Middle Tennessee State University**



**Office of International Affairs**



# SEVIS and USCIS

1. **SEVIS- Student and Exchange Visitor Information System.** An online database that allows USCIS and the Department of Homeland Security (DHS) to assist all international students.
2. **USCIS-United States Citizenship and Immigration Services.** Approves VISA status and changes, OPT, and Economic Hardship.



# Passport

Maintain a valid passport at all times while in the U.S.

Know your expiration date.  
Renew prior to expiration  
(6 months ahead).

Contact your home country  
consulate or embassy in the  
U.S. for renewal information.





# I-20

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N0031595426

<b>SURNAME/PRIMARY NAME</b> Anabel Latorre Ciria	<b>GIVEN NAME</b> Anabel	<b>Class of Admission</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> Anabel Latorre Ciria	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> SPAIN	<b>COUNTRY OF CITIZENSHIP</b> SPAIN	
<b>CITY OF BIRTH</b> Pamplona, Spain	<b>DATE OF BIRTH</b> 11 SEPTEMBER 2000	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>ADMISSION NUMBER</b>	

## SCHOOL INFORMATION

<b>SCHOOL NAME</b> Middle Tennessee State University Middle Tennessee State University	<b>SCHOOL ADDRESS</b> International Affairs-Peck Hall 216, 1301 East Main Street, Murfreesboro, TN 37132
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Cynthia Habara International Specialist	<b>SCHOOL CODE AND APPROVAL DATE</b> N00214F10167000 10 APRIL 2020

## PROGRAM OF STUDY

<b>EDUCATION LEVEL</b> BACHELOR'S	<b>MAJOR 1</b> Engineering Technology, General .0000	<b>MAJOR 2</b> None 00.0000
<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	<b>EARLIEST ADMISSION DATE</b> 15 SEPTEMBER 2020
<b>START OF CLASSES</b> 15 OCTOBER 2020	<b>PROGRAM START/END DATE</b> 15 OCTOBER 2020 - 15 MAY 2024	

## FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 8 MONTHS		STUDENT'S FUNDING FOR: 8 MONTHS	
Tuition and Fees	\$ 28,500	Personal Funds	\$ 0
Living Expenses	\$ 8,000	Athletic Scholarship	\$ 36,500
Expenses of Dependents (0)	\$	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 36,500</b>	<b>TOTAL</b>	<b>\$ 36,500</b>

## REMARKS

## SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form.

<b>SIGNATURE OF:</b> Cynthia Habara, International Specialist	<b>DATE ISSUED</b> 17 September 2020	<b>PLACE ISSUED</b> Murfreesboro, TN
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## STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

<b>SIGNATURE OF:</b> Anabel Latorre Ciria	<b>DATE</b>
<b>NAME OF PARENT (</b> Your Name Here	<b>ADDRESS (city/state or province/country)</b> <b>DATE</b>

- ✓ Know your Program End Date.
- ✓ Renew prior to expiration (at least three months ahead).
- ✓ Must reflect current and accurate information.
- ✓ Have it endorsed for travel outside of US.



# DS-2019

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)					OMB APPROVAL NO.1405-0119 09/202017 ESTIMATED BURDEN TIME: 45 min *See Page 2
1. Surname/Primary Name:		Given Name:		Gender:	N00 SEVIS ID  J-1
Date of Birth (mm-dd-yyyy):	City of Birth:	Country of Birth:	Citizenship Country Code:	Citizenship Country:	
Legal Permanent Residence Country Code:		Legal Permanent Residence Country:		Position Code:	
Primary Site of Activity: Central Connecticut State University, CIE 1615 STANLEY ST NEW BRITAIN, CT 06050-2439					
2. Program Sponsor: Central Connecticut State University Participating Program Official Description:					
3. Program Number: P-1-04603					
Purpose of this form:					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): Program Start Date		Subject/Field Code:			
To (mm-dd-yyyy): Program End Date		Subject/Field Code Remarks:			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by: Current Program Sponsor funds : \$2,300.00 Personal funds : \$3,275.00 Total : \$5,575.00					
6. U.S. DEPARTMENT OF STATE / DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		7. Oluwatoyin Ayeni Name of Official Preparing Form Central Connecticut State University 1615 Stanley Street New Britain, CT 06050 Responsible Officer Telephone Number 860-832-2052 Signature of Responsible Officer or Alternate Responsible Officer Date (mm-dd-yyyy)			
8. Statement of Responsible Officer for Retaining Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number sponsored by to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy) of Signature			
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*)			
The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended (ALL U.S.-AID PARTICIPANTS G-1-0026) AND ALL ALIEN PHYSICIANS SPONSORED BY P-1-04519 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)		(1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Travel Signature Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer			
Name Title Signature of Consular or Immigration Officer Date (mm-dd-yyyy)		THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(a). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant Place Date (mm-dd-yyyy)			

- ✓ Review document for accuracy
- ✓ Be aware of program end dates
- ✓ Must reflect current and accurate information
- ✓ Have it endorsed for travel outside of US.



# Visa



- ✓ A visa is only a permit to enter the United States.
- ✓ May expire while in the U.S. as long as you are maintaining status.
- ✓ You must make sure that your visa is valid for your entry or re-entry.





# I-94

## Your Arrival – Departure Record

D/S which means “Duration  
of Status”  
(includes the 60 days grace  
period)

U.S. Department of Homeland Security  
U.S. Customs and Border Protection  
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: 2016 August 10

Class of Admission: F1

Admit Until Date: **D/S**

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

The I-94 can now be obtained at:  
<https://i94.cbp.dhs.gov/I94/request.html>



# Maintaining Legal Status

Be enrolled full-time every semester.

Undergraduate Students- F visa & J visa

1. 12 minimum credit hours each semester
2. Nine (9) credit hours on campus.
3. One three-hour online course may count to the 12 total.

Graduate Students- F visa & J visa

1. Nine (9) minimum credit hours each semester
2. Six (6) must be on campus.
3. One three-hour online course may count to the 9 total.



# Maintaining Legal Status

1. Make certain your I-20 or DS-2019 does not expire and is issued for your current academic program.
2. If you will not be able to finish your academic program by the program end date, you must tell your DSO BEFORE the end date. (F-1 only)
3. If you change your major, you must tell your DSO. The code on your I-20 will change also. (F-1 only)
4. Travel with valid IA “travel signature” on I-20.
  1. The travel signature is valid for one year.
  2. Have your I-20 signed BEFORE you travel



# Maintaining Legal Status

1. Work only with the required permission and never more hours than regulations permit.  
(Discussed later)
2. Timely depart the U.S. when your program is completed. If you finish your program, you have a 60-day grace period.
  1. Leave the Country
  2. Transfer to a different university
  3. Apply for OPT
  4. Apply for a new VISA type-USCIS



# Maintaining Legal Status

## 1. Documents should always be valid. Renew prior to expiration.

- a) Passport (6 months ahead) (expired visa- important for re-entry)
- b) I-20 (2 months ahead)

## 2. Maintain academic progress

- a) Undergraduate: 12 credits per semester  
2.0 GPA
- b) Graduate Students: 9 credits (6 credits if you have a GTA)
  - 1. 3.0 GPA for Graduate
  - 2. 3.25 GPA for Doctorate





# Full-Time Enrollment

All F-1 & J-1 students are required to maintain full time enrollment throughout the semester. (SEVIS)

- The exception to the full-time study rule is called Reduced Course Load. (F-1)
- You must always obtain advance permission from a DSO prior to reducing your course load.



# Exceptions

Reduced Course Load is approved in special cases

1. Medical- documentation required (limited)
2. First semester-language problems/Improper course level placement.  
Only once- Must be enrolled ½ course load.
3. Last semester-remaining coursework-  
permission from Academic Advisor

??What if classes are full or not offered??

**Always Get Authorization**



# Exceptions

## A leave of absence

If taking a leave of absence for personal reasons, you must depart the US and return to home country.

- \* Your I-20 will be terminated, and
- \* A new I-20 will be issued for your return

Exception: You may remain in the U.S. for medical reasons for one semester if a doctor supports your request.

**Your F-1 status will be terminated if you fail to enroll full time in classes.**



# U.S. Address and U.S. Phone Number

1. All F-1 and J-1 students are required to report their U.S. address and U.S. phone number to the government.
2. You can update your information in Pipeline and the IA office will pass this information to SEVIS on your behalf.
3. Any change to your address or phone number must be reported to the IA office within 10 days of the change.
4. This is required as a condition of your F-1 Status.



# Employment

## On Campus Employment

- a) You may work anywhere on the MTSU campus.
- b) 20 hours/week during spring and fall semester.
- c) 40 hours/week during semester breaks.
- d) Hours are set by SEVIS

**Do not violate these rules!**





# Employment

## It is up to you to find a job.

- Library
- MT Dining Services/Aramark
- Academic Departments/Tutoring
- MTSU Bookstore

Bring your offer letter to the Office of International Affairs. We will give you the steps for the Social Security Number.



# Graduate Assistantships

**We cannot provide an updated I-20 for students to receive their Social Security Card until after the Census date, September 7<sup>th</sup>.**

Students cannot be paid until they have received their Social Security Number

Need up to 6 weeks of funding for once you arrive here

We cannot expedite this, the Census date is a federal requirement



# Employment

## Off Campus Employment

1. OPT – Optional Practical Training  
After one year of full-time enrollment
2. CPT – Curricular Practical Training  
After one year of full-time enrollment
3. Economic Hardship Status
  - \*Request application from international office
  - \*Provide documentation of hardship e.g.: proof of currency devaluation
  - \*Mail application to USCIS

**Illegal without proper authorization**



# Completion of Degree Program

1. You complete all required coursework necessary to obtain your degree
2. Filed your intent to graduate
3. You have 60 days to:
  - a) Transfer to another school/change of level
  - b) Return home
  - c) Change of Status
  - d) Apply for OPT



# What you should remember...

1. Remember, you are responsible for maintaining your immigration status.
2. Check the end date of your I-20 and notify the international office 2 months prior to ending date for approved extension.
3. You must enroll every semester.
4. **You must maintain full-time enrollment throughout the semester.**





5. Maintain travel documents and keep them valid.
6. Working off campus is illegal without the correct authorization.
7. Come to the international office for any questions or concerns you may have.
8. Immigration regulations are serious but don't panic.

**We are here to help you!**



# Suggestions

1. Always ask questions if you do not understand.
2. Don't be afraid to ask for help.
3. Not knowing is not an acceptable excuse.
4. Being international is not a reason for additional time on an examination
5. Be Brave!
6. Study, Learn and Enjoy!



# Health Insurance



# Insurance

## Purchasing Mandatory Health Insurance

All F-1 and J-1 visa holders are required to have health insurance coverage at all times while in the United States to maintain their immigration status.

Middle Tennessee State University has partnered with **Wellfleet**. A company that specializes in health insurance for international students. All MTSU international students not sponsored by their home government will automatically be enrolled in the MTSU international student insurance plan.

# INSURANCE

## Things to remember

- \* You must maintain health insurance coverage while you are in the US, even if you are not taking classes, for example, during the summer
- \* Failure to maintain this coverage could subject you to be reported as out of status, which could result in deportation
- \* If you have dependents with you, you must provide coverage for them as long as they are in the US, as well



# INSURANCE

## \* Things to remember

- \* With or without insurance, you are responsible for the full costs of your medical expenses, including co-pays and deductibles
  - \* Co pay and deductibles may need to be paid at the time you visit the doctor/hospital
- \* You should visit Health Services on campus for all your medical needs. If you need medical care they cannot provide, they can help you find the proper care off campus.
  - \* Seeing a doctor in the 'network' will reduce the cost of your care.

# INSURANCE

- \* MTSU Health Services can often ensure that you visit a doctor within your insurance policy's list of approved providers (in network)
- \* If you see a doctor off campus, you need to call your insurance company to be sure they will cover the expenses.
- \* Only go to an emergency room for emergencies. A visit to the emergency room is expensive in America.

# INSURANCE

1. Immigration regulations require that F1 & J1 visa holders be insured to maintain immigration status.
2. It is your responsibility to make sure that you maintain the required insurance coverage according to Immigration Regulations.
3. If you failed to maintain insurance coverage, you may be reported to Immigration, which could cause you to lose status.

# INSURANCE

4. Doctor's Office can demand payment in full or partial payment even if you are insured. You may be required to pay and be reimbursed after you file an insurance claim.
5. If you **do not enroll** in classes for the summer terms, you are not charged the MTSU insurance. It is recommended that you have insurance through the summer if you are in the U.S.
6. If you must go to a doctor soon arriving on campus, contact the international office and check that you have insurance. Confirm your coverage with Health Services before your appointment.

**IF YOU WANT TO HAVE INSURANCE ALL YEAR, SEND AN  
EMAIL TO [international@mtsu.edu](mailto:international@mtsu.edu).**

## Optional Insurances (vision, dental)

**THE PREMIUM FOR THESE OPTIONAL COVERAGES  
WILL APPEAR ON YOUR TUITION BILL.**

You will be responsible to purchase and pay for types of optional insurance premiums which will be included in your tuition bill.

# Seeing a doctor

**If you need to see a doctor soon after arriving in Murfreesboro, please go to the Health Center here on campus first.**

**If you are a government sponsored student and you need to see the doctor, please call your insurance company and ask them for a doctor near you and one in the network.**



# Academic Honesty



# Academic Honesty

In The United States, academic honesty is a very serious matter.

Students who are suspected of cheating, plagiarizing or falsifying work can be expelled from the university.

If a professor suspects a student of cheating, the student is reported to the Office of Student Conduct.

After meeting with the Director of Student Conduct, the student will be informed of the action to be taken



# Academic Honesty

**Plagiarism:** Plagiarism includes taking another person's words, statements, images, or works as your own without giving credit to the person.

**Cheating:** Cheating is using or attempting to use materials, information, or aids in any academic exercise or test/examination without permission. Cheating also includes when a student works with others on an individual academic exercise without the express permission of the professor.

**Fabrication:** Fabrication includes unauthorized falsification or invention of any information or citation in an academic exercise.



# Final Notes

Things to do if you have not done already:

All incoming students and Exchange Students

1. Set up your student accounts

<https://www.mtsu.edu/itd/student-accounts.php>

2. Submit all vaccinations to Health Services

<https://www.mtsu.edu/healthservices/international.php>

Also,

Organize your housing

Sign up for orientation week events

Ask schools to send final transcripts if necessary



# Final Notes

Things to do if you have not done already:

Only F-1 visa holding students

1. Watch the CUSTOMS online modules

<https://customsonline.mtsu.edu/>

2. Take the Placement Test

Email: [international@mtsu.edu](mailto:international@mtsu.edu)

3. Take the English Survey

<https://www.mtsu.edu/genedenglish/GSP.php>

Also,

Watch immigration & visa interview webinar

Watch Next Steps webinar

Both are on the MTSU website-- <https://www.mtsu.edu/intered/webinars.php>



# Next Steps



What's  
Next?

1. You will receive an email in the account you used to log into this webinar.
2. A quiz will be attached to the email.
3. You will answer the questions on the quiz and return the quiz to [International@mtsu.edu](mailto:International@mtsu.edu)
4. If you do not receive an email, please let us know.

**\*\*There is a hold on your account that will not allow you to register for classes after August 19, 2025\*\***

