

Authority for releasing this information on file on the student is not contained in U.S.C. 1191 and 1192. The information gathered will be used by the Department of State and the Immigration and Naturalization Service to determine eligibility for the benefits requested.

INSTRUCTIONS TO DESIGNATED SCHOOL OFFICIALS

1. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this form. Designated school officials should consult regulations pertaining to the issuance of Form I-20 A-D at 8 CFR 214.2(a)(2) before completing this form. Failure to comply with these regulations may result in the withdrawal of the school approval in attendance by foreign students by the Immigration and Naturalization Service (8 CFR 214.2).

2. **ISSUANCE OF FORM I-20 A-B.** Designated school officials may issue a Form I-20 A-B to a student who fits into one of the following categories, if the student has been accepted for full time attendance at the institution: a) a prospective F-1 nonimmigrant student; b) an F-1 transfer student; c) an F-1 student advancing to a higher educational level at the same institution; d) an official school working on a statement. The form may also be issued to a foreign student spouse or child of an F-1 student to accompany entry into the United States.

When issuing a Form I-20 A-B, designated school officials should complete the student's admission number whenever possible, provide accurate proper data entry and record keeping.

3. **ENDORSEMENT OF PAGE 3 FOR REENTRY.** Designated school officials may endorse page 3 of the Form I-20 A-B for reentry if the student under the F-1 dependent is to leave the United States temporarily. This should be done only when the information on the Form I-20 remains unchanged. If there have been substantial changes in item 4, 5, 7, or 8, a new Form I-20 A-B should be issued.

4. **REPORTING REQUIREMENT.** Designated school officials should always forward the top page of the Form I-20 A-B to the INS for processing under a P.O. Box 143, Lexington, Kentucky 40541 (in other cases except when the item is issued to an F-1 student for initial entry or reentry to the United States, or for a resident or student status. Requests for reimbursement should be sent to the Immigration and Naturalization Service district office having jurisdiction over the student's last entry residence in this country.)

The INS data processing center will return this top page to the issuing school for disposal after data entry and acknowledgment.

5. **CERTIFICATION.** Designated school officials should verify on the bottom part of page 1 of this form that the Form I-20 A-D is completed and issued in accordance with the pertinent regulations. The designated school official should ensure that no one else from the completed and signed Form I-20 A-B has any access to it in the state.

6. **ADMISSION RECORDS.** Since the Immigration and Naturalization Service may request information on the student's immigration status, the various foreign designated school officials should retain all evidence which shows the student's entry and financial status on which admission was based, until the school has reported the student's termination of studies to the Immigration and Naturalization Service.

INSTRUCTIONS TO STUDENTS

1. **School Certification.** You should read everything on this page carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student. Before you sign the student certification on the bottom part of page 1, the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this form.

2. **ADMISSION.** A nonimmigrant F-1 student may be admitted for entry or status. This means that you must intend to stay in the United States for a period of time during which you are enrolled as a full time resident in an educational program and any period of authorized practical training (optional days). While in the United States, you must maintain a valid financial passport unless you are exempt from passport requirements.

You may continue from one educational level to another, such as progressing from high school to a bachelor's program or from the bachelor's program to a master's program, simply by reaching the procedure in school, therefore.

3. **SCHOOL.** For F-1 nonimmigrants, you must attend the school specified on your visa. If you have a Form I-20 A-B from more than one school, it is important to have the name of the school you intend to attend specified on your visa by presenting a Form I-20 A-B from that school to the visa issuing consular office. Failure to attend the specified school will result in the loss of your student status and subject you to deportation.

4. **REENTRY.** A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid foreign passport, a valid visa, and a new Form I-20 A-B on a page 3 of the Form I-20 A-D (the I-20 A-D copy) properly endorsed for reentry if the information on the I-20 form is correct.

5. **TRANSFER.** A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, you should first notify the school you are attending of the intent to transfer, then obtain a Form I-20 A-B from the school you intend to attend. Transfer will be effected only if you return the Form I-20 A-B to the consular school office, within 10 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

6. **EXTENSION OF STATUS.** If you cannot complete the educational program after having been in student status for longer than the unexpired length of the program, you may apply for extension of stay. An application for extension of stay on a Form I-538 should be filed with the Immigration and Naturalization Service district office having jurisdiction over your case at least 15 days but no more than 60 days before the expiration of your authorized stay.

7. **EMPLOYMENT.** An F-1 student, you are not permitted to work off campus or to engage in business without special employment authorization. After your first year in F-1 student status, you may apply for employment authorization on Form I-20 based on financial needs arising after receiving student status, or the need to obtain practical training.

8. **Notice of Address.** If you move, you must advise within 10 days of the change of address to the Immigration and Naturalization Service (Form AR-11 is available at any INS office.)

9. **Arrival/Departure.** When you leave the United States, you must attach your Form I-97, Departure Record. Please see back side of Form I-94 for detailed instructions. You do not have to return the I-94 if you are visiting Canada, Mexico, or adjacent islands other than Cuba. It is not return 30 days.

10. **Financial Support.** You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States and maintain yourself as a student. You are required to furnish documentary evidence of financial support.

11. **Authorization to Release Information by School.** To comply with requests from the United States, Immigration and Naturalization Service for information concerning your immigration status, you are required to give authorization to the named school to release such information from your records. The school will provide the Service your name, address of birth, current address, and any other information on a regular basis as requested.

12. **Penalty.** To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

AUTHORITY FOR COLLECTION. Authority for collecting the information on this and related student forms is contained in U.S.C. 1191 and 1192. The information collected will be used by the Department of State and the Immigration and Naturalization Service to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this form.

REPORTING BURDEN. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Justice, Immigration and Naturalization Service (Room 3211), Washington, D.C. 20536, and to the Office of Management and Budget, Paperwork Reduction Project (0475-0038), Washington, D.C. 20503.