

Application Name - INFOBOT UNT  
Developed by - Sri Nithya Thimmaraju

#### International Student Services:

University of North Texas is home to more than 9,000 international students and scholars. International Student and Scholar Services is committed to providing top-notch, culturally sensitive immigration services to UNT's international communities. Our staff is here to help you navigate U.S. immigration regulations throughout your time at UNT.

#### Mission

International Student & Scholar Services advocates for the UNT international community and provides caring, inclusive advising and immigration regulation guidance in a rapidly changing world.

#### Vision

International Student & Scholar Services will become known as a higher education leader in immigration support by advancing a welcoming and collaborative community, fostering an inclusive environment of respect, belonging and access for all, developing global leaders, and supporting the internationalization of UNT.

F-1 Students I-20 Request through [iNorthTX](#)

These instructions are for Admitted F-1 visa students who require an I-20 to begin classes at UNT. Students who have not yet been fully admitted to UNT will not be able to access their iNorthTX portal. If you require additional help, please contact International Student and Scholar Services at 940-565-2195 or [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu).

## Newly Admitted Students

- New international students complete immigration document requests prior to arrival at UNT.
  - [How to Request your F-1 I-20 Document](#)
  - [Instructions for Student J-1 DS-2019 requests](#)
  - [Instructions for other visa types](#)

## Continuing Students

- Social Security Letter Requests are processed through iNorthTX
- OPT Reports for both 12 Month Post-Completion OPT and 24 Month STEM Extension OPT are now accepted through iNorthTX via e-Form.
- Qualified continuing international students may apply for the Mexican Waiver via e-Form.

## How do I use iNorthTX?

- [Log in](#) with your UNT EUID to access your account. If you have questions regarding your EUID and password, [click here to manage your account](#).
- iNorthTX works best with Firefox and Chrome browsers. If you experience difficulty logging in with your EUID and password, please try clearing your browser cache. [Need help clearing your internet browser cache?](#)

## How to request an I20

Newly admitted students for Fall 2024 who will enter the U.S. to begin their program must submit their I-20 request through iNorthTX no later than Friday, July 26th. Follow this page for more information -

<https://international.unt.edu/international-students/newly-admitted-international-students/how-request-your-f-1-i-20-document.html>

## International Student Financial Requirements

United States Citizenship and Immigration Services (USCIS) requires non-immigrant international students on F or J visas to verify that they have funds available to pay for their education, living and other expenses.

Students on F or J visas must complete and submit the [International Student Sponsor Statement and Bank Certification form](#) via the [iNorthTX](#) online portal before UNT will issue the I-20/DS-2019.

Continuing students applying for a new I-20 must have documentation on file meeting these requirements. If financial documentation is not on file, students must submit new documentation.

## Estimated Costs

### [International Student I-20/DS-2019 Financial Requirements](#)

These costs are for a 9-month academic year (fall and spring) at non-resident tuition rates.

The amounts listed are estimates only and do not include lab and other fees associated with particular courses. Colleges may charge differential tuition which could significantly increase your actual costs when enrolling.

Tuition and Fees may change without notice. Estimate your tuition with the [Student Accounting Tuition Calculator](#).

## Additional Expenses

### International Student Fee

Students attending UNT on a non-immigrant visa or students with an application for permanent residency pending with U.S. Citizenship and

Immigration Services are charged an International Student Fee each semester as part of UNT tuition and fees.

#### International Student Health Insurance Plan

UNT requires all students on a non-immigrant visa to have health insurance coverage. Consequently, all international students are automatically billed for UNT health insurance each semester. Brochures outlining coverage can be obtained online at <https://unt.myahpcare.com/>. There are limited instances when a student may receive a waiver from the UNT health insurance plan. This is determined by the [UNT Student Health and Wellness Center](#).

#### Financial Support Documents

If your bank will not complete the dedicated section of the [International Student Sponsor Statement and Bank Certification form](#), please see the information below regarding acceptable financial support sources and documentation. Proof of funding may come from a variety of sources. Combined sources must cover all of your required fund amounts, and be submitted via the [iNorthTX](#) portal before your immigration document will be issued.

International Student & Scholar Services reserves the right to reject any documentation submitted for the purposes of issuing immigration documents.

#### Financial Support Document Requirements

- Documents must be in English, or the original language version must include a certified English translation stamped by the financial institution.
- Documents must bear a signature, official seal, or be on letterhead from an official agency.
- Documents must state account type and account balance. Accounts must be accessible liquid funds.

- Documents will only be accepted via the [iNorthTX](#) online portal.
- Documents must be DATED no more than twelve (12) months prior to the start of your first semester.
- Statement must include the account holder's name, date, account type, account balance and currency type.
- If the statement is a web printout, it must include the web link/URL.

## Document Requirements by Funding Source

### Personal or Family Funding

- Checking or Savings Account Statements
- Term/Fixed/Time Deposits (statement must specify a maturity date in the past)
- Certificate of Deposit (CD), mutual, stock, or bond funds (total amount available for withdrawal after penalty)
- Credit cards, life insurance, crypto-currencies, retirement and/or pension funds are NOT accepted

### UNT Financial Award

Submit the official award letter on departmental letterhead.

Award letter must include:

- Name
- Date of issue
- Costs to be covered and/or the amount of funding awarded
- Terms covered
- In-state or out-of-state tuition

### Government, University or other Official Agency Funding

Submit the official letter of sponsorship made out to UNT.

Letter must include:

- Date of issue
- Dates/terms funding is provided
- If dependents will be covered

- Major student is permitted to study
- Costs covered or the amount of funding awarded

#### Sponsor Employment Income Verification

Submit official letter from sponsor's employer on company letterhead or current tax statement showing annual earnings of at least 3 times the required amount.

#### Family or Privately-Owned Company Funding

Submit (2) official letters. One on company letterhead. One on Bank Letterhead.

Letters must include

- Student's name
- Name of responsible party (company owner or president)
- Responsible party (company owner or president) and Bank representative must sign and date the respective letters.

If a U.S. resident is providing room and meals to you:

- The U.S. provider must complete [Affidavit of Provision of Room & Meals by U.S. Provider form](#) and provide supplemental documentation as listed.
- Documents must be submitted as a single PDF to your [iNorthTX](#) portal.
- If submitting a lease, the lease must be valid for at least one semester after the program start date. An expiring lease will not be accepted.
- This documentation will cover the costs of the “Living expenses” in the estimated costs of attendance, so this cost may be subtracted from the total amount which must be shown.

## International student health insurance

University of North Texas international students holding non-immigrant visas must carry UNT approved student health insurance coverage throughout their time at UNT.

All international students are automatically enrolled in the UNT Student Health Insurance plan. Students may waive the Student Health Insurance plan under limited circumstances.

- [Waiver may be granted](#) if student is enrolled in a U.S. employer provided health insurance plan (spouse or parent is employed by a U.S. company and student is enrolled in the company provided insurance plan.)
- [Waiver may be granted](#) if student is sponsored by a foreign government recognized by the United States or certain international, government-sponsored, or non-governmental organizations.

Academic Health Plans (AHP) facilitates the [waiver](#) and health insurance [activation](#) process for UNT students.

You will be automatically billed for health insurance in the Fall and Spring semester as part of your UNT tuition and fees. The Spring insurance charge covers both Spring and Summer enrollment.

Please visit [Academic Health Plans \(AHP\)](#) for more information.

For additional information, please contact the UNT Student Health & Wellness Center (SHWC.)

## New student Late arrival request

### Late Arrival

- The standard UNT arrival deadline for Fall 2024 is Tuesday, August 13, 2024.

- We strongly recommend that you plan to arrive before this date to find housing, finalize enrollment and payments, and orient yourself with Denton prior to the start of classes.
- If you cannot arrive prior to this date, you may be eligible for a late arrival.
- You can request permission to arrive after this date via [iNorthTX](#). The late arrival request form will be available August 1.
- Please note, while we recommend that you enroll in classes prior to arrival, you may have financial obligations if you enroll and are unable to enter the U.S. You can read about payment deadlines [here](#).

The last date that you can arrive for Fall 2024 is August 13, 2024.

We are unable to accommodate late arrival requests for undergraduate students. You must arrive in the U.S. prior to this date to complete orientation, TSI, and other requirements.

If you have not received UNT funding, the last date that you can arrive for Fall 2024 is Wednesday, August 21, 2024.

You must complete the [Late Arrival E-Form in iNorthTX](#) to be approved for the updated arrival deadline.

If you have received UNT funding through a TA or GA position, the last date that you can arrive for Fall 2024 is determined by your academic department.

- You must receive a letter from your academic department on letterhead that indicates your approved late arrival date.
- After you have received this letter, complete the [Late Arrival E-Form in iNorthTX](#) to be approved for the updated arrival deadline.
- The Late Arrival E-Form will require that you upload your department's approval letter before submitting.



Graduate Student Department Support Letter Template  
(Suggested language)

To Whom It May Concern:

DEPARTMENT NAME has approved a late arrival for STUDENT NAME. STUDENT NAME can arrive as late as MM/DD/YYYY and the department will guarantee full time enrollment at 9 credit hours with at least 6 credit hours of on-campus/face-to-face classes for STUDENT NAME.

Sincerely,

DEPARTMENT CHAIR

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ISSS office hours

Marquis 110 Office Hours

Monday through Friday 8 am - 5 pm for document pick-up only.

We are not able to accept paper documents at this time.

All document submissions should be sent to  
internationaladvising@unt.edu or uploaded in the iNorthTX portal.

Virtual, Drop-In, & Phone-In Advising Hours:

Mondays 1:30 - 3:30 pm

Tuesdays 9:30 - 11:30 am & 1:30 - 3:30 pm

Wednesdays 1:00 - 4:30 pm at Discovery Park Room e225D

Thursdays 9:30 - 11:30 am & 1:30 - 3:30 pm

Fridays 9:30 - 11:30 am

[Schedule an appointment or stop by during drop-in advising](#)

Questions:

(940) 565-2195

InternationalAdvising@unt.edu

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## F-1 Immigration Regulations

Immigration laws are serious and can change quickly.

It is up to you to ensure that you remain IN STATUS according to visa regulations.

- In Status - Following immigration laws
- Out of Status - Breaking immigration laws (penalties to visa status)

Everyone's situation is different. Do not rely on the advice of friends. ALWAYS speak with an immigration advisor regarding immigration related issues.

To make it easier to follow the law and remain In Status, follow the FACTS.

### F - Full-time Student

#### Full-time Student

You MUST be enrolled full-time.

Undergraduate students must be enrolled in 12 credit hours.

Graduate students must be enrolled in 9 credit hours.

Only one 3 credit hour online course will count towards full time enrollment for F-1 students.

No online classes count towards full time enrollment for J-1 students.

Failing a class is no reason to drop it.

Never drop below full-time hours without authorization.

### A - Authorized for All Work

You must be authorized for all work.

Students may work on-campus up to 20 hours each week while class is in session.

F-1 students do not need special authorization to work on campus.

J-1 students must be authorized by ISSS prior to beginning any employment.

OPT & CPT require authorization.

## C - Changes to Enrollment

Contact ISSS with ANY changes to enrollment status BEFORE you make the change.

If you transfer, let us know!

If you change your degree level or major, let us know!

If you register less than full-time, let us know!

If you change your status, let us know!

If your address changes, let us know at [my.unt.edu](https://my.unt.edu)!

If you travel, let us know!

## T - Timing of Documents

Timing of documents is important.

ALL immigration documents must be valid and current.

If you are entering the U.S., your passport must be valid 6 months in advance

Visa sticker has ONE purpose: to enter the U.S. The U.S. visa does not get you into other countries

I-94: The entry stamp in your passport shows the immigration status you hold in the U.S. You can retrieve your I-94 number at [cbp.gov/I94](https://cbp.gov/I94) ([Links to an external site.](#)) to use when applying for benefits like a driver's license.

I-20 (F-1) should be valid at all times. Program extension must be done before I-20 expiration. If changes to status occur, new I-20 must be obtained.

DS-2019 (J-1) must be valid at all times. Program extension must be done before I-20 expiration. If changes to status occur, new I-20 must be obtained.

## S - Stay in Touch

Stay in touch with our office!

Always check your UNT EagleConnect Email:

FirstnameLastname@my.unt.edu.

All immigration related updates will be sent to your UNT EagleConnect address.

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## Changes to Degree or Major

### Change in Degree Level or Program

Immigration regulations allow 60 days after the completion of a degree program to receive admission to a new degree level and program.

Once admitted to a new degree level and program, you must also [apply for and receive a new I-20 through iNorthTX](#) within this 60 day period.

To complete this request, you will need to submit financial documents that are less than one year old.

### Change in Major Field of Study

To change your major field of study as an F-1 student, work with your Academic Advising department to request your change of major, then complete the [Request for a Revised I-20 in iNorthTX](#).

To change your major field of study as a J-1 student, please schedule an appointment with your J sponsor.

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## How to maintain F-1 Status

### [Remember the F-A-C-T-S](#)

F = Full-time Enrollment

A = Authorized for Work

C = Changes to Enrollment

T = Timing of Documents

S = Stay in Touch!

What does it mean to be in status?

The Department of Homeland Security considers you to be in valid F-1 status if you fulfill all of the conditions of your F-1 visa.

- Attend the school whose I-20 you used to enter the U.S.
- Maintain good academic standing.
- Maintain sufficient financial resources to support yourself for the duration of your program without U.S. government assistance.
- Enroll each semester as a full-time student.
- Work no more than 20 hours per week on-campus while classes are in session.
- Only work off-campus with specific written authorization from International Student and Scholar Services or USCIS (US Citizenship and Immigration Services).
- Complete the F-1 transfer procedure to change schools within the U.S.
- Extend your stay in your degree program before the completion date on your I-20
- Complete the change of level procedure when changing from one educational degree level to another (within 15 days of changing educational degree level)

What does it mean to be out of status?

You are out of status if you do not fulfill the conditions of your F-1 visa.

If you are out of status, you lose privileges and benefits:

- Eligibility for employment on and off campus
- Automatic visa revalidation for trips to Canada, Mexico, and the Caribbean islands except Cuba (not available to citizens of some countries)
- Extension of the program through the notification procedure
- Transfer to or from another university in the U.S. through the SEVIS procedure.

- Change from one educational level to another through the SEVIS procedure
- Practical training
- Visa stamp may be canceled

What do I do if I fall out of status?

To get back in status:

1. Apply to USCIS for reinstatement within the U.S. (\$370 fee), OR
2. Leave the U.S. and be readmitted with a new I-20.

Students who have worked since becoming out of status in the U.S. are not eligible for re-instatement in the United States.

What is my F-1 status end date?

F-1 status ends on the date listed in #5 on your I-20 or when you complete the last requirement for your program of study, whichever comes first.

How long can I stay in the U.S.?

- Up to 60 days after completion of your program. You may not work during those 60 days.
- If you do not complete your program you may only stay for 15 days pending approval from an International Advisor.

Changes to Degree or Major

Change in Degree Level or Program

Immigration regulations allow 60 days after the completion of a degree program to receive admission to a new degree level and program.

Once admitted to a new degree level and program, you must also [apply for and receive a new I-20 through iNorthTX](#) within this 60 day period.

To complete this request, you will need to submit financial documents that are less than one year old.

## Change in Major Field of Study

To change your major field of study as an F-1 student, work with your Academic Advising department to request your change of major, then complete the [Request for a Revised I-20 in iNorthTX](#). To change your major field of study as a J-1 student, please schedule an appointment with your J sponsor.

## I-20 Extension Request

Must be in valid F-1 status.

Apply in time to have procedure completed before I-20 expires (at least 2 weeks ahead of expiration.)

If delay is due to academic reasons - must provide documentation. Poor performance is not acceptable.

If delay is due to medical reasons - must provide documentation.

### Ineligible Situations

I-20 has expired, or will expire before procedure can be completed.

Otherwise out of status.

Delay due to poor academic progress.

Delay due to suspension.

Delay due to academic probation.

### Reinstatement Situations

Any student who does not meet the eligibility requirements must either file for reinstatement, or travel outside the U.S. and re-enter with a new I-20 marked initial attendance.

### Procedure for I-20 Extension

- [Academic Advisor Certification for I-20 Extension](#), signed by your academic advisor



- [Proof of funding required](#)
- Complete the [I-20 Program Extension Application via iNorthTX](#)

NOTE: SEVIS will allow a maximum one year extension. Once complete, ISSS will email the student to request a signature.

## Graduation and Program Completion

During your last semester at UNT, you will need to apply for graduation. This process is separate from your immigration requirements.

Your graduation day may be different than the program end date listed on your I-20.

What is my program end date?

Your Program End Date is the date listed on page 1 of your I-20. This is your last day of required enrollment at UNT and also the day that your 60 day grace period starts. You will need to take action on your immigration record to transfer, start a new degree level, apply for OPT, or leave the U.S. within this 60 day grace period. Please note: Your on-campus work authorization ends on your program end date/last date of enrollment!

What happens if I finish my degree before my program end date?

If you will complete your degree before the program end date originally listed on your I-20, your program end date will be updated to show your actual last date of enrollment. The updated end date on your I-20 will be the start of your 60 day grace period. Remember, during your 60 day grace period, you will need to take action on your immigration record to transfer, start a new degree level, apply for OPT, or leave the U.S.

What happens if I need more time to complete my degree?

If you will not complete your classes by the date listed on your I-20, you will need to complete the [I-20 Program Extension Application](#) via

iNorthTX. You must complete the [Academic Advising Certification for I-20 Certification](#) to upload in iNorthTX if you are requesting an I-20 program extension. This e-form must be submitted by you and approved by ISSS BEFORE the end date on your I-20. Please submit this request at least two weeks prior to your I-20 program end date. heading is empty, the panel does not output.

What are my grace period options?

Your 60 day grace period starts on your I-20 program end date. You now have 60 days from that date to do one of the following:

1. [Apply for OPT](#)
2. [Be admitted to a new degree program at UNT](#) and receive a new I-20 for the next semester
3. Get admitted to a new school and have your [SEVIS record transferred to the new school](#) for the next semester. Please speak with an immigration advisor for questions about the timing of your I-20 transfer.

How do I apply for graduation?

Applying for graduation from UNT is a separate process from your immigration requirements.

During your last semester at UNT, you must [apply for degree conferral \(graduation\)](#). This process allows you to receive your UNT degree and participate in the graduation/commencement ceremony.

Please make sure to check the website for important deadlines! If you do not apply for graduation, you may not be able to participate in the ceremony.

How do I invite my family to come to my graduation?

UNT does not need to provide an invitation letter for your family to apply for a visa to come to the U.S. for your graduation. Consular officials from the U.S. Department of State have stated that an invitation letter from the school is not required to process a visa application. [Please](#)

[see here for suggested documentation that you can send to your family directly.](#)

## Inviting Family to Visit

### Required Documentation

Please refer to the specific [U.S. Embassy website](#) that your family will be going to for their interview for required documentation.

Consular officials from the U.S. Department of State have stated that an invitation letter from the school is not required to process a visitor visa application.

However, you as the student can write an invitation letter to invite your family to visit. Please see the template letter below.

PLEASE NOTE: UNT does not issue invitation letters for family visits.

### Suggested Documentation

The following suggestions are meant as ADVICE only.

We cannot guarantee how U.S. consulates will approach each individual situation.

- A letter from you to your invitee, in English, inviting him/her for a visit
- Evidence of your valid student status
- Copies of your transcript and/or current enrollment
- A photocopy of your I-20 or DS-2019, passport, visa and I-94 card
- Evidence of your ability to financially support your visitor during their stay (for example, your assistantship letter or a bank statement). This evidence is needed only if your visitor does not have the funds to support himself or herself during the visit to the U.S.

### Suggested Letter Format

If you would like to send a support letter to your friends or family to visit you in the U.S., you may wish to use the template below.

This letter should come from the UNT student.

A letter is not required from UNT to invite family to visit.

This invitation letter from the student should be sent to the person who will be applying for the visa, and that person should present it to the U.S. consulate along with the application for the tourist (B-2) visa.

Date:

United States Consul General

(Address of Foreign Consulate Where Person Will Apply for the Visa - check online)

Dear Honorable Consul:

My name is (Last Name), (First Name) and I reside at (Your U.S. Address). I am a student at the University of North Texas majoring in (Major). I am requesting that a tourist (B-2) visa be issued to (Person you want to invite), in order to allow (her/him) to visit me in the United States. (She/He) is my (Explain your relationship to the person) and will be visiting me from (arrival date) to (departure date). (Explain why you want the person to visit).

During (her/his) stay in the United States, (she/he) will stay with me at my residence at the address stated below. I will be responsible for all of (her/his) room and board expenses while (she/he) is in the United States. Upon the termination of (her/his) visit, (she/he) will return to (Country). Your kind consideration of this request will be greatly appreciated.

Very truly yours,

(Signature)

Name

Address

Email

## Transfer from UNT

Submit a Transfer Clearance Form (or similar) from your new school to International Student and Scholar Services

- If you are applying to several schools, submit a transfer form for each school.
- The transfer form does not require that you attend a school nor does it transfer your SEVIS electronic file.

Once you have determined which school you will attend, complete the Ending Studies at UNT form.

- IELI students must visit the IELI Main Office to complete the required paperwork.
- ISSS will transfer the SEVIS electronic file to the new school at the end of the academic term.

The new school will issue a new I-20 upon receipt of the SEVIS file.

- The I-20 must be issued within 60 days of completing studies at UNT, and you must be enrolled at the new school within 5 months.
- If traveling outside the U.S. after your studies are completed at UNT, you **MUST** use the I-20 from the new school to re-enter the U.S.
  - Once you re-enter you must attend the new school.
  - If there are time constraints, please contact the new school to discuss method of getting the new I-20 to you.

The first time you enter the U.S. as an F-1 student, the school listed on the visa stamp must match the school on the I-20.

When you transfer schools, as long as the visa is valid, the school on the visa stamp does not need to match the school on the transfer I-20.

If you are a J-1 student, please consult an International Advisor at [jinfo@unt.edu](mailto:jinfo@unt.edu).

