International Student Handbook

Rules, Regulations & Policies for Maintaining F-1 Student Visa Status While at BCCC

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INTERNATIONAL STUDENT HANDBOOK

Welcome Message from the Director of Recruitment, Admissions & Registration

Welcome to Baltimore City Community College (BCCC). We are delighted that Baltimore City Community College is your college of choice to pursue higher education and training.

BCCC offers an exciting learning centered environment with dedicated and committed faculty and staff. The American faculty, staff and students are friendly, courteous and eager to meet you. Your presence enriches the diversity of our community and we are glad you chose us to share your culture.

The College is an urban institution with three locations in the city of Baltimore, Maryland. The Office of Recruitment, Admissions & Registration is here to assist you in preparing your admissions papers, securing the I-20 and supporting your efforts to observe the laws and regulations of the College and the United States.

We offer our best wishes to you for the months ahead as you pursue your educational goals at Baltimore City Community College.

Deneen Dangerfield
Director of Recruitment, Admissions & Registration
INTRODUCTION

We are delighted that you have chosen BCCC to pursue higher education and training. BCCC serves a population of over 7000 students, 600 of whom are studying in the USA on an F1 student visa. More than 109 countries are represented here among students, faculty and staff. The Office of Recruitment, Admissions & Registration is pleased to provide this handbook for nonimmigrant F-1 visa students. It does not, however, include all the immigration and visa matters that may affect you while you are in the United States.

I hope the information in this document proves to be helpful during your studies at BCCC.

If you comply with all the immigration, civil and criminal laws of the United States, you should not encounter any legal problems during your stay in this country. When in doubt, contact the International Student Advisor. Our discussions will be kept confidential. Clarification and help will be provided to assist you as much as possible. If the situation warrants, you will be referred to professional legal counsel for further assistance.
## WHERE TO GO WITH QUESTIONS

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Abbreviations: MNB= Main Building, Liberty Campus; BCED=Business & Continuing Education, Harbor (710 E. Lombard Street)

Many student services are available via the Student Portal. Go to the BCCC homepage (www.bccc.edu) and choose Student Portal (or go directly to [https://portal.bccc.edu/regent](https://portal.bccc.edu/regent)).

If you are unable to find an answer to any of your questions, call the International Student Services Office, 410 462-8311.
COLLEGE COMMUNITY

Office of Recruitment, Admissions, & Registration

The Office of Recruitment, Admissions, & Registration is part of Enrollment Services in the Student Affairs Division. All foreign-born students, immigrant or non-immigrant, may receive assistance and services from this office.

The office is responsible for assessing the needs of international students, providing thorough information on immigration regulations and procedures to advise international students effectively, orient students to the policies and expectations of the institution, its culture, our educational system and the country in general, facilitate the enrollment and retention of international students and foster an international dimension within the institution and the community at large.

Students are encouraged to visit the offices of the International Student Advisors on a regular basis to get to know them. The International Student Advisors for the Liberty Campus are:

William N. Hug
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The International Student Advisor for the Harbor Campus is:

Wanda M. Chaney
International Student Advisor, DSO
Tel: 410.986.5491, Fax: 410.986.9514
wchaney@bccc.edu

We would like international students to feel comfortable about discussing their problems with the International Student Advisors in a confidential and positive atmosphere.
If you have any questions, suggestions, or concerns, please feel free to address them with your International Student Advisor. You will find us ready to assist you with your educational and personal needs.

**International Students Club**

The International Students Club was organized in 1991 to provide support for international students while helping them to adjust culturally and academically to BCCC, to provide participation in or initiation of such activities and projects that are in the interest of the members and general interest of the BCCC community and to broaden the knowledge and awareness within the BCCC community about other cultures.

NOTE: All new F-1 visa students are required to join the International Students Club community via Blackboard. Directions how to join the club via Blackboard are available at New International Student Orientation, or during appointments with an International Student Advisor.

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Recruitment, Admissions, & International Student Services  
Main Building 02  
2901 Liberty Heights Avenue  
Baltimore, MD 21215  
FAX Number: (410) 462-8345
Immigration Regulations

This section provides a summary of information for nonimmigrant F-1 visa students. It does not, however, include all the immigration and visa matter that may affect you while you are in the United States.

Immigration regulations, forms and procedures change frequently. If you have questions about your visa or immigration status or how a particular law applies to you, consult the International Student Advisor. Advice from friend, faculty or other offices may be incorrect or out-of-date. Unfortunately, lack of knowledge about the law does not exempt you from your responsibility to comply with immigration regulations.

Congress makes immigration law. The USA PATRIOT ACT of 2001, as amended, regulates the flow of aliens into the United States for temporary or permanent residence. The Act is administered and enforced inside the U.S. Department of Homeland Security/United States Citizenship and Immigration Services (USCIS). The address of the Baltimore USCIS District Office is:

United States Citizenship and Immigration Services  
George H. Fallon Federal Building  
31 Hopkins Plaza  
1st Floor  
Baltimore, Maryland 21201

You need an appointment to be serviced at the USCIS Baltimore Information Center. Visit www.infopass.uscis.gov to schedule an appointment.
Maintaining Your Immigration Status

The International Student Advisor must report regularly to USCIS the status of every F-1 student who is currently enrolled (including those who are not attending but who appear on the USCIS list as having previously attended) or engaged in post-graduation Optional Practical Training. If you are maintaining your status, this information is relatively routine and will not affect your continued stay in the United States.

As a student, you must comply with immigration laws governing your stay in this country. You are required to maintain your immigration status at all times. It is your responsibility to keep track of immigration matters, although the International Student Advisor will assist you. To maintain your status, you must:

1. **Register every semester at BCCC** (the college you have been authorized by USCIS to attend). If for any reason you cannot register for one semester, you should discuss your situation with the International Student Advisor.

2. **Register as a full-time student every semester.** This means 12 credit hours or 3-4 non-credit courses in the English Language Institute (ask an ELI staff member if you are not sure). You must maintain full-time course enrollment throughout the semester.
   
   a. If you register as a full-time student at the beginning of the semester and later drop one or two courses, leaving you with less than a full course load, you are considered a part-time student, which violates your immigration status.
   
   b. If you are having academic difficulties, meet with your instructor to ask for help, you may not audit, drop, or withdraw from any courses, without becoming out of status with USCIS. See your International Student Advisor.
   
   c. If one of your classes is canceled, meet with an Academic Advisor or Student Success Specialist immediately to sign-up for another class.
   
   d. No more than one online/distance education class or 3 credits per semester can be counted toward your full-time course of study. If your I-20 is issued for English as a Second Language, no on-line courses can count toward the minimum full-time enrollment requirement.
e. Credits received from CLEP or other proficiency exams do not count toward the full-time enrollment requirement.

f. If you withdraw from classes, you must make sure you finish the semester with a full-time schedule.

g. If you fail to pay your tuition on time, or if you do not attend class, **your classes can be dropped automatically**, which can affect your F1 visa status. If you sign up for a payment plan through Student Accounting, make sure you understand the consequences of late payments. If BCCC withdraws you from your classes due to non-payment or late payment, you will not be allowed to be reinstated into those classes. You will then have to leave the USA or apply for reinstatement to F-1 status (refer to the section below on **Reinstatement** - p.27).

3. **Attend classes regularly and make satisfactory progress** toward completion of your degree program or English training.

4. **You must follow USCIS procedures if you want to change schools**, whether in the middle of your program or after receiving a degree. Be sure to complete a BCCC SEVIS Record Transfer Out Request Form, and submit it along with your acceptance letter to the new school to a BCCC International Student Adviser. It is your responsibility to make sure your SEVIS record is transferred from one school to another in time to make all deadlines (of each school and of immigration regulations). Each school has its own unique transfer-in and transfer-out procedure that you must follow.

5. **Do not work on/off campus without the written authorization from USCIS or the International Student Advisor** (see Employment Authorization). If authorized, students are allowed to work full-time during summer and winter sessions and spring break, **but must limit all employment to 20 hours per week or less during the spring and fall semesters**. You must maintain full-time enrollment or your employment will become illegal. All employment must be reflected and kept current on your current I-20, page 3.

6. **Obtain a new SEVIS I-20 whenever you make a change in degree levels or major.** This includes changing from Optional Practical Training to a new degree, from one associate degree or a second associate degree, to change of major, for transfer to another institution. If you plan to change your degree program (major), you must notify the International Student Advisor within 10 days. If you are
changing from English Language Institute (ELI) classes to a credit program, you will need a referral from an authorized ELI staff member and an International Student Advisor. You may need to present new financial documentation before you will be issued an I-20 for your new program. All financial documentation must be presented in the original, so plan ahead if your documents must be sent from overseas.

7. **Report a change of name, address for yourself and your dependents to the Office of Recruitment, Admissions, & International Student Services within 10 days of change.** In addition, you can change your address on the Student Portal (please meet with a Student Success Specialist in MNB 20, or an International Student Adviser if you do not know how to do this). You can also report the change to USCIS using Form AR-11, or use the Student Information Change Form in the Admissions Office. It is now possible to change your address using the Student Portal (https://portal.bccc.edu/regent/). If you do so, you must still contact a BCCC International Student Advisor to let us know about your address change, so we can change your address in the SEVIS system.

8. **Apply for extension of stay 30 days in advance of I-20 expiration or if you are not able to complete your degree within the period specified on the SEVIS I-20. (see Extension of Stay).** You will need to present proof your sponsor will continue to support you during the extended period.

NOTE: *The list above is not exhaustive. Immigration regulations and interpretation constantly change. Please refer to this complete handbook, all of the governmental websites listed, and consultation with your International Student Advisor, as well as any legal counsel necessary, to determine if you are maintaining your F-1 visa, depending on your situation. There will be serious consequences for F-1’s and their dependents that violate immigration rules even in minor ways, particularly for those who stay in the United States beyond their authorized period. If you do not follow these rules, USCIS will consider you “out of status” this is in violation of your immigration status. You then will have to apply for reinstatement and you risk being asked to leave the USA (and/or denied re-entry to the USA).*
IMMIGRATION TERMS, DOCUMENTS AND FORMS

Designated School Official (DSO): Often referred to as the International Student Advisor or Foreign Student Advisor, the DSO (or Primary Designated School Official-PDSO) is authorized to issue and sign your I-20s. You should consult the DSO for any and all school matters that may affect your F1 visa status. Other school personnel may be helpful, but always double-check with your DSO anything that relates to your maintenance of your F1 visa status. When in doubt, contact your DSO. For example, you should meet with your DSO when you are considering changing your major, moving (if your address changes in the USA or your home country), changing your name, inviting a dependent to join you in the USA, extending your I-20, changing your sponsor, before seeking employment or changing employers, traveling, transferring to or from your current college. Make sure you know how to reach all the DSOs at your school, and how to best make an appointment with each of them.

Passport: All non-immigrants are required to possess and keep current a valid passport issued by their country of citizenship. If your passport will expire within the year, make sure to find out from your embassy how to renew your passport. In order to stay in the USA on F-1 visa your passport must be valid at least 6 months in the future, at all times. If you are traveling outside the USA, you will not be allowed to reenter if it is not valid at least six months after your return date to the USA. Failure to keep it valid renders a non-immigrant out of status (and consequently, not eligible for extension of stay or change of status as well as subject to deportation). Questions regarding passport renewals extensions or replacements should be addressed to the non-immigrant’s embassy or consulate here in the USA. While it is not necessary to carry a passport at all times while in the states, it must be taken with you when leaving and re-entering the USA. The passport expiration date should not be confused with a visa expiration date (always indicate on the visa stamp inside the passport) or expiration of a particular period of stay as indicated on one’s I-20, I-94, etc. If your passport is lost or stolen, you should immediately report it to the police department serving the area where it was lost or stolen. Often your embassy requires a copy of an official police report.

USCIS: The United States Citizenship and Immigration Services (http://www.uscis.gov) is one branch of the Department of Homeland Security. They interpret immigration regulations and laws. They approve certain types of employment authorization, requests for change of visa status, and requests to reinstate visa status.

USICE: The United States Immigration and Custom Enforcement (http://www.usice.gov) is one branch of the Department of Homeland Security. They maintain the SEVIS database (the Student and Exchange Visitor Information System) “to track and monitor schools and programs, students, exchange visitors and their dependents throughout the duration of approved participation within the U.S. education system.” The I-901 SEVIS
fee is paid to them to offset the cost of maintaining SEVIS, which contains over 1 million student records. They have arrest powers and control the borders of the USA.

**SEVIS:** Student Exchange and Visitor Information System ([http://www.ice.gov/sevis/](http://www.ice.gov/sevis/)) is an interactive website managed by the United States Citizenship and Immigration Service tracking foreign students and their dependents (F-1 and F-2) and exchange visitors while they are in the United States. As of January 30, 2003, the issue of a SEVIS Form I-20 became mandatory. As of that date all foreign students must present a Form I-20 issued through SEVIS in order to be admitted to the United States. The Office of Recruitment, Admissions & Registration is required to report and process any changes to the student record in SEVIS including: changes in name, address, enrollment status, travel, I-20 extension, transfer, employment authorization, reinstatement, etc.

**SEVIS ID Number:** This refers to a 10 digit number preceded by an “N” on your SEVIS I-20 [located on the first page, in the top right corner above the bar code (i.e.: N0123456789)]. The SEVIS ID number will remain the same on each I-20 you receive, even when you transfer from one school to another. It is a good idea for you to memorize this number or keep it in place you can refer to at any time, in case your International Student Advisor asks you for the number.

**SEVIS I-20 Certificate of Eligibility:** In order to obtain an F-1 non-immigrant visa you will need to apply at a U.S. Embassy or consulate overseas (or in any case that you need to file a Form I-539: refer to Form I-539 below). You will first complete a visa application and pay a fee. Then you will need to present a letter of admission along with all necessary documents; a valid passport, health report, proof of financial support, proof of English proficiency and a certificate of eligibility (Form I-20) issued by the Office of Recruitment, Admissions & Registration at BCCC. The officer issuing the visa at the consulate will put a visa stamp in your passport if he or she believes you meet the necessary requirements.

Before the Office of Recruitment, Admissions & Registration can issue a certificate of eligibility (Form I-20) we must have on file a copy of your admission application, some personal information about any family members that will be accompanying you, your current mailing address and proof of adequate funding (affidavit of support). Proof of funding consists of funds equal or greater than the estimated amount of tuition, cost of living, and other miscellaneous fees. This funding may be from personal or family funds, U.S. or home country government funds or programs, your employer, a sponsoring agency organization, or other guarantors. Documentation must be in the form of a dollar amount and specific letter of sponsorship (if not your own funds) and current, original statements from a bank officer certifying the current and average balance in U.S. dollars of at least a year’s expenses. Students are not allowed to sponsor other students. The
Office of Recruitment, Admissions & Registration issues the I-20 for F-1 student visa to all incoming foreign students.

If approved by the U.S. Embassy or USCIS, your SEVIS I-20 is stamped in red and returned to you by the immigration inspector. It documents that you are in the USA legally and are authorized to attend a particular school as a full-time student. This document should be kept with your passport and in your possession at all times. You do not surrender it, even if you are traveling out of the USA. If the SEVIS I-20 is to expire before you have completed your studies, it must be updated 30 days prior to expiration.

Do not confuse your visa with your SEVIS I-20; they are different documents and serve different purposes. The visa stamped in your passport allows you to apply for admission to the USA at port of entry. Your SEVIS I-20 allows you to enter and stay in the USA as a student for a specified period of time.

**F-1 Student Status:** F-1 students should have in their possession the I-20 document. This is the document that states the period of time that they may legally remain within the United States. A Form I-20 is required for travel and re-entry to the USA. An endorsement by the International Student Advisor on the back of the I-20 within the previous 12 months (or six months if engaging in OPT) is necessary to re-enter and to be re-admitted in your current non-immigrant visa status. You must consult with the International Student Advisor if your document has not been endorsed within the year and you are traveling outside the USA or if you need to apply for a new visa while you are traveling.

The term F-1 comes from the F section of the Code of Federal Regulations (CFR) that governs the student visa. You can access the most updated section of regulations through the USCIS website (http://www.uscis.gov). Navigate to the Laws and Regulations section of the site and find the link for 8 CFR (which means Title 8, Code of Federal Regulations). Once you access 8 CFR, go to 8 CFR PART 214, and then Sec. 214.2, f. Other immigration-related laws are found on the USCIS website.

**Visa:** A USA visa is a stamp in one’s passport issued by a consulate abroad which will facilitate entry or re-entry into the USA if presented at the point of entry along with any necessary visa documents (such as an I-20). It usually contains your picture, name, and seal of the USA. One cannot obtain a USA visa stamp within the USA. It is generally good for one, two or multiple entries and usually has an expiration date (which may or may not correspond to your authorized period of stay). One’s non-immigrant visa stamp may expire while in the USA with no consequences as long as the date of the person’s I-94 card and/or visa certificate (I-20, IAP-66, I-797, etc.) is still valid. If you leave the USA and want to re-enter care should be taken to find out whether the visa stamp in the passport is still valid. Upon re-entry to the US, USICE officials will check your
documents. They will refuse you entry if the visa in your passport does not match your documents, or is otherwise invalid or expired. For example, if you entered the USA on a visa other than the F1 visa, and want to return to the USA on an F1 visa, you will need to apply for the F1 visa in at a U.S. Embassy or Consulate outside the USA. If you have changed schools while in the USA, the new school does not need to be printed on your visa. Non-immigrants already in the USA may apply for a change to another non-immigrant status if they desire and are eligible (consult with Office of Recruitment, Admissions & Registration for details). A spouse and/or unmarried children under 21 years may enter in (or change to) dependent status with appropriate visa and affidavit with additional support.

According to the US Department of State:

A visa allows you to travel to the United States as far as the port of entry (airport or land border crossing) and ask the immigration officer to allow you to enter the country. Only the immigration officer has the authority to permit you to enter the United States. He or she decides how long you can stay for any particular visit. Immigration matters are the responsibility of the U.S. Department of Homeland Security.

There are two categories of U.S. visas: immigrant and nonimmigrant.

**Immigrant visas** are for people who intend to live permanently in the U.S.

**Nonimmigrant visas** are for people with permanent residence outside the U.S. but who wish to be in the U.S. on a temporary basis— for tourism, medical treatment, business, temporary work or study.


Canadian citizens should refer to the U.S. Department of State’s website, particularly the pages maintained by the U.S. Embassy in Canada, for U.S. entry requirements: [http://www.amcits.com/student_exchange_visa_usa.asp](http://www.amcits.com/student_exchange_visa_usa.asp)

**Form I-94:** This is a small white Arrival-Departure card stapled in your passport by an immigration inspector at your port of entry. It states the place and date of your admission to the USA, your non-immigrant classification (F-1), your name, date of birth, country of citizenship and when your initial period of authorized stay expires. This card also contains your Admissions Number. You will be asked to submit this card when you leave the USA and a new one will be issued each time you re-enter the country.

**Admission Number:** Each F-1 student is assigned an eleven (11) digit Admissions number by USCIS. The number often appears on the top of your SEVIS I-20, but always
on your Form I-94. This is your lifelong identification number for study in F-1 status in the USA. Your admission number is in the USCIS database (and often SEVIS) and it is used to track enrollment, transfers between schools, travel abroad, employment authorization, practical training and other matters.

**Duration of Status:** Noted as “D/S” on both the Form I-20 and the Form I-94, it refers to the length of time you are authorized to stay in the USA. Duration of status if defined as the period during which you are pursuing a full course of study in an educational program or series of programs and any periods of post completion Practical Training, plus 60 days (in which) to depart the USA. Your duration of status is valid only if you have maintained your F-1 status. No employment is authorized during the 60 day period. The F-1 visa is unlike most other nonimmigrant visas, in that when it is granted, there is no specific expiration date. You are responsible for noticing when your **program end date** expires on your Form I-20, and requesting an extension, if necessary, no later than 30 days before this date. Note: Duration of Status is not valid indefinitely. There are several circumstances under which you must apply for an extension to stay, even if you have maintained your student status. See your International Student Advisor for more information.

**Program end date:** Every Form I-20 you are issued has a program start date and program end date. The program start date is the date that you are expected to report to the college to start your program. The program end date is the date the college expects you to complete your studies. If you intend to complete your studies before the program end date listed on your I-20, you must discuss this with your international student advisor at the beginning of your last semester. If you do not think you can finish by your program end date, you must discuss this with your international student advisor as soon as possible, and request an extension (refer to the section below on **Extension of Stay**).

**Out of Status:** If you fail to maintain your F-1 status, or do not apply for extension of stay before your program end date expires, or do not comply with the terms of your admission to the USA as outlined; you are considered "out-of-status". You are no longer entitled to any benefits and you run the risk of being asked to leave the USA. To regain your legal status, you must apply to USCIS for reinstatement. Refer to Form I-539 below.

**You are out-of-status if:**

- a) you have not maintained full-time enrollment through-out the entire semester,
- b) you have accepted unauthorized employment on or off campus,
- c) you have stayed in the USA beyond your authorized period.
d) you have not made normal progress toward completing a course of study
(See section on "Reinstatement")

Reinstatement: In order to remain in the USA after falling out of status, you must file for reinstatement within five months of the event that caused you to fall out of status. You must usually demonstrate to USCIS, using the Form I-539 and supporting materials including a new I-20, and a letter explaining that you fell out of status through no fault of your own. Refer to the section on reinstatement below.

Form I-134: Affidavit of Support Form is used by Immigration to verify and record the financial status of potential sponsors of F-1 students. The form can be found on the USCIS website: [http://www.uscis.gov/files/form/I-134.pdf](http://www.uscis.gov/files/form/I-134.pdf)

Form I-539: This Application To Extend/Change Nonimmigrant Status is used when applying for change of nonimmigrant status (fee required). If you come into the USA on a visitor or tourist visa, you must complete this form if you wish to change to student visa status. The Form I-539, Form I-20, Form I-134, Form I-94, and other supporting documents should be submitted to USCIS at least 30 days before your current visa expires. To be approved, the initial begin date of the I-20 (either January 10, May 10 or August 10) must be no more than 30 days after the expiration date of your current visa status (check your I-94 or other USCIS documentation). It is also used when applying for nonimmigrant reinstatement to student status. It requires the signature of the International Student Advisor and an application fee required when submitted to USCIS. The form can be found on the USCIS website: [http://www.uscis.gov/files/form/i-539.pdf](http://www.uscis.gov/files/form/i-539.pdf)

Form I-668: This is the formal document name of the Employment Authorization Document (EAD) photo ID card. The EAD provides to an employer proof of identity and proof of employment eligibility. If you have been approved for employment by USCIS, they will mail you the EAD card. In order to extend your employment authorization, you must file a Form I-765 in a timely manner. Make sure your International Student Advisor has a copy of your EAD card as soon as it is issued to you, and consult them at least 3 months prior to the EAD card’s expiration date.

Form I-765: This Application for Employment Authorization is used to apply for an Employment Authorization Document (EAD). An application fee is required; Forms I-765 and other supporting documents must be submitted to USCIS. Check with your International Student Advisor before filing this form, as it often requires you send a new I-20 along with this form. The form can be found on the USCIS website: [http://www.uscis.gov/files/form/i-765.pdf](http://www.uscis.gov/files/form/i-765.pdf)

Form I-901 – The Fee Remittance For Certain F, J and M Nonimmigrant form is use to pay the fee to support the F, M and J nonimmigrant reporting system SEVIS (Law 104-208, Subtitle D, Section 641). If you are subject to this fee and do not pay it, you will not
be issued an F visa or be admitted to the United States. If you are in the United States and apply for a change of status, you are subject to this fee. If you do not pay it your application will not be processed. For more information, consult:
http://www.ice.gov/sevis/i901/index.htm
EXTENSION OF STAY

F-1 students are generally admitted to the United States for "duration of status" (D/S) stamped on I-94 card, that is, the time needed to complete an educational program.

However, recent revisions in the USCIS law require that students extend their stay no later than 30 days before the expiration date on the SEVIS I-20. An F-1 student is permitted to stay in the USA provided that the student is in good standing with USCIS. In order to be granted an extension of your I-20 at BCCC, you will need to fill out a Request for I-20 Extension form, available through any International Student Advisor. You will need to plan to meet with your academic advisor to complete this form, and state how many more semesters you need to complete your program, and list the reason(s) why you did not finish in time. You will also need to prove your sponsor is willing and able to continue to sponsor you. If you have changed sponsors, remember that you will need to submit all new sponsor information, and meet the same standards of support as a new student, including submitting original bank documents. Since this process can take some time, it is recommended you start this process at the beginning of your last semester according to your program end date on your Form I-20.

The grace periods are as follows:

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years or less</td>
<td>60 days</td>
</tr>
<tr>
<td>2 to 4 years</td>
<td>60 days</td>
</tr>
<tr>
<td>More than 4 years</td>
<td>60 days</td>
</tr>
</tbody>
</table>

If student is unable to complete his/her program in the specified time a request of extension of stay must be submitted to Office of Recruitment, Admissions & Registration. A new SEVIS I-20 will be issued.

Note: Make an appointment with your International Student Advisor to review the specifics.
CREDITS AND GRADES

At BCCC, a full-time course load is 12 or more credit hours per semester, or 4 - 5 courses. This means that you will be in the classroom between 12 and 15 hours each week, or more if you take courses requiring labs. The professor using number or letter grades evaluate academic performance in each course. At the end of the semester you will receive a number of credits corresponding to the courses you have successfully completed. Your credit hours are multiplied by your grades to determine your “grade point average” (GPA). GPA’s provide a general indication of your overall academic performance.

The grading system used by BCCC to evaluate students’ academic performance is based on the four-point scale. Students are expected to enroll full-time and complete their studies with a C average or better.

Grade Points Undergraduate

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Make sure you understand how your professor will determine your grade, and what it takes to get the grade you want. Your attendance in the class (physically for in-person classes, and logging in for online classes) can determine not only your grade, but whether you are allowed to continue in a class during the semester. Failure to meet the attendance requirements set by the individual professor can cause you to be withdrawn from the class, which can cause you to lose your F-1 status.

Also make sure you review and understand how to remain in “Good “Academic Standing. Failure to maintain a certain minimum GPA (based on credits attempted) can cause you to go into Academic Probation (Warning or Dismissal).

Students on Academic Dismissal cannot be full-time. F-1 students on Academic Dismissal must leave BCCC. Students in Academic Warning must complete their next semester in Good Standing (based on GPA and number of credits passed) in order to return to Good Standing.

Remember: The central responsibility of an F-1 student is to be enrolled full-time in an authorized academic program, and to make academic progress toward that goal.
FOREIGN TRANSCRIPT EVALUATION AGENCIES

If you have completed college credits overseas (outside the United States) and wish to transfer them to Baltimore City Community College, you must have your official college transcript evaluated by an Accredited Foreign Transcript Evaluation Agency.

List presented in Alphabetical Order

AACRAO
Office of International Education Services
1 DuPont Circle, NW; Suite # 370
Washington, DC 20036-1110
202-296-3359
202-872-8857 Fax
Website: http://www.aacrao.org

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
414-289-3400
414-289-3411 Fax
e-mail: eval@ece.org
Website: http://www.ece.org

World Education Services, Inc.
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
212-966-6311
212-739-6100 Fax
Website: http://www.wes.org

World Education Services
P.O. Box 57206
Washington, DC 20037-7206
202-331-2925
202-331-2927 Fax
Website: http://www.wes.org
CONFIDENTIALITY OF STUDENT FILES

In order to maintain certain records required by law and to provide informed advice, the Office of Recruitment, Admissions & Registration keeps personal files on all F-1 students at BCCC. Among the contents of these files are admissions, immigration and employment information.

Please note that according to both federal law, the “Family Educational Rights and Privacy Act of 1974”, (FERPA) and Maryland State Law, your file is confidential. An international student may, of course, have access to his or her own file upon advance written request. Access to file data by others is allowed by law in certain circumstances. For example, departments may have access to file data if the information is directly linked to the fulfillment of their administrative or program responsibilities. For the protection of the students, the Office of Recruitment, Admissions & Registration monitors access to the files.

FERPA does allow the release of “directory” information, which includes student name, address, telephone number, major field of study, dates of attendance, degrees and awards received and most recent educational institutions attended.

Your written authorization with signature must be submitted before files can be released.

If you want someone to conduct school business on your behalf, make sure you consult the department in question to find out its procedure to designate someone as your representative.
SCHOOL TRANSFER

You are eligible to transfer to any other school if you are enrolled full-time at the school you were last authorized to attend during the semester immediately preceding the transfer or last preceding a vacation period. Be sure the school you wish to transfer to is authorized by the Department of Homeland Security to issue the Form I-20. If it is not, you are not to attend.

You must follow USCIS procedures if you want to change schools in the middle of a degree program or to begin a new degree program.

To complete a transfer of school, you must:

1. Notify the International Student Advisor at your former school of your intention to transfer, and request SEVIS release of your I-20 record to the new school.

2. Return the I-20 form to a designated school official on campus within 15 days of beginning attendance at the new school.

3. Obtain a new SEVIS I-20 for your new school and read and sign #11.

This notification procedure applies to students who are in status and were pursuing a full course of study the previous semester at their former school. If you are out-of-status, you can still transfer, but you must also apply to USCIS for Reinstatement of student status, after an international student advisor at your new school issues you a new Form I-20 recommending the reinstatement. (See section on "Reinstatement"). You may attend classes at the new school while USCIS is deciding on your application.

Before transferring to another school, you must request BCCC release your SEVIS record. You must make this request in writing. Ask one of the BCCC International Student Advisors for the SEVIS Record Transfer Out Request Form. You will need to complete that form and submit it to a BCCC International Student Advisor along with the admission letter from your new school. Incomplete forms will not be processed. You must write on the form the new school’s SEVIS School Code. You should ask for that code from your new school’s International Student Admission officer or DSO/International Student Advisor. If you drop off your form outside of an appointment, it can take several days to process, so please plan accordingly.
EMPLOYMENT AUTHORIZATION

Employment means the rendering of services on either a part-time or full-time basis for compensation (financial or otherwise), including self-employment. An F-1 student may accept employment or engage in business only under certain conditions and in some cases, only after obtaining authorization from USCIS. After your first year in F-1 student status, you may apply for employment authorization using Form I-765 based on financial needs arising after receiving student status or need to obtain practical training.

Students who work off-campus without a work permit are in violation of their nonimmigrant status. USCIS will not reinstate your legal F-1 status if you are found to be working without authorization. You will be asked to leave the United States. There are no exceptions to the rule and no appeal process.

There are four categories of employment for F-1 students:

1. **ON-CAMPUS EMPLOYMENT**: An F-1 student may accept employment at the school he/she is authorized to attend without prior approval from USCIS; however, student must seek approval from the International Student Advisor. Employment will be authorized as long as the student is in good academic standing and is enrolled in a full course of study. On-campus employment is limited to 20 hours per week while school is in session. You may work full-time during vacation periods. The International Student Advisor must endorse the last page of your Form I-20.

2. **EMPLOYMENT FOR ECONOMIC HARDSHIP**: This type of employment authorization allows F-1 students to work if their financial situation has changed since arrival in the United States. Students must first seek on-campus employment, if available. **If the student is unsuccessful** then the student must prove and justify in writing financial need (such as the removal of financial support by sponsor, excessive medical bills, or another unforeseen economic crisis experienced by the sponsor or student since the student began his/her F-1 status in the USA), and submit the following documents to the United States Citizenship and Immigration Service: Forms I-20 & I-765, two current passport-style photographs, and written justification of financial need with supporting evidence. (Fee required)

Before you submit your documents to USCIS, you must include a new Form I-20 issued by your International Student Advisor, recommending this employment authorization. Therefore, you must meet with the International Student Advisor and submit all documents to him/her the international student advisor for review.

3. **PRACTICAL TRAINING**: Is a type of employment authorization that allows F-1 students to work full-time, off-campus in a job that is related to their major and not
available in their home country. To qualify, you must have been pursuing a full course of study in a legal nonimmigrant status during the nine-month period immediately preceding the time of application for practical training.

**Curricular Practical Training-CPT**: is a type of pre-completion Practical Training. It is called "curricular" because it is related to your curriculum. Only those students who have registered for and been approved by their department to do an internship or clinical can participate in CPT. All training experience must be an integral part of an established curriculum. Training may be for academic credit or not-for-credit. Curricular Practical Training can be done while school is in session. The International Student Advisor authorizes the beginning and ending dates of curricular practical training for a specific company or organization. CPT is approved by the International Student Advisor and certified in SEVIS.

**Optional Practical Training -OPT** (after graduation): BCCC only authorizes post-completion OPT. Application for post-completion practical training must be submitted no later than 60 days past your program end date listed on your I-20. If you graduate before the program end date listed on your I-20, then the deadline is 60 days after your last class (you should have consulted with the DSO/International Student Advisor before you graduated, to adjust the program end date on your I-20). However, it is highly recommended that you submit your application for OPT 90 days prior to the end of classes. (If you submit your application before this 90 days, USCIS will keep your money and deny your request.) The end date of the OPT cannot extend beyond 14 months past your program end date. A student may request permission for OPT from the International Student Advisor by submitting a recommendation letter from the Department Chair of his/her major accompanied. In making a recommendation for OPT, the International Student Advisor must certify in SEVIS that the proposed employment is directly related to the student’s major area of study and commensurate with the student's educational level, and issue a new Form I-20 to show Optional Practical Training is recommended. The student submits this Form I-20 to with the proper fee and the following documentation to the USCIS processing center: Form I-765, copies of all previously-issued I-20s, 2 passport-style photos and the filing fee (refer to www.uscis.gov for the current fee). USCIS will adjudicate the application and issue an EAD for a maximum of 12 months. The EAD will not take effect before the student completes the course of study and will terminate no later than 14 months from the date of graduation.

OPT does not require that you find an employer before it is granted, but it is highly recommended. You cannot begin your employment (paid or volunteer) before the start date on the EAD card. You should not be unemployed more than 3 months of any authorized OPT period. You are required to present to the DSO/International Student Advisor a letter on company letterhead from each employer. It should provide the name
of the company, the address where you will work, your job title, whether it is part-time or full-time, and your start date (end date, too, if that is known). As with CPT, the nature of your any OPT employment should be clearly related to your degree program, volunteer work included. **(Fee required)**

***Note: USCIS forms and regulations are available at the USCIS website:

http://www.uscis.gov

The Social Security Administration has a publication that explains employment and Social Security Numbers, called “International Students and Social Security Numbers” -


Contact an International Student Advisor for more information.
REINSTATEMENT

Reinstatement is a benefit granted at the discretion of the USCIS. An F-1 student who has overstayed his/her authorized period of stay or who has otherwise failed to maintain F-1 student status may be reinstated to lawful F-1 status only if the student:

1) is currently pursuing, or intends to pursue, a full course of study at a school that has issued the student a Form I-20; and
2) has not been employed without authorization; and
3) has established that failure to maintain student status was due to circumstances beyond his/her control or that failure to receive reinstatement would result in "extreme hardship"; and
4) is not deportable for any reason other than overstaying or failing to maintain status.

Application for reinstatement is made on Form I-539. You must prepare a letter explaining why you are out-of-status and convince USCIS to reinstate your F-1 status. Supporting documents are important.

Before you submit your documents to USCIS, you must include a new Form I-20 issued by your International Student Advisor. The International Student Advisor will assist you with the application process. You must include the proper fee when submitting your Form I-539 to USCIS.

Note: To remain in the USA after falling out-of-status can lead to your arrest by USICE. If you are questioned by any U.S. law enforcement agency, due to suspected criminal activity you committed or witnessed, and you are found to be out-of-status with no reinstatement pending, you can be imprisoned, expelled from the USA, or denied re-entry to the USA.

The longer you stay in the USA after falling out of status, the longer you accrue “unauthorized presence”. The longer that unauthorized presence, the longer you will be banned from the USA.

***Note: USCIS forms and regulations are available at the USCIS website:

http://www.uscis.gov

Contact an International Student Advisor for more information.
TRAVEL OUTSIDE THE UNITED STATES

Anytime you travel outside the United States (including Canada and Mexico) you must have your SEVIS I-20 signed by the International Student Advisor before you leave the USA. This signature is valid for one year, except for students on OPT. For students on OPT, this travel signature is only valid for 6 months. F-1 students who wish to visit their country of citizenship or permanent residence generally will be allowed to enter that country if they hold a valid passport or other travel document issued by that country.

We strongly recommend you schedule an appointment to meet with an International Student Advisor before purchasing your travel tickets, and no later than two weeks prior to any travel outside the USA.

You should plan to bring with you at least:

- An unexpired passport and any passport that contains your F-1 visa. Your passport may need to be renewed at your consulate in Washington, DC before you travel.
- A newly-issued “travel” I-20
- Copies of all forms I-20 ever issued to you (and your dependents, if they are also traveling)
- Official copies of transcripts (sealed, unopened) from all colleges attended, including BCCC. Remember that BCCC transcripts only reflect courses you have completed. You may need to designate someone to retrieve your official transcript once grades have been recorded for your last semester (discuss this with someone in Records & Registration before you leave). If you took ESL classes at BCCC, make sure to order a transcript which reports credit and non-credit classes. You may want to order additional copies so you can examine them before you leave.
- Proof that you have pre-registered for the next semester.

For travel to any country other than the home country, you must check with the Embassy of the country you would like to visit to inquire about specific entry procedures. For a list of Foreign Consular Offices in the United States, refer to the US Department of State’s website: [http://www.state.gov/s/cpr/rls/fco/](http://www.state.gov/s/cpr/rls/fco/)

If you entered the USA on a visitor’s or other visa and changed your status to F-1 student visa while in the USA, you must apply to obtain an F-1 entry visa at the U.S. Embassy or Consulate before returning to the USA. In addition to the list above, bring proof that you changed your status to F-1 visa (Notice of Action, I-20 with approval stamp, I-94) and updated financial support documents from your sponsor(s) to the visa appointment. It is highly recommended that you travel with unopened, official transcripts issued you by all institutions you have attended while on your F-1 visa.

For a list of USA Consulates and Embassies around the world, refer to the US Department of State’s website: [http://usembassy.state.gov/](http://usembassy.state.gov/).
DEPENDENTS IN THE UNITED STATES

If you have an F-1 visa, you can apply for your spouse and/or children to obtain an F-2 visa. F-2 visa holders are dependent entirely on your status. If you are out-of-status, they are out-of-status. If you apply for extension of stay or change nonimmigrant status, their Forms I-94 must be included in your application to USCIS.

F-2 dependents cannot work in the United States under any circumstance.

If you wish to bring your family member(s) to the United States, you must first submit additional Affidavit of Support documents to the International Student Advisor and complete the BCCC International Student Dependent (F-2 Visa) Request Form (which you can find in the International Students Application). A sponsor other than yourself must assume full financial responsibility for the living expenses of your dependents while they are in the USA.

***Note: USCIS forms and regulations are available at the USCIS website:

http://www.uscis.gov

Contact an International Student Advisor for more information.
SOCIAL SECURITY NUMBERS

A Social Security Number (SSN) can only be assigned to an F-1 visa student by the Social Security Administration. Almost always it requires the student prove proper employment authorization. Please refer to this publication by the Department of Homeland Security about this issue:


In all cases, before you start work at any employer, paid or unpaid, you must meet with an international student advisor to seek the proper employment authorization (refer to the section above entitled Employment Authorization).

An SSN is often requested of individuals seeking to open a bank account, apply for a driver’s license, register a motor vehicle or complete a tax form. You do not need a SSN to open a bank account (or for the other activities mentioned) even if a number is requested and expected of a U.S. citizen.

As of October 1997 the Social Security Administration has implemented the following policy. Students on non-immigrant F-1 visas are not permitted to apply for social security numbers, unless the following criteria have been met.

1) Student has been approved for on-campus employment
2) Student has been approved for off-campus employment for practical training or economic hardship, employment authorization card required.

Delays in Obtaining Social Security Numbers

The Social Security Administration (SSA) has implemented a new procedure requiring verification of all non-immigrant immigration documents through the USCIS database before issuing social security numbers. This verification process can take up to 2 weeks or more if the applicant recently entered the USA.

Students must submit a letter from the International Student Advisor to the Social Security Administration verifying that one of the above criteria has been met. There are NO EXCEPTIONS. As a substitute for a Social Security Number, you may use an Individual Taxpayer Identification Number (ITIN), which can be obtained from the Internal Revenue Service (IRS) (see TAX information).

The Social Security Administration publishes several useful guides, including SSA Publication No. 05-10181, “International Students And Social Security Numbers” (http://www.ssa.gov/pubs/10181.html).

Note: If you lose your Social Security Card, the Social Security Administration will demand proof that you are currently authorized to work.
TAX INFORMATION

All F-1 visa holders who were physically in the United States for one year, including those who did not work must file Form 8843, Statement for Exempt Individuals with the IRS. Student who have worked in the USA must file a federal income tax return for non-residents 1040 NR or 1040 NR EZ with the Internal Revenue Service (IRS), an agency of the U.S. Department of Treasury by April 15 annually, while in the USA. Students who worked in the USA must also file a State Income Tax return form 505 or 505NR.

The Internal Revenue Service (IRS) requires that non-immigrants with social security numbers indicate their SSN on the 1040NR tax return. Non-immigrants without SSN must apply to the IRS for an Individual Taxpayer Identification Number (ITIN) for themselves and their dependents to complete the 1040NR tax return. If you do not have a SSN and will not file taxes, but will be claimed as a dependent by someone else you must also apply to the IRS for an ITIN.

IRS Documents Guide


1040NR: US Non-resident Alien Income Tax Return. Many nonresidents complete the longer version of the return.

1040NR-EZ: US Income Tax Return for Certain Nonresidents Aliens with No Dependents. This is a simple version of the 1040NR. Most f-1 students who are nonresidents may file the 1040NR-EZ.


W-7: Application for IRS Individual Taxpayer Identification Number (ITIN).

Call 1-800-829-3676 to request the 1040 NR or 1040 NR EZ income tax form or the Taxpayer Identification Number Application or refer to the Internal Revenue Service’s website: http://www.irs.gov.
MARYLAND DRIVER’S LICENSE or MARYLAND STATE IDENTIFICATION CARD

HOW TO APPLY

The Maryland Motor Vehicle Administration requires certain documents as Source of Proof when applying for a driver’s license. You must bring original documents or copies certified by the issuing agency. Photocopies and documents with alterations or erasures will not be accepted. Effective July 1, 2004 all international students applying for a Maryland Driver’s License or Maryland Identification card may only apply at one of the following MVA offices: Gaithersburg, Glen Burnie, Frederick, Beltsville, Bel Air, Waldorf, Salisbury.

Please refer to an MVA office or its website for the most updated list of acceptable documents:

http://www.marylandmva.com/

The MVA has published a website specifically for International Applicants:

http://www.mva.maryland.gov/Driver-Services/Apply/international.htm

Please follow the directions on the website listed above, and be sure to make an appointment using the S.A.V.E. system before attempting to visit the MVA. If you visit the MVA without first setting a S.A.V.E. appointment, you may not get complete information. Only a few MVA employees at each location have been trained fully to work with international applicants. This is why you should first book an appointment with a properly trained MVA employee, using the S.A.V.E. system.

If you do not have a Social Security Card, you must meet with the International Student Advisor to receive further instructions how to apply for your Maryland Driver’s License or Maryland State Identification card.

For more Maryland Motor Vehicle Administration Information, call the MVA Customer Service Center 1-800-638-8347 or refer to the MVA website:

http://www.marylandmva.com/
BANK ACCOUNT

How to open a Checking or Savings Account

Banks offer many different financial services. You may wish to compare the services and cost of several banks before choosing one at which to open an account. To open a Bank Account in Maryland without a social security card the following documents may be required:

- Valid passport
- Maryland Driver’s license or Maryland Identification Card
- Internal Revenue Service (IRS) Individual Taxpayer Identification Number (ITIN) see TAX information
- Proof of Residents in the United States
- Verification of School Enrollment
- Funds you wish to deposit
DEPARTURE INFORMATION

The following checklist contains useful information to anticipate some of the questions you may have when leaving Maryland.

Housing

Notice of Vacating: Upon vacating the premises, the resident is responsible for leaving the place in the same condition it was at the beginning of occupancy, while allowing for normal wear. The apartment should be ready for the next resident. Most apartments require at least 30 days written notice prior to vacating the premises. If you paid a security deposit, don’t forget to ask if all or part should be refunded to you. Be aware of the policies governing breakage of a lease.

Utilities: All utility companies should be called several days before leaving. If water or gas is not included in the rent, it is necessary to contact each company individually. These companies will need a forwarding address.

Telephone: Disconnect and pay all bills. Verizon and AT&T needs at least 2 days’ notice prior to departure.

Post Office: Notify the Post Office of change of address by completing the form they provide for this purpose. Additional information concerning the overseas mailing address for books and printed matter is available at the Office of Recruitment, Admissions & Registration. Specific questions should be directed to the Main Post Office located at 900 E. Fayette Street (410 347-4452).

Banks: Make arrangements with your bank to close out bank accounts, allowing sufficient time for all checks to be processed. If you are planning to travel in the USA, it may be advisable to maintain the accounts for a period of time and arrange to close them by mail.

Automobiles: If you plan to sell your automobile before you depart, allow sufficient for inspection and transfer of the title. You must notify your insurance company of your plans.

Immigration: Notify the Office of Recruitment, Admissions & Registration of your departure at least two weeks prior to leaving the Maryland area, so that we can alert the Department of Homeland Security. This can help determine if you are ever allowed to return to the USA.

Selling Unwanted Goods: You may have accumulated possessions that you will not be able to take with you. Yard sales and garage sales are very popular and are a very good way to get rid of unwanted items. You can advertise your sales on community bulletin boards and the local newspaper. Left over items can be donated to the Salvation Army or Goodwill Industries.
We hope you have found this handbook helpful in getting oriented to BCCC and to Maryland. Chambers of Commerce in all cities and towns have publications that you can pick up or have them mailed to you for more newcomer information.

References

NAFSA Adviser’s Manual of Federal Regulations Affecting Foreign Students and Scholars, NAFSA: Association of International Educators: [http://www.nafsa.org](http://www.nafsa.org)


INFORMATION AND RESOURCES

Emergency Information
Police, Fire and Ambulance 911
Poison Control Center 410-706-7701
Temporary Housing/Shelters 410-361-4663
American Red Cross 410-358-8450

Health Services
Baltimore City Health Department 410-396-9534
Coppin State College Nursing Center 410-225-2047
2553 W. North Avenue
Baltimore, MD
Bon Secours Family Care Center 410-362-3079
1940 W. Baltimore Street
Baltimore, MD
Mondawmin Medical Center 410-383-7030
1008 Mondawmin Mall
Baltimore, MD
Druid Family Health Center 410-396-1076
1515 West North Avenue
Baltimore, MD
Planned Parenthood 410-576-1414
Howard Street
Baltimore, MD
McCulloh Health Center 410-669-0990
501 Dolphin Street
Baltimore, MD
Wabash Medical Center 410-358-4400
5710 Wabash Avenue
Baltimore, MD
Maryland Department of Health & Mental Hygiene
Racial/Ethnic and Gender Resources
http://www.dhmh.state.md.us/hd/racial-ethnicres.html
Hospitals

Bon Secours Hospital
2000 W. Baltimore Street
Baltimore, MD
410-362-3000

Good Samaritan Hospital
5601 Loch Raven Blvd
Baltimore, MD
410-532-8000

Kernan Hospital
2200 Kernan Drive
Baltimore, MD
410-448-2500

Sinai Hospital
2401 W. Belvedere Ave
Baltimore, MD
410-601-9000

Union Memorial Hospital
201 E. University Parkway
Baltimore, MD
410-554-2000

University of Maryland Medicine
22 S. Greene Street
Baltimore, MD
410-328-8667 or 1-800-492-5538

Pharmacies

Rite Aid
3804 Liberty Heights Ave (by Garrison Ave)
Baltimore, MD
410-367-5151

CVS
5501 Park Heights Avenue
6828 Reisterstown Road
2509-2523 Pennsylvania Avenue
Baltimore, MD
410-367-7802
410-764-3445
410-225-2091
Local Government Agencies

City of Baltimore website: http://www.ci.baltimore.md.us/

List of City services: http://www.ci.baltimore.md.us/services/

Baltimore County website: http://www.baltimorecountymd.gov/

Baltimore City Department of Education 410-396-8700
Baltimore City Health Department 410-396-9534
Department of Social Services 410-361-4600
Baltimore City Temporary Housing/Shelters 410-361-4663
Medical Assistance 410-361-4728
Aid to Families with Children 410-361-4512
Housing Authority of Baltimore City 410-396-4271
Baltimore City WIC Program 410-396-9427

Places of Worship

Listing of Houses of Worship from Baltimore County Public Library: http://www.bcplonline.org/info/comm/comm_worship.html

Greater Baltimore Temple 410-861-8387
2909 Bloom Road, PO Box 690
Finksburg, MD 21048
http://www.baltimoretemple.org

Vikatadamshtri Buddhist Center 410-243-3837
2937 N. Charles St.
Baltimore, MD 21218
http://www.meditationinmaryland.org/

Bethel AME Church 410-532-4273
1300 Druid Hill Avenue
Baltimore, MD
http://www.bethel1.org/
Anointed House of Prayer (Apostolic)  410-342-0700
2037 E. North Avenue
Baltimore, MD

Browns Memorial Baptist Church  410-542-5700
3215 W. Belvedere Avenue
Baltimore, MD

Empowerment Temple AME  410-542-1231
4217-4221 Primrose Avenue
Baltimore, MD 21215
http://www.empowermenttemple.org/

Heritage United Church  410-542-1204
3106 Liberty Heights Ave

St. Gabriel Catholic Church  410-944-2106
6950 Dogwood Road
Woodlawn, MD

All Saints Church  410-542-0445
4408 Liberty Heights Ave
Baltimore, MD

Beth Tfiloh Synagogue  410.486.1900
http://www.bethtfiloh.com

Ner Tamid Greenspring Valley Synagogue  410-358-6500
6214 Pimlico Road
Baltimore, MD 21209
http://www.mynertamid.com

Shaarei Tfiloh Congregation  410-523-4375
2001 Liberty Heights Ave
Baltimore, MD 21217

Shalom Baltimore  410-727-4828
http://www.shalombaltimore.org/

Islamic Education and Community Development  410-367-6704
3723 Gwynn Oak Ave
Baltimore, MD
Ahmadiyya Movement in Islam 410-664-2747
1406 Garrison Blvd
Baltimore, MD

Baltimore Masjid 410-728-1363
514 Islamic Way
Baltimore, MD

We welcome additions to this list. Please send an email to your International Student Advisor containing the contact information for the house of worship you would like us to add.

Child Care

BCCC has a child care facility which is available to all students, faculty and staff and the community. The acceptance of applications is based on the first to apply and availability of space for the child’s age range. For more information please contact the Clarence Blount Child Development Center at 410-462-7760.

Utilities
Baltimore Gas and Electric (BGE) 1-800-685-0123 or
410-685-0123

Verizon Telephone 410-954-6260 English
410-354-6250 Spanish

Transportation
Maryland Mass Transit Administration 410-539-5000 or
(Bus, Metro, Light Rail and MARC train) 1-800-543-9809
http://www.mtamaryland.com

Amtrak 1-800-USA-RAIL
www.amtrak.com

Greyhound Bus Lines 1-800-229-9424
www.greyhound.com

BWI/Thurgood Marshall Airport 1-800-1-FLY-BWI
www.bwiairport.com
Post Offices

Main Post Office  
900 E. Fayette Street  
Baltimore, MD  
www.usps.gov

Gwynn Oak Branch  
6101 Liberty Road  
Baltimore, MD  
410-597-8877

Attractions and Entertainment

1st Mariner Arena  
201 W. Baltimore Street  
Baltimore, MD  
www.baltimorearena.com  
410-347-2020

American Visionary Art Museum  
800 Key Highway  
Baltimore, MD 21230  
http://www.avam.org/  
410-244-1900

The Arena Players  
801 McCulloh Street  
Baltimore, MD  
http://www.thearenaplayers.org/  
410-728-6500

Baltimore Office of Promotion & the Arts  
7 E. Redwood Street  
Suite 500  
Baltimore, MD 21202  
http://www.bop.org/  
410-752-8632

Check out the many ethnic & other festivals:  
http://www.bop.org/index.cfm?page=events

Center Stage  
700 N. Calvert Street  
Baltimore, MD  
www.centerstage.org  
410-332-0033

Edgar Allan Poe House and Museum  
203 Amity Street  
Baltimore, MD  
www.eapoe.org  
410-396-7932
Everyman Theatre
1721 N. Charles Street
Baltimore, MD
http://www.everymantheatre.org/

Jewish Museum of Maryland
15 Lloyd Street
Baltimore, MD
www.jewishmuseummd.org

Maryland Science Center
601 Light Street
Baltimore, MD
www.mdsci.org

Maryland Zoo in Baltimore
Druid Hill Park
Baltimore, MD
http://www.marylandzoo.org/

Morris A. Mechanic Theatre
25 Hopkins Plaza
Baltimore, MD
www.themechanic.org

Joseph Meyerhoff Symphony Hall/
Baltimore Symphony Orchestra
1212 Cathedral Street
Baltimore, MD
http://www.bsomusic.org/

Lyric Opera House
140 W. Mount Royal Avenue
Baltimore, MD
www.lyricoperahouse.com

National Aquarium
501 E. Pratt Street
Baltimore, MD
www.aqua.org

The National Great Blacks in Wax Museum
10 Art Museum Drive
Baltimore, MD
www.greatblacksinwax.org
<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Address</th>
<th>Website</th>
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<tbody>
<tr>
<td>Oriole Park at Camden Yards</td>
<td>410-685-9800</td>
<td>333 W. Camden Street Baltimore, MD</td>
<td><a href="http://www.orioles.com">www.orioles.com</a></td>
</tr>
<tr>
<td>Pimlico Race Course</td>
<td>410-542-9400</td>
<td>Haywood and Winner Avenue Baltimore, MD</td>
<td><a href="http://www.marylandracing.com">www.marylandracing.com</a></td>
</tr>
<tr>
<td>The Walters Art Museum</td>
<td>410-547-9000</td>
<td>600 N. Charles Street Baltimore, MD</td>
<td><a href="http://www.thewalters.org">www.thewalters.org</a></td>
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**Baltimore Area Community Associations**

<table>
<thead>
<tr>
<th>Association</th>
<th>Phone</th>
<th>Address</th>
<th>Website</th>
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<tbody>
<tr>
<td>Baltimore Association of Nepalese in America</td>
<td>410-244-5556</td>
<td>6750 Park Heights Avenue Suite 329 Baltimore, MD 21215</td>
<td><a href="http://www.banaonline.org/">http://www.banaonline.org/</a></td>
</tr>
<tr>
<td>The Gay, Lesbian, Bisexual, and Transgender Community Center of Baltimore and Central Maryland (GLCCB, or, the Center)</td>
<td>410-837-5445</td>
<td>241 W. Chase Street Baltimore, MD 21201</td>
<td><a href="http://www.glcccb.org/">http://www.glcccb.org/</a></td>
</tr>
</tbody>
</table>
National Association for the Advancement of Colored People (NAACP)  
8 W. 26th Street  
Baltimore, MD 21218  
http://www.naacpbaltimore.org/

Nigerian Youth Association of Maryland  
http://www.nyamaryland.org/

Polish Community Association  
http://www.polishcommunity.com/  
410-563-1800

Prantik: Bengali Association of Baltimore  
http://www.prantik.org/

Russian Maryland Cultural Center  
http://www.myrmcc.com/  
443-527-4375

YMCA of Central Maryland  
http://ymmaryland.org/  
410-728-1600

YWCA of Greater Baltimore  
http://baltimoreywca.org/  
410-685-1460

We welcome additions to this list. Please send an email to your International Student Advisor containing the contact information for the community organization you would like us to add.