IRVINE VALLEY COLLEGE
INTERNATIONAL STUDENT PROGRAM

F-1 VISA HANDBOOK

5500 Irvine Center Drive
Irvine, CA 92618
949-451-5414
949-451-5466 FAX
iso@ivc.edu
www.ivc.edu/student/iso

http://www.facebook.com/groups/irvinevalleycollegeiso/
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Welcome, we are glad to have you as a student at IRVINE VALLEY COLLEGE!

It is the goal of the International Student Center to provide international students with the necessary tools required to achieve their educational goals.

We really want to express our appreciation for your choice of Irvine Valley College (IVC) to meet your educational goals. As an international student you may find your first semester at the college a challenge, but we assure you that the college community is supportive of you and is committed to your success. So, if you ever feel overwhelmed, make sure to ask us how we can help. The International Student Center is your direct link to many of the services and resources available to you.

You’ve already been through assessment, orientation, and registration for this first term at school and now we will focus on using this guide. The guide was developed to help you maintain your proper status with the college and the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Service and Immigration and Customs Enforcement, as well as to ensure your success at IVC. Maintaining all of your legal documents is very important. You should prepare to renew your documents at least six months prior to their expiration date(s) and ensure that you have photocopies. Remember that your legal documents are your responsibility. It is a priority that you take the necessary action to maintain your International Student status while you study in the U.S.

Information may change during your time at IVC, so be sure and check the college web site, especially the area under “International Students” or use the college web site to select any other office you may need to work with to get the most up-to-date information.
International Student Center
We are here to help you face many of the challenges you will see over the next couple of years. We want to see you succeed and when the time comes, we want you to leave us feeling that your goals were fulfilled. The following are just a few of the services we have to offer you:

- Process international student admission
- Provide class enrollment information and assistance
- Provide immigration information & advisement
- Provide on-campus employment information
- Provide travel authorization
- Provide academic counseling
- Provide health insurance information
- Provide housing information
- Provide transfer assistance

Location: Student Services Center 140
Phone: (949) 451-5414
FAX: (949) 451-5466
E-Mail: Maria Lopez / Int’l Student Specialist mlopez@ivc.edu
       David Chang / Int’l Student Technician dchang24@ivc.edu
       Yulia Mosqueda / Int’l Student Technician ymosqueda@ivc.edu
       Yolanda Gouldsmith / International Student Counselor ygouldsmith@ivc.edu

Web Address: http://www.ivc.edu/student/iso
Facebook: http://www.facebook.com/groups/irvinevalleycollegeiso/
About the staff: The International Student Specialist, Maria Lopez, has established the center and has worked in the program for 17 years and she is responsible for the daily operation of the center. She is a dedicated person who is not only committed to the program but to every international student that attends Irvine Valley College. Whether you have an important issue or a minor concern, you can always count that she will take the time to work with you.

David Chang, International Student Technician, has worked at Irvine Valley College for well over 9 years and brings a great deal of expertise working with processes, records and students. He is extremely helpful and dedicated to working with all students. Many of you will find that David will go out of his way to assist you and answer many of your questions.

Yulia Mosqueda, International Student Technician, has worked at Kaplan International and has many years of experience working with international students. Yulia has helped many of our current students make the transition from a language program to an academic program. She understands the needs of International Students and you will find that she is extremely helpful.
The International Student Counselor, Ms. Yolanda Gouldsmith offers a great deal of experience and professionalism in working with international students. She is available to provide students with the guidance and direction needed to pursue their academic goals. Ms. Gouldsmith has provided counseling services to our students for nearly eight years. To schedule an appointment please contact our office at 949-451-5414.
Adjusting to a New Environment

Adjusting to a New Language
• Give yourself time to adapt to the language and do not hesitate to ask people to repeat what they have said, speak slowly, or explain what they mean.
• It is wise to carry a small dictionary or electronic translator with you in case of emergency.
• Most importantly, do not be afraid to make mistakes. This will all be part of your learning experience.

What to Do if an Emergency Occurs at Home and you are unable to attend class
• If you decide to leave, make sure your academic work will not suffer. If you miss a significant amount of work, a professor may grant you an “incomplete” as a final grade, meaning that you will have a chance to make up the work in the next semester.
• Before leaving, make sure to contact the International Student Center to complete the necessary paperwork to leave the country and reenter the United States.

*All of the information presented in the following pages was obtained from the Bureau of Educational and Cultural Affairs at the U.S. Department of State. For more information, please visit their website at: http://www.educationusa.info/

Interacting with Your Professors
Address your teachers as “Professor” or “Doctor” unless instructed otherwise.
• Full-time Professors at IVC hold office hours, usually several times a week. The purpose of instructors’ office hours is to give students an opportunity to ask instructors questions one-on-one regarding the lectures and reading materials or to exchange ideas on a given topic.
• Much of the professor’s impression of you will be based on your level of class participation, so it is important to contribute constructively and positively to the class.
• Read the syllabus. The syllabus gives you an overview of the class. It will provide you with due dates for your assignments, quizzes and tests, and the instructor’s expectations and method of grading. If you accidentally misplace it, ask for another one!
• Eye contact. In the American culture, it is important to look at your instructors in the eyes when you are talking with them.
• Speak and say what you mean. Don’t nod your head or say “yes” when you don’t understand something. It is appropriate to tell your instructor, “No, I don’t understand.”

How to Handle Your Money
Banking Requirements for International Students
A bank is the safest place for your money and if placed in an interest bearing account, may allow you to earn interest on your money. It is not safe to keep large amounts of cash in your house, room or apartment. It is not safe to keep large amounts of cash with you. The banks can provide you with information about using automated teller machines (ATM) for quick cash at your bank office or other ATM locations for your convenience.
To open an account at the bank you need to take:

1. Your passport
   Second form of identification: Photo ID, International Driver’s License, IVC I.D., California ID or Driver’s License
2. Provide home and local addresses
3. In some cases, a social security card or Individual Tax Identification Number (ITIN) issued by the Internal Revenue Service. You may visit http://studyinthesates.dhs.gov/schools/itin for information on how to apply for an ITIN.
Automatic Tellers and 24-Hour Banking
- Nearly all American banks offer banking privileges 24 hours a day through “automatic teller machines” or ATMs.
- You will need your bankcard and personal identification number (PIN) in order to withdraw and deposit money, transfer funds and obtain your balance.
- There is usually a limit on amounts that can be withdrawn from the ATM in one day

Personal Checks
- Checks that you write are called “personal” checks.
- Personal checks are an alternative to using cash.
- Be prepared to present two pieces of identification (including at least one with a photo).
- Checks are available to purchase through your bank.

Overdrafts – Insufficient Funds
- When you write a check for more money than you have in the bank, you create an “overdraft” and the bank will charge you a fine for insufficient funds.
- The bank will also return your check, unpaid, to the person or business to which you wrote the check.
- If the payee is a store or business, that payee may also charge you $5 - $20 for the trouble the bad check has caused — and they may not accept your checks again.

Safety Deposit Boxes
- A safety deposit box is a good place to keep valuables such as passports, jewelry, foreign currency that you do not want to exchange, and legal papers.
- The contents of the box are only known to the person who holds the key.
- The bank only obtains access to the box in the case of death.
Applying for a driver’s license

Your sevis record must be registered as Active

Wait at least ten calendar days from the date of entry into the United States before applying. (Most states and use the Systematic Alien Verification for Entitlements (SAVE) Program to determine a non-citizen’s eligibility for a driver’s license and other benefits.

Your name and date of birth must be correct in SEVIS and must match all of the information on your legal documents.

You should wait at least two business days after the activation of your sevis record to apply for a driver’s license to ensure that your “Active” status is updated in all relevant databases.

The Department of Motor Vehicles (DMV) does not acknowledge the International Driver’s license or the student’s license from his/her country as valid if you will reside in California for a period longer than six (6) months.

You must be at least 18 years of age to apply for your California State Driver’s License.

The International Center will then register your immigration status as active in the sevis system after you have provided your local address and are enrolled fulltime.

The following documents are required to apply for the driver’s license

1. Valid passport with visa (if applicable)
2. Form I-94, “Arrival/Departure Record”
3. Form I-20
4. EAD card (Form I-766 "Employment Authorization Document"), if on post-completion OPT
5. Form I-797, “Notice of Action,” in cases of a change of status (e.g., from F-1 to H-1B)

You must first apply at the DMV office for the license by taking the written test and paying a fee. If you pass the written test the DMV office will issue you a receipt which you will need to take to the social security office. You must take your receipt along with your visa, passport, and I-20 to the local social security administration offices. You will need to present your legal documents and your DMV receipt when applying for a social security number. The Social Security office will either issue you a social security number or provide you with Form SSA-L676 ‘Refusal to Process SSN Application.

Once, you have your social security information (Letter) you may contact the DMV and schedule an appointment to complete the driving test. If you pass your test, you will receive a 90 day temporary driver’s license. The DMV will send you a permanent driver’s license after your documents have been verified. The DMV does not foresee any changes to the aforementioned requirements at this time.


*This information was obtained from the Student and Exchange Visitor Program & U.S. Immigration Customs Enforcement
Phones
- In many communities in the United States, when you need police, the fire department, or paramedics in an emergency situation, you simply dial “911.” Make sure to have this number near your telephone.
- At IVC, students may also use the yellow phone boxes located throughout the campus to reach police officers in emergency situations.

Calls to Foreign Countries
- Direct dialing is less expensive than placing calls through the operator.
- To get an international line, you must first dial “011,” then the country code, city code, and telephone number you wish to reach.
- International country and city codes, rates to some countries, time differences, and further directions for placing international calls are given in the front section of the telephone book.
- Dial “0” for the operator if you:
  1. need a country or city code not listed in the telephone book under “international direct dialing” or need help in completing an international call; or
  2. have reached a wrong number or have a poor connection in the country you are trying to contact and do not want to be charged for that call.

Cellular or Mobile Phones
- Most mobile phones purchased in other countries will not work in the United States.
- If you wish to have a cellular phone, it is best to get one after you arrive.
- Many cell phone companies provide free long distance service.

Public (“Pay”) Phones
- Public pay phones can be found in many locations in commercial areas. At IVC, there are several on campus.
- Directions for making calls are printed on the telephone.
- You usually need to insert 50-75 cents to make a local call. Most public phones will also accept credit cards.

Phone Cards
- Many supermarkets and convenience stores sell pre-paid phone cards for specific dollar amounts ($5, $10, $20). There is a small connection fee.
- Choose the card that provides the best rate for the country you wish to call.
- You can get free international phone calls with 8-49 minutes of talk time in the International Student Center. See Maria Lopez.
- Dial 2-1-1 for local information about health, human, and social services.

Internet and E-mail Services
- At IVC, you will be assigned a free e-mail address. Instructors might be contacting you using your IVC e-mail. If you plan to use your own personal e-mail, make sure you forward your IVC e-mail.
- Internet services are also free when you are on campus.
- Computers with Internet connection and various software programs are available for students to use in the IVC Library and BSTIC (Business Sciences and Technology Innovation Center).

Post Offices
- Every city has a main post office, and larger cities have several full-service branch post offices and small, minimum-service substations.
- Regular post office hours are usually from 8:30 a.m. to 5:00 p.m., Monday through Friday. Some are also open 8:30 a.m. to 12:00 noon on Saturday.
- Most post offices deliver mail once a day, except on Sundays and federal holidays.

Mailing Address
- It is important to give your correct mailing address in the United States to family and friends who will be writing to you.
- Be sure to include the “zip code.” A zip code is a five-digit number identifying the postal zone in which the address resides.
- Whenever you change addresses while you are in the United States, you should go to the nearest post office and fill out the following:

  Immigration Service Address Report: Each time you change your address, report your new address to the U.S. Immigration service within 10 days from the date you move.

  Report all changes of address to the International Student Center and in your MySite Account

  Change of Address Card: The post office has change of address cards for the forwarding of your mail if you move. The post office will forward (send) to your new address all mail addressed to your old address and will continue this service for 12 months, upon request only. This service is free.

Postal Money Orders
- Money orders (a safe way to send money through the mail) can be purchased at the post office and some local stores. There is usually a small fee, depending on the value of the money order.

Public Transportation

What to Know About Public Transportation
- The Orange County Transportation Authority (OCTA) provides extensive bus and rail transit service throughout Orange County.
- Make sure you know how frequently your street or area is served by OCTA and the times of scheduled stops. This information is available at http://www.octa.net/
- If you need to take public transportation daily, it is recommended that you get a monthly pass “Card” through at the IVC Bookstore.

Restaurants
- The expected tip in a restaurant is 15-20% in a good restaurant with excellent service.
- Leave your tip on the table for the waiter or waitress before you leave. If you pay with a credit card, you can add the tip to the credit card charges before you total the bill.
- In a fast-food restaurant, the bill is paid when the food is ordered and no tip is expected.
- In a cafeteria or a self-service restaurant, you pay the cashier after having chosen your meal and, again, no tip is expected.
- Tipping taxi drivers: It is customary to give 15-20% of the fare.
- Tipping hotel porters: It is customary to give one dollar for each bag.
- Tipping barbers, hairdressers, and beauticians: They usually are tipped 10-15% of the bill.
NEVER OFFER A TIP to public officials, police officers, or government employees. This is against the law in the United States. There is no need to tip hotel desk clerks, bus drivers, theater ushers, salespeople, flight attendants, or gas station attendants.

Successful College Tips -
1. Don’t go to class late.
2. Do go to class on time or early.

3. Don’t sit in the back of the classroom.
4. Do sit in the front and center so you can hear the instructor and avoid distractions.

5. Don’t fall asleep or be reserved.
6. Do participate in class discussions and/or activities.

7. Don’t show up to class without reading the chapters.
8. Do assigned reading before attending class.

9. Don’t come to class empty-handed.
10. Do bring paper, pens, pencils, and textbook. Be ready to take notes.

11. Don’t work on homework during class time while the instructor is lecturing.
12. Do pay attention to the instructor’s lecture and take appropriate notes.

13. Don’t constantly leave the class.
14. Do wait until the class is over, and then leave. If you have personal concerns, tell the instructor and sit by the door so you won’t disrupt the class.

15. Don’t miss class.
16. Do attend all class meetings and if you have to miss a class due to an emergency, notify your instructor via email or voicemail.

17. Don’t disrupt the class by talking to other students, surfing the Internet, text-messaging, listening to your iPhone, or eating and drinking in class.
18. Do be courteous. If you anger instructors by being discourteous, they will be much less likely to go out of their way to help you.

19. Don’t ask questions that show you haven’t done the assignment reading or that you haven’t been listening to the lecture.
20. Do write down questions you want to ask the instructor after the readings and the lectures before asking.

21. Don’t expect the instructor to repeat a lecture for you privately if you were absent.
22. **Do** get another student’s notes and have that student explain them to you. Ask the instructor questions about the lecture only when you can’t get the answer from your classmates.

23. **Don’t** ask general questions like “Could you explain Chapter 3?”
24. **Do** take the trouble to read the chapter and ask specific questions about those concepts that are giving you trouble.

25. **Don’t** ask personal questions during class, such as, “When can I take my makeup exam?”
26. **Do** ask the instructor this type of question during office hours or after class has ended.

27. **Don’t** rush up to the instructor before, during or after class to ask questions about assignments or parts of the lecture you didn’t understand.
28. **Do** ask the instructor specific questions during office hours. If the question is relevant to the whole class, raise your hand and ask it in class.

29. **Don’t** ask for any handouts that you missed because you were absent and don’t know the title.
30. **Do** find out the title of the handout you need from your classmates, then ask the instructor for it by title during office hours or Xerox a classmate’s copy.

31. **Don’t** expect the instructor to sympathize with your excuses for turning in late assignments.
32. **Do** turn in assignments on time. Instructors are not likely to sympathize with your excuses more than once or twice. They have heard them all before.

33. **Don’t** expect the instructor to struggle with reading messy assignments or unclear handwriting.
34. **Do** type, print, or word process neatly. Copy over anything that is too messy. If you cause an instructor to take twice as long to read your assignments because of sloppiness, he or she is likely to resent it.

35. **Don’t** expect your instructor to drop you from the class if you stop attending.
36. **Do** drop the class if you stop attending. It is always better to drop the class with a “W” (Withdrawal) on your transcripts than getting a grade of “D” or “F.”

37. **Don’t** ignore your ESL or Writing Placement.
38. **Do** follow your ESL or Writing Placement and take the appropriate course in your first semester.

39. **Don’t** interact just with people who are from your own country.
40. **Do** make an effort to get to know other students from diverse backgrounds.
The American Education System

**Doctorate Degree** - Advanced training beyond a bachelor’s or master’s degree. Units vary, depending on the field of study. Usually referred to as PhD or EdD (Doctor of Philosophy or Doctor of Education). It usually takes 4-5 years of full-time study beyond a bachelor’s degree to earn a doctorate.

**Master’s Degree** - Bachelor’s degree plus graduate courses in a specialized area. Bachelor’s degree units (120-132) plus 36-56 units, depending on major. Usually referred to as MS or MA (Master of Science or Master of Arts) degrees. Normally requires two additional years full-time study after completion of a bachelor’s degree.

**Bachelor’s Degree** - Major courses plus general education and electives, approximately 120-132 total units required. Usually referred to as BS or BA (Bachelor of Science or Bachelor of Arts) degrees. Normally requires 4-5 years of full-time study. Students may complete the freshman and sophomore years (lower division) at a community college and then transfer to a four-year university for junior and senior (upper division) courses.

**Associate Degree** - Major courses plus general education and electives, 60 units required. Usually referred to as AA or AS (Associate in Arts or Associate in Science) degrees. Normally requires two years of full-time study but may take longer. Associate degrees are offered by community colleges.

**Occupational Certificate** - Major courses only, number of units required varies. A series of special major courses, all related to a particular occupational skill. Offered by community colleges, university extension programs, and private educational organizations. Can be helpful in obtaining or upgrading employment.

**High School Diploma/G.E.D.** - Awarded for the completion of high school. It is considered the minimum education required for government jobs and higher education. An equivalent is the G.E.D.
Educational Terms -

**Academic Renewal:** Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal. Applications must be filed in the IVC Office of Admissions and Records.

**Articulation:** An official written agreement that identifies courses between two colleges that are comparable to, or accepted in lieu of, specific course requirements of the transfer institution. Articulation agreements between IVC and other schools list courses that meet major and course requirements and are transferable.

**Assessment:** A process of gathering information about individual students, reflecting each student’s academic strengths and weaknesses.

**Associate Degree** (Associate in Arts, Associate in Science): The degree awarded by a community college upon satisfactory completion of an organized program. Usually requires at least two years of full-time study.

**Bachelor’s Degree** (Bachelor of Arts, Bachelor of Science): A degree awarded by a college or university after satisfactory completion of an organized program. Usually requires at least four years of full-time study.

**Catalog:** A college publication describing academic programs, student services, general regulations, requirements and procedures. The catalog describes all courses offered by a college, including information as to unit value, transferability and prerequisites, and is available for purchase at the college bookstore. Note: Not all courses listed in the catalog are taught each semester. Refer to the class schedule for current course offerings.

**Certificate:** A certificate is an award for the successful completion of a specific list of courses in a vocational/ technical program. A certificate is not a degree.

**Class Schedule:** The class schedule is designed to help students register for courses. It includes registration instructions, payment and refund instructions, the academic calendar, course dates and times, and instructions for adding and dropping course. All information is also available online at www.ivc.edu.

**Closed Course:** When the number of students enrolled in a course reaches capacity during registration, the course is considered “closed.” Entry into closed course is by the instructor’s approval only.

**Corequisite:** A condition of enrollment consisting of a course(s) that a student is required to take simultaneously in order to enroll in another course.

**CSU Certification Pattern:** Prospective transfer students attending a community college may complete this series, or “pattern,” of courses to satisfy the lower-division general education requirements for a CSU.

**Degree:** A degree is an official college recognition for the completion of requirements for graduation. At IVC you may receive an Associate in Science (AS), Associate in Arts (AA), or associate degree with an area of emphasis.

**Dismissal:** Any student whose cumulative grade point average falls below 1.75 after three consecutive semesters will be subject to dismissal. A student who remains on progress probation for three consecutive semesters will also be subject to dismissal. Students who receive a letter of dismissal must complete the appeal process in a timely manner to be considered for readmission.

**Elective:** An optional subject or course used toward fulfilling total unit requirements for graduation.

**Full-Time Student:** A student who is enrolled in a minimum of 12 units.

**General Education (GE) Requirements:** A specific group of courses required of all students in college, regardless of major, who are working toward a degree. Also called breadth requirements. GE course are designed to give students exposure to material outside of their major. Consult the IVC catalog for general education requirements for the associate degree.
Guaranteed Admission Programs: Currently, IVC offers guaranteed admission programs with UC Irvine, UC Santa Barbara, UC Davis, UC Santa Cruz, UC San Diego, and UC Riverside. Students should visit the Transfer Center in SC 230 to obtain information regarding specific criteria and deadlines.

IGETC – Intersegmental General Education Transfer Curriculum: Prospective transfer students attending a community college may complete this series of courses to satisfy the lower-division general education requirements at both the UC and the CSU.

Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the semester may result in an “I” symbol being entered in the student’s record. A final grade is assigned when the work stipulated has been completed and evaluated, or when the one-year time limit for completing the work has passed.

Lab: A time period during which students perform experiments or activities to help them understand and learn the material related to a course.

Lower Division: College courses at the freshman and sophomore levels.

Major: A major is a student’s primary field of study or area of concentration. A major is important for students planning for a certificate, degree, or transfer to a four-year institution.

Orientation: A course or presentation for new college students which includes counseling, an overview of programs and services, assistance with enrollment procedures and assessment testing. Orientation is designed to help students understand the basic information needed to succeed in college.

Part-Time Student: A student enrolled in fewer than 12 units a semester.

Pass/No Pass: A policy of granting credit, but no grade, for satisfactory completion of a specific course. P/NP classes have no effect on the student’s grade point average.

Prerequisite: A requirement that must be met before enrolling in a particular course (usually an entrance test score, a prior course, or previously demonstrated knowledge). The course descriptions in the catalog and the course listings in the class schedule include course prerequisites (if any).

Probation (Academic): A student who has attempted at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on academic probation when the cumulative earned grade point average in all units attempted is less than 2.0. A student on academic probation for a grade point deficiency will be removed from probation when his or her accumulated grade point average reaches 2.0 or higher.

Probation (Progress): A student who has enrolled in at least 12 semester units at IVC and/or Saddleback College is placed on progress probation when the percentage of all units in which he or she has enrolled and for which entries of “W”, “I”, and “NP” are recorded reaches or exceeds 50 percent.

Registration: Registration is the point at which students actually select and enroll in specific classes. Registration dates and times are available on MySite. Be sure to keep your appointment as scheduled for registering in classes. You cannot register earlier than your appointment.

Semester: Half of an academic year, usually 16-18 weeks.

Sexual Harassment: Any unwelcome sexual advances or requests for sexual favors or any other verbal, visual or physical conduct of a sexual nature in the work or college setting.

Syllabus: Typed summary of course requirements and assignments distributed by professors, usually on the first day of class.
**Transcript:** A list of college courses showing the units attempted, units completed, final grades and grade point averages. A transcript from IVC will only reflect course taken at IVC.

**Transfer Admission Agreement (TAA):** A Transfer Admission Agreement with a college or university guarantees transfer admission upon the successful completion of required course at IVC. See a counselor for more information.

**Undergraduate:** Courses taken during the freshman through senior years of college work.

**Unit:** A number that indicates the amount of credit given to a course. Generally, one unit is awarded for ever three hours of work per week per term. In most college courses, one unit is awarded for a lecture course that meets once a week (for 50 minutes), with the assumption that the average student spends two additional hours on homework and other preparation for the course. Courses that do not require additional study or preparation, such as laboratory courses, field work, drawing, music, physical education, etc., must meet two or three hours a week in order to earn one unit of credit.

**Upper Division:** University courses at the junior and senior levels.

**Withdrawal (Drop):** Withdrawing involves formally withdrawing from (dropping) a class in which you are enrolled. Each student is responsible for officially withdrawing from each class in which he or she enrolls. Failure to withdraw may result in an “F” or “No Pass” grade. Deadlines are posted under each ticket number under “Details” of the online class schedule.
International Student Compliance Issues

The Tuberculosis Test: A TB test is required of all international students. **This should be taken care of within your first couple of weeks at IVC and is provided at no additional cost to you.** You need to go to the Health & Wellness Center (H&WC) located in room SC150 on a Monday or Tuesday of each week and they will do the test. It takes a second visit 48 hours after the test is administered to get the process completed. Once cleared, the H&WC will provide you with a note that you will need to bring directly to the International Student Center. Failure to complete this requirement will prevent you from receiving any services from our center.

You may visit the Health Center at: [http://www.ivc.edu/student/wellness/Pages/default.aspx](http://www.ivc.edu/student/wellness/Pages/default.aspx)

F-1 Student Agreement with Irvine Valley College: To ensure you fully understand your responsibilities to the college, all F-1 students will be required to sign an F-1 Student Agreement form when admitted. You should have a copy of this agreement and read all requirements to ensure you obey all regulations. We really hate to be so strict, but we have run into problems with compliance issues in the past. We are here to support you and it is our hope this agreement will help you understand the college and immigration requirements.

A Required Course: You are required to take Counseling 1 (Academic Planning) during your first semester at IVC. You must declare a degree or certificate major as a requirement to be an international student, and by the end of the first semester we must have an academic plan on file that details the requirements to complete your selected degree or certificate. This class will help you prepare a plan and introduce you to other areas of the college which we believe will help guarantee your success. (See the section on counseling classes in this guide).

Academic Plan: International Students are required to meet with their International Student Counselor to discuss their goals and prepare a long-term academic plan. Additionally, each student must meet with their counselor at the end of each term to evaluate their progress and make any required adjustments to their academic plan.

Change of Major: If you have a declared major and goal on your initial academic plan and you wish to change that major or degree/certificate goal, you must schedule an appointment to meet your International Student counselor. All appointments are scheduled through the ISC. F-1 visas are issued for a specific period and major. If change your goal and/or major change, it is required that we update your immigration file electronically and issue a new SEVIS I-20. It is not uncommon for students find the need to change their academic goal while in college, but excessive changes just to remain in school and in the United States are not allowed.
**Full-time Enrollment:** You are required to be enrolled in 12 (twelve) units of college course work by the first day of the start of each semester (Fall & Spring) and must successfully complete all 12 units each term. If you are starting in the summer, you must be enrolled in a minimum of 6 (six) units of college course work by the start of the first day of summer classes. You must always maintain and successfully complete all fulltime courses. Only 3 (three) units may be in on-line courses and even then, it must be a class that is applicable to your major. Of course if you get ill or have other serious issues come up, there may be an opportunity to waive this requirement. But the waiver (other than last minute medical issues that we can document) must be granted in advance. The International Student Center is the only place on campus that can waive this requirement.

**Reciprocity Agreement:** Irvine Valley College and Saddleback College belong to a multi-campus district. When classes are not offered at Irvine Valley College, we authorize students to enroll in a maximum of 6.00 (six) units at Saddleback College. This allows you the opportunity to maintain a full course load of classes. Remember that you are limited to six units at the other college campus.

**Health Insurance:** As an international student, whether in an academic program or in practical training, you must have health insurance that is issued by our college carrier Ascension Insurance. All new students must attend the health insurance orientation as part of your Counseling 1 class. You may also view the health insurance orientation at [http://www.ivc.edu/student/iso/pages/insurance.aspx](http://www.ivc.edu/student/iso/pages/insurance.aspx) any lapse in insurance is taken very seriously by the college and simply is not allowed.

**Address:** During your stay at IVC, the federal government requires that we are able to get in touch with you at all times. If you change your address, email, or phone number, we need to be the first to know! We need to be able to get in touch with you at any time. The International Student Data form you received in your acceptance package helps facilitate our tracking of you and fulfills our need of having an emergency contact for you while you are in the United States. This form must be completed and submitted shortly after your arrival in the United States.

IVC students can easily change their address in My Site but you will also need to change your address at the International Student Center to keep your SEVIS data current.

**Requests:**

When you need specific support from the ISC, the International Student Request form you find just after this next section, is the one you will probably use the most. The details of the individual actions you may need to take are listed below. Of course, if you have questions regarding one of these request items, make sure you call the staff and ask. Forms can be downloaded by visiting: [http://www.ivc.edu/student/iso/Pages/forms.aspx](http://www.ivc.edu/student/iso/Pages/forms.aspx)

**Approval for Travel:** To travel outside the United States after receiving an I-20 from IVC, you need to obtain authorization from the International Student Center. Traveling without authorization will cause you to be stopped at the port of entry. For authorization to travel, students must be in good standing with the college, and fully registered for classes. For example: students wanting to travel during the holiday period in December must be enrolled and have paid for their spring semester classes. When traveling we suggest you check the State Departments public announcements and travel warnings.
You can view updated travel information at: www.travel.state.gov. Please plan wisely and bring your travel requests to the center at least two-three weeks in advance.

If you are traveling during the summer term, it is important that you check the International Student Web Page for updates as to when you can purchase your health insurance plan.

The following is a list of Travel Documents needed.

- Current Passport/F-1 Visa
- Signed (approved on page 3) SEVIS I-20
- I-901 Fee Payment Receipt
- Additionally, for students who are approved for Practical Training, make sure you also are carrying your employment authorization document or card.

**Program Extension:** Your initial admission is granted for a total of 36 months / three years and we try to ensure that you have more than enough time to complete an Associate degree and/or transfer certification. If you need to complete additional classes and require more time on your SEVIS I-20, please contact our center and schedule an appointment with your International Student counselor for an evaluation and update of your education plan. Afterwards, you will need to schedule an appointment with the International Student Center staff to request an extension of program. It is important that you never allow your SEVIS I-20 to expire. An expired I-20 would cause you to be out of status.

**Visa Renewal:** We know that some countries require visa renewals on a shorter time basis than we are allowed to issue you an I-20 for. If that comes up, work with us and we’ll help you through that process. For information regarding your visa renewal you may visit the International Student webpage at www.ivc.edu/student/iso. When applying to renew your visa you must first pay the SEVIS I-901 fee online by visiting the Department of Homeland Security SEVIS website at www.fmjfee.com. You will also need a new SEVIS I-20, official (sealed in an envelope) transcript from IVC, financial support documents, and a letter indicating your current status at the college. This letter is obtained from the International Student Center.

**Reduced Load:** During one semester at IVC we are allowed to authorize a reduced load for you. You may need this during a semester due to health issues that may arise, or during your last semester at IVC. Once authorized in advance the reduced load authorization will last for a period of one semester and may not be repeated. So if you need this assistance, please ask, but always consider your long term needs if you ask for this early in your program. This requires that you meet with your counselor.
Transfer or Confirmation of Status: We must have the name of the institution and term you want to transfer clearly spelled out in the documents you provide. Since the SEVIS system will only allow your record to be transferred to one school, apply and decide what university you are going to first, then let us know so we can complete the process. To transfer we have to confirm your current status to ensure you are in compliance with all college and visa requirements at IVC. Once in a while we have someone who falls out of status toward the end of their program.

Duplicate I-20: If you lose your I-20, ask for a duplicate right away. This is an important document and needs to be maintained carefully by you. A document generation fee of $15 will be charged to students who have to be reissued I-20s for the third time and for all subsequent replacement documents.

Authorization to Work On-Campus: International students may be permitted to work in our bookstore, become tutors, or seek other employment opportunities on-campus. This is a privilege granted to students who have completed at least one semester at IVC, are in compliance with all college admission requirements, and are maintaining a 2.75 cumulative grade point average or better.

Request for Practical Training: In many cases once you have finished a degree or certificate program you may want to gain some work experience in the area you have just studied. It is your responsibility to find an employer and you are encouraged to visit the job placement center or view their site at: http://www.ivc.edu/student/jobplacement/Pages/default.aspx You will need to maintain student insurance, keep us informed of your living arrangements (address and phone number), and any change of employer or employment status. Many students find this experience valuable prior to returning to their home country, and even while applying to go on to a four-year college. Should you find yourself in the position of wanting to take advantage of the practical training opportunity, apply at least three months before your final semester at IVC ends. You will need to schedule an appointment with your International Student Counselor for an evaluation of progress and an appointment with Maria Lopez, to review the overall application process.

Concurrent enrollment: Students who attend IVC fulltime and wish to enroll at a campus outside of Saddleback College may request for concurrent enrollment. This benefit is limited to attending schools inside the Orange County area. Permission for concurrent enrollment is not necessary for taking classes at Saddleback College. To take advantage of concurrent enrollment at other area colleges you must first successfully complete one semester at IVC. Successful completion is measured by having a 2.5 cumulative grade point average and the successful completion of all courses at Irvine Valley College. Concurrent enrollment at other campuses may be considered when the course(s) you are seeking is not offered at IVC or Saddleback College. This benefit may not exceed 6 (six) units and students must complete and submit a concurrent enrollment form. This form may be downloaded at: http://www.ivc.edu/student/iso/Pages/forms.aspx
BASIC F-1 VISA TERMS
Department of Homeland Security (DHS)
The Department of Homeland Security administers and oversees the following agencies:

1. United States Citizenship and Immigration Services (USCIS) is responsible for citizenship, asylum, lawful permanent residency, employment authorization, refugee status, replacement of immigration documents, family and employment immigration related processes, international student reinstatements and off campus employment authorization
2. Immigration and Customs Enforcement (ICE) is responsible for immigration investigations, detention, removal, intelligence and Sevis
3. Customs and Border Protection (CBP) is responsible for immigration inspections at the U.S. Ports of entry, border patrol and custom services.

I-901 Sevis Fee
F-1 visa applicants are required to pay a student exchange and visitor information system fee before applying for an F-1 visa and scheduling an appointment with the U.S. Embassy or Consulate. Prospective students must have a Sevis I-20 with the barcode number located on the upper right side of the Sevis I-20 form and a school certification code number located directly below the schools address when paying this fee. For detailed information you may visit www.fmjfee.com

U.S. F-1 Visa
It is a computer generated entry and exit official legal document that is used by the U.S. Embassy or Consulate abroad for newly admitted students to enter the U.S. for the purpose of studying. The only time you are required to have a valid visa is when entering the U.S. from another country. For more information about visa applications please visit the U.S. Department of State at www.travel.state.gov Students in good standing may remain in the U.S. on an expired F-1 multiple entry Visa as long as they have maintained good academic and fulltime status and have a valid (current) Sevis I-20.

Immigration Status - This refers to your visa category, such as F-1, F-2, J-1, J-2, currently in effect for a temporary visitor to the United States. This information is noted on your visa. For further information regarding immigration and visas you can visit http://www.uscis.gov/portal/site/uscis
**I-94 Arrival and Departure Card**
You will no longer be given an arrival and departure record (I-94 card) by the U.S. Customs Port of Entry. Instead you will be asked to print your own record at a specific website. You must bring a printed copy of your arrival record to the International Center upon your return from traveling outside the U.S. For more information visit: https://i94.cbp.dhs.gov/I94/request.html

**SEVIS I-20 Form (Certificate of Eligibility)**
The three page I-20 form with the Sevis barcode number (at the top right side of the form) you received after being admitted to your college. You need this form to apply for the SEVIS I-901 Fee and to present it to the U.S. embassy or consulate in your home country when applying for an F-1 Visa. This form contains your study information such as your major, degree objective, start and end dates of your program and other personal data related to your F-1 status.

**I-20 Extension**
If you are unable to complete your academic degree or goal by the end date on your I-20, you must request for an extension of program with our office at least one month before it expiration date. It will be necessary for you to meet with an academic counselor and your International Student Advisor to validate your request. Failure to apply for an extension of your I-20 before the expiration date will result in an automatic termination of your record causing a loss of your F-1 Visa.

**Arrival & Departure Record**
Upon your return to the United States you will no longer have your I-20 stamped and you will no longer be given an arrival and departure record (I-94 card) by the U.S. Customs Port of Entry. Instead you will be asked to print your own record at a specific website. You must bring a printed copy of your arrival record to the International Center upon your return from traveling outside the U.S. For more information visit: http://www.cbp.gov/xp/cgov/travel/id_visa/i94_instructions/i94_data_entry.xml

For an overview and helpful tips visit: http://studyinthestates.dhs.gov/students for an overview and helpful tips.
Travel
If you plan to travel or make a short trip outside of the U.S. (even if it's to Mexico or Canada), make sure you plan ahead. The following travel guidelines will save you hours at the embassy, at the airport or at the border.

Traveling to Mexico
For entry to Mexico border areas (within 200 miles of the U.S. border), an entry visa to Mexico is usually not required. Depending on your country of citizenship, you may be required to obtain an entry visa to visit other parts of Mexico. Please contact the Mexican Consulate in Los Angeles before traveling to inquire about the requirements for citizens of your country.

CONSULMEX Los Angeles
2401 West 6th Street
Los Angeles, CA 90057 (213) 351-6800 ext. 2518

Mexican Consulate in Santa Ana, the United States
828 N. Broadway Street, Santa Ana, CA 92701-3424
(714) 835-3069

Traveling to Canada
Citizens from some countries may be required to obtain an entry visa to Canada. For more information, contact the Consulate General of Canada in Los Angeles.

Consulate General of Canada Los Angeles
550 South Hope Street, 9th Floor
Los Angeles, CA 90071

Phone: (213) 346-2700
Fax: (213) 346-2767
Email: lngls@international.gc.ca

Applying for an F-1 visa while in Mexico or Canada is risky. There is a possibility that your visa may or may not be approved. If your visa is not approved you will not be able to re-enter the United States. You may be required to apply for a visa in your home country. If your visa status was terminated before your travel to Mexico or Canada, you may not renew your visa there. You must apply for a new visa in your home country.
Travel authorization must be requested at the International Student Center prior to leaving the U.S. to re-enter the U.S. after travel abroad, you must present the following to the Port of Entry Officer(s) Valid Passport (current for at least six months into the future)

1. Valid F-1 Student Visa and SEVIS I-20 endorsed for travel on page 3 by one of your advisors at the IVC International Student Center (Each signature is valid for one entry to the U.S.)
2. Employment Authorization Document and letter from your employer with proof of employment if you are exercising the Optional Practical Training option

**Automatic Visa Revalidation for F-1 Students**

Automatic visa revalidation allows F-1 student to enter the U.S. from Canada, Mexico or one of the adjacent island to the U.S. (other than Cuba) on an expired F-1 Visa if the trip is no longer than 30 days. You must have a valid SEVIS I-20 approved for travel by one of your advisors at the IVC International Student Center (IVC ISC); have a valid passport, original I-94 card and an expired F-1 Visa stamp.

**Students not Eligible for Automatic Visa Revalidation**

- Citizens of Cuba, Iran, Libya, Sudan & Syria
- If you applied for an F-1 Visa that has not been approved
- If you were denied an F-1 Visa
- Students with completed or terminated SEVIS records
- Students who have been outside of the U.S. for more than 30 days

**Maintaining F-1 Status**

New IVC students are required to check-in with the IVC International Student Center staff upon arrival to the U.S. Failure to report to our office will result in termination of your F-1 student status. You must present the following:

1. IVC initial or transfer Sevis I-20
2. Front and back sides of your i-94 card (arrival & departure card)
3. F-1 Visa
4. Valid Passport

**Address Reporting**

In compliance with the U.S. Department of Homeland Security (DHS), you are required to have a valid address recorded and new addresses must be reported immediately to the IVC ISC within 10 days of your move. The DHS may terminate your immigration status automatically if you fail to maintain your address information current with IVC. Since you are holding an IVC sponsored F-1 visa, you are required to provide the college with your updated and current address information through your MySite or in the IVC ISC.
Permanent Address: This is the address in your home country. This address cannot be a U.S. address or a post office Box. This information is required by the Department of Homeland Security.

Enrollment
To maintain your F-1 Visa status, you are required to pursue a full course of study and make academic progress towards completion of your academic goal or degree. This includes Vocational Certificate Programs offered at IVC. You are required to enroll in a minimum of twelve (12) units per semester each fall and spring. Students that start an initial program in the summer are required to enroll in a minimum of six (6) units during their initial summer term and twelve (12) units in fall and spring each semester during following years. Summer enrollment is optional for students who initiate their studies at IVC during the fall and spring semesters. Immigration regulations limit international students to three (3) units of online course work per semester.

Reduced Course Load (RCL)
F-1 Visa students may take less than the required units if they meet one of the reasons indicated below and have prior approval and written validation from their academic counselor and the IVC International Student Center (ISC).

Valid Reasons for a Reduced Course Load:
1. Initial difficulties with the English language and American teaching methods (This reason can only be used once, during your first term of attendance and must be validated by a written letter from the international student counselor)
2. Academic Difficulty – Improper course placement (must be validated by a written letter given by your class professor and international student counselor)
3. Illness or Medical Condition (students must provide a letter (not a prescription) from the IVC Health Center, or Counseling and Psychological Services or from a private licensed physician)
4. Completion of studies in your final semester (Must have an evaluation written by the international counselor in your student file)

Employment for F-1 Visa Status
F-1 visa students are allowed to work in the U.S. with the proper authorization from the ISC. The following are the two types of employment available to IVC international Students:

1. On-Campus Employment
2. Practical Training (Post Completion)
3. Severe Economic Hardship

On-Campus Employment
F-1 Visa students are permitted to work part-time during the fall and spring terms when work is available on the college premises for a maximum of 20 hours per week. Students are required to complete their first semester and must maintain a cumulative minimum grade point average of 2.75. On-campus employment may include the IVC bookstore, cafeteria service, computer center, library, math center, music lab and the tutoring center.
**Post Completion Practical Training (OPT):** Employment authorization approved by USCIS to work in a field directly related to your major. Schedule an appointment with your international student specialist 90 days prior to the **completion** of your last semester of study. This option is available once at each educational level of education. Students who have already exercised this option at a higher educational level of education are not eligible for this option. The IVC international center specialist will assist with your application process but it is your responsibility to mail your application no later than 30 days from the date your (OPT) sevis I-20 was issued. You may not apply for this benefit earlier than 90 days before your program completion date or 60 days after the completion date. You must visit your International Student Counselor for an evaluation and to validate your completion date.

**Severe Economic Hardship Employment**
F-1 students may be eligible to apply for off-campus employment authorization based on severe economic hardship after being in F-1 status for one academic year. Students may not begin the off-campus employment until they have received their Employment Authorization Documents (EAD) from USCIS. In addition to being in F-1 status for one academic year, students need to demonstrate that there is an unforeseen severe economic necessity beyond your control and that employment opportunities are not available and that employment will not interfere with their studies. You may schedule an appointment with your international student advisor for detailed information.

**Completion of Studies**

**Grace Period**
Upon completion of your academic goal, certificate or practical training you are allowed an additional 60 day grace period to prepare for your departure from the U.S., to transfer to another academic program or to change your status to a different non-immigrant classification. This grace period only applies to completion of a program. It is important that you inform the ISC of your expected completion date during your last semester of studies, should you travel home, transfer to another institution or apply for practical training.

**Reinstatements**
F-1 Visa students are considered out of status if they violate the terms of their F-1 visa by one of the following:

- Withdraw from classes without a valid reason or an approved Reduced Course Load (RCL)
- Fail to maintain fulltime enrollment and make progress
- Fail to maintain address and program information current
- Unauthorized employment off campus
- Allow your I-20 to expire

Students who violate their status may apply for a reinstatement to regain their F-1 Visa status. This is a complex adjudication process that requires academic counseling and immigration assistance from your international student Center Specialist. For detailed information it is required that you schedule an appointment at the ISC.
Social Security Card / Number

In general, only non-citizens who have permission to work can apply for Social Security numbers. If you want to get a job on campus you should contact the ISC to find out if you are eligible to work. At IVC, International Students must complete one fulltime semester of school with passing grades and must complete all admission compliance requirements. This means that you must have the following completed:

- Matriculated by completing the assessment exams for math and English
- Enrolled in and successfully completed a minimum of 12 units
- Enrolled in Counseling 1 (Academic Planning)
- Completed an academic plan that is approved by the international student counselor.
- Completed a Data form, F-1 Agreement, attended the immigration and college compliance workshop
- Completed the TB test requirement at the Health and Wellness Center

Many students want to work on campus and international students are competing with the native student population for jobs. You will need to start introducing yourself to the various departments on campus to offer your services. It may even be necessary to volunteer and work for free before an actual position is offered to you.

Work eligibility: If you are an F-1 student and eligible to work on campus, you must provide a letter from the ISC that notes the following:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of employment by way a written job offer. Your supervisor must sign and date the employment letter. Schedule an appointment with your advisor in the center during office hours.

Social Security -

To apply for a Social Security number:

- Complete an Application For A Social Security Card (Form SS-5); and
- Show original documents proving your: Immigrant Status, work eligibility and identity
- Take your completed application and original documents to your local Social Security office.

Prove your Immigration status: To prove your immigration status, you must show us the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States. If you are an F-1 student, you also must show us your I-20, Certificate of Eligibility for Nonimmigrant Student Status.

For more information you may visit: [http://www.socialsecurity.gov/pubs/10181.pdf](http://www.socialsecurity.gov/pubs/10181.pdf)
TAX RETURNS – Deadline (April 15th)
If you were authorized to work as an international student you must file US Federal and US State Tax Returns.

US Federal Taxes
Complete Form 8843 - F-1 foreign students MUST file this form.
It is a "Statement for Exempt Individuals" that exempts international students from being treated as residents for tax purposes. Form 1040NR - If you earned income, you must file this form for the last year's income. If you have earned less than $3400, you may get a refund of your taxes by filing one of the following:

- **Form 1040NR-EZ** is typically for students with no dependents or deductions. 1040NR-EZ Instructions
- **Form 1040NR-Long** Form is typically for student with dependents with additional deductions and credits.

Social Security and Medicare taxes - International students do not need to pay Social Security or Medicare. If you see on your W-2 form that these have been withheld, you may qualify for a refund. Form 843 - This is a "Claim for Refund" used by international students to claim a refund for Social Security and Medicare taxes held in error by their employers.


California State Taxes
If you earned income in 2012, refer to publication 540NR to determine if you need to file CA taxes.
Look at your form W-2, Wage and Tax Statement, and see if there is any amount in box 17 to determine if CA taxes were withheld. If so, you may qualify for a refund. **Complete Form 540NR** - If you earned income in last year, you must file this form. You may be able to file online. Visit: [https://www.ftb.ca.gov/professionals/efile/](https://www.ftb.ca.gov/professionals/efile/)
Visit [https://www.ftb.ca.gov/forms/Search/Results.asp](https://www.ftb.ca.gov/forms/Search/Results.asp) to download the following forms:
- **Form 540NR-Long** Form is filed by international students with dependents and additional deductions and credits. 540NR-Long Instructions
- **Form 540NR-Short** Form is filed by international students who are single with no dependents. 540NR-Short Instructions

You can submit your California Tax Forms to:
Franchise Tax Board
PO Box 942840
Sacramento 94240-0002
Health Insurance
The South Orange County Community College District requires that all Irvine Valley College and Saddleback College International Students purchase the approved insurance plan through Ascension. Other plans are not accepted. Health insurance must be purchased before class enrollment is allowed.

Students sponsored by a foreign embassy are not required to purchase a health insurance plan provided that their tuition, living costs, and pre-selected insurance plans are covered by their embassy sponsorship. A valid Financial Guarantee Letter must be on file with the ISC.

You may purchase your health insurance plan online at www.renstudent.com/ivc or in person at the ISC located in room SC230 (second floor) of the Student Services Building. The Center is open Monday – Thursday from 9:00 a.m. – 5:00 p.m. and we are closed on Fridays. All students enrolling at IVC must purchase their health insurance plan prior to starting the term. Please remember that you may not register for classes without health insurance.

You are encouraged to attend the health insurance orientations offered by the International Center, Health Center, and Insurance Agency. For questions and assistance, you may visit the Health Center or the ISC. Additionally you can view the orientation online at: http://www.ivc.edu/student/iso/pages/insurance.aspx

Insurance Plan Partners:

Ascension (800) 537-1777
http://www.renstudent.com/Students/

Personal Insurance Administrators (800) 468-4343
http://www.piaclaims.com/

CIGNA PPO NETWORK
www.cigna.com or call 800-325-1404

Prescriptions Claim Form
GWH-Cigna
1000 Great –West Drive
Kenneth, MO 63857-3749
Or call 1-800-468-4343 (Monday-Thursday, 8:00am-5:00pm & 8:00am-4:00pm on Fridays)

Irvine Valley College Health Center
http://www.ivc.edu/wellness/pages/default.aspx
NACES – Foreign transcript & credential evaluator Agencies

NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES

http://www.naces.org/members.htm

NACES® is an association of private foreign educational credential evaluation services committed to formulating and maintaining ethical standards in the field of foreign educational evaluation. Within the United States, no government agency monitors the establishment of foreign credential evaluation services. NACES® was founded in 1987 by credential evaluation services dedicated to promoting excellence and committed to setting the standards for the profession.

Affiliation with a selective association such as NACES® is an important indication of the quality of work accomplished by a foreign credential evaluation service and an assurance that the evaluations it performs will be reliable.

NACES® members serve foreign-educated persons who have completed part or all of their education outside of the United States and who are seeking further education, professional licensure, or employment in the United States. Foreign-educated persons are referred to NACES® member organizations by administrators in the United States who need to make a decision based upon an applicant’s educational qualifications. NACES® members provide expertise on the educational systems, institutions, programs and documents of other countries.

Evaluation reports prepared by NACES® members are judgments based on appropriate reference material, including current research. NACES® member organizations examine documents for accuracy and authenticity. Reports include information about the credential awarded and the U.S. equivalency.

People Who Rely On NACES® Members’ Expertise Include:

- Graduate & undergraduate admissions officers at U.S. colleges & universities
- State licensing boards (covering professions from accounting & barbering to veterinary medicine, x-ray technology)
- High school counselors
- Immigration attorneys
- Current or potential employers
- U.S. government agencies

For a complete list of evaluators please visit: http://www.naces.org/members.htm
HOUSING RESOURCES -

Apartments:
Heritage Point
4 Austin, Irvine, CA 92604
866-526-6934
www.rentheritagepoint.com

Irvine Apartment Communities
110 Innovation
Irvine - (949) 720-5600
www.Rental-Living.com

Nogal Feliz Apartments
17272 Walnut Avenue
Tustin, CA 92780
866-526-3614
www.RentNogalFeliz.com

Villa Viento Apartments
345 W. 1st Street
Tustin, CA 92780
866-526-6956
www.RentVillaViento.com

Walnut East Apartments
1201 Walnut Avenue
Tustin, CA 92780
999-725-7376
www.RentWalnutEast.com

HOMESTAY -
(WISE) Worldwide International Student Exchange
Susan Antonovits
P.O. Box 4573, Irvine, CA 92716
949-206-0496
Fax: 949-855-8971
Helpful Resources

http://studyinthestates.dhs.gov/
http://studyinthestates.dhs.gov/students
http://www.ice.gov/sevis/students/#
www.travel.state.gov
www.travel.state.gov/passport
http://usembassy.state.gov
http://www.ivc.edu/student/iso/Pages/default.aspx
www.fmjfee.com

Global Internships:
http://www.intraxinternshipsabroad.com
www.spaingbusiness.com
www.spainedu.org
http://www.goabroad.com/intern-abroad

Study Abroad Program Links
http://www.gowithcea.com
http://www.gseabroad.com
http://www.ciee.org/study-abroad.com
http://www.academicstudies.com

BRAZIL
http://www.unifor.br

ITALY
http://www.accademiaitaliana.com

JAPAN
http://www.waseda.jp/admission
http://studyinjpn.com

MEXICO
http://www.internacional.ugto.mx
http://www.utcancun.edu.mx

NEW ZEALAND
http://www.otago.ac.nz

PERU
http://www.up.edu.pe/internacional

SPAIN
http://www.BarcelonaCollege.com

SOUTH KOREA
http://www.kmu.ac.kr

TAIWAN
http://www.mcu.edu.tw
International Shipping: Eshipglobal.com
Receiving Your Documents: If you would like to receive your I-20 and admission documents by express mail, please pre-pay for shipping at https://study.eshipglobal.com. Create an account and pre-pay online. Please enter your Irvine Valley College ID number in the “Student ID field” if you have received it, or enter 99999 if you do not have an Irvine Valley College ID number. We will print out the shipping label and mail your documents. We can also ship your documents by airmail at no charge to you.