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<http://mrg.bz/hPFCcB>

Welcome to King University!

Welcome to King University! We are delighted to see you here! As your International Student Advisor, I want to take the opportunity to welcome you to King and provide the following information to help you acclimate to your new home. In the next few years, you will have experiences that will last a lifetime and we want to ensure you have the best experience and can look back on this time with fond memories.

As you begin your journey at King, we have created this Handbook to guide you through the nuances of maintaining your status and life here at King in general. As always, feel free to contact me or anyone in Student Success with any questions or concerns. We are here to help!

Planning Your Travel to the United States

Visa

Once you have decided to study in the States, it is very important to schedule your interview with the US consulate or embassy for your Visa. This process could take several weeks, depending on the availability of Consulate or Embassy personnel.

On the date of your interview, you should bring, at a minimum,

- Signed I-20 from King University;
- Passport valid for at least 6 months after the proposed date of entry;
- 2x2 photo;
- Receipt for visa application fee, visa insurance fee (if applicable);
- Receipt for I-901 SEVIS fee payment;
- Any other documents to aid in obtaining a visa, such as:
 - o Transcripts / diplomas
 - o Standardized test scores
 - o Financial evidence to cover tuition and living expenses, such as,
 - If a salaried employee – tax documents and original bank records / statements;
 - If the student or sponsor owns a business – business registration, licenses, and tax documents as well as original bank records and statements

During your interview, you should:

- Dress appropriately
- Arrive at least 15 minutes early
- Expect the interview to last between 3 to 5 minutes
- Be clear about your intention to study
- Show ties to your home country
- Be confident and prepared
- Be able to discuss why you chose the school and major
- Provide brief, specific, succinct answers
- Remain calm and relaxed
- Only answer the questions that are asked

Before Leaving

Now that you have your up-to-date Visa and Passport, you will want to make copies of your important documents to have with you when you go through customs and the Port of Entry. The following list is not exhaustive, but it is highly recommended to bring these documents with you, close at hand, as you travel. We also recommend keeping not only a hard copy of all documents, but also back up the documents on a USB drive or online, password protected Cloud storage, such as Dropbox. Finally, it may overkill, but still a good idea, to leave hard and digital copies with a trusted individual at home, just in case.

- I-20;
- Immunization records (translated, please);
- Birth certificate;
- Up-to-date passport and visa;
- Proof of finances;
- School acceptance letter;
- Housing information, if applicable;
- Original transcript from the school (high school / college / university) in your home country;
- Testing score documents from tests like the TOEFL, SAT and GMAT; and
- Proof of I-901 SEVIS fee payment



<http://mrg.bz/f989bf>

Travel plans

All international students must complete the International Student Arrival Information Form prior to arrival in the United States.

Important King University Contact Information:

423.652.6372	International Student Advisor
423.341.8356	International Student Advisor Cell Phone
423.652.4861	Admissions
423.652.4333	Security Office (Answered 24 hours / day)

You must arrive on King University's campus no later than Tuesday, August 20th. Please plan accordingly. Many times, you may find that it is very difficult to pass through customs even with the appropriate documentation in-hand. Even so, you should have copies of the following documents in-hand when going through customs at their Port of Entry:

- I-20;
- Immunization records;
- Birth certificate;
- Up-to-date passport and visa;
- Proof of finances;
- School acceptance letter;
- Housing information, if applicable;
- Original transcript from the school (high school / college / university) in your home country;
- Testing score documents from tests like the TOEFL, SAT and GMAT; and
- Proof of I-901 SEVIS fee payment



<http://mrg.bz/df4218>



CAMPUS BUILDINGS

- | | |
|-----------------------|----------------------------|
| 1. Admissions | 11. Maclellan Hall |
| 2. Bristol Hall | 12. Memorial Chapel |
| 3. Burke Observatory | 13. Mitchell Hall |
| 4. Counseling Center | 14. Parks Hall |
| 5. E.W. King Building | 15. Tadlock-Wallace House |
| 6. Facility Services | 16. Sells Hall |
| 7. Fine Arts Building | 17. Snider Honors House |
| 8. Hyde Hall | 18. Student Center Complex |
| 9. Kline Gym | 19. White Hall |
| 10. Liston Hall | 20. Nicewonder Hall |

Campus Map

Once You Arrive

During your first few days at King, there will be several opportunities to go shopping for necessities and important items you were unable to bring along with you. You will be notified about upcoming trips.

International Student Orientation

International Student Orientation is a time to meet and visit with other international students if you have not already done so. You will receive specific instruction about your requirements as an F-1 student and how to maintain your status. All international students must attend this event.

You must bring the following to orientation:

- Signed and dated I-20. If you are under the age of 18, your parents or legal guardians must also sign.
- I-94 printout from (arrival by sea or air). I-94 paper card if arriving by land. Please ensure your I-94 indicates "D/S" and "F-1."
- Visa (visa sticker)
- Passport biographical page
- Passport expiration date page

Obtaining an SSN

If you want to work, you need a Social Security Number (SSN). The Social Security Administration's website indicates:

Lawfully admitted noncitizens can get many benefits and services without a Social Security number. You do not need a number to conduct business with a bank, register for school, apply for educational tests, obtain private health insurance, apply for school lunch programs or apply for subsidized housing. You cannot get a Social Security number for the sole purpose of obtaining a driver's license.

<https://www.ssa.gov/ssnumber/ss5doc.htm#work2>

Original Card for a Noncitizen Adult

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number.

Important: You must present original documents or copies certified by the agency that issued them. The Social Security Agency cannot accept photocopies or notarized copies. All documents must be current (not expired) and a receipt showing you applied for the document is not acceptable.

What original documents do I need?

You need documents proving your immigration status and work eligibility.

To prove your U.S. immigration status, you must show us your current U.S. immigration document, such as:

- Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa) with your unexpired foreign passport;
- I-766 (Employment Authorization Document, EAD, work permit); or

- I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.
- F-1 students must also show their I-20 (Certificate of Eligibility for Nonimmigrant Student Status).

F-1 students eligible to work on campus must provide a letter from the designated school official that:

- 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 that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the letter. The letter must describe:
 - Your job;
 - Your employment start date;
 - The number of hours you are, or will be, working; and
 - Your supervisor's name and telephone number.

F-1 students authorized to work in curricular practical training (CPT) must provide the Form I-20 with the employment page completed and signed by the designated school official.

F-1 students with a work permit (I-766) from DHS must present it.

Obtaining a Driver's License

If you wish to drive while you are in the United States, you must have a driver's license. You must have either a Social Security Card or an affidavit attesting to the fact that you do not have a Social Security Card in order to obtain a Driver's License. Once you have either document, you are able to visit the Department of Motor Vehicles (DMV) to obtain your Driver's License. Please bring the following documents with you when you go:

- Your up-to-date I-20
- Passport
- Two different documents proving your Tennessee residency such as a bill.
- Social Security Card or affidavit

No photocopies will be accepted!

The closest DMV is in Kingsport.

Bank Accounts

You will have the opportunity to meet with a financial institution during International Student Orientation. If you are unable or do not wish to open an account at that time, you are welcome to visit a banking institution on your own. Please be cautious about the institution you choose and if you have any questions about the institution, please do not hesitate to ask.



Front Gate

King Life

Acclimating to King University

Now that you have arrived and are getting accustomed to King and the Bristol area, you may notice that you are experiencing a few physical and emotional adjustments. This is normal and expected. If you have traveled internationally before, you may not be as susceptible as others. Either way, these adjustments are normal and expected.

You should expect to feel tired and a little overwhelmed during your first few days; however, relax and your body will find the pattern and rhythm that fits you. You may find that you will need to force yourself to sleep when it gets dark. Once you get into that pattern, your body will adjust and you will soon relax.

If you begin experiencing anxiety, frustration, or isolation, please do not hesitate to speak with someone. There are many people available to you. Your hall RA, coaches, professors, friends, teammates, advisors, and even King's Counseling Center or Chaplain's Office. You are not in this alone – we are all here to help!

You have taken a huge step out of your comfort zone! Have faith in yourself and your abilities. Remember, the United States is not and cannot be exactly the same as your home country. Americans have different thoughts, ideas, and actions that individuals in your home country may not have. It is imperative to maintain a balance: school, homework, athletics, friends, social events, free time, and family. These are all parts of what makes you – you!

King University Honor Code

All students are required to abide by King's Honor Code. Each Fall, all new students sign the Honor Code, which states:

On my honor, I pledge to abide by the King University policies described in the Student Handbook. I understand that students of King University are to be honest in words and action, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.

Academic Planning

International students, in particular, must be very conscious of their plan of study. Since they are required to complete their program within the time frame stipulated on their I-20's, International Students must make every effort to ensure they are on-track to graduate on time. This may be an overwhelming task, but there are several individuals available to help you with planning – your Academic Advisor, Student Success Specialist, or International Student Advisor. Be sure to meet with one or all of these individuals regularly to ensure you remain on-track to graduate.

The Student Portal (<http://my.king.edu>)

All King students must use the Student Portal. In the Student Portal, students will find email, financial information, schedules, registration for classes, forms you may need, access to online coursework, and much, much more.

Faculty and Staff Information (<http://facultydirectory.king.edu/>)

The Faculty and Staff directory is a listing of all full time faculty and staff at King with including phone numbers, office locations, and email addresses. This information is also found on Canvas with your course information.

Student Success

Student Success provides academic and personal support for all students on campus, including help with registering for classes, counseling on major or coursework, assistance with administrative tasks (such as withdrawing from a class, adding or dropping a class, etc), providing encouragement and advice, and much, much more.

Student Success also houses the Academic Center for Excellence and the International Student Advisor.

THE ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE), located on the first floor of Bristol Hall, provides peer tutoring in math, writing, and speaking. In addition to these in-house tutoring services, the ACE coordinates all other peer tutoring services on the Bristol campus (such as Chemistry, Physics, Anatomy & Physiology, and Spanish) by providing a comprehensive schedule of availability and a centralized tutoring location for these additional disciplines. The ACE's online presence includes the Online Writing Lab, facilitated through King's English Department, and is available to all students, as well as additional tutoring options in a variety of disciplines through King's online tutoring partner, Upswing. Upswing is a free service accessed through a link on the Student Portal, a link in every Canvas course, and in the "help" section in Canvas.

THE INTERNATIONAL STUDENT ADVISOR

The International Student Advisor provides assistance and counseling to all international students. It is very important to visit your International Student Advisor often and keep them updated about any changes or plans you would like to make during that semester or next.

The International Student Advisor is available to help throughout the year. You are welcome to stop by the office, call, or email at any point in time.

Sometimes it is a little difficult to know whether you should meet with your academic (faculty) advisor or your International Student Advisor.

You should see your International Advisor for questions regarding:

- Government documentation (visas, I-20's, driver's licenses, Social Security cards, etc)
- Academic concerns such as changes in your current schedule or program of study, maintaining satisfactory academic progress, requesting an extension to complete your degree, transferring to another institution, etc;
- Any type of employment (on- or off-campus employment including OPT and CPT);
- Travel outside of the United States;

You should see your Academic or Faculty Advisor for questions regarding:

- Registration for classes for the next academic semester; or
- What classes to take to fulfill your program requirements and when you should take the classes.



Career Services

Career Services provides assistance with OPT and CPT placement before and after graduation. They will also assist with skills such as resume writing, interviewing, career counseling, and much, much more.

SLACK and Student Groups

The Student Life Activities Committee at King (SLACK) is the official student programming board within the division of Student Affairs at King University. During the academic year, SLACK sponsors events throughout the week and on weekends. SLACK's programs are intended to provide a fun and entertaining environment for the whole student body. In addition to providing entertainment, SLACK also seeks to provide events that engage culture, develop recreational and social skills, support education through partnerships with faculty and staff, and promote spiritual growth through collaboration with the Chaplain's Office.

There are many student groups on campus, including, academic, ministries, service, and special interest. In fact, you are more than welcome to request to start a student group of your own.

Residence Life

If you live in the Residence Halls on campus, you are part of a unique group of students. Each Residence Hall is divided into halls. All halls have an RA, or Resident Assistant, who provide leadership and support to their hall mates. Students find residence life at King is one of the most memorable and meaningful of their experiences at King.

Please note, King University is considered a “Dry” campus. This means that alcohol is not allowed on campus at any point in time. Failure to comply with this regulation could result in disciplinary action.



American Academics

You may find that your country educates students very differently than American schools. While this may take some getting used to, you should acclimate quickly. In the United States, you will find that our classes are lecture based, but you are expected to interact with your professors and the content you are learning. All students are expected to participate in class discussions, providing evidence that they not only have reviewed and studied the material, but can also respectfully and academically express their opinions as well as respectfully listen to others' points of view.

One of the biggest differences you may find between your home institution and King University is that students are allowed, and even encouraged, to interact with their professors. Students are encouraged to speak with their professors in and out of class.

ALL STUDENTS ARE EXPECTED TO:

- Go to class every day. If you know you will miss class, call or email your professor ahead of time to make arrangements for notes and to get assignments.
- All courses have a syllabus. A syllabus is a roadmap of what your instructor intends to cover during the course and when they intend to cover it. A syllabus also provides information about assignments including due dates and the requirements to successfully complete the assignment. Additionally, it contains the behavioral expectations the instructor has for all students in their class and, in turn, what you can expect from your instructor and their grading scale.
- Be on time. Be in your seat, ready to take notes, at the time class is scheduled to begin. If you come in late, go to your seat quickly and quietly.
- Take notes. Keep up with your homework.
- Raise your hand to ask a question in class and wait until you are called on. You may also ask questions after class or during a professor's posted office hours.
- If you must step out of class for some reason, such as to use the restroom, simply go quietly and come back quickly.
- Please turn your cell phones off, or set them to vibrate if you must have them in class. Do not answer your cell phone or use your phone during class.

PLAGIARISM

Plagiarism is a concept which many students find difficult to fully grasp. Plagiarism is the use of someone else's words and ideas and claiming them as your own. It can be easy to do without realizing, often innocently. However, this does not constitute an excuse and students must take every precaution to ensure they do not plagiarize. King University takes plagiarism very seriously. Violations of academic dishonesty are a violation of the King University Honor Code and therefore a student conduct matter. Student Conduct matters are addressed through the Honor Council and could have an impact on your ability to progress as a King University student.

It is a good idea to give references for concepts you are explaining, even if you are not directly quoting your source. King University has a Writing Center, located within the Academic Center for Excellence in Bristol Hall, which can help you learn about plagiarism and how to avoid it.

Maintaining Status – Overview

The following provides information about how to maintain your status. While we are here to help you with the specifics regarding maintaining your status, it is ultimately your responsibility to know and abide by these regulations. You may receive information and advice from family, friends, or other individuals; however, before making any changes, you must speak with your International Student Advisor. Even something as small as changing your major can have consequences, but we are here to help you with these decisions.

Disclaimer: US Immigration laws are very complex. The information contained herein is designed specifically for students at King University. Immigration laws are constantly changing, and even though we will attempt to keep the information up-to-date, we cannot guarantee the completeness or accuracy. This information is not intended to create an attorney / client relationship nor can it be construed as legal advice. Please meet with an Advisor before making applications or seeing benefits.

As an international student, you are required to meet certain requirements to maintain your status:

Report Arrival

Upon arrival to campus, all international students must report to the International Student Advisor or Designated School Official (DSO) within the first 24 hours. King is required by law to register all students' arrivals. To better facilitate this requirement, all international students are required to participate in International Student Orientation. More information to follow.

Make Normal Progress and Maintain Good Academic Standing

Students are required to make normal progress toward completion of their degree within the time frame stipulated on their I-20. Students are required to also maintain good academic standing.

If a student finds that they are unable to complete their program in the allotted time, or they find they cannot maintain good academic standing, they must immediately speak with the International Student Advisor to discuss their options.

Change of Address

International Students are required to report any change of address within 10 days of the change. This includes any changes between rooms in the residence halls on campus.

Maintain Full Course of Study

All students must maintain a full course of study (at least 12 sh) each semester with the exception of school breaks. In certain circumstances, however, students may request permission for a reduced course load. Please speak with the International Student Advisor regarding your specific concerns and situation as soon as possible.

Employment

The main thing you must know and understand about employment while you are in the United States – ask. Whatever you are considering – part-time, full-time, volunteer, OPT, CPT – ask.

Provided they meet specific criteria, guidelines, and deadlines, international students may be eligible to seek employment on- and off-campus both during and after completion of their degree. Most employment options are highly regulated and no two situations are exactly the same. As a result, any student interested in working on- or off-campus at any point in their college career, must first see the International Student Advisor for authorization.

International students have the following employment options:

ON-CAMPUS EMPLOYMENT

International students are eligible for on-campus employment as long as they remain full-time students in good standing. Any international student interested in on-campus employment must first speak with their International Student Advisor before beginning any on-campus position.

OFF-CAMPUS EMPLOYMENT

International students have several options if they wish to pursue off-campus employment:

Curricular Practical Training (CPT)

International students may participate in Curricular Practical Training (CPT) when it is an integral part of the students' curriculum, such as an internship or co-op. This means that the CPT must be required by the curriculum or the student must receive academic credit for the experience. Students interested in this opportunity must speak with their International Student Advisor to receive approval and ensure they maintain their status.

Optional Practical Training (OPT)

Optional Practical Training (OPT) allows international students to take on additional relevant employment that is directly related to their major field of study. Students normally take OPT after they graduate. Additionally, students in STEM fields may see extensions to the length of time they are eligible to work and stay in the United States on OPT. OPT requires approval from the International Student Advisor as well as the Department of Homeland Security and can take upwards of 3 months to receive approval. If a student wishes to complete OPT, they must start the approval process early.

Employment Guidance

King's Career Services office provides resources and can help connect students with employers provide CPT and OPT opportunities. Consulting with Career Services in conjunction with their International Student Advisor is vital to their successful completion of CPT or OPT.

Furthermore, Career Services can provide helpful advice, resources, and strategies for a successful career after graduation and / or completion of a CPT or OPT.

Maintain Valid Passport

All international students are required to maintain their Passport. It is important to ensure Passports are valid for at least 6 months into the future. International Students should consider renewing their Passport when returning home. Other options are available and international students should speak with the International Student Advisor for assistance in maintaining the validity of their Passport.

Change Education Levels

International students who wish to pursue a Master's degree or higher are eligible to continue their academic career in the United States once they graduate from King. International students are encouraged to discuss their plans with the International Student Advisor as early as possible to ensure they do not miss deadlines.

Early Graduation Withdrawal, or Transfer

Occasionally, students have extenuating circumstances and must leave King early or unexpectedly. These circumstances include, but are not limited to, early graduation, leave of absence, family emergencies or any situation that causes you to leave the college before the date indicated on your I-20. If any of these situations occur, you must report to the International Student Advisor immediately to file the appropriate paperwork.

International students are eligible to transfer from one SEVIS approved school to another during their time in the United States. As with most SEVIS procedures, completing the appropriate paperwork is vital to a successful transfer. It is extremely important to speak with the International Student Advisor for specific guidelines and requirements.

Extension of Program

Some students need more time to complete their degree. This requires approval and have a limited time frame in which to complete the request. Extensions may not be requested due to course failures or failure to maintain status. Extensions are only granted due to compelling academic or medical reasons such as changing your major or research topic, unexpected research problems, or documented illness. If, for any reason, you do not feel you will graduate when expected, you must notify the International Student Advisor immediately. If you do not complete your coursework on time and the International Student Advisor has not extended your program end date, you will need to reinstate.

Grace Period

International students are eligible to spend additional time in the States after completing their degree; however, it is extremely important that they do not take advantage of this opportunity. New regulations stipulate a stronger penalty for international students remaining in the United States past the grace period. International students should discuss these requirements with the International Student Advisor to ensure they understand the rules to maintain their F-1 status.

Maintain King's Honor Code

International Students should understand and abide by King's Honor Code. Honor Code requirements extend beyond King University Campus and all students must abide by the laws of the State of Tennessee, Commonwealth of Virginia, and the United States as a whole.

Travel

When you travel between semesters, you should ensure the signature on your I-20 is current and your visa and passport are valid and not expired. Signatures are valid for one year (or six months for those on OPT). The International Student Advisor or DSO's are the only individuals authorized to sign your I-20.

Documentation of Dependents

If you have any dependents accompanying you in F-1 or F-2 status, you must notify the International Student Advisor immediately. The International Student Advisor is required to report your dependents and you must make specific allowances for them in your documentation.

Updating Financial Documents

If, for any reason, your finances substantially change, you must notify the International Student Advisor and receive an updated I-20 reflecting the new financial information. You must submit the student finance form and include appropriate documentation detailing your changes so your I-20 may be updated.

Important Phone Numbers (On Campus)

Registrar	423.652.6317	Maintains all academic records on campus
Business Office	423.652.4156	The Business Office offers a wide array of services including check cashing privileges up to \$100, student payroll, and billing.
Career Services	423.652.4865	Assists with locating internship and off campus employment
Student Affairs	423.652.4740	Student ID's, coordinates student activities
Academic Center for Excellence (ACE)		Tutoring assistance in multiple disciplines
Writing Center	Located in the ACE	Assistance with papers and research questions
Speaking Center	Located in the ACE	Assistance with speeches and presentations
Learning & Disability Services	423.652.4303	Provide assistance for students needing to improve their learning skills and for those with documented disabilities
Library	423.652.4716	
Counseling Center	423.652.4742	Assistance for those needing to speak with a professional regarding specific concerns (stress, peer pressure, homesickness, etc)
Tornado Alley Shoppe	423.652.6015	Office supplies, snacks, King memorabilia, King clothing. Order books using the online Tornado Alley Shoppe website: https://tornadoalleyshoppe.com/main.sc
Security	423.652.4333	24 / 7 phone answered for emergencies or assistance
Chaplain	423.652.4708	Assistance with spiritual guidance or counseling
Financial Aid	423.652.4725	Provides list of on-campus work opportunities, and provide financial award information for scholarships or other awards
IT Helpdesk	423.3652.6019	Provides assistance with technology concerns

FORMS

The following forms are in no way meant to replace any SEVIS form or requirement. You must still complete any and all requirements as indicated. These forms are purely internal documents to record your intention to complete the said request or provide further information needed to complete your request.

- Reduced Course Load
- Request for Program Extension
- Request for Change of Education Level
- Immigration Documentation Update
- Request to Transfer (out of King)
- Request to Transfer (into King)
- Travel Request
- CPT Request
- OPT Request
- STEM-OPT Extension Request
- STEM-OPT Participation Update
- SEVIS Check-in
- OPT Reporting

Reduced Course Load

All students on an F-1 visa must pursue a "full course of study" (at least 12 semester hours) during every academic session or semester except during official school breaks. If, however, you feel your circumstances fall into one of the categories below, you are eligible to request a reduced course load.

Instructions:

- Complete all information requested
- Attach all supporting documentation
- Hand deliver your request with all documentation to the International Student Advisor, PDSO, or DSO for review.

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Initial Start Date: _____ *Current GPA:* _____

Reason for request:

Please provide detailed explanation of reason for request. Include any supporting documentation, such as medical records.

- ☐ Illness or Medical Condition
- ☐ Initial Difficulty with English Language
- ☐ Initial Difficulty with Reading Requirements
- ☐ Unfamiliarity with American Teaching Methods
- ☐ Improper Course Placement
- ☐ Completion of Course of Study

Student Signature _____

Date _____

PDSO / DSO Approval _____

Date Approved _____

Date Contacted Student _____

Request for a Program Extension

F-1 students needing additional time to complete their degree may request a program extension. Please complete all requested information below and submit it to the International Student Advisor, PDSO, or DSO.

PLEASE NOTE: Delays caused by academic probation or suspension are not acceptable reasons for program extension.

Student Name: _____ Major: _____

Email Address: _____ Phone Number: _____

Initial Start Date: _____ Current GPA: _____

Reason for request:

*Please provide detailed explanation of reason for request.
Include any supporting documentation, such as medical
records.*

Student Signature

Date

PDSO / DSO Approval

Date Approved

Date Contacted Student

Request for Change of Education Level

F-1 students who wish to pursue a master's degree or higher should complete the following information so their files may be properly updated.

**Students attending another university for graduate work must also complete the Transfer Request form and include documentation required for transferring.*

Student Name: _____ Current Major: _____

Email Address: _____ Phone Number: _____

Initial Start Date: _____ Current GPA: _____

Program intending to start: _____

Location of New Program _____

Start date of new program _____

Student Signature _____

Date _____

Student Documentation Update

All international students are required to provide any update to their documentation as soon as it changes. If, for any reason, your I-20, I-94, Visa, Passport, etc. This may include, but is not limited to, phone number changes, address changes, name changes, etc.

Instructions:

- Print and complete the form
- Attach copies of all documentation you are updating
- Deliver the form with all documentation to the International Student Advisor, PDSO, or DSO

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Name of Updated Document(s) _____

Reason for Update _____

Copies of all updated documentation must be attached to this form.

Student Signature _____

Date _____

Request to Transfer

F-1 students requesting to transfer to another institution are requested to complete the following information. Please submit the completed form as a PDF via email or hand deliver.

Full Name

Last

First

Middle

Email Address

Phone Number

Student Information

Program of Study

Reason for Transfer

Transfer Information

School Transferring To

School Name

SEVP Code

DSO Contact Information

Full Name and Title

Complete Mailing Address

Complete Physical Address

Email Address

Phone Number

Please attach acceptance letter from transfer school.

IMPORTANT: You must continue attending classes. If you do not, we are required to terminate your SEVIS record. To continue studying in the United States, you will need to either

1. transfer in terminated status and file an application for reinstatement of status, or
2. depart the US and return on a new SEVIS record with new Initial I-20

Student's Request to Transfer to King University

F-1 students requesting to transfer to King University are requested to complete the following information. Please submit the completed form as a PDF via email or USPS mail to:

Ms Heidi Leonard
PDSO / International Student Advisor
King University, Bristol Hall 108
1350 King College Road
Bristol, TN 37620
hleonard@king.edu

Full Name

Last

First

Middle

Email Address

Phone Number

Student Information

Program of Study _____

Reason for Transfer _____

Transfer Information

School Transferring from _____

School Name

SEVP Code

DSO Contact Information

Full Name and Title

Complete Mailing Address

Complete Physical Address

Email Address

Phone Number

IMPORTANT: You must continue attending classes at your current institution. If you do not, you may face termination from your current school.

Travel Request

Prior to travelling outside of the US, students must ensure they have the appropriate documentation for re-entry into the United States. F-1 students must have

- A valid, unexpired visa and passport. *F-1 students are required to have a passport that is valid for at least six months.*
- A valid I-20 endorsed for travel by the PDSO / DSO in the travel endorsement part of the form.

Please complete the form below to request an updated and properly endorsed I-20. Students must allow one to two days for processing and will be notified via email when the I-20 is ready to pick-up.

Full Name

Date of Request

Last

First

Middle

Current Address and Contact Information

Street

City

State

Zip

Email

Phone

Program Information

Program of Study

Expected Graduation Date

Visa Type

Program Level

Do you have any pending applications or petitions with USCIS?

☐ Yes

☐ No

If yes, please explain:

Please note: any pending applications or petitions with USCIS could impact your travel.

Travel Information

Destination(s)

Expected Departure

Expected Re-Entry

Is this a study abroad program?

☐ Yes

☐ No

Passport Expiration:

Visa Expiration:

Do you have dependents traveling with you?

☐ Yes

☐ No

If yes, who?

How are they related to you?

Curricular Practical Training (CPT) Request

This request serves as notice that an F-1 student is interested in Curricular Practical Training. Any student interested in CPT must complete the following information to begin the process.

Please hand deliver the completed form to the International Student Advisor, PDSO, or DSO.

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Initial Start Date: _____ *Current GPA:* _____

Employer: _____

Employer Contact Information: _____

SSN: _____ *EAD Authorization* _____

Student Signature _____

Date _____

Optional Practical Training (OPT) Request

This request serves as notice that an F-1 student is interested in Optional Practical Training (OPT). Any student interested in OPT must complete the following information to begin the process.

Please hand deliver the completed form to the International Student Advisor, PDSO, or DSO.

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Initial Start Date: _____ *Current GPA:* _____

Employer: _____

Employer Contact Information: _____

SSN: _____ *EAD Authorization* _____

Student Signature _____

Date _____

STEM-OPT Extension Request

This request serves as notice that an F-1 student is interested in the STEM- OPT extension. Any student interested in the STEM-OPT extension must complete the following information to begin the process.

Please hand deliver the completed form to the International Student Advisor, PDSO, or DSO.

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Initial Start Date: _____ *Current GPA:* _____

Employer: _____

Employer Contact Information: _____

SSN: _____ *EAD Authorization* _____

Student Signature _____

Date _____

STEM-OPT Participation Update

While on STEM OPT, F-1 students must validate their employment every 6 months. Please complete this form and return it via email, USPS mail, or hand delivered.

Student Name: _____ *Major:* _____

Email Address: _____ *Phone Number:* _____

Initial Start Date: _____ *Current GPA:* _____

Employer: _____

Employer Contact Information: _____

SSN: _____ *EAD Authorization* _____

Student Signature _____

Date _____

*Please submit the completed form as a PDF via email,
USPS mail, or hand deliver to:*

Ms Heidi Leonard
PDSO / International Student Advisor
King University, Bristol Hall 108
1350 King College Road
Bristol, TN 37620
hleonard@king.edu

OPT Reporting

All F-1 students on OPT must complete the following information every six months. Please print and complete all information requested.

Full Legal Name

Last

First

Middle

Student Information

Street and/or PO Box

City

State

Zip

Residential Address

Mailing Address

Email address

Employer Information

Employer Name

Street and/or PO Box

City

State

Zip

Employer Address

Job Title or Position

Supervisor Name

Phone

Email

Supervisor Contact Information

Employment Start Date

Employment End Date

Student Signature

Date

*Please submit the completed form as a PDF via email,
USPS mail, or hand deliver to:*

Ms Heidi Leonard
PDSO / International Student Advisor
King University, Bristol Hall 108
1350 King College Road
Bristol, TN 37620
hleonard@king.edu