



LIM College

International Student Handbook

2026-2027



Welcome to LIM College!

We are thrilled to welcome you to LIM College, and to our campus- New York City! On campus and in “the city”, you will find endless opportunities to explore different cultures, engage in and outside of the classroom, and expand your horizons both academically and personally.

At LIM, we value our intimate campus! We have found that students enjoy the benefits of our small, personalized space, while still being afforded the opportunities to live in and thrive in one of the most exciting cities in the world, New York City, also known as “Manhattan”.

As an international student, there are many rules, regulations and policies that you must adhere to, to maintain your status while you are studying with us, all of which are outlined in this international student handbook. In addition to this handbook, international students are encouraged to explore our International Student Services CANVAS account, and/or stop by the Office of International Student Services- located at Maxwell Hall (216 East 45th Street, New York, NY).

The Office of International Student Services (ISS) is the resource at LIM College for your immigration and student visa questions. Our priority is to provide vital information to help you through the confusing immigration world and even help you after you graduate or complete your exchange; this may include the time when you are pursuing Post-completion OPT and/or STEM OPT, or Academic Training (AT).

We look forward to seeing and speaking with you, on campus, in the months and semesters ahead. Should you have any questions or comments regarding international student affairs, you are welcome to contact the International Student Services Department at ISS@limcollege.edu .

Warm Regards,

Office of International Student Services

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The information in this handbook is correct as of the date of publication. LIM College reserves the right to make any changes to policies, procedures, and content in the handbook without prior notice. Please refer to our website for updated information, including the academic calendar and academic requirements.

Revised: August 2026

OFFICE OF INTERNATIONAL STUDENT SERVICES

Welcome to LIM College! Studying at LIM will be exciting, rewarding and challenging — all at the same time. You couldn't have made a better choice!

International Student Services (ISS) is an office within the division of Academic Affairs. ISS supports LIM's holistic student development and learning through experiences that complement the mission of the College and encourage self-exploration, discovery, and personal and career development.

Additionally, the ISS Office assists students with the following:

1. Maintaining Status

- Mandatory check-in process
- SEVIS-related issues and concerns
- I-20/DS-2019 endorsements and reprints
- Change of address
- Any changes in your program of study
- Full-time registration reminders
- Change of education degree/level

2. International Student Employment/Internship Options

- On-campus
- Curricular Practical Training — CPT (F-1 Students)
- Optional Practical Training — OPT (F-1 Students)
- Academic Training — AT (J-1 Students)
- Social Security numbers (if eligible)

3. Travel documentation & requirement Information

- I-20 endorsements
- DS-2019 endorsements

4. Transfer to and from LIM College

5. Academic support and guidance

6. Immigration workshops and events

If there is anything we can do to help make your transition to LIM College and/or New York City easier, please don't hesitate to let us know. We are a community that values our students and will do what we can to assist you in navigating your new environment.

Office of International Student Services

Location: Maxwell Hall

216 East 45th Street

New York, New York 10017

Phone: 212-310-0628

Email: iss@limcollege.edu

Website: www.limcollege.edu/iss

All international students are encouraged to visit LIM College's International Student Services webpage at www.limcollege.edu/iss and/or visit the International Student Services Canvas shell.

International students are also encouraged to visit and sign up on the One to World website <https://www.one-to-world.org> to stay up to date on events for international students throughout the New York City area.

F-1 students are encouraged to visit the Study in the States website:

<https://studyinthestates.dhs.gov/>

J-1 students are encouraged to visit the J-1 Visa Exchange Visitor Program site:

<http://j1visa.state.gov/participants/> to learn more about maintaining legal student status in the United States. J-1 Students note the following Department of State information:

U.S. Department of State
Office of Private Sector Exchange Designation
Academic and Government Programs Division
2301 Constitution Avenue
DJTIP, Room A527
ECA/EC/D/AG
Washington, DC 20520

All international students must attend the International Student Orientation at LIM College. Prior to the start of classes, all students are required to submit the ISS Check-in Form and the International Students Rights and Responsibilities e-form.

LIM COLLEGE BUILDING LOCATIONS

**Fifth Avenue
Maxwell Hall**

545 Fifth Avenue (at East 45th Street), NY 10017
216 East 45th Street, New York, NY 10017

PREPARING FOR U.S. ARRIVAL

Before you arrive:

- After you have submitted your I-20 application & enrollment deposit (F-1) or completed your DS-2019 application (J-1), LIM College will issue and send you an immigration document.
 - **F-1 visa students** will receive an “I-20” form. The I-20 is issued by a Designated School Official (“DSO”) at LIM College. DSO’s handle matters pertaining to “F” visa holders.
 - **J-1 visa students** will receive a “DS-2019” form. The DS-2019 is issued by a Responsible Officer/Alternate Responsible Officers (“RO/ARO”). RO/ARO’s handle matters pertaining to “J” visa holders.
- You must pay the I-901 SEVIS fee upon receiving your I-20 or DS-2019. You can pay the fee online at: <http://www.fmjfee/i901fee/>. After paying this fee, print your receipt and take it with you to your visa appointment.
- You will need to schedule an appointment at a U.S. Embassy/Consulate to be interviewed for a visa. Here is more information on [Student Visas](#).
 - Complete the Online Nonimmigrant Visa Application, [Form DS-160](#) – [Learn more](#) about completing the DS-160. You must: 1) complete the online visa application, and 2) print the application form confirmation page to bring to your interview.
 - Check the website of the [U.S. Embassy/Consulate](#) nearest to you to learn how to schedule an appointment. Appointment wait times vary and can be as long as 3 or more months.
 - Each embassy/consulate may require you to bring specific items to your interview (check their website to confirm); however, these are commonly required items needed:
 - Printed and signed I-20 or DS-2019
 - Printed acceptance letter from LIM College
 - Printed financial documentation (you will have submitted this with your I-20/DS-2019 application)
 - Printed DS-160 application
 - I-901 SEVIS fee receipt
 - Valid passport
 - It is natural to be nervous during your Visa interview. Remember that the embassy/consular officer’s primary concern is your intention to study in the United States and your intention to return to your home country upon completion of your studies. Be forthcoming and honest during your interview, while remembering that you are applying for a non-immigrant student visa, not a work visa. Non-immigrant visas are visas awarded to individuals who do *not* intend to immigrate to the U.S.

- Check out [10 things to remember when applying for a Student Visa](#).

Travel Dates:

- After receiving your F-1 or J-1 visa from the embassy/consulate, you should book and confirm your travel arrangements.
- Students with an F-1 or J-1 visa are eligible to enter the U.S. up to 30 days before the “program start date” on your I-20 or DS-2019. You can find these dates on page 1 of the I-20 or DS-2019.
- Students who are not able to arrive until after the first day of the start of classes must communicate with the Office of Admissions and the Office of International Student Services. (J-1 students must communicate late arrival with the Office of Study Abroad.)
 - “Late Arrival Requests” should first be directed to the Admissions Counselor/Office of Admissions
 - Each Late Arrival Request is evaluated on a case-by-case basis and includes approval from the Academic Dean (Graduate or Undergraduate), and the Office of International Student Services. Students will be notified via email, of the outcome of the decision
 - Students requesting to arrive late must supply all documents, by the outlined timeframes, in order to be considered for late arrival approval
 - LIM College enforces a strict attendance policy and is committed to student success. We believe that attendance and class participation, on-campus, is at the forefront of your success and therefore late-arrival requests are often not granted.

Required Travel Documents:

We strongly encourage students to carry their immigration documents with them (NOT in checked luggage). These documents are personal, private, and extremely important. If arriving by plane, you may not have access to documents in checked luggage, so it is of the utmost importance that you keep your documents with you, at all times.

When you arrive in the U.S. you will need to present your documents to a U.S. Customs and Border Protection (CBP) officer. These documents include:

- Form I-20 or Form DS-2019, printed and signed by you, the student
- Valid Passport
- F-1 or J-1 Visa (this is typically a sticker that has been put inside of your passport)
- LIM College admissions acceptance letter- printed
- Receipt of SEVIS I-901 fee
- Financial documents
- Other documents, such as:
 - Course schedule
 - Health and immunization records

Students who travel without all the required immigration documents may be denied entry into the U.S. Entrance into the U.S. is at the discretion of the U.S. Customs and Border Protection Officers (CBP).

I-94 Arrival Record:

The I-94 arrival record is proof of your legal visitor status.

- Your I-94 record is incredibly important in determining how long you are eligible to remain in the U.S. to complete your studies.
- **You should check your I-94 record every time you enter the U.S.**
 - **Check your I-94 record here:** <https://i94.cbp.dhs.gov>.
- Your I-94 record will indicate one of two options (showing how long you are eligible to remain in the U.S.):
 - **“D/S” or Duration of Status**, this category on your I-94 indicates that you can remain in the U.S. for the duration of your status, until the program end date on your I-20.
 - **“AUD Date” or Admit Until Date**, this category on your I-94 indicates that you can remain in the U.S. until the date indicated. Students should make every effort to complete their studies by this date, and contact the ISS Office immediately, and before the AUD date has occurred, if they feel they need additional time.
- Students who arrive through the land border will now be issued I-94s electronically and will no longer receive a paper I-94 stub. CBP encourages travelers requiring an I-94 to use the CBP One mobile app or the CBP I-94 website to [apply for their I-94](#).
- Students who arrive in the U.S. by air or sea will have their I-94 record recorded electronically; these records can be printed/viewed from <https://i94.cbp.dhs.gov>.
- *Always* tell the U.S. Customs and Border Protection Officer that you are studying as an F-1 or J-1 student, so that your I-94 record indicates the correct statu
 - If your I-94 record is recorded has an incorrect status (any status other than F or J), you must email ISS@limcollege.edu immediately - as this may affect your ability to study and remain in the U.S. unless resolved.
 - Students who attempt to enter the U.S. earlier than the date permitted on their I-20 or DS-2019, may be allowed to enter, but their I-94 record could indicate a visitor or other status, which does not allow you to stay in the country to pursue studies.
 - **It is the student’s responsibility to be aware of their I-94 arrival record and the status and duration in which they were permitted to enter the U.S.**
 - If a student has any questions pertaining to their I-94 record, they must email ISS@limcollege.edu immediately.

Canadian Citizens

Although Canadian citizens do not need visas to study or participate in an exchange program in the U.S., Canadian students do need to obtain an LIM issued I-20 (F-1 students) or a DS-2019 (J-1/exchange students). Canadian students must bring all the documents noted above with them (except for a Visa) when entering the U.S.

I-515A Form

If a student arrives in the U.S. but does not have sufficient documentation, they may be granted entry but receive an I-515A form. This form grants the student 30 days of legal presence, giving the student time to submit the missing or invalid documentation. Students who receive an I-515A form must report to the Office of International Student Services immediately, and/or email ISS@limcollege.edu immediately.

Who can assist with pre-arrival information?

Leading up to the start of a semester, the Office of Admissions in conjunction with the Office of International Student Services and/or the Office of Study Abroad will offer “Pre-departure” webinars. During these sessions, our team will review all of the above important information and provide time for individualized questions.

If there are outstanding questions, or you are unable to attend a pre-departure session you may email: ISS@limcollege.edu or Admissions@limcollege.edu .

POST-ARRIVAL: TRANSPORTATION

Public Transportation/Travel

After arriving at the airport in the U.S., the next step is to find transportation to your residence, or to campus (if that is your first stop). There are several options you may take:

- **YellowCab/Taxi:** Each airport has a designated taxi area, where you may wait in line to get a taxi to your destination.
- **Public Transportation:** New York City and the surrounding area is known for city-wide public transportation options which include bus, subway, and rail. The New York City transit system is called the “MTA”. You may find more information here: <https://new.mta.info/> . If you are bringing large and/or multiple bags with you, we suggest one of the alternative options to public transportation as navigating the public transit system with larger items can be challenging. Once you have settled into campus and/or the NYC area, you will find that the majority of “New Yorkers” use mass-transit.
- **Uber/Lyft/RideShare:** Each airport has a designated “ride-share” area, for those wishing to utilize this option. The most popular ride-share services in the NYC area are Uber and Lyft.

You may also find these *local transit options* helpful during your time at LIM College:

- **Metro-North Trains.** These trains depart from Grand Central Terminal and route to upstate New York and Connecticut.
- **Long Island Railroad (LIRR).** These trains depart from Penn Station & from stations in Queens & Brooklyn, en route to Long Island.
- **New Jersey Transit (NJT).** These trains depart primarily from Penn Station enroute to New Jersey.

- **Amtrak Trains.** These trains depart from Penn Station and to various cities across the United States.

POST-ARRIVAL: NEW STUDENT ORIENTATION, STUDENT CHECK IN +

Orientation Programs

In addition to arriving within the 30-day window indicated on your I-20 or DS-2019, students are required to attend various student orientation programs hosted by LIM College. Students may register for any/all orientation programs through the Office of Admissions (Admission@limcollege.edu). Orientation programs include:

- **Graduate Student Orientation** (for Graduate students only)
- **Undergraduate Student Orientation** (for Undergraduate students only)
- **International Student Orientation** (for both Graduate and Undergraduate F-1 and J-1 students).
- **Optional: Parent & Family Orientation.** If your parent(s) or family are traveling with you, they are invited to attend Parent & Family Orientation.

Although all orientation programs are required, international students (F-1 and J-1) must pay specific attention to **International Student Orientation (ISO)**. During International Student Orientation, you will learn about the following important topics related to your status as an international student studying in the U.S. and at LIM College:

- Required New Student Check In forms
- Campus Policies
- Adjusting to life and studying in the U.S.
- Office of International Student Services
- Regulations and rules regarding work, internships, and more
- Staying in status
- + more!

Required New Student Check-In Form

As an F-1 or J-1 student entering the U.S., you are required by U.S. regulations to report your arrival to the Office of International Student Services within seven (7) days of the start of classes. To report your check in properly, you must complete the “*New International Student Check-in Form*”.

- This form will be emailed to your LIM College email account only
- The form is an Adobe Form, and will be sent from “Adobe Sign”
- All students must complete and upload all required documents and/or information on this form.
- You can submit this form before the start of classes, if you arrive earlier.

To complete the New International Student Check-in Form, you will need the following documents and information:

- **U.S. address;** if you are living in the LIM College Residence Hall, you may use the building address and must include your room #
- **U.S. phone number** or international phone number
- **Photo/PDF of your Visa Stamp/Sticker;** found in your passport and given to you by the U.S. Embassy/consulate. Note: Your Visa is not a copy of your I-20 or DS-2019.
- **Copy of your most recent I-94 record.** This may be obtained here:
<https://i94.cbp.dhs.gov>

Required International Student Rules & Responsibilities Form

In addition to completing the New International Student Check-in Form, all students are required to review the International Student Rules & Responsibilities form. This document will be included with the New Student Check In-Form (discussed in the paragraph above).

Failure to complete the check-in form may result in the loss of your status. You must “maintain your status” to remain in the U.S., studying with LIM College.

Contact your home Embassy/Consulate, in New York City

It is a good idea to inform your local embassy/consulate that you are in the United States. This is optional but recommended. Fortunately, LIM College is located in a city that is home to more than 100 consulates. In addition to the many embassies/consulates in or around campus, NYC is also home to the Missions to the United Nations (The UN), Trade Commissions, Cultural Delegations, and other international organizations.

MAINTAINING YOUR STATUS

As an international student in F-1 or J-1 status, you are required to fulfill obligations to maintain your status in the United States at LIM College. By being informed, following the regulations, and asking questions when you are unsure, you will avoid issues that could interfere with your program of study and future potential benefits while in the U.S.

It is your responsibility to maintain proper F-1 or J-1 student status.

The following topics are related to maintaining status, while studying at LIM College:

Full-Time Enrollment

All students, at both the graduate and undergraduate levels, are required to maintain a full-time course schedule/credit load, during every required academic semester, to be considered “in-status” for immigration purposes.

To maintain your status, full-time enrollment is defined as:

- Undergraduate Students:
 - Minimum of 12 credit hours per semester (Fall and Spring)
 - Of the 12 credit hours:
 - 9 credits must meet in-person/on-campus
 - 3 credits may be virtual/online
 - Additional credits beyond the above are student choice
 - Note: Final semester requirements may vary

- Graduate Students:
 - Minimum of 9 credit hours per semester (Fall and Spring)
 - Of the 9 credit hours
 - 6 credits must meet in-person/on-campus
 - 3 credits may be virtual/online
 - Additional credits beyond the above are student choice
 - Note: Final semester requirements may vary

The above requirements apply to both F-1 and J-1 students.

- If a student drops below the full-time course/credit requirements noted above, without prior approval, he/she is considered to be “out-of-status”, and this may impact their ability to remain in the U.S. Any student considering a course withdrawal that will result in below full-time credit enrollment *must* speak with the Office of International Student Services, before making any schedule or course changes.

- *Can I study Part time?*

Students can be part-time only if there are compelling academic or medical reasons that must be properly documented and proven. If these criteria are not met, part-time study cannot be authorized. In order to study part-time, an international student must receive authorization to maintain a Reduced Course Load (RCL) from the ISS Office.

If a student is enrolled in their final semester and requires less than 12 (undergraduate) or 9 (graduate) credit hours to complete their degree requirements, they will be allowed to enroll part-time.

- Students who are unable to remain in full-time status must contact ISS@limcollege.edu immediately.

- **Fall and Spring semesters**, for both graduate and undergraduate students, are considered required semesters. Students must adhere to the above requirements for these semesters.
- **Summer semester** enrollment is generally considered “optional” for international students; therefore, students may enroll in any type of course(es), in any format they wish for summer.
 - The exception to this summer flexibility is if the summer is a student’s final term. If summer is a final/last semester, students must speak with the Office of International Student Services to discuss in-person/on-campus and overall credit requirements. Email ISS@limcollege.edu if summer is your final/last semester, prior to the beginning of that semester.
- Although the above credit requirements outline the *minimum requirements* to stay in legal status, all students should work with an academic advisor to understand *recommended credit/course loads to graduate within a specific/desired timeframe*.

Attendance Policy at LIM College

At LIM College, we expect students to attend all class meetings, as these meetings are considered essential to the educational experience and overall student success in course studies. To support this, students must abide by LIM College’s attendance policy set forth in the College Catalog.

Additionally, F-1 and J-1 students who do not attend on-campus/in-person classes for 21 or more consecutive days, except for official school breaks and class cancellations, risk SEVIS termination for failure to attend.

New/incoming students who fail to attend classes within the first 21 days of the semester (and do not have prior approval for a late arrival) risk being terminated in SEVIS for failure to attend.

Note: LIM College adheres to administrative withdrawal practices. Failure to participate in coursework and/or not attend classes for an extended period of time may result in the administrative withdrawal from one or more of your courses (which could affect your status).

Keep Your Passport Valid

All F-1 and J-1 students must keep their passport valid (unexpired) at all times. Request to renew your passport with your home country embassy at least six (6) months before your passport expires.

Keep Your Local U.S. Address Up to Date

All students are required to keep their U.S. address and contact information up-to-date in two places (below). Any changes to your U.S. address must be reported to LIM, within 10 days of the change.

1. **SONIS.** Sonis is the LIM College student information system. You can access Sonis through MyLIM. To update your address or phone number, click “Update Bio” from the home page of Sonis.
2. **With the Office of International Student Services.** If you are updating your address in Sonis, you must also complete the [Change Of Address Form](#) (<click here). This form is also available in the ISS Canvas shell. Once you have completed the form, it must be emailed to ISS@limcollege.edu.

Keep your I-20 or DS-2019 Up to Date (contact ISS if there are changes to your Information)

It is each student's responsibility to review and keep track of their I-20 or DS-2019. If information on your I-20 changes, you must notify ISS@limcollege.edu.

Changes may include:

- Name Change (New Passport required)
- Citizenship Change (New Passport required)
- Completing your program/degree earlier or later than the PROGRAM END DATE indicated on your I-20 or DS-2019:
 - F-1 Students: If you expect to finish *later* than the program end date or your AUD date on the I-94 record (which ever is earlier), you must contact the ISS office immediately, and before this date. Extensions are not guaranteed and, depending on your I-94 record D/S vs AUD date, may require official government approval.
 - F-1 Students: if you are finishing *earlier* than the program end date indicated on your I-20, you must notify the Office of International Student Services, so that your SEVIS record can be updated accordingly.
 - J-1 Students: Your DS-2019 indicates the institution at which you are permitted to study, as well as the program of study and dates of eligibility. J-1 students are not permitted to extend their time at LIM College beyond the dates indicated on their DS-2019 or I-94 record (which ever is earlier)
- Changing to a new degree level; example: changing from an associate degree to a bachelor's degree or changing from a bachelor's degree to a Masters/Graduate degree.
 - Students who intend to change degrees must contact the Office of International Student Services (ISS@limcollege.edu). Beginning September 15, 2026 the majority of F-1 students must complete official government paperwork (form I-539) to request an “Extension of Stay”. Extensions are approved by the U.S. government.

F-1 (Student) Visa reminder: An F-1 visa permits students to apply for admission into the United States as an F-1 student. The visa may expire while the student is in the United

States (citizens of Canada and Bermuda are not required to have a visa). If the visa expires while the student is in the United States, the next time the student travels abroad s/he must obtain a new F-1 visa before returning to the United States. Visas can only be obtained outside of the United States at a United States embassy or consulate.

J-1 (Student) Visa reminder: The visa permits a student to apply for admission into the United States as a J-1 student. The visa may expire while the student is in the United States (citizens of Canada and Bermuda are not required to have a visa). If the visa expires while a student is in the United States, the next time they travel abroad a new J-1 visa must be obtained before returning to the United States. Visas can only be obtained outside of the United States at a United States embassy or consulate.

Important Reminders related to your F-1 or J-1 Status:

LIM College is required by law to report and update certain information about students into SEVIS. The information that we are required to report includes:

- Withdrawal from the College
- Failure to register for classes
- Student or dependent name change
- Current U.S. residential address
- Student registration (part-time or full-time)
- Student attendance
- Student disciplinary action taken by the school as a result of a conviction of a crime
- Failure to maintain status/complete the program
- Academic program and status, including early graduation/completion
- Employment authorization information (if applicable)

Course Withdrawals: As an international student studying at LIM College, it is extremely important that you understand the implications to your F-1/J-1 status **if you withdraw from a class**. F-1 and J-1 students are required to maintain a full-time credit hour load, with a minimum # of credit hours meeting in-person/on-campus (not online). If a course withdrawal results in enrollment below full-time status per semester, or less than the required in-person credit load, F-1/J-1 students are considered “out-of-status” and may risk termination.

There is very little LIM College can do to restore your full-time status. Once LIM College reports to SEVIS that you are no longer registered for full-time study, you will be required to leave the United States immediately – there is no grace period. Please see the Office of

International Student Services and/or the Director of Academic Support Services if you need to withdraw from a course.

F-1 students pursuing a bachelor's degree must complete the program within eight (8) required semesters or sooner. Students pursuing an associate degree must complete the

program within four (4) semesters or sooner. Be aware of the “program end date” indicated on your I-20, or your AUD date on your I-94 record (which ever is earlier). If you expect to finish later than this date, speak with the ISS Office immediately, and before the date has passed.

F-1 students pursuing a graduate degree must complete the program within three (3) required semesters or sooner (MS and MPS degrees) and within four (4) required semesters (MBA degree). Be aware of the “program end date” indicated on your I-20, or your AUD date on your I-94 record (which ever is earlier). If you expect to finish later than this date, speak with the ISS Office immediately, before the date has passed.

Students must report the following changes to the Office of International Student Services:

✓ **Transferring Schools (F-1 students)**

If a student decides to transfer to another school, they must contact ISS prior to completing their final semester at LIM College, or before the start of the upcoming required semester/term. Note: as of September 15, 2026 undergraduate students are not permitted to transfer institutions within their first year of academic study. Graduate level students are not permitted to transfer institutions. There are rare exceptions to these restrictions, which must be approved by the U.S. government.

✓ **Change of Level (F-1 students)**

If a student completes their current program of study and plans to continue at LIM College in another program (for example, if a student finishes a bachelor's degree program and will then continue in a master's degree program; or changes from an associate's degree to a bachelors' degree program), the student must file a Form I-539 with the U.S. government to request an “Extension of Stay” or EOS. Extensions are not guaranteed and require an updated I-20 from the Office of International Student Services, as part of the I-539 form filing process.

✓ **Change of Major**

If a student decides to change their major, they will submit a Program Change Form to the Registrar's office and the undergraduate/graduate academic advisor will approve this change. Then the ISS Office will receive this form and update the student's record in SEVIS. If the student wants to receive an updated I-20 with their new program/CIP code, they must submit a re-print request form to the ISS Office.

Note: Undergraduate level students are not permitted to change their major within the first year of academic study. Graduate level students are not permitted to change their majors at any point. There are rare exceptions to these restrictions, which must be approved by the U.S. government.

✓ **Change of Funding**

If there is a substantial change in the source or amount of funding available to a student to pay tuition, living expenses, meals, travel expenses, etc., this change must be reported to ISS in order to obtain a new I-20 or DS-2019. Documentation must be submitted.

✓ *Name Change*

The name on your I-20 or DS-2019 should match, exactly, the name on your passport. If a student changes any part of their legal name on their passport, this change must be reflected on the I-20/DS-2019. Students must submit a copy of the new passport to obtain a new I-20 or DS-2019 through the ISS email and receive a new document with updated name information. This name change will only affect changes on your I-20/DS-2019. Students must also submit a legal name change form to the Office of the Registrar.

✓ *Address Change*

F-1 and J-1 students must satisfy their obligation to notify the US Department of Homeland Security (DHS)/US Department of State of an address change by informing the ISS Office of any change of address. This notification must be made within ten (10) days of the address change. Email iss@limcollege.edu to receive a change of address form to update student's SEVIS record appropriately.

If a student is on Optional Practical Training (OPT), they must update the SEVP OPT portal or contact ISS if they change their address within ten (10) days of the address change. Please note that your local U.S. address for OPT must be a physical address, not a post office box.

Leave of Absence (Authorized Early Withdrawal); F-1 Students Only

If you need to take a semester off, end your studies before the official program completion date, change to online modality or depart the U.S. for an emergency, you may request an Authorized Early Withdrawal (AEW). To request an AEW, you must complete an AEW application with the ISS Office.

- ✓ Authorized Early Withdrawal is a type of SEVIS record termination/deactivation. This termination means the I-20 will no longer be valid, and the student must leave the U.S. within 15 days of the SEVIS termination/deactivation date.
- ✓ An F-1 student who has been granted an authorized early withdrawal by a DSO may remain in the United States for up to 15 days following the withdrawal date noted in SEVIS. This time allows such students to prepare to depart the United States. Any student who withdraws from classes without receiving an Authorized Early Withdrawal authorization must leave the United States immediately and is not eligible for the grace period.
- ✓ This deadline is enforced by the U.S. government; students who do not depart on time may be directly contacted by US Immigration and Customs Enforcement (ICE). The ISS office's authorized early withdrawal process only affects immigration status.
- ✓ Applying for Authorized Early Withdrawal is only settling your immigration situation for departure. Students must also contact the Office of the Registrar and the Office of Student Financial Services with questions about their academic status and/or financial obligations.
- ✓ Students who wish to visit the U.S. during their Authorized Early Withdrawal are not eligible to use their LIM College I-20 to enter the U.S. Your SEVIS record and F-1 status are no longer active.

- ✓ Do not travel to the U.S. with a tourist visa while your F-1 record is terminated/deactivated for AEW - this will result in the denial of any reactivation request by SEVP. If you do enter in a Visitor status and wish to return to LIM College, then you will need to request a new I-20 with a new SEVIS ID #. Additionally, you will lose any time previously accrued towards time-sensitive benefits such as CPT and OPT. Discuss with the ISS Office concerning travel and reentry into the U.S. with a new I-20.

Returning after Leave of Absence (Authorized Early Withdrawal):

Once your SEVIS record has been terminated for “Authorized Early Withdrawal”, it is *possible* to return to LIM College, with the same SEVIS ID and on the same I-20, in the next available required semester only. To return to LIM College on your original SEVIS ID/I-20, the ISS office must put in a request with SEVIS for your account to be “re-activated”. Students must follow the steps outlined in the AEW policies/directions, which can be obtained from the ISS Office.

ISS cannot guarantee that you will be approved to return on your original I-20/SEVIS ID because it is up to the discretion of the US government. If you successfully return on the same SEVIS record/I-20, you do not lose time accrued towards student benefits.

If your request to return is denied by the US government then you must secure a new I-20 with a new SEVIS record. This means you are “starting over” with no time accrued towards benefits, such as OPT and CPT.

Summer semester at undergraduate and graduate level is non-required; therefore, undergraduate and graduate students cannot request reactivation for the summer semester.

- ✓ If there will be more than 5 months between the start date of the fall or spring semester and the student’s last date of attendance, the student will have to request an entirely new I-20 and SEVIS record and will lose any time previously accrued towards time-sensitive benefits such as CPT and OPT.

Students must contact the Office of International Student Services to request the AEW application.

TRAVEL: VACATION & US RE-ENTRY

As an international student at LIM College, you are likely excited to experience New York City and college student life. During your time with us, you may also want to travel outside of New York, which may include travel within the United States and/or international travel. Travel is

permitted, but students must adhere to and be aware of the following information related to travel as an F-1 or J-1 student.

Travel While School is In Session

Students are encouraged to travel during designated holidays and/or college-approved annual breaks only. Note: there is a risk to traveling while school is in session, as students may be questioned by Customs and Border Protection (CBP), at the port of entry.

- If you are traveling during an exam period (mid-terms or final exams), you must receive approval from your instructor/faculty member **prior to your departure** to ensure that you are able to successfully submit any exam materials, tests or projects.
- Successful academic progress is an integral component of maintaining your F-1 or J-1 status; therefore, we strongly encourage all students to participate in all course meetings, including those in-person meetings that take place during mid-term and finals weeks.
- **Travelling does not warrant an excused absence or extension of any homework or exam submission due for any/all courses.** Excused absences must be approved by the Director of Academic Support Services, or the Dean of Graduate Studies; email ISS@limcollege.edu for details or contact information.
- For information regarding school holidays/breaks or closures, refer to the official academic calendar (available via MyLIM or the LIM College website).
- **All students traveling outside of the U.S. must request a travel signature from the ISS Office prior to departure. Students must follow the requirements and steps outlined in the travel signature request form, and the travel must not result in being absent from class for more than 21 days.**

Travel within the United States (“Domestic Travel”)

Travel within the United States and U.S. territories is common. Many of our students commute from other states daily (example: many students commute from New Jersey to New York every day).

Domestic travel includes travel to any of the 50 states or travel to the U.S. territories (Puerto Rico, U.S. Virgin Islands, Northern Mariana Islands, Guam, American Samoa). Although there are no formal customs/immigration procedures to travel between states, we recommend that students always carry the following immigration documents:

- Unexpired passport
- Form I-94 (this may be obtained here: <https://i94.cbp.dhs.gov>)
- Valid Form I-20 (for F-1 students)
- Valid DS-2019 (for J-1 students)
- A travel signature is not required for travel between states, within the U.S.

Travel outside of the United States (“International Travel”)

If traveling outside of the U.S. or any U.S. territories, you must carry the following documents with you:

- Unexpired passport, valid at least 6 months into the future
- Unexpired F-1 or J-1 visa stamp (found in your passport)
 - Canadians are exempt from this visa requirement
 - If the visa expires while a student is in the U.S., the next time the student travels abroad or to his/her home country, a new visa must be obtained to re-enter the United States
- **F-1 Students:** valid Form I-20 with a valid travel signature on page 2 in the travel endorsement section. The signature is valid for 12 months.
 - You must request a travel signature from the Office of International Student Services; email ISS@limcollege.edu or visit the ISS Canvas page for details.
- **J-1 Students:** Valid Form DS-2019, signed for re-entry by an RO/ARO
- **All Students:**
 - *Recommended; not required:* a printed copy of your LIM College course schedule (this can be obtained from Sonis)
 - *Recommended; not required:* unofficial copy of your transcript (this can be obtained from Sonis)
 - *Recommended, not required:* enrollment verification letter from the Office of the Registrar (this can be obtained from Registrar@limcollege.edu)
 - *Recommended, not required:* SEVIS fee (I-901 fee) receipt (F-1 students only)

Who needs a travel signature?

Any F-1 or J-1 student who is planning to travel outside the U.S. and who does not already have a travel signature on their most recent I-20 or DS-2019. F-1 Students who have a travel signature that is 12 months or older, must obtain a new signature.

I don't have a valid travel signature; how do I get one?

In order to obtain a valid travel signature, students must request a "Reprint I-20". Students must complete a reprint request form by filling out [this form](#). The form is also available in the ISS Canvas shell, under the "Travel" module. Note: processing time is approximately 5 business days, so plan your request ahead of your travel.

J-1 Students: Contact the Study Abroad Office by email (StudyAbroad@limcollege.edu) with your request for a travel signature at least seven (7) days in advance of planned travel.

How long is a travel signature valid?

For currently enrolled F-1 students, the travel signature is valid for 12 months from the date it was issued.

Do I need a signature every time I travel outside of the U.S.?

No, you can use one valid travel signature for all trips. A signature is valid for 12 months, from the date it was signed. You need to get a new travel signature when it expires (12 months from date of original travel signature).

I lost my original I-20 or DS-2019 while on a trip outside of the U.S., what should I do?

Since you received a signed copy by email, to your LIM email account, print this out again and **be sure to sign it on page 2**. If you have lost other travel documents, such as your passport or identification, please contact ISS (ISS@limcollege.edu) for further guidance.

I am missing required travel documents and I am at the airport/port of entry, now what?

If you arrive in the U.S. without your I-20 (F-students) or DS-2019 (J-students), or if you have an expired travel signature, you will likely be subject to additional screening by the Customs and Border Protection (CBP) agents. This is to verify your valid student status and is often referred to as “Secondary Inspection”.

- The CBP Officer may admit you into the country as F-1/J-1 “D/S” (Duration of Status) or F-1/J-1 with an “AUD Date”, with a warning to have the required documentation with you the next time you travel, or
- The CBP Officer may admit you into the country for 30 days with “Form I-515A”. In this case, be sure to have your passport stamped F-1 or J-1. After arrival, check that your most recent I-94 arrival record shows your admission in student status. You can check your I-94 record [here](#). Additionally, contact the ISS Office (ISS@limcollege.edu) as soon as possible (and before the I-94 expiration date), with a copy of the I-515A form, so that we can assist you in correcting your record.

Can I travel if I have a pending OPT application with USCIS (U.S. Customs and Immigration Services)?

There are risks involved in traveling while your request for post-completion OPT is pending, especially if you have completed your program and classes have ended. Contact the ISS Office at LIM College for further guidance (ISS@limcollege.edu).

Two-Year Home Residency Requirement (J-1 Students only)

In some cases, the J-1 visa may carry with it a two-year home residence requirement (also known as Section 212(e)) which requires J-1 visa holders and their J-2 dependents to return to their home country for two years before they can be eligible to apply for an immigrant visa or a non-immigrant H or L visa. The requirement also makes J-1 visa holders and J-2 dependents ineligible to change status to any other visa within the United States. Not all J-1 visa holders are subject to this requirement. The requirement applies to those individuals in one of the following situations:

- If the J-1 student receives funding from the United States government, home government, or an international organization

- If the J-1 student worked or studied in a field that appears on the “Skills List,” which identifies fields of specialized knowledge and skills that are needed for the

“development” in the J-1's last country of permanent residence. The list is available at www.travel.state.gov

- If the J-1 student participated in a graduate medical training program in the United States under the sponsorship of the Educational Commission for Foreign Medical Graduates.

Are you subject to 212(e)?

J-1 visa holders should check both their Form DS-2019 and J-1 visa to see if they are subject to the two-year home residence requirement, 212(e). If either or both of these indicators appear, please contact the ISS Office. In such situations, the J-1 exchange visitor may request an **Advisory Opinion** from the US Department of State. An Advisory Opinion is a review of your exchange visitor program documents to determine if you are subject to this requirement. Learn more on the [Advisory Opinions](#) webpage

WORK AUTHORIZATION (EMPLOYMENT) & INTERNSHIPS WHILE IN THE U.S.

Studying (full-time enrollment) is the *primary* reason that F-1 and J-1 students are admitted into the U.S. and issued an I-20 or DS-2019. F-1 and J-1 student status has strict restrictions on employment in the United States during the program of study which are explained in further detail below.

Working while in the United States without authorization from an LIM College designated school official (DSO/RO/ARO) or by the U.S. government is considered a violation of the student's status. Potential consequences of working without approval include loss of legal immigration status in the U.S., possible deportation, and an impact on future visa applications.

Unauthorized work, including paid or unpaid internships and volunteer services, is a serious violation of the student's visa status and could negatively impact his/her ability to stay in the United States. **Simply put, it is illegal for F-1 or J-1 students to work without authorization.**

ON-CAMPUS Employment

On-campus work or “employment” is done for and paid for by an LIM College office or department. F-1 and J-1 students are **immediately eligible for on-campus employment**, so long as the student is in “active” F-1/J-1 status and is enrolled in a full-time program of study. F-1 and J-1 students do **not** qualify for “work-study” jobs (these are for U.S. citizens and U.S. Permanent Residents only).

Helpful tips regarding on-campus employment:

- ✓ These positions are typically paid “by the hour” jobs
- ✓ These positions are typically called “student worker” positions, although offices may have specific titles for their student worker roles
- ✓ You are allowed to work **part-time only (up to 20 hours per week)** while classes are in session
You are allowed to work **full-time (more than 20 hours per week)** during school breaks/vacations
- ✓ On-campus student worker positions are often posted to Handshake

Do students need to obtain an on-campus job?

No, students are not required to obtain an on-campus job; however, a student may choose to pursue on-campus employment opportunities, if they wish to.

Does a student need authorization from the ISS Office to work on-campus?

F-1 Students: No, students do not need ISS authorization on your I-20 to work at LIM College in a student-worker position; however, you must be in valid F-1 status. Working may not interfere with your in-person, class meeting requirements. Note: although you do not need ISS authorization, you may need to apply for a Social Security Number (if you do not already have one). Contact ISS@limcollege.edu for details or read more below on Social Security Number information.

J-1 Students: must obtain employment authorization in order to work on-campus.

Can a student work abroad (outside of the U.S.) for an on-campus employer?

No. On-campus employment is only authorized for work completed in the United States. Your F-1 and J-1 status is based on your **physical presence** in the U.S. and does not extend to other countries. The ISS department cannot provide legal immigration advice outside of students in F-1 or J-1 status. Should this request arise, your on-campus employer/department must discuss the matter with the LIM College Human Resources Department.

Can I work on-campus after I have completed my program?

No. You cannot work at LIM College, in an on-campus position, once your program has been completed. This is because you are no longer a student at LIM College. If you wish to continue working, you must apply as a standard employee and must contact the LIM College Human Resources Department.

Can I work in an on-campus position, while also completing CPT (curricular practical training)?

Yes. F-1 Students are allowed to work in an on-campus position while also completing an authorized/approved CPT position. This means that a student may work up to 20 hours per week on-campus, and also work up to 20 hours per week on an approved CPT internship, during the academic semester. For more information, contact ISS@limcollege.edu.

F-1 Students-on campus work details:

- Your SEVIS record (your official record with the U.S. government) must be activated to utilize on campus employment benefits
- Time/hours spent working on campus is not deducted from future employment authorization such as post-completion OPT.
- On campus employment does not need to be related to your field of study.

J-1 Students on campus work details:

- J-1 students who receive written authorization from the LIM College's Responsible Officer (RO) or one of the Alternate Responsible Officers (ARO) of their exchange program and are maintaining status may work part-time on campus while classes are in session.
- Students may not work on campus after completing their course of study.
- On campus employment does not need to be related to your field of study.

OFF-CAMPUS Employment & Practical Training (includes Internships)

Nearly all of the LIM College degree programs incorporate practical learning experiences/internships, as a requirement of degree completion. Indeed, one of the hallmarks of an LIM Education and a core component of the College's mission is a deep commitment to experiential education. Practical, real-world experience is a key component to the College's approach to teaching, learning and student success, as these experiences reinforce what students are learning in the classroom and promote the application of in-class course content, in a real-world context.

Eligibility: Practical training may be authorized to F-1 students who have been lawfully enrolled in a full course load for one full academic year (two consecutive semesters). Students in the Career Success Track, within the Marcuse School of Graduate Studies may be eligible for practical training immediately or as required by your degree requirements.

There are various types of practical training available to F-1 and J-1 students:

Curricular Practical Training (CPT); F-1 Students Only

CPT is an on or off-campus employment option for F-1 students when the practical training is an integral part of the established curriculum or academic program. CPT employment is defined as "alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school". **To qualify, the work experience must be directly related to the students' degree, must be approved by a member of the Career and Internship Services team, and the student must enroll in an internship course.**

- CPT can be paid or unpaid
- CPT can be "part-time": 20 hours or less per week
- CPT can be "full-time": 21 hours or more per week

- It is LIM College policy to limit students to no more than 40 hours per week of CPT work authorization; this is to ensure that students' primary focus remains in their studies and to aid in the successful completion of coursework each semester/term.

CPT Quick Facts; F-1 Students Only

- ✓ **Authorization:** Students must receive authorization from an LIM College DSO *before* they are legally allowed to begin engaging in CPT. CPT is authorized by a DSO, or designated school official, who updates the student's SEVIS record with the relevant information such as employer names, authorization dates, etc.
- ✓ **Pay:** The Student Exchange and Visitor Program (SEVP) does not list any requirements for pay and/or compensation for CPT opportunities; however federal and state labor and wage/hour laws do still apply.
- ✓ **Location:** Students may engage in CPT at the employment site specified in the Employee offer letter provided to the DSO during the CPT approval process.
- ✓ **Hours per week:** Part-time CPT is considered 20 hours or less of work per week; full-time CPT is anything over 20 hours of work per week. Students may not exceed 40 hours of work per week, per LIM College policy.
- ✓ **Field/level of work:** The internship must be an integral part of the students' established curriculum and must be related to the students' field of study.
- ✓ **Effect on other benefits:** F-1 students engaging in an aggregate of 12 months or more of full-time CPT (over 20 hours of work per week) will not be eligible for OPT.
- ✓ **Offer letter from employer:** The student must have an offer letter of employment signed by the employer describing the details of the students' job and responsibilities. The International Student Services Office or the Office of Career and Internship Services can provide you with a template to share with your future employer (email ISS@limcollege.edu).
- ✓ **Approval Process:** Each student wishing to engage in CPT must submit all required documents to the ISS Office for approval. Additionally, students will work alongside the Office of Career and Internship Services in order to successfully have their internship/practical training experience approved in Handshake.
 - A student cannot begin CPT until the CPT employment start date is recorded in SEVIS by a DSO. The DSO who approves a CPT authorization will also print out an updated Form I-20 to provide to the student.
 - This updated I-20 will reflect the CPT authorization and is evidence of work authorization for the CPT employer site. Please note: USCIS approval is not required for CPT and as such, no EAD (employment authorization document) card is issued.
 - **Students must be registered for a corresponding internship course, in order to be approved for CPT.**
 - The CPT approval process can be lengthy; students are strongly encouraged to plan ahead and to meet with the Career and Internship Services, as well as the

International Student Services teams early and often, to better understand the process and requirements of CPT approval.

- For detailed information on CPT application requirements and regulations, refer to the CPT guide, available from the Office of International Student Services (Canvas), or the Office of Career and Internship Services (Canvas).

Optional Practical Training (OPT); F-1 Students Only

OPT is a period during which undergraduate and graduate students with a valid F-1 immigration status, who have completed or have been pursuing their degrees for more than nine (9) months, are permitted by the United States Citizenship and Immigration Services (USCIS) to work for up to one (1) year, 12 months, while maintaining legal F-1 status. This work must provide practical training to complement the student's field of study.

Eligible students can apply to receive up to 12 months of OPT employment authorization. Additionally, students in a STEM designated degree program are eligible to apply for an additional 24 months of STEM OPT (to be used after the completion of the initial 12-months OPT).

Rules established by the USCIS govern the implementation of OPT, and all OPT employment requires prior authorization from USCIS, as well as a recommendation from

the ISS Office at LIM College. A student may be eligible, through the official approval process, to engage in temporary employment for three types of OPT:

1. **Pre-Completion OPT:** Employment authorization that is given before graduation/program completion.
2. **Post-Completion OPT:** Employment authorization that is given after graduation.
3. **STEM Extension OPT:** A 24-month OPT extension option available to students who have earned a designated STEM degree (must apply and be approved).

✓ *When to Apply for OPT:*

Students can apply for OPT between 90 days before the program end date indicated on the I-20, and during the 30 days after the program end date (a limited # of students may have a 60 day grace period, until March 18, 2027). Students do not have to have an offer of employment at the time of applying for OPT. The ISS Office recommends that students who are interested in pursuing OPT begin preparing roughly three (3) months/90 days before the program end date on their I-20 or AUD date, so that the student can begin to prepare their OPT application. Note: per new government regulations, which have gone into effect on September 15, 2026, most students will need to file a Form I-539 for an "extension of stay" (EOS) alongside their OPT application. Details can be shared from the ISS Office at LIM College.

OPT Quick Facts; F-1 Students Only:

- ✓ Students must get a recommendation from a DSO at LIM College and formally apply to U.S. Citizenship & Immigration Services (USCIS) to obtain a work permit for OPT, this is called an EAD Card/ or Employment Authorization Document. Additionally, many/most students must complete a Form I-539 to be submitted along side their OPT application. This I-539 extension of stay is the application required to obtain approval to remain in the U.S. beyond the AUD date listed on the student's I-94 record.
 - Once approved by USCIS, students will receive an EAD Card in the physical mail; students may not begin working until the EAD card has been received and the start date has begun.
- ✓ The OPT application and approval process can take upwards of 90+ days; plan accordingly.
- ✓ The USCIS OPT application can be completed online by creating a USCIS online account.
- ✓ The USCIS OPT application can be submitted as early as 90 days before the end of a program or up to 30 days after the end of the program. Some students may be eligible, for a short period in 2026/2027, for 60 days after the end of the program.
- ✓ The USCIS OPT application cost can be found here. Check for filing fee - I-765 Application for Employment Authorization: <https://www.uscis.gov/g-1055>.
- ✓ Additionally, students will likely incur costs associated with filing the form I-539, for an "extension of stay"
- ✓ Work done during post-completion OPT must be at least 20 hours per week.
- ✓ Students must keep official documented evidence for each employment position and are required to report employment on the SEVP Portal.
- ✓ If there is an employment change while on OPT, students must request an OPT Reporting form from the ISS Office within 10 days of the employment change.
- ✓ Students must not accrue an aggregate of more than 90 days of unemployment during post-completion OPT;
 - If a student goes over 90 days of unemployment they are considered "out of status". The student on OPT should leave the United States in order to avoid issues with future visas. SEVP will terminate students on OPT who are no longer maintaining their status.
- ✓ Leaving the U.S. while the OPT application is pending is risky and if USCIS contacts you concerning any issues on your pending OPT application then you cannot resolve it until you return to the U.S. It is not recommended to travel during this time.
- ✓ Refer to the OPT guide available from ISS@limcollege.edu for more information or visit the ISS Canvas.

Academic Training, "AT" (J-1 Students only)

J-1 students have the opportunity to gain work experience related to their field of study during their academic program. This limited employment is called “Academic Training” (AT).

- ✓ Pre-Completion AT - During academic program exchange

J-1 students wishing to participate in academic training must complete all steps outlined in the “AT Application”, which can be obtained from the Office of International Student Services and/or the Office of Career and Internship Services. J-1 students must be registered for an internship course in the student information system, SONIS in order to be approved for AT. Additionally, any work/internship experience must be approved, via Handshake, by the Office of Career and Internship Services.

Interested J-1 students should speak with the College’s Responsible Officer (RO) or an Alternate Responsible Officer (ARO) to seek further guidance on Academic Training. Note: The length of time that a J-1 student can be authorized for AT depends on the type and length of the exchange; AT cannot exceed the amount of time spent enrolled in a full course of study.

NOTE: LIM College does not sponsor Post-Completion AT (Academic Training after the end of the exchange).

Academic Training (AT) Quick Facts

- ✓ Must be approved by an RO or ARO, as well as the Office of Career and Internship Services, prior to beginning any work/internship experience
- ✓ Work/Internship Experience must be related to your field of study
- ✓ Not permitted to work/intern more than 20 hours per week
- ✓ Training may be paid or unpaid
- ✓ If a student is paid while completing AT, they must apply for a social security number (SSN); refer to the social security section of this handbook for more information.
- ✓ Approved students will receive an updated DS-2019 with AT authorization via their LIM College email account.

LIM College does not sponsor J-1 students who wish to engage in Academic Training after the completion of their studies (post-completion AT).

Volunteering while in the U.S.

Volunteering allows students to get involved with the local community, network, utilize skills and learn new ones. The U.S. Department of Labor defines volunteering as donating time with an organization whose primary purpose is civic, charitable, or humanitarian in nature. Students cannot offer to volunteer for a position *a)* which is normally paid or *b)* for which an individual will be paid later. To prove that the position is a volunteer opportunity, the

students should get documentation from the organization explaining the nature and terms of work and keep this with their other

Post-Program Completion; What's next...

F-1 Students:

You've completed your studies as an F-1 Student...what happens next. Below are some next steps and options to review as you near the end of your studies with LIM College.

Change of Education Level; obtain another degree at LIM College

Once you have completed your studies, you may be eligible to apply to enter another degree program at LIM College. For example, you may have earned your bachelor's degree and have been accepted into a graduate program at LIM College. Changing education levels are approved if moving to a higher level only. F-1 students are not permitted to earn a duplicate degree level. Ex: a student who earns a bachelor's degree is not permitted to apply for F-1 status to earn *another* bachelor's degree.

Transfer to Another School

If a student plans to continue studies at another school, they need to contact the ISS Office to have their SEVIS record transferred to the new school. The student must begin classes at the transfer school or program within five (5) months of transferring out of LIM or within five (5) months of the program completion date on their current Form I-20, whichever is earlier.

Students will have 30 days from the last day of classes to inform the ISS office of their plans to transfer to a new school. If you do not inform LIM College that you wish to have your record transferred to another institution, it will automatically be marked "completed" in the SEVIS system.

In the case of an F-1 student authorized to engage in post-completion optional practical training (OPT), the student must be able to resume classes within five (5) months of transferring out of the school that recommended OPT or the date the OPT authorization ends, whichever is earlier.

To transfer to a new school, students must be in lawful status and must do the following:

- Apply to a new school and be accepted to a program of study.
- Contact the Office of International Student Services (or similar office) at the new school to inform them of your intent to transfer to their school. Students will need to complete an I-20 transfer application and turn in documentation that will allow their new school to issue an I-20.
- Inform the Office of ISS at LIM College that you plan to transfer to a new school so that an LIM College DSO can complete and provide a transfer recommendation form for the new school.
- If a student is graduating and planning to transfer to another institution, they must inform the Office of ISS within 60 days of the last day of classes at LIM College.

- If a student is not graduating but transferring, they must inform the Office of ISS of the transfer before the end of his or her last semester at LIM College.

If a student does not complete the transfer process as described above, the student's F-1 status will be terminated.

Once an I-20 record has been transferred to a new school, LIM College will no longer have access or authority to update or otherwise change that record.

Apply for Post Completion OPT

Optional Practical Training (OPT) is a benefit available to F-1 students who have completed the program of study. Students may begin applying for OPT as early as 90 days before the program end date noted on the I-20, and up to 30 days after the program end date noted on the I-20 or the AUD date (which ever is earlier). Refer to the OPT section (above) in this handbook for additional OPT information and requirements. Note: a small number of students may have an extended grace period beyond 30 days.

Leave the U.S. within the Designated Grace Period

F-1 International students who graduate have 30 days, called the “grace period,” to leave the United States, apply for a change of status with USCIS, or transfer to another school. The grace period is a period of time given to students who successfully complete their program of study and have graduated. This time allows such students to take care of certain business, such as transferring schools, changing one’s status, applying for OPT, or starting a new degree program at LIM College. If a student intends to transfer to another program, the new program/degree must be at a higher level (ex: cannot transfer to earn a 2nd bachelor’s degree; however, can transfer to move from a bachelor’s degree to a master’s degree).

- ✓ Students cannot travel internationally and re-enter the United States in F-1 status during this grace period.
- ✓ Students who do not graduate are not eligible for a grace period
- ✓ All students who intend to pursue continued F-1 status (either through OPT, starting a new degree program, etc. must complete and submit the form I-539 before their AUD end date).

J-1 Students:

J-1 International students who have completed their term of exchange at LIM College have 30 days, called a “grace period”, to depart the U.S. During this time a student may take care of certain business such as coordinate/plan their departure, gather their belongings, etc.

SUPPORT SERVICES AT LIM COLLEGE

The following is a partial list of services that LIM College provides to all our students in order to promote student success:

Office of International Student Services & Study Abroad

The Office of International Student Services and the Office of Study Abroad provide information and services to students concerning international F-1 and J-1 student status and immigration regulations. In addition, these offices are here to support international students in adjusting to college life at LIM College, as well as life in New York City, one of the fastest moving cities in the world.

Contact: ISS@limcollege.edu, StudyAbroad@limcollege.edu

Location: Maxwell Hall

Office of Academic Advising

Students will work alongside the Office of Academic Advising (with individual academic advisors) to review course registration, class selection, graduation planning, major/minor/specialization declaration, etc.

Contact: Advising@limcollege.edu

Location: Maxwell Hall

Office of Counseling and Office of Accessibility Services

The Office of Counseling and the Office of Accessibility Services provide support services to help students achieve their educational and personal goals, and to assist students overcome personal or educational challenges, such as adjusting to life in a new country.

Contact: Counseling@limcollege.edu Accessibility@limcollege.edu

Location: Maxwell Hall

These offices provide and/or assist with the following:

- *Personal Counseling*

Free and confidential counseling services are available to all enrolled students residing in the United States through the Counseling Office. Students seek counseling for many reasons, such as anxiety, depression, relationships, and cultural adjustment. We encourage students who are finding it difficult to adjust to life in the United States to utilize the counseling services on campus.

- *Accessibility Services*

Academic and non-academic accommodations are provided to any student with a qualified disability to ensure equal access to the programs and activities of LIM College. Students must register for these services by supplying appropriate documentation and meeting with the Disability Services Specialist. This documentation must be in, or translated into, English.

- *Immunization Recordkeeping*

New York State Public Health law requires all college students to submit proof of immunization. All students must submit their immunization forms or a copy of their vaccination records one week prior to the start of classes. These forms must be in, or translated into English.

- *Workshops*

Programs that promote healthy living, skills development, and a sense of community are provided. Some examples include free yoga classes in the residence hall, self-defense training, nutrition seminars, and time management and study skills workshops.

- *Medical Withdrawals*

Medical withdrawals are granted to students who have a medical or mental health condition that necessitates a leave from school. Students seeking a medical withdrawal must submit supporting documentation from a licensed healthcare provider.

Office of Student Life

The Office of Student Life at LIM College organizes student clubs, organizations, activities, leadership opportunities, community service, and diversity education programs. International students are encouraged to visit the Office of Student Life to learn about the many ways you can meet people, socialize, stay active, and participate in programs related to the fashion industry and college life in the United States. Each semester the Office of Student Life organizes a Campus Life Fair where all student clubs/organizations representatives are available to share their activities and accept new members.

Contact: StudentLife@limcollege.edu

Location: Maxwell Hall, Lower Level

Office of Student Financial Services and Insurance Information

The Office of Student Financial Services (SFS) is available to assist students with the below related services.

Contact: SFS@limcollege.edu

Location: Maxwell Hall

- *Payments*

Your student account statement is available in your SonisWeb account, under “Billing.” Payments may be made by check drawn on a United States-based bank account and payable to “LIM College”, a United States or international money order, or cash. Students who wish to make an international wire transfer may use “Flywire” (formally known as Peer Transfer), a service that allows you to pay securely from any country and any bank, generally in your home currency. Please visit <https://www.flywire.com/limcollege> for more information.

Payment deadlines for each semester can be found in the official academic calendar.

- *Scholarships*

LIM College encourages students to apply for scholarships to assist with tuition and related expenses. Web-based scholarship search engines, such as www.internationalscholarships.com, allow students to search for a variety of need- and merit-based scholarships. Please visit www.limcollege.edu/admissions/financial-aid for additional scholarship resources. You are also encouraged to consult your home government about grants or scholarships that allow its citizens to study abroad.

- *Student Health Insurance*

LIM College requires all full-time undergraduate and all graduate students to carry health insurance. LIM students are automatically enrolled in the College's insurance program through Gallagher Student Health. If students are interested in waiving out of the health insurance provided by Gallagher Student Health and Special Risk the following conditions must be met:

- Student must have health insurance with appropriate coverage options.
- Student must have submitted waiver information by the deadlines communicated from the College.
- The health insurance company must have a United States-based claims office.
- Student must complete the online waiver at www.gallagherstudent.com/LIM. Please also visit this website for resources on finding a doctor or pharmacy and submitting an insurance claim.

Academic Resource Center

The Academic Resource Center offers services to all LIM College students who are interested in free tutoring services (general support with academic coursework). Peer tutors are available to provide tutoring in a range of subjects including: Statistics, Business Spreadsheets/Excel, English Composition, Computer Aided Design (CAD), general writing support, etc.

Contact: ARC@limcollege.edu

Location: Maxwell Hall, 3rd floor

ACADEMIC & PERSONAL SUCCESS AT LIM COLLEGE

You may find that the United States' education system is different from that of your home country. Many new international students find they must adjust the way in which they prepare and study for their courses. You may find additional information on the U.S. education system, via Education USA, at <https://educationusa.state.gov/experience-studying-usa/us-educational-system>. LIM College is dedicated to providing international students with the resources they need to succeed.

Tips to help ensure your success at LIM College:

- Attend every class. Attendance is monitored at LIM College and failure to attend could result in a negative impact to both your grades and your F-1 or J-1 status.
- Introduce yourself to all your professors. If you are having academic difficulties with a course, speak with your professor, and they can provide you with direction on how to improve or provide resources where to get further assistance.

- Familiarize yourself with Canvas, LIM College's Learning Management System.
- Thoroughly read the course syllabi. Each syllabus will outline course expectations and list assignments due dates and examination dates. The grading scale will also be provided, so that you know what you need to earn to achieve a passing grade.
- Prepare for class ahead of time and take notes while in class.
- Allow sufficient time to complete assignments and study for mid-semester and final examinations.
- Surround yourself with focused individuals and develop study groups to help prepare for examinations and other assignments.
- Participate in classroom discussion, ask questions or answer questions posed by your professors or other students; share your opinion.
- Make sure to use all the student services available on campus such as the Academic Resource Center, and the Adrian G. Marcuse Library.
- Utilize services such as Academic Advising, Counseling and Student Life opportunities
- Get enough sleep, physical activity and practice healthy eating habits

Expectations

Keep in mind that there is a period of adjustment when acclimating to a new educational system. In a short time, you should feel more and more comfortable with the English language and the American style of college-level instruction. The study habits appropriate for the education system in your home country may not serve you well in the U.S. You may have to learn to approach your studies in a different way while you are studying at a U.S. college or university. Remember, there are plenty of people at LIM College who are ready to help you succeed and realize your fullest potential.

The Semester System

The academic year includes two semesters, Fall and Spring, that are approximately 15 weeks each. In addition, LIM College offers courses during the summer. Please consult with your academic advisor to determine which, if any, summer courses might be appropriate for you. Note: although "summer" is not a required term for graduate students, the majority of graduate students complete their studies in three (3) semesters and include the summer semester.

Credits

The academic work a student undertakes at LIM College is measured in credits. Students must earn a specified number of credits to graduate. This number varies for graduate and undergraduate students. Information about your graduation requirements can be found in the College's Catalog: <http://catalog.limcollege.edu/>.

Grades

Graduate students must achieve a cumulative grade point average of 3.00 and satisfactorily complete all requirements for their degree and major. To find out more about Satisfactory Academic Progress, please refer to the current College Catalog.

Undergraduate students must achieve a cumulative grade point average of 2.00 and satisfactorily complete all requirements for their degree and major. To find out more about Satisfactory Academic Progress, please refer to the current College Catalog.

Grade Point Average

The cumulative grade point average (GPA) is an average of all grades received in LIM College credit-bearing courses. It is obtained by multiplying the point value of each grade by the number of credits for the course. Add those totals and then divide that sum by the total number of credits attempted. Semester GPAs and cumulative GPAs are calculated at the end of each semester.

Graduate students enrolled in a degree program are required to obtain a grade of C or better in order to successfully complete any course requirement. In order to graduate from the program, a minimum cumulative GPA of 3.00 must be maintained. If a student's cumulative GPA drops below 3.00 at any time, the student will be placed on academic probation. A student's GPA dropping below 3.00 may also have financial aid implications.

Undergraduate students enrolled in a degree program are required to obtain a grade of D or better in order to successfully complete any course requirement. In order to graduate from the program, a minimum cumulative GPA of 2.00 must be maintained. A student will be placed on academic probation if they are not achieving Satisfactory Academic Progress as outlined in the College Catalog. A student who is not achieving Satisfactory Academic Progress may have financial aid implications.

Add/Drop Period

The Add/Drop period is typically the first 5-business days of each semester. During this time, classes have begun; however, students may still make adjustments to their course schedule via SONIS. Course adjustments must be completed prior to the add/drop deadline (as posted in the Academic Calendar).

Students are encouraged to meet with an academic advisor before deciding to make adjustments to their schedule or withdrawing from a course as it is important for the students to complete their degree requirements within the time specified on their Form I-20.

An academic advisor helps you plan your program of study in a way that will best enable you to fulfill your graduation requirements and, at the same time, tailor your studies to your interests. If an international student drops a course, they must absolutely ensure that doing so does not cause them to fall below full-time status. Regardless of whether an international student intentionally or unintentionally drops a

course(s), doing so may put him/her in violation of their F-1 or J-1 international student visa status.

Appropriate Behavior

Attendance is very important. Be present for the first day of class. If you miss a day of class, talk to the professor to explain your absence and get notes from a classmate on what you missed. If you are sick and miss several classes, be sure to inform your professor(s) and the Director of Academic Support Services if you are an undergraduate student and the Dean of Graduate Studies if you are a graduate student, so they are aware of your situation and can assist you. It is crucial to communicate with professors as they are the individuals who will evaluate your academic performance and mark your attendance. In addition, contact the ISS office for assistance and guidance.

There are some U.S. student behaviors that you may find surprising or that might be considered disrespectful in your home country. For example, students may ask questions or raise objections to what is being said. In the U.S. this is not disrespectful conduct. On the contrary, one way for American students to show respect for teachers is by being active participants in classroom discussions. Raising questions and giving your opinion is proper class behavior. In fact, class participation is usually a positive factor in determining your grade.

LIVING IN THE UNITED STATES

The United States is one of the world's most ethnically diverse nations. Choosing to study here is a decision that you will value for the rest of your life. To appropriately navigate your new life in the U.S. it is important to know the following:

Social Security Number

Social Security numbers are assigned to people who are authorized to work in the United States. Social Security numbers are used to report wages to the government and to determine eligibility for Social Security benefits.

All F-1 and J-1 students in legal status are eligible to apply for a Social Security number, provided that they have already secured a job on- or off-campus and have been authorized to work by a Designated School Official or Alternate Responsible Officer.

For more information and requirements for obtaining a Social Security number (and a Social Security card), please visit the International Student Services Canvas shell, or email ISS@limcollege.edu . You should also visit the Social Security Administration's website at <https://www.ssa.gov/>

Driving in the United States

Students interested in applying for a New York State or local state driver's license should visit a local Department of Motor Vehicles office. Be sure to bring your passport, most recent I-94 record, and I-20 or DS-2019. In order to obtain a driver's

license, international students will need to have a Social Security number or a letter from the Social Security Administration stating that they are not eligible for a number.

For more information on obtaining a New York State driver's license, go to the New York State Department of Motor Vehicles website at <https://dmv.ny.gov/>, or contact the Office of International Student Services.

Banks and Financial Transactions

Many international students find it beneficial to open an account at a U.S. bank. As an international student, you will be required to provide more information and documentation than would normally be required of a U.S. citizen or resident alien. When you go to a bank to open an account, you will likely need to bring/provide the following information:

- Your full name, home address, and home telephone number
- LIM College's telephone number (212.752.1530)
- Your address in the United States. You will need to provide documentation proving your local address. If you rent an apartment, you may use a copy of your lease.
- Unexpired passport
- Most recent I-94 record
- Printed I-20, DS-2019, or I-797 approval notice
- A second form of identification, such as your student ID card, a birth certificate, or state driver license
- Enrollment verification letter from LIM College, which can be obtained from the Registrar (Registrar@limcollege.edu)

You will also likely need the funds, in U.S. dollars, with which to open the account and make an initial deposit. Every bank has slightly different requirements, so make sure you ask beforehand, so you can plan accordingly.

There are many banks in New York City near the College's campus locations. LIM College does not endorse any specific bank. The following is a non-exhaustive list of banks near LIM College:

Chase Bank
530 Fifth Avenue
New York, NY 10036
Phone: 212.221.3584
Website: www.chase.com

Citibank
Madison Avenue & East 42nd Street
330 Madison Avenue
New York, NY 10017

Phone: (646) 248-6728

Website: www.citi.com

Bank of America

750 3rd Ave · Near LIM College

New York, NY 10017

Phone: 212.682.8318

Website: www.bankofamerica.com

TD Bank

1 Vanderbilt Avenue

New York, NY 10017

(646) 822-6757

Website: www.tdbank.com

PNC Bank

340 Madison Avenue

New York, NY 10173

Website: www.pnc.com

Transportation

There are three airports in the New York City area:

- 1.) John F. Kennedy International Airport (JFK)
- 2.) LaGuardia Airport (LGA)
- 3.) Newark Liberty International Airport (EWR)

When flying into any of these airports, it is best to have a plan for how you will travel from the airport to your destination. There are many options for ground transportation, including ride-share apps (the most popular are UBER and LYFT), taxis, car services, buses and trains. An important resource for determining how you will travel to and from New York City's airports is the Metropolitan Transportation Authority (MTA) website at mta.info. Maps, timetables, and sample fares for the subway, bus, and commuter rail systems can be found on this site. The site also features a trip planning tool to help you choose the best route to and from your destination.

The most common mode of transportation around New York City is the subway. The subway offers the least expensive, fastest, and most convenient way to get around. The City's bus system is a good way to travel east and west across Manhattan. Maps of the subway and bus systems can be found on the MTA website at mta.info.

Living In/Around New York City

Many LIM College students opt to reside in the College's Residence Hall, FOUND Study-Midtown East. This student housing is near campus (where you will take your classes) and is affiliated with LIM College. Since this option is designed to

accommodate LIM College students, incoming international students often find this to be the easiest, and oftentimes most affordable housing option.

Common Rental Terms

Furnished: Housing is equipped with furniture and large appliances. Kitchen utensils and bedding supplies are typically not included.

Utilities: Electricity, water, gas, trash/sewer, telephone, Internet, cable television. Except for water and, in some cases, heat, the renter pays all other utility charges.

Deposit: A deposit is money that is used by the landlord to ensure that terms of an agreement will be met, or for cleaning or the repair of damages at the end of your tenancy. A landlord usually requires a tenant to pay a damage deposit when renting an apartment or house.

Lease: A lease is a legal and binding contract between you and your landlord. Failure to abide by the terms of the lease agreement can lead to legal complications. Before you provide financial funding and before you sign any documents, it is a good idea to have someone with knowledge of the New York City rental market carefully review your lease or rental agreement.

When you sign a lease, you are typically required to pay a security deposit. As noted above, it is not uncommon for international students to be asked to pay, at the point you sign your lease, between six months and up to a full year's rent. When your lease is over, and if you leave the apartment undamaged, the deposit may be returned to you. If there is damage to the apartment, the landlord is entitled to keep the amount of the deposit necessary to return the apartment to the condition it was when you first occupied it. If you are required to pay for utilities in addition to your monthly rent, ask the landlord how much utilities will cost per month. When reviewing your lease, pay particular attention to those sections regarding deposits, advance rent payments, or other restrictions, such as the number of people allowed to live in the apartment, and what, if any, alterations can be made to the apartment.

Payment of Rent: It is your responsibility to pay the rent each month, even if you are on vacation, unless your lease states otherwise. Failure to pay your rent on time could result in eviction.

Tax Filing

As an F-1 or J-1 student, you may be required to file a federal income tax form while you are in the U.S. Federal and state tax forms may be obtained from the Internal Revenue Service (IRS) and/or through state tax offices. LIM College is not able to provide guidance on tax filing. Students can contact a tax professional or accountant within the U.S. for assistance.

Although LIM College does not endorse any specific tax-assistance service or entity, many students have found success using <https://sprintax.com> or <https://www.glaciertax.com/> to determine their filing needs. It is the student's responsibility to comply duly with federal income tax filing.