

## Budget & Administration Committee Minutes for November 16, 2022

1. Meeting Called to Order at 2:30pm
2. Roll Call  
Tina Buck, Keri Watson, Bobby Hoffman, Sumanta Pattanaik, Dinender Singla, Elizabeth Kinchen, Jennifer Plant, Michael Callaghan, Pamela Baker, Peter Hagglund, Kathleen Richardson
3. Approval of minutes from October 2022 meeting  
Moved and seconded
4. Announcements and Recognition of Guests  
Zach Salloum
5. Presentation by Zack Salloum, Interim Director, ARO/DSO, International Student & Scholar Services, UCF Global. (see attached slides)

Delays do not seem to be coming from UCF Global's part of the process; slowdowns could be coming from Graduate Studies or OICEC  
Foreign Influence Screening appears to be a pain point (this is OICEC's domain)

6. Upcoming meeting topics:
  - a. January 18 meeting: Presentation and Q&A on Foreign Influence Screening process at UCF and the timeframe for approval for foreign graduate students by Ashley Guritza, Director, Office of International Collaboration and Export Control (OICEC), Office of Research, and Interim Vice President for Research, Dr. Winston Schoenfeld.
  - b. February 15 meeting: Presentation and Q&A with Jana Jasinski, Vice Provost for Faculty Excellence. She will speak about the steps in the hiring process for faculty from the viewpoint of the HR business center and then the faculty search committee, per our charge to learn which steps in the hiring process might be sped up to increase UCF's competitiveness
7. Adjournment 3:35pm

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# **INT'L STUDENT AND SCHOLAR SERVICES**

## **Introduction to International Admissions**

Common Terms

Student Pre-Arrival Obligations

Arrival Process

Other Considerations

# MEET THE SPEAKER

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- » Joined UCF in 2015
- » Focus on pre-arrival support for international students and visiting scholars
- » Provide holistic immigration advising and employment solutions
- » Welcome, support, and empower an international community of 3,000+
- » ISSS team currently includes 8 professional staff members

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# **INT'L STUDENT AND SCHOLAR SERVICES**

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# FORM I-20

## “CERTIFICATE OF ELIGIBILITY”

The Form I-20 is a school-issued certificate that establishes an international student is eligible for nonimmigrant student status in the United States. UCF Global issues all Forms I-20 to newly admitted international students.

The Form I-20 provides interested government agencies with information needed to consider a student’s visa application or non-immigrant petition:

- » Biographical data
- » School information and academic program
- » Expected dates of attendance
- » Financial information

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
<b>SEVIS ID: N0004705512</b>			
<b>SURNAME/PRIMARY NAME</b> Doe Smith		<b>GIVEN NAME</b> John	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> John Doe-Smith		<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM		<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 01 JANUARY 1980		<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE		<b>LEGACY NAME</b> John Doe-Smith	
<b>SCHOOL INFORMATION</b>			
<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies		<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744	
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson FDSO		<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F4444000 03 APRIL 2015	
<b>PROGRAM OF STUDY</b>			
<b>EDUCATION LEVEL</b> DOCTORATE	<b>MAJOR 1</b> Economics, General 45.0601	<b>MAJOR 2</b> None 00.0000	
<b>NORMAL PROGRAM LENGTH</b> 72 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015	<b>PROGRAM END DATE</b> 31 MAY 2021		
<b>FINANCIALS</b>			
<b>ESTIMATED AVERAGE COSTS FOR: 9 MONTHS</b>		<b>STUDENT'S FUNDING FOR: 9 MONTHS</b>	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>TOTAL</b>	<b>\$ 32,000</b>
<b>REMARKS</b>			
Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
<b>SCHOOL ATTESTATION</b>			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/>	<b>SIGNATURE OF:</b> Helene Robertson, FDSO	<b>DATE ISSUED</b> 21 April 2015	<b>PLACE ISSUED</b> Ft. Washington, MD
<b>STUDENT ATTESTATION</b>			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. <b>Parent or guardian, and student, must sign if student is under 18.</b>			
<input checked="" type="checkbox"/>	<b>SIGNATURE OF:</b> John Doe Smith	<b>DATE</b>	
<b>NAME OF PARENT OR GUARDIAN</b>	<input checked="" type="checkbox"/> <b>SIGNATURE</b>	<b>ADDRESS (city/state or province/country)</b>	<b>DATE</b>

# F-1 VISA

# STUDENT ENTRY DOCUMENT

A visa is a permit to *travel* into the United States through a port of entry.

An F-1 visa is a permit to travel into the United States through a port of entry for the specific purpose of full-time study at a U.S. academic institution.

When we talk about international students at the university, most all of them entered the USA with an F-1 visa.

*Note: Citizens of Canada and Bermuda do not require an F-1 visa to enter the United States in F-1 status; these students may simply enter with a Form I-20 and a valid passport.*



# *DHS/ICE GOVERNMENT DATABASE* **“SEVIS RECORD”**



Maintaining students' SEVIS records is one of the key roles of any International Student & Scholar Services office at U.S. academic institutions, from the initial pre-arrival stage through a student's graduation and post-completion employment period.

SEVIS contains nonimmigrant records for the 1 million+ international students currently studying inside the United States, including information about their continued attendance at U.S. universities, their academic program, their contact information, their financial information, etc.

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# **INT'L STUDENT AND SCHOLAR SERVICES**

**Common Terms**

Questions?



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# **INT'L STUDENT AND SCHOLAR SERVICES**

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# ESTABLISH PROOF OF SUFFICIENT FUNDS

One of the primary conditions for receiving a Form I-20 is the establishment of sufficient funds to cover estimated living expenses and tuition at the University of Central Florida for the first academic year.

**\$40,727 USD\***

Doctoral students may receive a graduate assistantship offer as a part of their admission. However, many master's level students do not receive assistantship awards and therefore must show proof of personal or family funds to satisfy the sufficient funds requirement.



University of Central Florida  
College of Graduate Studies  
October 21, 2022



Re: Contingent award of financial support

Dear [Redacted]

Congratulations on your admission to the University of Central Florida for Spring 2023! On behalf of the NanoScience Technology Center program, the College of Graduate Studies is pleased to extend this award of financial support. This award is contingent on you meeting several state and UCF requirements (see below). The award for the 2022-2023 academic year includes a stipend of \$16,655.16, tuition coverage, and individual student health insurance.

#### Financial Award Details

##### Term: Spring 2023

Assistantship type: GRA  
Work hours per week: 20  
Assistantship Stipend: \$8,793.10

##### Term: Summer 2023

Assistantship type: GRA  
Work hours per week: 20  
Assistantship Stipend: \$7,862.06

#### 2022-2023 Academic Year Summary

*\*Some market rate graduate programs can be higher (Executive MBA, MS Data Analytics, Physical Therapy DPT, etc.)*



# *SEVIS I-901*

## **FEE PAYMENT**

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The SEVIS I-901 fee is a required government fee which must be paid by all incoming international students.

This fee should be paid as soon as the student receives a Form I-20 from the school.

The SEVIS I-901 fee is currently \$350 USD and payable online by credit card.



# DS-160

# VISA APPLICATION

Students must apply for a nonimmigrant F-1 “international student” visa from outside the United States, after receipt of the Form I-20 and SEVIS fee payment. The current cost for an F-1 nonimmigrant visa is \$160 USD.

The visa application can be completed online, however once the visa application is submitted, students must physically visit their nearest United States embassy to conduct an in-person visa interview.

During the visa interview, consular officials may inquire in more detail about a student's academic pursuits/plans.

Online Nonimmigrant Visa Application (DS-160)

Apply For a Nonimmigrant Visa

FAQs

Tooltip Language: English [\[View Tool Tip Help\]](#)

Most of this application has been translated. To see the translation point your mouse over any sentence on the page.

Welcome!

Get Started

The first step in applying for a U.S. nonimmigrant visa is to complete your application. It takes approximately 90 minutes to do this. After you submit your application, you can move on to the next steps such as scheduling your interview.

Important: Before You Start

1. [Learn about Types of Visas.](#)
2. [Use only Internet Explorer 11 or higher, Firefox, or Google Chrome 58 when completing your application. Safari and Microsoft Edge are not supported.](#)
3. [Gather your documents.](#)
4. [Review the instructions and FAQ.](#)

Notes:

Other people can assist you with your visa application. Note that under U.S. law (22 C.F.R. 41.103) you must electronically sign and submit your own application unless you qualify for an exemption. Even if someone else helped you complete the application, you (the applicant) must click the “Sign Application” button, or your application may not be accepted.

\*\*Please be patient as you use this form. Download times may vary depending on your internet connection speed.\*\*

Select a location where you will be applying for this visa

- AFGHANISTAN, KABUL
- ALBANIA, TIRANA
- ALGERIA, ALGIERS
- ANGOLA, LUANDA
- ARGENTINA, BUENOS AIRES
- ARMENIA, YEREVAN
- AUSTRALIA, MELBOURNE
- AUSTRALIA, PERTH
- AUSTRALIA, SYDNEY
- AUSTRIA, VIENNA
- AZERBAIJAN, BAKU
- BAHAMAS, NASSAU
- BAHRAIN, MANAMA
- BANGLADESH, DHAKA
- BARBADOS, BRIDGETOWN
- BELARUS, MINSK
- BELGIUM, BRUSSELS
- BELIZE, BELMOPAN
- BENIN, COTONOU

ON

You will be asked for your application ID and answer a security question.

[RETRIEVE AN APPLICATION](#)

Additional Information

# *FLORIDA STATUTE 1010.35*

## **FOREIGN INFLUENCE SCREENING**

International students who have been offered employment as a graduate research assistant, or doctoral students who are expected to engage in research activities during their academic program must undergo an additional screening pursuant to Florida Statute 1010.35.

This screening does not delay standard hiring process timelines, but it can delay the ability to extend an offer if the student does not supply required documentation in a timely manner. This screening does not delay normal timeline for consideration of admission to the university.

Identified students are directed to UCF Global to supply a copy of their passport and a copy of their DS-160 Nonimmigrant Visa Application, both of which are required per the language of the statute. Students who do not have a copy of their DS-160 Nonimmigrant Visa Application at the time of screening must provide reasoning as to why (in-country change of status, exceeding 30 days, etc.)

# *FLORIDA STATUTE 1010.35*

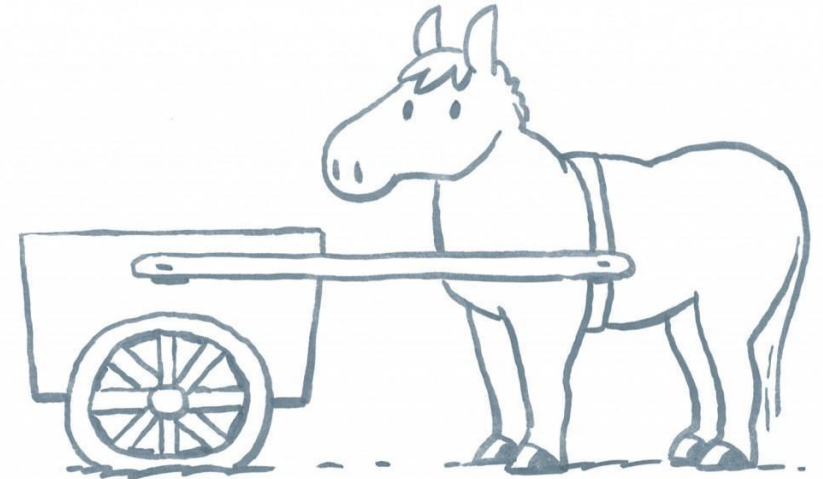
## **FOREIGN INFLUENCE SCREENING**

Students are asked by our office to supply sufficient funds to receive a Form I-20, and those funds often come by way of a graduate research assistantship.

The offer of a graduate research assistantship is conditional upon clearing the foreign screening process.

The foreign screening process mandates a copy of the DS-160 nonimmigrant visa application.

However, a DS-160 nonimmigrant visa application cannot be completed until a student receives the Form I-20 from the university.



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# **INT'L STUDENT AND SCHOLAR SERVICES**

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## **Student Pre-Arrival Obligations**

Questions?

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# EARLIEST ADMISSION DATE

International students may enter the United States only up to 30 days prior to the start of their academic program, or the visa issue date, whichever is later.

## PROGRAM OF STUDY

<b>EDUCATION LEVEL</b> DOCTORATE	<b>MAJOR 1</b> Electrical and Electronics Engineering 14.1001	<b>MAJOR 2</b> None 00.0000
<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient	<b>EARLIEST ADMISSION DATE</b> 10 DECEMBER 2022
<b>START OF CLASSES</b> 09 JANUARY 2023	<b>PROGRAM START/END DATE</b> 09 JANUARY 2023 - 09 JANUARY 2027	

In extreme cases, international students may be admitted into the country up to two weeks after their program has begun (say, in the case of significant visa delays), provided their academic program will support their late enrollment into a full course of study.

# ARRIVAL TO A U.S. PORT OF ENTRY

For many students, traveling into the United States to is their first time leaving their home country and first time crossing an international border.

While Customs and Border Protection officers are generally friendly and welcoming, the experience can be intimidating for unseasoned travelers.

- » Why are you entering the United States?
- » Where/What will you be studying?
- » Where will you be living?



# *VIRTUAL* **IMMIGRATION CHECK IN**

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Upon arrival to Orlando, international students are required to report their entry into the United States by completing an international student “Virtual Check-in”.

This is the university’s method for verifying the arrival of each international student so that we can maintain accurate data in SEVIS. Student’s who fail report their arrival are subject to a terminated SEVIS record which can result in further action by Immigration and Customs Enforcement (ICE).

Much to the frustration of international students and their faculty advisers, international students are restricted from registering for classes until their virtual check in is completed.

# *IN-PERSON* **HIRING APPOINTMENT**

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All new international employees at the University of Central Florida including international graduate assistants, graders, teaching assistants, and other on-campus employees must complete I-9 verification and a tax analysis at UCF Global. This must be conducted in-person at UCF Global by the Employment & Taxation team and *prior* to the final hiring process conducted at the hiring department, HR business center, or central Human Resources.

The Employment & Taxation team, which currently consists of 4 professional staff, work around the clock during the first month of each semester meeting with the hundreds of new international student employees and other international employees.

International students may begin work on-campus up to 30 days prior to the semester start date, provided they successfully enter the United States and complete hiring paperwork procedures. Many students will arrive without an SSN, but thankfully UCF allows such employees to begin work without one.

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## **Arrival Process**

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# ADDITIONAL HURDLES

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It is challenging for *all* students to secure admission and succeed at a university this competitive.

International students can often experience additional hurdles in their journey to UCF.

- » Course by Course transcript evaluation for foreign transcripts (\$\$)
- » TOEFL or IELTS English Proficiency Test (\$)
- » SEVIS and nonimmigrant visa fees (\$\$\$)
- » International Flights (\$\$\$)

# *EMPLOYMENT* **RESTRICTIONS**

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One of the key obligations the ISSS office holds is to guide international students through their employment options in the United States.

- » On-campus employment
  - » Must not exceed 20 hours per week
- » Off-campus employment
  - » Requires UCF Global authorization
  - » Must be accompanied by credit-bearing coursework
  - » Must be directly related to field of study



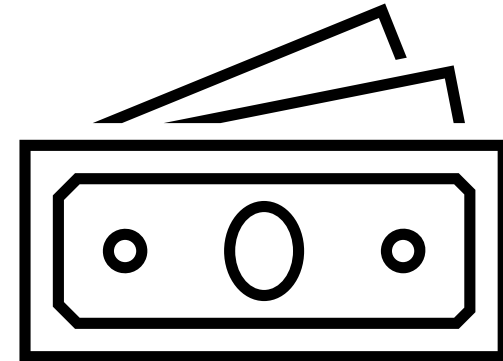


# *FINANCIAL* **AID**

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UCF Global offers several resources to support international students financially.

- » Hardship Tuition Waiver
- » Florida Linkage Institute
- » Lewis Foundation Scholarship
- » Latin American/Caribbean Scholarship



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# **INT'L STUDENT AND SCHOLAR SERVICES**

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## **Other Considerations**

Questions?

# Contact Us

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