New International Students

- International Student Program Staff
- F-1 Student Agreement
- LACCD Mandatory Student Health Insurance Plan
- New Student Onboarding – starting your 1st semester at LAVC
  - Student Information System (Student Portal)
  - Orientation
  - Counseling:
    - 1st Semester Student Educational Planning (SEP) and Registration
International Students Program Staff

• **Liana Aselesyan**: International Student Program Admissions and Records Specialist
  • Contact Information:
    • Email: intlstud@lavc.edu
    • Phone #: (818) 778-5517

• **Margaret Sarkisyan**: International Student Counselor
  • Contact Information:
    • Email: sarkism@lavc.edu (preferred method of communication)
    • Phone #: (818) 947-2648
F-1 Student Agreement

Los Angeles Valley College (LAVC) will make every effort to help you accomplish your educational goal. However, there are regulations you must follow in order to maintain your international student (F-1) status. By signing the F-1 Student Agreement, you agree to the follow requirements in order to maintain your status.

Immigration Requirements:
- I am responsible for meeting all immigration requirements listed on page 3 of I-20 form.
- I will immediately inform the International Student Program of any address, telephone number, name and/or residency status change.
- I will enroll in, and complete 12 or more units every Fall/Spring semester to remain "in-status" while attending LAVC. I understand that if I drop below 12 units or stop attending school, my I-20 will be terminated, and I will be "out of status" and subject to deportation. I may not be allowed to return to the United States for 3 to 10 years.
- If I wish to transfer to another college or university, I must first successfully complete at least one (1) semester at LAVC. I must provide an acceptance letter from the college or university I am transferring to, in order to complete the transfer process.
- I will request an "I-20 EXTENSION" at least 30 days before my I-20 expires. I understand that I may get an I-20 extension only if I have an approved medical or academic reasons for not completing my educational goal by the original program end date.
- I request Travel Advisement and I-20 Signature at least two weeks prior to traveling outside the United States. I understand that any/all HOLDs for the semester must be cleared at the time of requesting travel signature.
- I am responsible for maintaining a valid Passport and Visa at all times in order to travel outside the United States.
- If I file an F-1 Visa through the "Change of Status" process, I MUST provide a Student Visa in my country, should I leave the United States, to be able to return.
- If interested in Optional Practical Training (OPT), I will apply 90 days before, but no later than 60 days after completing my course of study at LAVC. I understand that OPT is optional and not required for F-1 students.
- I understand that F-1 Visa is not a work Visa and I am not allowed to work. ONLY in the event of severe economic hardship and after being enrolled for at least one (1) academic year may request off-campus employment authorization, if on-campus employment is not available. If approved, I may work no more than 20 hours per week while school is in session.

Academic Requirements:
- I will check my LACCD Student Email periodically because all important communications from the college will be emailed to me at this email address.
- I will register for 12 or more units every semester using my registration appointment date to secure my full-time enrollment and maintain my status.
- I understand that I may register for more than one (1) online course per semester.
- I understand that all fees are due at the time of registration and must be paid in full to avoid HOLD being placed on my record. A HOLD will prohibit me from enrolling for classes, requesting transcripts, travel signature or any other documents from LAVC.
- I understand that studying during the summer months is optional, and I am not required to take classes during these intersessions.
- I understand that by requesting a "Concurrent Enrollment" permission to take class(es) at another college(s) while attending LAVC, I have to first enroll in at least two courses (6 units) at LAVC.
- I will maintain a minimum academic standard of 2.0 grade-point-average or higher required of all students.
- I will meet with the International Student Coordinator every semester to:
  - Develop/Adapt a Student Educational Plan (SEP)
  - Confirm my SEVIS registration and status verification
  - Change major (if needed)
  - Request extension of I-20 (before it expires)
  - Request travel advisement and signature (at least two weeks before traveling)
  - Discuss any other issues such as:
    - Concurrently enrolling at another college
    - Transferring to another college
    - Experiencing difficulty in classes
    - Experiencing other unforeseen circumstances beyond my control that are affecting my ability to study or maintain full time enrollment.

LACCD Mandatory Health Insurance (MHI):
- I understand that I must purchase the LACCD Mandatory Health Insurance for each semester enrolled at LAVC. (LACCD Board Rule 2309.30).
- The rates are subject to change every semester. LACCD does not waive this requirement for any reason.

I have read and understood the requirements of F-1 student status at Los Angeles Valley College. Furthermore, my signature certifies that I agree to comply with the requirements stated in the F-1 Student Agreement.

Student Name: ____________________________  Student ID #: 900
Student Signature: ________________________  Date: ________________________
Maintaining Your F-1 Status

**IMMIGRATION REQUIREMENTS:**

- I am responsible for meeting all the immigration requirements listed on page 3 of I-20 form.
- I will immediately inform the International Student Program of any address, telephone number, name and/or residency status change.
- I will enroll in, and complete 12 or more units every Fall/Spring semester to remain “in-status” while attending LAVC. I understand that if I drop below 12 units or stop attending school, my I-20 will be terminated, and I will be “out of status” and subject to deportation. I may not be allowed to return to the United States for 3 to 10 years.
Maintaining Your F-1 Status

**IMMIGRATION REQUIREMENTS (cont.):**

- If I wish to transfer to another college or university, I must first successfully complete at least one (1) semester at LAVC. I must provide an acceptance letter from the college or university I am transferring to, in order to complete the transfer process.

- I will request an “I-20 EXTENTION” at least 30 days before my I-20 expires. I understand that I may get an I-20 extension only if I have an approved medical or academic reasons for not completing my educational goal by the original program end date.

- I will request *Travel Advisement and I-20 Signature* at least two weeks prior to traveling outside the United States. I understand that any/all HOLDS for the semester must be cleared at the time of requesting travel signature.
Maintaining Your F-1 Status

**IMMIGRATION REQUIREMENTS (cont.):**

- I am responsible for maintaining a valid Passport and Visa at all times in order to travel outside the United States.

- If I was approved for an F-1 Visa through the “Change of Status” process, I MUST apply for a Student Visa in my country, should I leave the United States, to be able to return.

- If interested in Optional Practical Training (OPT), I will apply 90 days before, but no later than 60 days after completing my course of study at LAVC. I understand that OPT is optional and not required for F-1 students.
Maintaining Your F-1 Status

**IMMIGRATION REQUIREMENTS (cont.):**

- I understand that F-1 Visa is not a work Visa and I am not allowed to work.
  - ONLY in the event of severe economic hardship and after being enrolled for at least one (1) academic year I may request off-campus employment authorization, if on-campus employment is not available.
  - If approved, I may work no more than 20 hours per week while school is in session.
F-1 Student Employment

- F-1 is a Student Visa, not a Work Visa
  - **EXCEPTION:** An F-1 student may apply for employment only if experiencing severe economic hardship.
  - Before requesting employment:
    - Must be enrolled for at least one (1) academic year
    - Must provide documentation of claimed economic hardship

- There are two types of employment:
  - On-Campus Employment
  - Off-Campus Employment
Types of Employment

- **On-Campus Employment**
  - Work that takes place at your school, assisting students
  - Student may work up to 20 hours/week while school is in session
  - If you find an on-campus office or a program that is able to hire you, you must meet with the counselor to file the required paperwork to obtain a **Social Security Number** required for all types of employment in the US
Types of Employment

- **California Identification Card**
  - You may be asked for CA ID card whenever
    - entering certain government buildings
    - applying for job
    - renting an apartment
    - opening a bank account
    - at hospitals and dr. offices
    - using a library,
    - or even purchasing certain items
  - You can apply for CA ID card at a local DMV office.
  - You must bring with you your passport, Visa, I-20 with you to apply for CA ID.
  - There is always a long wait at DMVs, so if possible, schedule an appointment before you go.
Types of Employment, cont.

- **Off-Campus Employment**
  - These requests are granted by the USCIS on a case-by-case basis, depending on the severity of the circumstances. Before you apply for employment:
    - Must be enrolled for at least one (1) academic year
    - Must try to obtain “on-campus” employment first
    - Must meet with an International Student Counselor, who needs to initiate DSO authorization in SEVIS
    - Must file **Form I-765** (Employment Authorization Request) with the USCIS within 30 days.
      - Visit the [USCIS.GOV/FORMS](https://www.uscis.gov/forms) to verify current fee and to apply.
      - Provide all the supporting documents as a proof that verifies the claimed economic hardship.
      - Make sure your contact information is up-to-date.
Types of Employment, cont.

- **Off-Campus Employment Approval Process:**
  - Authorization is granted for **one-year**.
  - Student may work up to 20 hours/week while school is in session, and up to 40 hours during summer and winter.
  - May reapply **at least 90 days – and not sooner than 6 months before** the current authorization expires.
Optional Practical Training - OPT

- **OPT – Optional Practical Training** is available to F-1 students upon completion of their program of study for employment directly related to their major field of study.
  - Must complete a Certificate or an AA/AS degree to qualify for OPT
  - May apply **90 days prior to, but not later than 60 day after** completing their program
  - Allows students to work for maximum of 12 months in the United States
APPLYING FOR OPT

• Meet with the International Student Counselor to complete the Employment Authorization Request and apply for OPT

• Complete I-765 Form and send your application and $410 application fee to USCIS within 30 days from the day OPT request is initiated by the counselor on your SEVIS record

• If approved, you will receive the EAD card (within 60-90 days)

• You may then take your EAD card to the Social Security Office to apply for Social Security Number
Maintaining Your F-1 Status

- **ACADEMIC REQUIREMENTS**

- I will check my LACCD Student Email periodically because all the important communication from the college will be emailed to me to this email address.

- I will register for 12 or more units every semester using my registration appointment date to secure my full-time enrollment and maintain my status. I understand that I may register for no more than one (1) online course (3 units) per semester.

- I understand that all fees are due at the time of registration and must be paid in full to avoid HOLD being placed on my record. A HOLD will prohibit me from enrolling for classes, requesting transcripts, travel signature or any other documents from LAVC.
- **ACADEMIC REQUIREMENTS (cont.)**

  - I understand that studying during Summer/Winter intersession is optional, and I am not required to take classes during these intersessions.

  - I understand that before requesting a "**Concurrent Enrollment**" permission to take class(es) at another college(s) while attending LAVC, I have to first enroll in at least two courses (6 units) at LAVC.

  - I will maintain a minimum academic standard of 2.0 grade-point-average (GPA) or higher required of all students.
### How to Calculate Your GPA

- **Grade points:**  
  - A = 4  
  - B = 3  
  - C = 2  
  - D = 1  
  - F = 0

- **Example:**  
<table>
<thead>
<tr>
<th>Grade</th>
<th>GP</th>
<th>U</th>
<th>Total pnts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 28</td>
<td>B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Math 115</td>
<td>C</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Health 11</td>
<td>A</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Kin 360</td>
<td>D</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Music 111</td>
<td>F</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15 (un.) 32 (grade pts.)

**GPA** \(\frac{32}{15} = 2.13\)
Maintaining Your F-1 Status

**ACADEMIC REQUIREMENTS (cont.)**
- I will meet with the International Student Counselor every semester to:
  - Develop/update a *Student Educational Plan (SEP)*
  - Confirm my SEVIS registration and status verification
  - Change major *(if needed)*
  - Request extension of I-20 *(before it expires)*
  - Request travel advisement and signature *(at least two weeks before traveling)*
  - Discuss any other issues such as:
    - Concurrently enrolling at another college
    - Transferring to another college
    - Experiencing difficulty in classes
    - Experiencing other unforeseen circumstances beyond my control that are affecting my ability to study or maintain full time enrollment.
ALL STUDENTS MUST PURCHASE THE LACCD MENDATORY HEALTH INSURANCE FOR EACH SEMESTER ENROLLED *(LACCD Board Rule 2309.30)*

- F-1 student will be automatically charged with medical insurance fee (IMED) at the time of registration *(Summer/Fall/Spring/Winter)*
- The rates are subject to change every semester
- **IMED fees cannot be waived for any reason**
  - For example, students that have medical coverage through scholarship funds or any other sources, cannot waive the IMED fee.
Welcome to Mobile Health

The StudentHealth app through Anthem Blue Cross gives you instant access to your benefits, ID card, and much more using your mobile device.

Download the StudentHealth app today!
From your mobile device or tablet go to the App Store or Google Play and search for the StudentHealth app.
Tap Register Now and follow these easy steps:
• Enter your first name, last name, your student ID number and your date of birth (mm/dd/yyyy)
• On the Credentials screen, select a username (typically firstname.lastname) or use the assigned one.
• Create a password. A password must contain at least six characters including both a letter and a number.

Now you can Login with your username and new password and download your ID card

From your computer:
Go to https://www.mobilehealthconsumer.com/studenthealth
Note: Be sure to include the “s” in: https://
Choose Register Now and follow the steps above
Who do I contact:

**Questions on Insurance Benefits:**
Anthem Customer Service
1-800-888-2108

**Submitting a Claim:**
Anthem Address
Anthem Blue Cross
P.O. Box 60007
Los Angeles, CA  90060

**Find a Provider:**
[https://www.anthem.com/ca](https://www.anthem.com/ca)

**Additional Program Questions:**
Gallagher Student Health & Special Risk
833-818-7090
New Student Onboarding

- Log in to your Student Information System (Student Portal) at WWW.MYCOLLEGE.LACCD.EDU
New Student Orientation

- Sign in to your Student Portal
- Click on Student Status Tile

- Click on Assessment Placement
- Complete Orientation
YOUR NEXT STEPS

- Complete the **New Student Orientation** online before your next meeting with the counselor.

- Meet with the counselor to discuss your first semester courses and register.