# UCI Summer Session
## Visiting International Student Handbook

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IMMIGRATION INFORMATION

UCI students on an F-1 Student Visa must be aware of the important immigration information and useful resources on campus. If you need assistance, please contact our immigration advisors.

Phone: (949) 824-1974 Email: immigrationofficials@ce.uci.edu

Immigration Advising is available Monday – Friday from 10:00am to 11:30am & 1:30pm to 3:00pm in Division of Continuing Education Building 3. You will need to bring your passport and I-20 to your advising session. Documents and requests do take time. Requests for a new I-20 take 5 – 7 business days.

All F-1 students are required to notify the UCI Summer Session Office as well as the immigration advisor when they plan to leave the school for any reason (transfer, return to their home country, change in visa status, etc.). If you are unable to complete your Summer Session program by the date specified on your I-20, you are required to request an extension on your I-20. Only certain Summer Session students will qualify for I-20 extensions. See your immigration advisor BEFORE the expiration date on your I-20. If you complete the program prior to the date on your I-20, contact your immigration advisor for early departure.

Your I-20 indicates how long you may remain in the U.S. as long as you maintain your student status. In order to maintain your student status, you must be a full-time student with a valid I-20 from the school that you are attending and for the program you are pursuing. If you withdraw or are dismissed from Summer Session prior to the end date on your I-20, you are no longer allowed to stay in the U.S. and you must return to your home country immediately.

APPLYING FOR AN F-1 STUDENT VISA

Required Documents:

- **Original I-20**: students must present all 3 pages of the original I-20 form with signatures to the consular office for review
- **Nonimmigrant visa application form DS-160**
- **A passport valid for travel to the U.S.**: must have a validity date at least six months beyond applicant’s intended period of stay in the U.S.
- **One (1) 2x2 photograph**
- **MRV receipt to show payment of the visa application fee**
- **I-901 SEVIS fee receipt**
- **Financial Documents**
- **UCI Summer Session Acceptance Letter**

Note: There are other documents which demonstrate your ability to study in the U.S. and a connection to your home country. These can include transcripts and diplomas from previous institutions, scores from standardized tests such as TOEFL, TOEIC, etc., and/or any information that proves you will return to your home county after finishing your studies in the U.S.

We recommend that students apply early for an F-1 Student Visa. Some applications may require further administrative processing adding several weeks to the process. We are unable to intervene on your behalf to expedite the process. The consular officer will determine whether you
qualify for a student visa. No assurances can be given in advance. Your F-1 Student Visa is only used for entry into the U.S. If your visa expires, you do not have to leave the U.S.

**Helpful Links:**
- U.S. Department of State Website: https://travel.state.gov/content/travel.html
- Nonimmigrant Visa Application Processing Fees: https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html#temp
- I-901 SEVIS Fee: https://fmjfee.com/i901fee/index.html
- I-901 SEVIS Fee Frequently Asked Questions: https://www.ice.gov/sevis/i901/faq
- Information on U.S. Consular offices: https://www.usembassy.gov/

**ENTERING THROUGH THE U.S. PORT OF ENTRY**

When entering the U.S., a U.S. Customs and Border Patrol (CBP) officer will review your immigration documents. Traveling without all immigration documents needed to enter the U.S. might be sufficient reason to be denied entry. Entry to the U.S. is at the discretion of the immigration officer at the Port of Entry. You will also experience U.S. VISIT’S biometric procedure – a digital, inkless finger scan and digital photograph. Be sure that you have the following items in hand as you enter.

- I-20
- Valid Passport
- Financial Documents
- UCI Summer Session Acceptance Letter and Class Schedule
- I-901 paper receipt of SEVIS fee

**I-515 Form:** If you arrive without all required documents, the officer may allow you to temporarily enter the U.S. for 30 days and will issue an I-515 form. You MUST speak with a Summer Session staff member and our immigration advisors with all of your documents. Your SEVIS record must be updated within the period of temporary entry or your SEVIS record will be terminated and you will need to leave the U.S.

**Mandatory Orientation and Check-In**

All students are required to attend and check-in at the one-time orientation as mandated by U.S. law. During orientation, immigration advisors will give you information on how to maintain your status and will activate your SEVIS record. Bring your passport to orientation. If there are any issues on the day of orientation, notify a Summer Session staff member who will arrange for you to speak to an immigration advisor immediately. Mandatory Orientation will be held on the following dates.

**Session 1 and 10 week - Tuesday, June 23rd, 2020 from 12-1pm, Location TBD**
**Session 2 - Tuesday, August 4th, 2020 from 12-1pm, Location TBD**
If you arrive late, it is your responsibility to check-in with Summer Session and an immigration advisor immediately. Forgetting to check-in will result in a termination of your SEVIS record and you will need to leave the U.S. immediately. If you forget a document, you will have **two business days** to submit your documents to your immigration advisor. Please refer to immigration advising hours.

**MAINTAINING YOUR F-1 STATUS**
In order to maintain your F-1 status, you must do the following with the Summer Session Office:

- Inform the Summer Session office (Summer Session Building A) of your current address within 10 days of your arrival to the U.S.
- Notify the Summer Session office within 10 days if you have a change of address
- Follow regulations for travel outside of the U.S. and keep your passport valid at all times for at least 6 months into the future
- Accept NO off-campus employment
- Notify the Summer Session office and your immigration advisor of your intent to transfer to another school BEFORE the end of your current program
- Notify the Summer Session office if you plan to leave the U.S. or transfer out to another school within 60 days of completion date of your program

Students are required to be enrolled in a minimum of 6-units per session (F-1 student visa holders only) and a maximum of 10-units for each session. If you are participating in the 10-Week Session, you must be enrolled in a minimum of 6-units to maintain your F-1 status.

**STUDENTS MUST ATTEND CLASSES AT ALL TIMES.**

**LOSING F-1 STATUS**
If you are unable to attend classes because you are sick or suffering from a serious medical condition, you must notify the Summer Session office and your Immigration Advisor. If this condition prevents you from studying full-time, you must bring evidence from your doctor to your Immigration Advisor BEFORE dropping below full-time status. Your Immigration Advisor CANNOT assist you with reinstatement if you have lost your status due to not attending classes or academic dismissal.

**TRAVELING OUTSIDE OF THE U.S.**
In order to travel outside of the U.S. while you are studying at UCI, you must follow the proper procedures:

- Meet with an Immigration Advisor at least 10 days prior to travel
- Receive a signature on the bottom of PAGE 3 of your I-20 by a Designated School Official (DSO)
- Plan to return to Summer Session for study after re-entering the U.S.

However, if this is your last session with UCI Summer Session, you cannot receive a travel signature to re-enter after traveling outside of the U.S. and after classes have ended. Travel signatures are only issued to current full-time students who are in valid F-1 status and continuing their studies at UCI Summer Session.
In order to travel outside of the U.S., you must have a valid passport, a valid visa, and a properly endorsed I-20. Please keep your passport valid for at least 6 months into the future at all times. Failure to do so will result in loss of status. If your visa has expired or you were only granted one entry on your visa, you will need to renew it in order to re-enter the U.S. You cannot renew your visa in the U.S.

**PLANNING AFTER SUMMER ENDS**

After you have completed your courses, you have two options to continue your studies:

- **Option 1:** Students may continue their studies by choosing a Certificate Program at UCI Division of Continuing Education and fill out a new application form with a new application fee. You may visit the Certificate Office in Division of Continuing Education Building 3.
- **Option 2:** Students may transfer by applying to a new school and submitting a Transfer-Out form after acceptance.

After Summer Session ends, you have a 60-day “grace period” to leave the U.S. This 2-month grace period begins on the last day of your last class. Students who do not complete their program due to dismissal or withdrawal do not receive the 60-day “grace period” and must leave the country immediately.

**YOU ARE A UCI STUDENT!**

**ACTIVATE YOUR UCInetID**

In order to access course websites, student data, email, and other online services, you must activate your UCInetID. Many UCI online services, such as EEE (Electronic Education Environment) and Student Access require your UCInetID and password to log in. Your UCInetID is for your individual use only.

Activate your UCInetID as soon as possible as professors can begin communicating with students before classes start. Professors may release notes or syllabi for students via EEE or email. You will not be able to receive any notification unless the UCInetID has been activated.

**How to Activate Your UCInetID**

- Go to [https://activate.uci.edu/activate/menu.php](https://activate.uci.edu/activate/menu.php)
- Click on “Faculty, Staff, and Students”
- Follow the steps - You DO NOT have a social security number, so you need to leave this blank
- Your UCInetID will appear on the next page. Write your UCInetID and password in a safe place

**HOW TO ACCESS THE WIRELESS INTERNET (WI-FI) ON CAMPUS**

1. Activate your UCInetID and password. This is required to login to register your MAC (Media Access Control) address
2. Select the network “UCInet Mobile Access”
3. Open your Web browser and try to connect to any Web page.
a. If you are not automatically redirected, please visit the website 
   http://www.oit.uci.edu/resnet/device-registration and select the “ExpressReg” option.
4. You will be directed to our Express Registration web page.
   a. UCI Affiliates, click on the Login and register with your UCInetID link.
      i. Login with your UCInetID and Password.
   b. Visitors, click the Login as a Guest link, which will take you to the Guest Registration System.
      i. Read the Visitor agreement and fill in the Web form with your name, email address and reason for visiting the campus.
      ii. Click the Submit button.
5. Your computer’s hardware (MAC) address will be automatically detected and registered for access to our mobile network.
   a. After 1 minute you should be redirected to the Web page you were trying to access.
   b. If you cannot connect, try again in a few minutes. Your computer may take a few minutes to update its network settings.
   c. If you still cannot connect, try rebooting your computer.

If you are unable to register your device through the Express Registration, you will need to manually register your device.
1. Activate your UCInetID and password
2. Visit http://www.oit.uci.edu/resnet/device-registration
3. Log in with your UCInetID and password
4. Click on “Add MAC Address”. Locate your MAC Address on your device and input the information into the dialog box. Click on the “Submit” button
5. It will take a few minutes for your device to be register and you should be connected to the internet.

YOUR UCI GMAIL ACCOUNT

Once you have activated your UCInetID and create a password, you can check your UCI Gmail for emails from your professors, peers, and Summer Session.
1. Go to http://google.uci.edu
2. Under “Set up/Renew”, click on “Students”
3. Under “New Students,” click on “Set a password”
4. Type in your UCInetID and your password to login
5. Follow the instructions to set a password for your UCI Gmail account. We suggest you use the same password as your UCInetID to avoid confusion

ACCESSING CLASS WEBSITES, ASSIGNMENTS, AND GRADES

EEE Legacy (Electronic Education Environment) or “Triple E Legacy” is the UCI portal for accessing your class websites, grades, and allows you to contact your professors. When you are enrolled in a course, you are automatically enrolled in EEE to receive messages and grades from your professors.

How to Login to EEE
1. Go to https://eee.uci.edu/
2. Click on "Secure Sign-in" on the far right
3. Login with your UCInetID and password

**Canvas Course Space**
Some professors will employ the use of EEE Canvas, which is a Learning Management System that works similarly to EEE. If your professor mentions that Canvas will be used, then you will be able to access the Canvas dashboard through this link: [https://canvas.eee.uci.edu/](https://canvas.eee.uci.edu/). Follow the same login steps as you would for EEE.

**The Hill (UCI Bookstore)**
Located in the UCI Student Center, The Hill stocks required and recommended course books for classes taught at UCI. All course books are located downstairs in the basement and organized first by department and then by course code and instructor. The Hill features an extensive selection of general and technical books, medical books, periodicals, computers, software, school supplies, UCI clothing and insignia items, gifts and greeting cards. For more information, please visit [https://uci.bncollege.com/shop/uci/home](https://uci.bncollege.com/shop/uci/home) or call The Hill at (949) 824-4455.

**Academics**

**Academic Integrity**
It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic honesty and integrity refer to the values of fairness, respect, and accountability in your scholastic pursuits.

All students of the University of California, Irvine have a responsibility to follow the rules and guidelines established by instructors regarding classroom behavior, assignments and exams, and to accept responsibility for his or her own work.

Academic Misconduct as defined by the UCI Academic Senate Policies: [https://aisc.uci.edu/students/academic-integrity/definitions.php](https://aisc.uci.edu/students/academic-integrity/definitions.php)

**Course Changes and Refunds**

**Adds, Drops, and Grade Option Changes**
After officially enrolling in classes, you may only add, drop, or change the grade option for coursework by filling a Course Change Request with the Summer Session Office. You will need to submit your Course Change Request by the 1st Friday after instruction begins. Be sure to observe the deadline dates listed in the [Academic Calendar](https://aisc.uci.edu/students/academic-integrity/definitions.php). Courses may not be added, dropped, or changed retroactively after the end of instruction. Be mindful of the requirements needed to maintain your student visa status before adding/dropping a course. Adding or dropping a course can affect your immigration status and you will be required to consult with a Summer Session staff member for approval before making any changes to your course load.

**Grade Report / Transcript of Record**
Your Summer Session course grades are recorded and available about two weeks after the end of the session. Fees for transcript requests vary based on what type and quantity of transcripts
ordered, as well as how they are delivered. Please visit the UCI Office of the Registrar for more information.

If you plan to have your transcript sent directly to your home institution, be sure you have made arrangements with your university to receive your transcript and obtain the correct recipient information. You will need the appropriate contact name and address to avoid delivery delays and complications.

**HEALTH AND SAFETY**

**STUDENT HEALTH CENTER**
The UCI Student Health Center is located on the corner of Pereira Drive and East Peltason Drive (near the Summer Session Office), and provides comprehensive outpatient services. A staff of doctors and registered nurses is available from 8:00AM – 5:00PM Mondays through Fridays. For information, go to [http://shc.uci.edu/](http://shc.uci.edu/) or call (949) 824-5301.

**HEALTH INSURANCE**
All students in UCI Summer Session are required to purchase UCI Health Insurance. Summer Session does not take responsibility for expenses incurred because of sickness or accident.

Health Insurance costs $250 for each 6-week session or $420 for 10-Week session at the time of enrollment. Under this plan, students will be covered for medically necessary expenses for a covered sickness or accident. This plan does not include vision or dental coverage. You will receive detailed information about your insurance coverage during Orientation.

**IMPORTANT PHONE NUMBERS**

**SUMMER SESSION**
General Inquires: (949) 824-6494

**IMMIGRATION SERVICES**
Main Office: (949) 824-1974

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