



# Caseload Presentation



International Student Services

December 8, 2023

**Sara Sheibani & Director McCabe**



# Meet your Presenter & ISS Caseload Contact

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- Sara Sheibani (she/her)
- Email: [sheibani@wisc.edu](mailto:sheibani@wisc.edu)
- Caseload:
  - Graduate: CALS
  - Graduate: L&S Natural Sciences
  - School of Education
  - Undergraduate: L&S Social Sciences



# Housekeeping

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- The information that is shared today is based on federal regulations and the I-17 as of today; December 8, 2023. This information is subject to change in the future
- There will be Q&A time at the end of the presentation. Please also feel free to send me an information request.
- Each student's case can be nuanced. Students (including incoming students) are encouraged to join Drop-in Advising Hours or schedule an appointment with their international student advisor to discuss the specifics of their situation.



# Agenda

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- Who is ISS & Caseload Model
- Where Academics and Federal Regulations Meet
  - Full-time Enrollment
  - Employment: On-campus & Off-Campus
- How Students can contact ISS
- Q & A



# Who is ISS



International Student Services



# Who is International Student Services

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International Student Services (ISS) serves UW–Madison students on F and J visas by providing holistic support through advising on immigration, personal, and cultural matters, and by organizing events and activities to support students' engagement and development within the campus community.





# What International Student Services Does

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- What We Do:
  - Advise students based on their F or J immigration status
  - Respond to information requests from students
  - Create new immigration paperwork for new students
  - Update immigration paperwork for current students and alumni
  - Host events such as welcome weeks, language and cultural exchange, and more
  - Find more about the engagement side of ISS [here](#).
- Response times
  - Emails & information requests 3 to 5 business days
  - Processing documents maximum 15 business days
- In November we received
  - 381 New I-20 Requests
  - 185 Work Authorizations
  - 142 SSN letters
  - 113 Travel Endorsements
  - 145 Students in Drop-in Advising



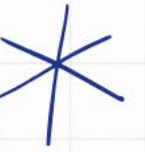
# International Student Services

# Study Week

extended hours

free snacks

express travel  
signatures



## Monday

8:30am – 6pm  
International  
Community Center  
study hours extended

10am – 6pm  
Express Travel  
Signatures



## Tuesday

8:30am – 6pm  
International  
Community Center  
study hours extended

10am – 6pm  
Express Travel  
Signatures



## Wednesday

8:30am – 6pm  
International  
Community Center  
study hours extended

10am – 6pm  
Express Travel  
Signatures

2pm – 6pm  
Study Week  
Mini Game Night -  
take a break from  
studying!



## Thursday

8:30am – 6pm  
International  
Community Center  
study hours extended

10am – 6pm  
Express Travel  
Signatures

10am – 4pm  
Grad Cap Decorating  
and Arts & Crafts



## Friday

8:30am – 4pm  
International  
Community Center  
normal hours

10am – 4pm  
Express Travel  
Signatures







# International Student Services Caseload Model

- We advise using a caseload model. Currently I am the Graduate Physics advisor, however this may change in the future. If you want to check who your caseload contact is [check our website](#).



**International Student Services**  
International Division

FOR STUDENTS ▾

GET INVOLVED ▾

EMPLOYMENT ▾

TERRA DOTTA ▾

DEPENDENTS

FOR CAMPUS PARTNERS ▾

ABOUT ISS ▾

MAKE A GIFT

Seeking Admission

Admitted

Enrolled

Graduating

Taking a Leave  
Absence

Changing Education  
Level

**Meet My ISS Advisor**





# Where Academics and Federal Regulations Meet



Basics of full-time enrollment, work authorization, and contacting ISS



# Your Immigration Document (I-20)

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: **N00xxxxxxxxx**

|  |  |   |
|--|--|---|
| <b>SURNAME/PRIMARY NAME</b><br>Badger          | <b>GIVEN NAME</b><br>Bucky                     | <b>Class of Admission</b><br><br><b>F-1</b><br><br><b>ACADEMIC AND LANGUAGE</b> |
| <b>PREFERRED NAME</b><br>Bucky Badger          | <b>PASSPORT NAME</b>                           |   |
| <b>COUNTRY OF BIRTH</b><br>United States       | <b>COUNTRY OF CITIZENSHIP</b><br>United States |   |
| <b>CITY OF BIRTH</b><br>Madison                | <b>DATE OF BIRTH</b><br>02 October 1940        |   |
| <b>FORM ISSUE REASON</b><br>Initial ATTENDANCE | <b>ADMISSION NUMBER</b>                        |   |

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: **Nxxxxxxxxxx (F-1)**

NAME: **Bucky Badger**

### SCHOOL INFORMATION

|   |   |
|---|---|
| <b>SCHOOL NAME</b><br>University of Wisconsin-Madison<br>University of Wisconsin-Madison  | <b>SCHOOL ADDRESS</b><br>217 Red Gym, 716 Langdon Street, Madison, WI 53706 |
| <b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b><br>(Designated School Official (DSO) Name<br>Here) International Student Advisor | <b>SCHOOL CODE AND APPROVAL DATE</b><br>CHI214F20246000<br>19 FEBRUARY 2003 |

### EMPLOYMENT AUTHORIZATIONS

\_\_\_\_\_

### CHANGE OF STATUS/CAP-GAP EXTENSION

\_\_\_\_\_

### AUTHORIZED REDUCED COURSE LOAD

\_\_\_\_\_

### PROGRAM OF STUDY

|  |  |  |
|--|--|--|
| <b>EDUCATION LEVEL</b><br>Bachelors'S          | <b>MAJOR 1</b><br>General Studies, 24.0102                       | <b>MAJOR 2</b><br>None 00.0000                   |
| <b>PROGRAM ENGLISH PROFICIENCY</b><br>Required | <b>ENGLISH PROFICIENCY NOTES</b><br>Student is proficient        | <b>EARLIEST ADMISSION DATE</b><br>07 August 2023 |
| <b>START OF CLASSES</b><br>06 SEPTEMBER 2023   | <b>PROGRAM START/END DATE</b><br>06 SEPTEMBER 2023 - 18 May 2026 |  |

### CURRENT SESSION DATES

|                                   |                                 |
|-----------------------------------|---------------------------------|
| <b>CURRENT SESSION START DATE</b> | <b>CURRENT SESSION END DATE</b> |
|-----------------------------------|---------------------------------|

### TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

| Designated School Official | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
|----------------------------|-------|-----------|-------------|--------------|
| _____                      | _____ | X         | _____       | _____        |
| _____                      | _____ | X         | _____       | _____        |
| _____                      | _____ | X         | _____       | _____        |
| _____                      | _____ | X         | _____       | _____        |



# Current Students: Full-time Enrollment

- Students on F-1 and J-1 immigration statuses must meet enrollment requirements dictated by federal regulations. See our enrollment page.

| <b>Student Classification</b>  | Minimum total credits | <b>F-1 Minimum "in-person" credits</b> | <b>F-1 Maximum online/remote credits to count toward full-time enrollment</b> | <b>J-1 Minimum "in-person" credits</b> |
|--------------------------------|-----------------------|--|---|--|
| <b>Undergraduate</b>           | 12                    | 9                                      | 3   | 12                                     |
| <b>Graduate</b>                | 8                     | 5                                      | 3   | 8                                      |
| <b>Graduate w/ TA/PA 33.3%</b> | 6                     | 3                                      | 3   | 6                                      |
| <b>Graduate w/ TA/PA 50%</b>   | 4                     | 1                                      | 3   | 4                                      |
| <b>Graduate w/ RA 33-50%</b>   | 8                     | 5                                      | 3   | 5                                      |
| <b>Dissertator</b>             | 3                     | 3                                      | 0   | 3                                      |



# Current Students: Employment

## • F-1 Employment

- On-campus: Must be on UW-Madison Campus. During Fall and Spring students can not work over 20 hours per week
- Off-Campus: Any work off campus requires students to get work authorization. There are eligibility requirements for these authorizations, please see the links below.
  - CPT – for current students
  - OPT – available for current students, but recommended for students to use after graduation

## • J-1 Employment

- On-Campus: Apply in Terra Dotta for 'J-1 On-Campus Employment'
- Off-Campus:
  - Academic Training
- Our J-1 students have a different assigned advisor, please see the 'Find My ISS Advisor' page.





Reminder! If you are starting employment for the first time  
you should **apply for an SSN**.

See our website for the steps on how.

<https://iss.wisc.edu/employment/social-security/>



# How Can Students Contact ISS?

- Terra Dotta
  - Information Requests
  - Appointments
- Drop-in Advising
  - Zoom and in-person (unless changed – see website for updated hours)
- General Email
  - For our admitted students who are having issues logging into Terra Dotta or Alumni from before 2018 they can email our general [iss@studentlife.wisc.edu](mailto:iss@studentlife.wisc.edu) email which is run by our student employees
- Front Desk
  - Our student Peer Advisors are at our front desk and phone to help answer simple questions or direct students on how to connect with their ISS advisor.



# Thank you!

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The rest of our time is for questions, please feel free to ask me any questions now or contact me through Terra Dotta