



EAST LOS ANGELES COMMUNITY COLLEGE

International Student Program G1 101 Spring 2018 Newsletter



Spring 2018 Deadline Dates

Per Bureau of U.S. Immigration and Customs Enforcement (ICE) regulations, all F-1 visa students must carry **12 units** every semester. In case you come across a problem and need to drop below 12 units, you are required to make an appointment to speak to our counselor for approval.

- Last day to ADD Online with Permission Codes Monday, February 19, 2018
- Last day to DROP Classes Online Without Having to Pay FEES or Class Appearing on Transcript, Monday, February 19, 2018
- Last day to file for Pass/NoPass (Credit/No Credit) is Friday, March 2, 2018.
- Last day to file for Section Transfers is Friday, March 2, 2018.
- Last day to drop classes Online with a "W" (without units and a letter grade) is Saturday, May 6, 2018. **Must still maintain 12 ACTIVE units and see Counselor before dropping.**
- Last day of instruction for Spring 2018 is Sunday, May 27, 2018.
- Final Examinations begin May 29, 2018 and will end on June 4, 2018.
- Graduation Petitions period is February 20 to June 4, 2018. You must make an appointment to see the International Student Counselor to obtain a signed Graduation Petition. If you would like your name on the Commencement Ceremony Program, the deadline to file the graduation petition is Friday, March 23, 2018.

Spring 2018 Payment Deadline All students are required to pay their tuition and fees at the time of registration. The International Student Office (ISO) will conduct a fee payment audit on Friday, March 9, 2018. There are still some students that have not cleared their fee payment. If you have not paid your fees, you must do so IMMEDIATELY.



Summer and Fall 2018 Registration

Priority Registration is based on a student's completion of AOC: Assessment, Orientation and Counseling. If you did not do the General Orientation, please make sure you complete it as soon as possible. You may go in person or complete online: <http://www.elac.edu/docs/ImportantSteps.pdf>

Counseling Appointments

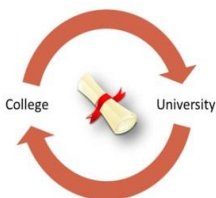
All international students must make an appointment to speak **ONLY** with the International Student Counselor, Michelle Hernandez-Payan at least once a year. Services available include: *General Counseling, Graduation Petition, developing a Student Educational Plan (SEP), Dropping classes, Change of Major, Extending I-20*. Please call (323) 265-8796 or come by the ISO during our business hours to set up an appointment. Please plan ahead. Appointments fill up quickly. Note: In preparing for a student educational plan for Summer and/or Fall 2018 registration, students should see a counselor in **March**. Be sure to bring previous SEP's to your appointment.



Planning to Transfer

Please sign up in the International Student Office if you would like to see the following University Representative:

Cal State Northridge – Thursday, March 1, 2018 10 am to 2 pm
Wednesday, March 14, 2018 10 am to 2 pm
Wednesday, April 25, 2018 10 am to 2 pm



The **Transfer Center, D7** has several other representatives and workshops available to answer your questions: <http://www.elac.edu/currentstudents/studentsservices/transfercenter/index.htm>.

Once you have decided which campus you will be transferring next semester. You are required to complete a [SEVIS Transfer Out Release Request Form](#) from ISO office or print this form on-line and bring it to the ISO office with your acceptance letter/email. Once your SEVIS file is transferred to another college/university, ELAC cannot transfer you to a different college.

Reminder: For UC transfer students - Complete the General Petition and attach a copy of your Translated High School transcripts in order to fulfill IGETC Certification Area 6: Foreign Language. The ISO can provide you with a copy of your transcripts. Also, remember to apply for IGETC Certification when you order your final transcripts in Admissions so that it can be reflected on your transcript. This will ensure that you will not need to take any more lower division General Education courses at the University.



Post Practical Training/Optional Practical Training

1. You must make an appointment with our counselor to see if you qualify to graduate before you can apply for Post Practical Training. Last day to apply Post Practical Training is Monday May 7, 2018.
2. You may go online to obtain form I-765 at <http://uscis.gov>. Once you are in this site, go to Forms and scroll down to [I-765](#) and [I-765 instruction](#). Now you are ready to print this form. Please *do not* complete the online form.
3. Once you have completed the I-765 form, submit your current ELAC I-20 form, two passport photographs, and a check or money order for \$410 made out to the Department of Homeland Security to the International Student Office and make an appointment to see Nancy Wong. This process does not require that you have a job offer before filing your paperwork and the processing time will take approximately 90 days from the application date.
4. Email to [Nancy Wong](#) to set an appointment to apply Post Practical Training.

Note: *You are recommended to continue your medical insurance while working on your practical training. Visit this site for the enrollment process:* <http://www.renstudent.com/>.

Con-current Enrollment at Another Campus

All students who wish to attend another college/university on a part time basis while enrolled at East Los Angeles Community College must first obtain written permission. Please submit the [International Student Services Request Form](#) to the ISO. You will then be issued a letter to present to the other college/university at the time of application. Once you have completed your registration at another college/university, you are required to show proof of registration to the ISO.

On-Line Class Enrollment Limit

SEVIS requirements allow international students to take the equivalent of **one class or up to three units** per semester or quarter as distance education in order to be considered in compliance with the federal regulations.

International Student Medical Insurance

The International Student Medical Insurance fee will be charged at the time of registration. Students do not have the option of waiving this fee or substituting coverage with other plans. The Medical Insurance is Geo Blue and the contact information is as follows: [Ascension](#) Tel: 1-800-537-1777. Contact them if you did not get your insurance card or need a [Member claim form](#) processed.



Remember: You may visit the Health Center F5 3rd Floor before going to the doctor.

Foreign Student Advisor “Hold”

Foreign Student Advisor “hold” is used to stop international students from access to registration and transcript for the following reasons:



- Failure to maintain 2.00 GPA
- Failure to complete the minimum number of units per semester required by the USCIS.
- Failure to keep your passport valid for at least six months into the future at all times.
- Failure to notify the ISO of your current address, telephone number, and current email address.

Students who think they are in one of these categories should contact the ISO immediately.



All Travelers

Summer Break begins Tuesday, June 5, 2018 to Friday, August 24, 2018. You must bring your current SEVIS I-20 form page 2 to the International Student Office at least two weeks in advance of your trip to be signed by the International Student Advisor. Otherwise, you are not permitted to leave the country. If you leave the

US without having your SEVIS I-20 signed, you will need to go through a long process and also need to pay a fine (\$\$). The process to request for a travel signature requires you to complete an [International Student Services Request Form](#) with your travel time and a copy of the airline ticket. Student who wishes to travel outside the USA will not be eligible for a travel signature if he/she has violated the USCIS. (Ex. Student who did not maintain 12 units, the 2.00 minimum grade point average, or have outstanding fee hold) **Note: We will not grant any travel authorization signatures during the legal holidays and college holidays, so please make plans in advance. For special travel requests you must meet with the International Student Office Staff.**

School address: 1301 Avenida Cesar Chavez, Monterey Park, California 91754

School website: www.elac.edu

Department email: ELAC_iso@elac.edu

Office telephone: (323) 265-8650 ext 8796 or 5203

Regular Office Hours: Monday to Thursday 8:00am – 6:00pm; Friday 8:00am to 12:00pm