F-1 INTERNATIONAL STUDENT RESOURCE GUIDE

3233 Burton Street SE
Grand Rapids, Michigan 49546
Telephone: (616) 957-6015
FAX: (616) 957-6102

Updated July 2, 2020
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>F-1 STUDENT DEFINITION</td>
<td>3</td>
</tr>
<tr>
<td>REQUIREMENTS FOR ENTERING THE UNITED STATES AS AN F-1 STUDENT EXCHANGE VISITOR</td>
<td>3</td>
</tr>
<tr>
<td>REQUIREMENTS FOR MAINTAINING F-1 STATUS</td>
<td>3</td>
</tr>
<tr>
<td>IMMIGRATION INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>ADDRESS CHANGE</td>
<td>5</td>
</tr>
<tr>
<td>SEVIS REGISTRATION</td>
<td>5</td>
</tr>
<tr>
<td>LENGTH OF STAY</td>
<td>6</td>
</tr>
<tr>
<td>EXTENSION OF STATUS</td>
<td>6</td>
</tr>
<tr>
<td>ACCEPTABLE REASONS FOR REDUCED COURSE LOAD</td>
<td>6</td>
</tr>
<tr>
<td>CHANGE OF DEGREE PROGRAM</td>
<td>7</td>
</tr>
<tr>
<td>TRANSFER TO/FROM ANOTHER U.S. INSTITUTION</td>
<td>7</td>
</tr>
<tr>
<td>LEAVING THE UNITED STATES</td>
<td>7</td>
</tr>
<tr>
<td>PREACHING IN F-1 STATUS</td>
<td>8</td>
</tr>
<tr>
<td>EMPLOYMENT IN F-1 STATUS</td>
<td>9</td>
</tr>
<tr>
<td>PRACTICAL TRAINING</td>
<td>9</td>
</tr>
<tr>
<td>INCOME TAX REQUIREMENTS</td>
<td>11</td>
</tr>
<tr>
<td>HOUSING</td>
<td>12</td>
</tr>
<tr>
<td>HEALTH SERVICES AND MEDICAL CARE</td>
<td>12</td>
</tr>
<tr>
<td>HEALTH INSURANCE</td>
<td>13</td>
</tr>
<tr>
<td>BECOMING A PUBLIC CHARGE</td>
<td>13</td>
</tr>
<tr>
<td>IMMUNIZATION POLICY</td>
<td>13</td>
</tr>
<tr>
<td>APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)</td>
<td>14</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>15</td>
</tr>
</tbody>
</table>
WELCOME

We are pleased you have chosen to learn, grow and contribute to life here at Calvin Seminary. We value the opportunity to get to know one another, work together, and support each other. We trust that your time here will prepare you well for your future service for our Lord Jesus Christ. Be assured we will support and assist you in any way that we can.

Please read this packet of materials carefully and do not hesitate to ask any questions you may have.

F-1 STUDENT DEFINITION

According to the Department of Homeland Security (DHS), “an F-1 student is a nonimmigrant who is pursuing a ‘full course of study’ to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the DHS to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System). Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to his or her residence abroad”.

REQUIREMENTS FOR ENTERING THE UNITED STATES AS AN F-1 STUDENT EXCHANGE VISITOR

Have the following documentation ready when entering the United States:

1. A valid, unexpired passport with at least 6 months left before expiration.
2. Canadians - Form I-20 issued by the school.
3. All other international students - F-1 visa issued by a U.S. Consulate.
4. Receipt for $350 SEVIS fee.

REQUIREMENTS FOR MAINTAINING F-1 STATUS

To maintain status and thus be eligible for Practical Training, On-Campus Work, Off-Campus Work Permission, Program Extensions on your Form I-20, Change of Status such as F-1 to H-1, and any other benefits for F-1 status students, you must:

1. Attend the school authorized to attend on your Form I-20.
2. Follow Department of Homeland Security – Bureau of Citizenship and Immigration Services and institution transfer procedures to attend a new school. Transfer procedures can be found online at www.ice.gov/sevis/f_1_transfers.htm.
3. Follow extension procedures if you must remain in the U.S. past your Form I-20 completion date. Extensions are not guaranteed.
4. Follow certain Department of Homeland Security – Bureau of Citizenship and Immigration Services procedures to continue from one degree program to another at the same school.

5. Maintain a valid passport with at least six months before the expiration.

5. Have a permanent address abroad.

6. Refrain from off-campus work without authorization and limit authorized employment to 20 hours per week except during summer and other vacations.

7. Maintain a full-course of study:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDiv, MTS, MA</td>
<td>9 credit hours per semester</td>
</tr>
<tr>
<td></td>
<td>Final semester – enroll for at least the minimum amount</td>
</tr>
<tr>
<td></td>
<td>credit hours required to complete program</td>
</tr>
<tr>
<td>Distance MDiv</td>
<td>7 credit hours per semester</td>
</tr>
<tr>
<td></td>
<td>Final semester – enroll for at least the minimum amount</td>
</tr>
<tr>
<td></td>
<td>credit hours required to complete program</td>
</tr>
<tr>
<td>ThM for Canadian Students - 1 year program</td>
<td>21 credit hours</td>
</tr>
<tr>
<td>ThM for International Students – 2 year</td>
<td>9 credit hours in 1st year</td>
</tr>
<tr>
<td>program</td>
<td>12 credit hours in 2nd year</td>
</tr>
<tr>
<td>PhD</td>
<td>9 credit hours per semester (3 courses per semester)</td>
</tr>
<tr>
<td></td>
<td>A transcript is required if classes are being taken at another school.</td>
</tr>
</tbody>
</table>

*These credit hours are NOT the same as those required by the Financial Aid Office. For financial aid purposes you can spread your required hours over the two semesters and have a different number of hours each semester. The Department of Homeland Security requires that you must be registered for the minimum number of hours every semester except the last semester in your program.

**Audit hours do not count toward credit hours

***Student dependents on an F-2 visa are permitted to enroll in less than a full course of study (i.e., part-time) at an SEVP – certified school in any course of study.

8. Notify Department of Homeland Security – Bureau of Citizenship and Immigration Services and the DSO within 10 days of any change in residence or mailing address by completing the Form AR-11.
9. Have the PDSO (Principal Designated School Official) endorse I-20 before leaving the United States. Absences of less than five months are considered temporary. See page 8 for more information regarding leaving the United States.

10. Provide proof of health insurance for yourself and all members of your family for the entire time you are in the United States. See page 13 for health insurance coverage requirements.

**IMMIGRATION INFORMATION**

Upon your arrival in the United States you should have received the following materials:

1. Copy of the Form I-20. It is the student's responsibility to keep all copies of I-20s.

2. Students and dependents entering the U.S. are given proof of legal non-immigrant status at the Port of Entry by a Customs and Border Protection Officer.
   - Airport arrival - Customs and Border Protection will provide an admission stamp on your travel document. Print a paper copy of your I-94 at [www.cbp.gov/I94](http://www.cbp.gov/I94) and provide a copy to the International Student Office.
   - Land border arrival - a small white I-94 card will be stapled to your passport.

These are important documents! Keep them in a safe place. If you should lose them, contact the International Student Office immediately. It will be necessary to file for replacement with the Department of Homeland Security – Bureau of Citizenship and Immigration Services (Form I-102).

**Within one week of your arrival bring your I-20, I-94, passport, visa, and health insurance policy to the International Student Office.** We will make a photocopy of your I-20, I-94, passport, and visa. We also need your address and telephone number in the Grand Rapids area for our records.

**ADDRESS CHANGE**

Fill out and submit Form AR-11 within ten days every time you have a change of address. This form can be found online at [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) under Forms or in the International Student Office.

**SEVIS REGISTRATION**

The International Student Office must register every international student in SEVIS every semester. The deadline for registering is 30 days after the program start date on your I-20 for new students and 30 days after the next session/semester start date entered into SEVIS for continuing students.
LENGTH OF STAY

Students are admitted for a duration of status (D/S) on Form I-94 Arrival/Departure Record and Form I-20. This is the period of time it will take you as a full-time student to complete the degree program to which you were admitted. Usually, this will be the amount of time indicated on your Form I-20.

To remain “in status” during that duration of status period, a student must register and complete the number of hours of credit each semester required by the seminary catalog for your degree program. Exceptions require approval as follows:

- Th.M. program exceptions require the Th.M. Program Adviser’s approval.
- Ph.D. program exceptions require the Director of Doctoral Studies’ approval.
- Other master degree programs exceptions require the Academic Program Advisor’s approval.

EXTENSION OF STATUS

If a program is not completed within the designated duration of status, an Extension of Status may be requested. The request form can be found online or in the International Student Office.

If the application is completed and approved before the I-20 expiration date, the extension can be granted by Calvin Seminary.

If the application is made after the expiration date, reinstatement by the Department of Homeland Security – Bureau of Citizenship and Immigration Services is required. A fee of $370 for F students is charged. Expect to wait several weeks or months.

ACCEPTABLE REASONS FOR REDUCED COURSE LOAD

The Reduced Course Load Request Form can be found online. The following are acceptable reasons for reduced course load:

1. Academic reasons – course load may be reduced by the Principal Designated School Official (PDSO) up to 50% for no more than one term.
   - Initial difficulty with the English language
   - Difficulty with reading requirements
   - Unfamiliarity with American teaching methods
   - Improper course level placement
   - Final semester of program

2. Medical reasons – course load may be reduced by the PDSO with a doctor’s letter only for a maximum of 12 aggregate months per academic level program.
CHANGE OF DEGREE PROGRAM

You must apply for a new Form I-20 if you continue at our school in a different academic program, for example, if you have been accepted to pursue graduate studies (Th.M. or Ph.D.) after completing the M.Div. or M.T.S. program. You will need to complete a new Declaration of Finances form and show proof of finances. This form plus the estimated costs form is available online.

The above applies even if the F-1 visa stamp in your passport placed there by a U.S. consular officer has a date or limit listed. This stamp does not need to be renewed because it covers entry into the U.S., not the legality of your present status. The only time a visa stamp must be reissued is when it has expired, you leave the U.S. for a temporary absence, and you wish to reenter to complete your studies.

TRANSFER TO/FROM ANOTHER U.S. INSTITUTION

When transferring to Calvin Seminary from another SEVP – certified approved school in the United States, you must bring your current Form I-20 to the International Student Office within 15 days of your program start date in order to have the transfer registered properly in SEVIS. This is necessary to ensure that everything is in order with your immigration documentation.

If you were not in full-time status at your previous college or seminary immediately prior to your registering at Calvin Seminary (ignoring the vacation period), or if you are no longer in F-1 status for some other reason, you must apply to the Department of Homeland Security – Bureau of Citizenship and Immigration Services for reinstatement. Form I-539 and information for this procedure are available on the USCIS web page at http://www.uscis.gov/portal/site/uscis or in the International Student Office. There is a fee of $370 for F students, and the school cannot guarantee that reinstatement will be granted.

If at some point in the future, you wish to transfer to another U.S. school, whether that be for the same educational program you are pursuing here or for an additional program, you should consult with the International Student Office as soon as your decision is made. Please go to our website and complete the Transfer Release Form. A release date must be entered into SEVIS in order for your SEVIS record to be transferred to your new school so they can issue you a new I-20. Before the transfer takes place we will contact your new school to make sure they are ready to receive your SEVIS record. When transferring as an F-1 student to another school, you must enroll within 5 months of “transfer out” date or end date on your current Form I-20, whichever is earlier.

LEAVING THE UNITED STATES

The termination date established by the Department of Homeland Security – Bureau of Citizenship and Immigration Services is the date of completion of program (which in most cases is graduation), or the expiration date on the Form I-20, whichever comes first. After the completion of program date, the student (and his/her dependents) are granted 60 days for preparation to leave the United States, or transfer to another school, or enter a new program with a new Form I-20 if you are here on an F-1. You may not leave the United States during this period to visit another country e.g. Canada. If you do, you will not be able to return to the US.
### Land/Ground Departure Instructions

<table>
<thead>
<tr>
<th>Permanent Departure</th>
<th>Surrender I-94 to immigration officer upon departure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Calvin Seminary to update program completion in SEVIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary Departure</th>
<th>Obtain endorsement signature on Form I-20 from the PDSO (Principal Designated School Official) at the International Student Office before leaving the United States.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Endorsement is required to verify student will be returning to complete program. This endorsement is required every six months.</td>
</tr>
<tr>
<td></td>
<td>Some non-Canadian international students will need a Canadian visa to visit Canada.</td>
</tr>
</tbody>
</table>

|                     | Take I-20 and I-94 when traveling to present for reentry into the United States. |
|                     | Do not surrender Form I-20 or I-94 when leaving the United States. These documents will be required for reentry into the United States. |
|                     | When entering Canada, Mexico, or islands adjacent to the United States (excluding Cuba, do not surrender Form I-94). |

|                     | Take I-20 when traveling to present for reentry into the United States. Do not surrender Form I-20. |
|                     | Provide International Student Office with new I-94. [www.cbp.gov/I94](http://www.cbp.gov/I94) |

### A vacation period or summer assignment in Canada not exceeding five months is considered a temporary absence. Absences longer than five months in Canada, for an internship for example, require a new Form I-20 from the International Student Office in order to return to the United States to complete a degree program.

### PREACHING IN F-1 STATUS

Preaching by Canadian and international students in CRC churches is, for legal purposes, treated as on-campus employment.

Preaching in non-CRC churches is treated as off-campus employment and therefore not permitted without special government authorization unless that church has a contract with the Vocational Formation Office. Preaching in a non-CRC church with such a contract is treated as on-campus employment.

F-1 students do not need authorization for preaching in CRC churches, which is treated as on-campus employment.

All preaching for which no honorarium is received is permissible.
EMPLOYMENT IN F-1 STATUS

Students in the United States in F-1 status are permitted to engage in the following business or official employment:

1. on-campus employment – limited to 20 hours per week while school is in session
2. practical training required for the attainment of the degree, also called Curricular Practical Training (CPT). See Practical Training section below for more information
3. Optional Practical Training (OPT) directly related to the major area of study during or after the course of study authorized by the Department of Homeland Security – Bureau of Citizenship and Immigration Services. See Practical Training section below for more information

On-campus employment for F-1 students does not need authorization. New students may begin on-campus employment no sooner than 30 days prior to start of classes. Students transferring from another school must wait until after the transfer release date and after they have reported to Calvin Seminary before beginning on-campus employment.

The economic hardship permit is only granted after an unexpected financial calamity of some kind. Application for these permits may only be made after one full academic year of studies. The appropriate forms for application are available from the International Student Office.

Volunteer work must be a legitimate, advertised volunteer position.

*Student dependents (spouses and children) in F-2 status are not permitted to engage in business or accept employment of any kind.

PRACTICAL TRAINING

A student on an F-1 visa may be eligible to engage in temporary employment for practical training in his or her field of study, both before and after completion of studies. To be eligible for practical training, a student must have been in F-1 status for at least one academic year. Exceptions to this requirement can be granted to students assigned to concurrent internships which require immediate participation in Curricular Practical Training (CPT).

At this time, all employers, including churches, are required by law to certify that a particular employee is eligible for employment. This means that the intern or summer student must have a Social Security card, which is valid for employment purposes. The Social Security administration will not issue such a card until it is satisfied that authorization for employment has been granted. We need to do a new I-20 showing your CPT plus a letter from our office for the Social Security Office. In addition, interns and summer students need to keep an eye on tax regulations and comply with them (you may check with our Financial Services office). Failure to take note of these regulations and secure proper authorization places the churches in an awkward position.
The Department of Homeland Security – Bureau of Citizenship and Immigration Services traditionally makes a distinction between Curricular Practical Training (CPT) and Optional Practical Training (OPT).

- **Curricular Practical Training (CPT)** is an integral part of the curriculum and is supervised training under the auspices of Calvin Seminary, which it requires of the students in order to grant the desired degree. Our internships and summer assignments (M.Div. and M.A. programs) fall into that category. CPT requests must be approved by the Vocational Formation Director and authorized by the PDSO who prints a new Form I-20 with the authorization noted on page 3. Request forms can be found online.

- **Optional Practical Training (OPT)** is chosen by the student but not required for the attainment of the degree. An example is a graduate student here for a two-year Th.M. program who decides that six months of church internship might be helpful for his or her own purposes and makes the appropriate arrangements to that end, either during or after the program. Since the seminary does not require such training in the Th.M. program, the Department of Homeland Security – Bureau of Citizenship and Immigration Services regards it as optional training for which specific authorization must be obtained from them.

Students desiring to apply for OPT must apply to the Department of Homeland Security – Bureau of Citizenship and Immigration Services for an Employment Authorization Document (EAD) by completing Form I-765. There is a fee of $410. Contact the International Student Office. You will need to make application at least three months before your intended start date if your OPT will be during your summer vacation, if it is part-time while school is in session, or after completion of graduate course requirements, excluding a thesis or dissertation. Only full-time OPT is allowed after completion of your course of study. You may complete and send in your application any time 90 days or less before your program end date and up to 60 days after your program end date. We recommend that you apply at the beginning of the semester in which you will complete your program.

Students may not start working until after they have received their EAD card and may only have a job that is related to their degree program.

**Unemployment while on OPT:**

While students are on OPT they may have up to 90 days of unemployment. As soon as the student finds a job or changes jobs, the name and address of their employer must be entered into SEVIS. As long as the name of the employer remains blank in SEVIS the 90 days of unemployment keep adding up. If a student exceeds the 90 days of unemployment they are considered to have violated their status and must return to their home country.

While on OPT students are also responsible for reporting name and address changes to the PDSO. They must complete and send in an AR-11 form with their new information. This information must also be entered into SEVIS.

Authorization to engage in OPT employment is automatically terminated when the student transfers to another school or begins study at another educational level. The maximum OPT authorization is 12 months for each educational level.
**INCOME TAX REQUIREMENTS**

Income tax questions should be directed to the the Seminary Financial Services Office.

1. All students here on a visa must file Form 8843 with the IRS for each calendar year. Students who do not have U.S. income must file by June 15th. Students who have U.S. income (this includes taxable scholarships) must file this form with their income tax return by April 15th.

2. Know if your country has a tax treaty with the U.S. Ask Financial Services or look online. Some countries have tax treaties with the U.S. which exempt either a limited amount of income or income for a certain period of time. You should determine whether you have exempt income before you start receiving pay.

3. Even if your income is exempt, you must still file a tax return (Form 1040NR). Students who either earn income (WORK) or have income from scholarships may have an obligation to pay tax in the U.S. Ask Financial Services for assistance before you complete any tax forms. If you are working on campus, or doing practical training or optional practical training, your employer will have to withhold tax from your pay as you receive it. There are several taxing entities and types of tax. Tax may be due to the federal, state, and local governments on income. Financial Services will assist you in completing the required forms. In general, international students who have been in the United States 5 years or less are exempt from public insurance (Social Security and MediCare or FICA) tax, but not from income tax.

4. You must have either a Social Security Number (SSN) or a Federal Taxpayer Identification number (TIN) if you either work or receive a scholarship. Each of your family members will need this, too, if you are from Canada, India, Japan, Korea, or Mexico and you plan to claim them on your United States tax return. (You may file for TIN's with your tax return.) Students who receive income from scholarship grants during a school year are subject to taxation on the amount of the scholarship which exceeds what the student paid for tuition and textbooks in that tax (calendar) year unless exempted by tax treaty. The Financial Services Office is required by law to withhold tax from the scholarship funds disbursed and your account will be reduced by an amount estimated to be the tax liability for the taxable amount of the scholarship. Students receiving scholarships for more than the amount of tuition and books might recover some or all of the amount which the Financial Services Office has withheld for tax.

5. For those with scholarships, be certain to keep a record of your book purchases and charitable contributions made by cash or check—especially those made to our Idema Food Pantry. It is, of course, necessary to file an income tax return to receive a refund of tax withheld. For students from a country that does not have a tax treaty exempting scholarships, it is very important that you keep sales receipts for the textbooks and supplies which you purchased for the school year as the Seminary will not have a record of your purchases and they are deductible and will reduce your potential tax obligation.

6. It is essential that people who receive scholarships file an income tax return in the U.S. The Financial Services Office will have an accurate record of your tuition payments and will issue a form (Form 1042S) to you in the Spring showing the amount of scholarship over tuition for the previous calendar year, which is the taxable amount.
7. The Government Documents section of the library (or online) has forms. All income tax forms, copies of the rules and policies pertaining to international students, as well as copies of relevant income tax treaties with other countries, are available in the Government Documents section.

**HOUSING**

It is the student’s responsibility to secure housing. Calvin Seminary has 103 student apartments available, 42 on campus, and the remainder approximately three miles from campus. Other off campus housing is also available. Submit housing inquiries and applications for seminary apartments to Tim Bruinsma, Housing Manager at semhousing@calvinseminary.edu, or (616) 957-8618. The seminary housing application deadline is April 1.

**HEALTH SERVICES AND MEDICAL CARE**

<table>
<thead>
<tr>
<th>Type of Care</th>
<th>When to Use</th>
<th>Cost</th>
<th>Who to See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine Care</td>
<td>Routine check-ups, immunizations, minor illness Normal business hours</td>
<td>Least expensive</td>
<td>Family doctor or primary care physician. Children under the age of 18 can see a pediatrician. A list of doctors can be found online, through your health insurance plan, or in the Student Guide to Grand Rapids.</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>Sudden onset illness and other non-life-threatening urgent situations</td>
<td>Moderate</td>
<td>There are many urgent care centers arounds Grand Rapids. American Family Care Urgent Care is closest to Calvin Seminary: 1740 28th St. SE Grand Rapids MI 49508</td>
</tr>
<tr>
<td></td>
<td>Extended business hours including evenings and weekends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Care</td>
<td>Potentially life-threatening or other emergency situations</td>
<td>Most expensive</td>
<td>Visit closest Emergency Department</td>
</tr>
<tr>
<td></td>
<td>Avoid using if at all possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open 24 hours per day, seven days per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulatory Care</td>
<td>Requires ambulance transport</td>
<td>Most expensive</td>
<td>Call 911 from any phone for ambulance (extreme emergencies only)</td>
</tr>
<tr>
<td></td>
<td>Extreme emergencies only</td>
<td></td>
<td>Call 33333 from an on-campus phone for ambulance (extreme emergencies only)</td>
</tr>
<tr>
<td></td>
<td>Avoid using unless absolutely necessary</td>
<td></td>
<td>Communicate exact location and nature of the emergency when calling</td>
</tr>
</tbody>
</table>
Please review your insurance policy carefully for co-pay and coverage information. Some insurance plans require you to choose an “in-network” doctor, which will help reduce costs.

Canadian students covered by OHIP or another similar provincially regulated health plan may also find that certain hospitals combine billing for hospital and doctor’s fees, so that it becomes financially advantageous to use a hospital emergency room.

Please contact the Dean of Students Office with health care and insurance questions.

HEALTH INSURANCE

All residential international students in F-1 status are required to have proof of adequate health insurance coverage for themselves and their dependents while at Calvin Seminary. Non-residential distance students with an F-1 visa, are not required to purchase health insurance while in the United States, but it is strongly encouraged.

Minimum insurance coverage requirements are as follows:

- medical benefits of at least $50,000 per accident or illness;
- repatriation of remains in the amount of $7,500;
- expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $10,000; and
- a deductible not to exceed $500 per accident or illness

A group plan is available through International Student Insurance. Information on the plan can be found here. We especially encourage you to watch the “US Healthcare System Video” on the information page. All international students will be enrolled in this plan, and the insurance cost will be billed to your student account, unless proof of insurance that satisfies the requirements noted above is provided to the Dean of Students Office.

Students are responsible for all medical expenses incurred while a student at Calvin Seminary.

BECOMING A PUBLIC CHARGE

Students with F-1 nonimmigrant status public health benefits such as Medicaid, Children’s Health Insurance Program (CHIP), or the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) do not qualify for primary insurance coverage. A requirement for obtaining and maintaining F-1 status is that students are able to provide shelter, food, clothing, and health care for themselves and their dependents. The acceptance of public health benefits can be interpreted as a declaration that the student is not able to meet his or her financial obligations and becomes a public charge. Accepting public health benefits can jeopardize student’s non-immigrant status.

IMMUNIZATION POLICY

Immunization schedules and a full list of recommended immunizations can be found online at the CDC website or the Kent County Health Department Website. Immunizations are strongly recommended for all Calvin Seminary students and their dependents. Recommended immunizations include but are not limited to:
- Infant Series DTaP or Tdap (diphtheria, tetanus, pertussis)
- MMR series (measles, mumps, rubella)
- Hepatitis B Series
- IPV Polio Series
- Chicken pox varicella vaccine
- TB skin test

- Also recommended: meningitis and yearly/seasonal influenza immunizations

Students or dependents who have immunization deficiencies should get the needed immunizations before they come to Calvin Seminary, and if that is not possible, as soon as possible after they arrive.

**APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)**

On-campus employment and SEVIS registration is required in order to apply for a Social Security Number (SSN). Registration as a student at Calvin Seminary is required in order to be registered in SEVIS. An SSN is required for anyone employed on campus or participating in academic training off campus. Visit the Social Security website for more information.

Apply for an SSN in person at the Office of the Social Security Administration located at:

3045 Knapp St. NE
Grand Rapids MI 49525
Phone 877-319-5710.

The following documents are required when applying for a SSN:

1. A completed Form SS-5, Application for a Social Security Card.
2. SEVIS Form I-20 with entry stamp
3. Form I-94
4. At least two documents that establish your age and identity including a passport and one additional document establishing identity.
5. Proof of on-campus employment authorization including a letter on Calvin Theological Seminary letterhead. Please ask Jim Lakin, Plant Director and Sarah Chun, Dean of International Student and Scholar Services to include the following:
   a. identity of student employee
   b. nature of job the student is, or will be, engaged in
   c. anticipated or actual employment start date
   d. number of hours the student is expected to work
   e. employer identification number (EIN)
   f. employer contact information, including the telephone number and the name of the student’s immediate supervisor
   g. supervisor’s original signature and signatory’s title
   h. date
   i. a student who will receive or who is receiving a fellowship or assistantship in exchange for teaching or other services may present his or her letter of award or acceptance, if it outlines the stipulations of the work portion of the fellowship or assistantship.
This letter must be signed by Sarah Chun and your employer at Calvin Seminary. You may only apply for a SSN during the 30 days before the employment start date on your letter.

**CONTACT INFORMATION**

Please contact anyone in the Dean of Students and the International Student Office, or anyone else in our community about any information you do not understand, feel uneasy about, or are not happy with. We are here to help you as much as we possibly can.

It is very important that you communicate your situation to someone so that the Body of Christ might function and serve as it should. Please do not suffer in silence.

If you have questions or concerns about visas and legal matters, housing, scholarships and financial matters, travel, arrival and airport pickup, employment, “host” family arrangements, social events or adjustment problems, you should contact those listed below.

- **Recruitment/ Initial Contact/Admission Process**
  Aaron Einfeld, Admissions Director

- **Registration Process/Academic Counseling**
  Joan Beelen, Registrar

- **Immigration Information/I-20s**
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- **Applications for Optional & Curricular Practical Training/Work Permits**
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- **Practical Training (Internships, Formation Groups)**
  Rev. Geoff Vandermolen, Director of Vocational Formation
  Chris Wright, Administrative Coordinator of Vocational Formation

- **Health Insurance and Immunization**
  Rev. Jeff Sajdak, Dean of Students
  Sarah Konynenbelt, Administrative Assistant

- **Personal Support, Counseling**
  Rev. Jeff Sajdak, Dean of Students
  Ms. Sarah Chun, Dean of International Student and Scholar Services
  Joan Beelen, Associate Dean of Academic Services

- **Scholarship Funding and International Student Funding**
  Jennifer Settergren, Director of Financial Aid