

STOCKTON UNIVERSITY



PROCEDURE

Certification of Eligibility for Nonimmigrant Students

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A-64-8; 8 CFR § 214.3

Effective Date: February 8, 1977; February 9, 1977; July 29, 2010; December 15, 2022

Index Cross-References:

Procedure File Number: 2102

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for the proper completion and submission of the Certificate of Eligibility for Nonimmigrant "F-1" Student Status (Form I-20) for nonimmigrant students, to maintain the federal Student Exchange Visitor Information System (SEVIS) records of nonimmigrant students, and to disseminate to Financial Aid, Admissions, Office of Global Engagement, and Registrar information identifying nonimmigrant students with a F-1 Visa.

II. PROCEDURE:

- A. Once a nonimmigrant student has been approved for University admission and has submitted the proper supporting documents, the University will issue an I-20 and provide a copy to the student. Nonimmigrant students transferring to Stockton University from another college or university will receive a new I-20.
- B. The Primary Designated School Official (PDSO) or Designated School Official (DSO) have the authority to approve and issue I-20s in the Student Exchange Visitor Information System (SEVIS).
- C. The PDSO or DSO is the person who shall be notified upon a nonimmigrant student's arrival in the United States through the SEVIS system.
- D. The nonimmigrant student is responsible for submitting their I-20 to a United States embassy or consulate to apply for their F-1 visa.
- E. The PDSO or DSO shall compile and maintain a current record of all nonimmigrant students for whom a SEVIS record exists.

Review History:

	Date
Procedure Administrator	08/17/2022
Faculty Senate	04/15/2022
Dean's Council	08/15/2022
AA Leadership	07/15/2022
Divisional Executive	08/19/2022
General Counsel	11/17/2022
Cabinet	12/15/2022
President	12/15/2022