OIS Updates

• Staff Directory updated with new advisor liaisons: https://internationalservices.ncsu.edu/about-ois/staff-directory-4/

• New immigration software within next year
  – Will allow us to move to paperless submissions
  – OIS form signatories will have user access
  – Training will be developed for department users
OIS Forms

- Must always be signed by DGP and sometimes also the academic advisor too.
- OPT Form Section III – assistantship info must be provided and signed off by Personnel Rep. OIS will contact you if assistantship must be shortened.
Reduced Course Loads

• RCL vs. Grad Load Waiver
• Thesis/dissertation students are only eligible for 1 credit RCL if defense is scheduled to occur by the ETD Deadline.
• Options for thesis/dissertation students approved for a final semester RCL who do not defend as scheduled:
  – Reschedule defense to occur before no-registration deadline for subsequent semester [no immigration updated needed]
  – Reschedule defense to occur after no-registration deadline for subsequent semester [student must submit program extension request to OIS before I-20 program end date]
On-Campus Employment: Spring/Fall

- Max of 20 hours/week in Fall & Spring semester.
  - This is a statutory limit. **No one**, not even OIS can make an exception or “approve” going over 20 hours/week.
  - Each **week** is limited to 20 hours; cannot look at it as an average of 20 hours/week over a 2 week pay period.
  - Students with .5 FTE assistantships are maxed out and cannot accept any additional on-campus employment.
On-Campus Employment: Summer

- Maximum hours depends on whether Summer is first or final semester of enrollment.

<table>
<thead>
<tr>
<th>If Summer is...</th>
<th>On-campus employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester of enrollment</td>
<td>Maximum 20 hours/week.</td>
</tr>
<tr>
<td>Final semester of enrollment</td>
<td>Maximum 20 hours/week. All appointments must end as of last day of final exams for Summer 2 (or potentially earlier if student applies for OPT based on defense date within the summer session)</td>
</tr>
<tr>
<td>Not first or final semester of enrollment</td>
<td>No hours limitation, OIS announces in student newsletter the dates of summer during which students may exceed 20 hours per week of employment.</td>
</tr>
</tbody>
</table>
On-Campus Employment Violations

- Payroll office is now running reports to identify students who exceed allowable hours of on-campus employment.
- Employment violations carry severe consequences and the student must take immediate action to “fix” their status.
- Students are ultimately responsible for knowing and following the rules, but there are ways departments can help:
  - Timely submission of hiring actions
  - Correcting clock-in/clock-out errors
- USCIS’s Unlawful Presence Policy