

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

Does/did the student have an RA/TA this semester?		<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, fill out the information below)
RA/TA termination date	<input type="text"/>	Personnel Rep. Name	<input type="text"/>	
Email	<input type="text"/>	Signature	<input type="text"/>	

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.

If Summer is...	On-campus employment
First semester of enrollment	Maximum 20 hours/week.
Final semester of enrollment	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)
Not first or final semester of enrollment	No hours limitation, OIS announces in student newsletter the dates of summer during which students may exceed 20 hours per week of employment.

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