



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: INTERNATIONAL STUDENTS – F-1, J-1 OR M-1 VISA ONLY	Code: FF0204
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Policy Reference: N/A

Definition: An "International Student" is one who possesses either an F-1, J-1 (some restrictions apply), or M-1 Visa to study at a school in the United States, or who wishes to qualify for any one of these visas.

- I. International students shall be admitted only through the office of International Student Admissions/Advising.
2. Admission:
 - a. To be admitted, an international student must present evidence of being qualified to begin a program at MATC. If not qualified and there is sponsorship by a legal resident of the Greater Milwaukee Area, the student may be admitted to a remedial-type program. Admission to such a program is contingent upon suitable space being available in that program. In such a case, the student must have as an objective a certificate, diploma, or degree program offered by MATC. Thus, English as a Second Language (ESL) or GED preparations are not, themselves, applicable objectives. Certain agency-sponsored J-1 visa students who are following a program coordinated through appropriate instructional offices and the Office of International Student Admissions/Advising may be exempt from this requirement.
 - b. The Milwaukee Area Technical College will follow the guidelines of the Wisconsin Technical College System Board for admitting nonresident students to programs with waiting lists. If there is a local policy promulgated by the MATC District Board, it will be followed.
3. Applicants for an F-1 or M-1 Visa must be issued Form I-20AB, or I-20MN, respectively, Certificate of Eligibility (for Nonimmigrant F-1 or M-1 Student Status), by MATC's Designated School Official - DSO - (the coordinator of International Student Admissions/Advising or a backup person who is registered with the local office of the U.S. Immigration and Naturalization Service (INS) as a DSO). Applicants for the J-1 Visa must be issued Form IAP-66, Certificate of Eligibility for Exchange Visitor (J-1) Status, by their sponsoring agency.
4. In order to be issued Form I-20AB, or I-20MN, a prospective student must:
 - a. Be admitted or be declared admissible to MATC in accordance with the provisions of item 2, above.



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- b. Sign a Training Agreement with MATC that is prepared under the guidance of the International Student Admissions Committee.
 - c. Satisfy financial requirements established by the U.S. INS, and it is recommended that a tuition/insurance deposit be made which will cover the cost of the group accident, health, and repatriation insurance for one calendar year (or the balance of a calendar year for the student beginning in the second semester of the school year), plus the approximate cost of tuition and fees for the first semester of the program the student will take. The only exceptions to this are the students who have these items covered by a recognized sponsoring agency such as an embassy, education office, company or organization. A recognized, official authorization from that organization must be on file at MATC. Students who do not take the group policy or have coverage through a sponsoring agency must have a properly executed affidavit to show who will assume responsibility for all contingencies covered by the group policy. Address and phone number of the person executing the affidavit must be included.
5. In conformance with current immigration laws and regulations, international students must carry a full load, which shall be defined as follows:
- a. F-1 Visa Students: Their objective must be in an associate degree program; a minimum of 12 credits per semester.
 - b. M-1 Visa Students: Their objective will usually be in one of MATC's vocational diploma programs; a minimum of 24 hours or more per week.
- However, some of MATC's certificate programs qualify if full-time programs.
- c. F-1 students who have a local sponsor and require remediation or preparation in one or more areas: Full-time is defined as follows:
 - (1) Full-time attendance for Adult High School students is defined as 20 clock hours a week in class, based on a quarter system.
 - (2) Full-time attendance for ESL students (registrar to compute).
 - (3) Mixed programs also will require assistance from the registrar to determine full-time status.



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- d. J-1 Visa Students: As with F-1 or M-1 students above, depending on their program and circumstances.
- 6. Students with F-1, J-1, or M-1 visas are expected to attend MATC for at least one school term, but the U.S. INS regulations do permit exceptions. Students on M-1 visas may NOT transfer to another school after being at MATC for six months or more except under extenuating circumstances. The U.S. INS adjudicates such cases.
- 7. Students on F-1, J-1, or M-1 visas are expected to attend an orientation for new students at the beginning of the semester.

Follow-Up Procedures

- I. The status of F-1, J-1, and M-1 visa students must be reviewed periodically by the Office of International Student Admissions/Advising. In accordance with the Training Agreement, the students must submit the following to the Office of International Student Admissions/Advising:
 - a. Official class schedule, as soon after registration as possible.
 - b. Midterm and final grades, as soon as available, and
 - c. Change of address, phone number and/or student number as soon as known (this information should also be submitted by the student to the Student Records Office).
- 2. Instructors are requested to advise the Office of International Student Admissions/Advising when any of their international students are having difficulty or are not performing up to expectations.



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3. The U.S. INS will periodically send to the school a computer printout with additional information related to all F-1 and M-1 visa students. The Office of International Student Admissions/Advising must respond to the INS within 60 days of their request for all verifications, additions, and changes in accordance with current INS regulations.
4. F-1, J-1, or M-1 students who are out of compliance with Follow-up Procedures 1, 2, or 3 above are subject to dismissal from MATC.

Office of Responsibility: Student Services