Immigration Policies & Procedures

Immigration Documents

**Passport:** Your passport must be valid at all times during your stay in the U.S. For most countries, it is required that your passport always be valid for at least six months into the future. Passport renewal and extensions can be processed in the U.S. To locate your home country Embassy or Consulate that is nearest to Chico, go to [http://www.state.gov/s/cpr/rls/fco/](http://www.state.gov/s/cpr/rls/fco/).

**Visa (F-1 Student Status or J-1 Exchange Student Visitor Status):** Your visa status is indicated by the multi-colored stamp entered on a visa page in your passport. The visa is your authorization to seek permission to enter the U.S. a specific number of times (SINGLE or MULTIPLE) until a particular date.

This visa stamp needs to be valid only on the day you enter or re-enter the U.S. If the visa date expires while you are in the US, it is not a concern as long as you are in valid student status. However, if you leave the U.S. with an expired visa, it must be renewed at a U.S. Embassy or Consulate abroad before you can return. Visa renewal cannot be done in the U.S. You may, however, travel to Canada, Mexico or the contiguous islands with an expired U.S. visa as long as you return to the U.S. within thirty days.

The following documents are recommended for visa renewal:

- Valid I-20
- Valid passport
- Current (no older than three months) financial documents that verify there is adequate funding for you to complete your educational objective
- Official CSU, Chico transcript which may be obtained from the Registrar’s Office, SSC 110
- Application to renew visa
- Appropriate processing fee

**I-20 or DS-2019:** This document is to be kept with your passport in a safe place. If you lose it and request a new one from our office, you may be required to produce new financial guarantees before the replacement I-20 can be issued.
You are expected to complete your studies on or by the date indicated on your I-20 or DS-2019. If there are reasons why you cannot complete your program within that time period, you must request an extension before your program end date.

**I-94 Departure/Arrival Record:** This is a small white card stapled to the inside of your passport, usually on the same page as your visa stamp, by the Immigration Inspector at your port of entry into the US.

**I-94 Form:** The I-94 Form is used to track your entries into and exits from the U.S. Prior to May 2013, this was a paper document which was stapled to a page in your passport. Currently, the form is only available electronically. Airline personnel will provide you with guidance as to the filing requirements of the I-94 prior to arriving in or departing from the U.S. There may be occasions when a hard copy of your I-94 is required. Your International Student Advisor can provide assistance, if needed.