JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:07  DATE: August 1, 1987
SUBJECT: Practical Training for University Foreign Students
APPROVED: William A. Meehan, President

PURPOSE
To maintain current Immigration and Naturalization Services regulations pertaining to practical training for foreign students.

POLICY
The Principle Designated School Official (per SEVIS) has the responsibility of maintaining current Immigration and Naturalization Service regulations concerning practical training for foreign students. The Jacksonville State University policy is to assist qualified students to apply for Practical Training in the United States per current Immigration and Naturalization Service Regulations. Foreign graduates must meet the rigid criteria of the Immigration and Naturalization Service.

SPECIFIC CRITERIA
A. The student must have completed a Bachelors or Masters degree at JSU
B. The student must have been in F-1 status for at least nine months before undertaking Practical Training
C. Practical Training is for a maximum of one year

PROCEDURES
A. Student applies to the Foreign Student Advisor no earlier than 90 days before or 30 days after degree completion
B. The Foreign Student Advisor and the student will accomplish necessary formalities to request from Immigration and Naturalization Service permission to engage in Practical Training. The Foreign Student Advisor will ensure the student understands the procedures which require an interview with Immigration and Naturalization Service in Atlanta, and payment of their current fee. Immigration and Naturalization Service will issue to the student the necessary document to proceed with practical training once eligibility has been determined.
RESPONSIBILITY
The Vice Provost is responsible for this policy.

EVALUATION
This policy and its procedures will be evaluated biennially.