



NAZARENE  
THEOLOGICAL  
SEMINARY

**International**

**Student**

**Handbook**

**2017 – 2018**



## WELCOME

Welcome to Nazarene Theological Seminary! We are delighted that you have chosen NTS for this phase of your ministerial preparation. We think you will find the Seminary community to be a place of academic rigor, spiritual enlightenment and healthy social interaction.

New experiences in a new environment can challenge even the most seasoned travelers among us. This handbook is intended to answer some of the practical questions that come along with adjusting to life in Kansas City. Of course, we can't cover every question in this brief document, but we have attempted to make it as comprehensive as possible. Any input you can add during your time here will continue to help us provide the most accurate and updated information for future students.

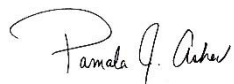
Please remember that every student who enters the United States on a Student Visa is ultimately responsible for maintaining all legal issues regarding their visit. Nazarene Theological Seminary does not determine the regulations by which your status is maintained, but you should consider NTS as a partner with you. It is your responsibility to inform yourself about relevant issues to your particular situation (family status, employment options, travel regulations etc). Visas, passports, employment authorization, and all other documentation or legal status issues must be properly applied for by you and maintained at all times.

During your time as a student at NTS, you are legally a visitor. This may mean that full access to United States Government support services may be limited or that restrictions may prohibit the privileges given to a U.S. citizen. Most of these restrictions will be imposed by Immigration and Customs Enforcement (ICE). Each government program will have its own terms and regulations so please become as familiar as you can with your own process.

United States Citizenship and Immigration Services (USCIS) may at any time request full documentation from you and Nazarene Theological Seminary, so it is best to have a folder with originals used for all official business as well as a backup copy.

If you have any questions regarding travel, work, or applications for special circumstances, please do not hesitate to stop by the Registrar's office or to contact us by phone or email.

Grace and Peace,



Pam Asher  
Registrar & International Student Services Advisor  
816-268-5442  
pjasher@nts.edu

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## **GLOSSARY OF COMMON TERMS**

**F-1 VISA ACADEMIC STUDENTS** enter the United States to pursue a full course of study at one of the following types of Department of Homeland Security approved academic institutions in the United States:

- Established college or university
- Seminary
- Conservatory
- Academic high school (or, for F-3 students, elementary school)
- Language Training Program

Attendance at a public elementary school or a publicly funded adult education program is prohibited. Study at a public secondary school is time limited and requires reimbursement to the local educational agency.

### **ARRIVAL DEPARTURE RECORD (I-94 FORM):**

This form is no longer in print form. It is processed electronically when a student enters and leaves the United States. You will not have a paper I-94 form anymore.

### **VISA CATEGORIES:**

Foreign citizens who wish to stay in the United States temporarily—whether for tourism, business, study, or medical reasons—must generally have a visa issued by the U.S. Department of State. To obtain a visa, or more information on this topic, contact the American Embassy or American Consulate in your country of residence. There are two categories of U.S. visas: immigrant and nonimmigrant. Most of the students at NTS are nonimmigrant.

- **Nonimmigrant Visa:** Nonimmigrant visas are issued to foreign nationals seeking to enter the United States on a temporary basis.
- **Immigrant Visa:** An immigrant visa is issued to a foreign national who intends to live and work permanently in the United States. In most cases, a relative or employer sponsors the individual by filing an application with U.S. Citizenship and Immigration Services (USCIS).

### **PORT OF ENTRY (POE):**

When you cross most international borders through public transportation, most nations will have a way of controlling access. At a U.S. Port of Entry there will usually be Department of Homeland Security officers who will check to make sure you have all of the proper documentation for entry. It is vital to properly prepare for this encounter, as access to the country may be denied and you can be deported immediately without the proper documentation.

**U.S. CUSTOMS AND BORDER PROTECTION (CBP):**

U.S. Customs and Border Protection was created in 2003, by combining the U.S. Customs Service, Immigration Inspection Service, Animal Plant and Health Inspection Service and the U.S. Border Patrol into one border agency.

**DEPARTMENT OF HOMELAND SECURITY (DHS):**

Department of Homeland Security is the parent agency of CBP and was also created in 2003, after the 9/11 attacks on the United States. This Government Department defines or influences most of the travel and security regulations imposed on domestic and international residence of the United States.

**PRIMARY DESIGNATED SCHOOL OFFICIAL/DESIGNATED SCHOOL OFFICIAL (PDSO/DSO):**

These are the representatives on your campus who are legally authorized to sign your I-20 or other applications made to various U.S. Government agencies. Common forms/applications would include Change of Status, Transfer to another University, Reduced Course Load Application etc. The current list of PDSO/DSO's for NTS are:

Pam Asher – Registrar & International Student Services Advisor

Lesley MacCormack – Admissions and DMin Admissions Counselor

While all of the persons above are legally able to sign documentation, Pam Asher will have the best understanding of your current situation. Please defer all initial requests for assistance to [pjasher@nts.edu](mailto:pjasher@nts.edu) or call (816) 268-5442. You must report to the International Student Services Advisor within 15 days of the report date shown on your I-20 to register active status in SEVIS.

**STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS):**

SEVIS is a networked computer system set up in the United States to track information on nonimmigrant international students and scholars attending school in the U.S.

The SEVIS requires authorized educational institutions, such as universities, laboratories, nonprofit organizations and secondary schools, to monitor international students and scholars and maintain their records. The SEVIS can only be accessed by the Designated School Officials (DSOs), who are authorized by the Department of Homeland Security to utilize the system. The DSOs must keep records of any "reportable events" on international students and scholars, such as arrival/departure, school transfer, no-show, leave of absence, extension/termination of educational program, change of major, change of academic level, dependent/family information and work authorization among others. International students and scholars who violate their visa

requirements become subject to investigation by the officials of Immigrations and Customs Enforcement (ICE) and possible removal (deportation) from the United States.

**EMPLOYMENT AUTHORIZATION DOCUMENT (EAD):**

EAD serves as proof to employers that an individual is authorized to work in the United States. U.S. Citizenship and Immigration Services (USCIS) is now issuing a new version of the Employment Authorization Document (EAD) or Form I-766. This currently takes about three months after the application to process, so please apply early to avoid a delay in employment.

If you choose to participate in Curricular Practical Training (CPT) or Optional Practical Training (OPT), you will need to apply for this as part of that process.

**SOCIAL SECURITY NUMBER (SSN):**

A Social Security Number or SSN, as it is commonly abbreviated, refers to a unique identification number used primarily for taxation. Any person who works in the United States is subject to federal and local taxes and must have a SSN or Taxpayer Identification Number. Detailed instructions to obtain a SSN are included later in this handbook.

If you are hired as a part time worker on campus, you will need to apply for SSN: [www.ssa.gov/](http://www.ssa.gov/).

**UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS):**

U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States: [www.uscis.gov](http://www.uscis.gov)

## **TIMELINE FOR STUDYING AT NTS**

### **WHEN DO I NEED TO APPLY FOR MY STUDENT VISA?**

This section of information is available at

<https://travel.state.gov/content/studentsabroad/en/visa.html>

- Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.
- Students should note that Embassies and Consulates are able to issue your student visa 120 days or less in advance of the course of study registration date. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time for application processing.
- Students are advised of the U.S. Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S.
- A beginning student who wants an earlier entry into the U.S. (more than 30 days prior to the course start date), must qualify for and obtain a visitor visa. A prospective student notation will be shown on your visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before beginning any studies, you must obtain approval for a change to Exchange Visitor status, filing Form I-539, Application for Change of Nonimmigrant Status and pay the fee. Also you must submit the required Form I-20 to the Department of Homeland Security office where the application is made. Please be aware that you cannot begin studies until the change of classification is approved.
- Continuing students may apply for a new visa at any time, as long as you have been maintaining student status and your SEVIS records are current. Continuing students may also enter the U.S. at any time before your classes start.



## THE PROCESS OF COMING TO THE U.S. FOR NEW F-1 STUDENTS

(Adapted from University of Kansas)

|  |  |
|--|--|
| Student Applies for admission to school  |  |
| Nothing in SEVIS   |  |
| ↓  |  |
| Student gets accepted & shows proof of finances  |  |
| School creates SEVIS record & I-20   |  |
| ↓  |  |
| Student pays for SEVIS fee (I-901); gets receipt   |  |
| SEVIS fee paid added to SEVIS record   |  |
| ↓  |  |
| Student applies for F-1 visa with I-20, & other supporting documents<br>at U.S. Consulate or Embassy           |  |
| Embassy gets limited data fields from SEVIS  |  |
| ↙ ↘  |  |
| If visa received, the I-20 placed in sealed envelope & returned to student                                     | If visa denied, get reason in writing. |
| Date & location visa issued added to SEVIS record  | ↓                                      |
| ↓  |  |
| A Port of Entry (POE)<br>Student presents I-20 and F-1 visa (financial documents and SEVIS fee receipt) to CBP | Reapply – present new information      |
| Date & POE info added to SEVIS record  |  |
| ↓  |  |
| Student reports to school  |  |
| DSO registers student in SEVIS   |  |

## NTS ACADEMIC CALENDAR

The NTS Academic Calendar is available on the NTS website at <http://www.nts.edu/nts-resources/course-schedules-and-textbook-lists/>. It is called "Important Dates." The academic calendar will inform you of the semester start date which is the first day of the academic term. Student Verification and Tuition Payment is due prior to the Semester Start Date.

## **APPLICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS:**

Contact the Office of the Registrar and Admissions of your interest in studying at Nazarene Theological Seminary.

Complete the Student Application, <http://www.nts.edu/apply-to-nts>, along with the \$50 application fee. In addition to these, we will also need your official TOEFL score and a few other important documents detailed below:

- Academic Transcripts
- Proof of Financial Support
- Transfer Authorization (if you are transferring from another US institution)

### **ACADEMIC TRANSCRIPTS**

We need official transcripts from all schools/colleges you have attended. If your transcripts are in a language other than English, send both the original language transcripts and their English translations.

If you previously attended school outside the United States, you must submit official, original-language records and the English translations from your previous country's educational system. NTS will not accept interpretations of grades from foreign schools that have been made by another U.S. school.

### **PROOF OF FINANCIAL SUPPORT**

If you are financially sponsored by a relative, friend or other person, you'll need to submit the Affidavit of Support. This form should be completed by the sponsor and returned with the appropriate bank statement along with the International Student Application materials.

Keep in mind that if you are applying from outside the United States, you will be required by the U.S. Embassy or Consulate where you are applying for a visa to document that resources are immediately available to cover the first year's expenses. You also must show expectation of financial support for the remaining years of your program.

If you will be attending on a government sponsorship or other outside scholarship, you need to provide an official or certified copy of the award letter issued by your sponsor. That letter should include the U.S. dollar amount per year of the award. Scholarship letters must state that the scholarship has been awarded for study at Nazarene Theological Seminary, as well as list the expenses covered by the award and the maximum amounts available to cover each expense (fees, books, housing, etc.).

## **TRANSFER AUTHORIZATION**

International students who are currently enrolled at another school in the United States will need to have their current academic institution send a letter of good standing in addition to other application materials required for admission. This allows your current status with the U.S. Department of Homeland Security to be brought up to date before the transfer occurs.

Return the letter and copies of all previous immigration documents to the NTS Admission's Office. This transfer letter is required to complete the processing of an I-20 from your new school.

**Important:** You must provide verification that your financial sponsor (if applicable) has also approved the transfer.

## **A NOTE ABOUT YOUR FAMILY NAME**

At NTS, we file materials from applicants alphabetically under the family name as indicated by the applicant on the International Student Application. All forms, records, and correspondence must use the same name and spelling. Materials often cannot be matched to files when they arrive with only part of or the initial of the family name. Any variation in the spelling of your name or your sponsor's name may cause a delay in processing your I-20.

## **NEWLY ACCEPTED STUDENTS**

### **CONFIRM YOUR ENROLLMENT: 5 STEPS**

#### Step 1: Financial Aid

- For priority admission accepted students, review and/or return the Financial Aid Award Letter accepting or denying any scholarship awards.
- If you would like to apply for a student loan or have other financial aid questions, contact our Director of Financial Aid, Jeremy Shunk, at 816.268.5424 or email him at [jshunk@nts.edu](mailto:jshunk@nts.edu).

#### Step 2: Confirmation

- With your acceptance packet, you should have received a Confirmation Form. Please complete that form and return it to the Office of Registrar and Admissions by July 1 (for Fall) or December 15 (for Spring). You may also fill out the online confirmation.
- Along with the Confirmation Form please submit your \$100 Confirmation Deposit by July 1 (for Fall) or December 15 (for Spring). You may mail this with your form or submit with credit/debit card by calling our Financial Aid Office at 816.268.5424 (1.800.831.3011 ext. 5424).
- If your contact information (address, email, phone) has or will be changing, please contact the Office of Registrar and Admissions as soon as possible.

### Step 3: Educational Technology at NTS

- Log on to Moodle, Nazarene Theological Seminary's online educational tool.
- Begin by clicking <https://moodle.nts.edu/login>
- Click 'User Login'
- Click 'Forgot My Password' link and follow instructions
- Password will be emailed to the email address that NTS has on file
- Return to Moodle Login page and enter username (firstname.lastname) and the password that was e mailed to you.

If you have any problems regarding Moodle, please contact the Moodle Help Desk at NTS, [helpdesk@nts.edu](mailto:helpdesk@nts.edu).

### Step 4: Register for Classes

- Once you arrive in the United States, schedule a registration appointment with the Registrar and Director of Admissions, Pam, as soon as possible, [registrar@nts.edu](mailto:registrar@nts.edu).
- Meet Registrar and Director of Admissions for registration/advising appointment in person.
- Check Moodle or the NTS website for course syllabi.

### Step 5: Attend Community Connection

- Make travel arrangements to be in Kansas City by Community Connection
- New Student Orientation is a course in Moodle to assist all new students with transitioning to graduate studies.

## BEFORE YOU LEAVE HOME

Additional Pre-Departure Information is available at <https://educationusa.state.gov/>.

Use this list to check that you have taken care of all essential arrangements before you depart for the United States.

- Once letters of acceptance or rejection arrive, decide which university to attend, notify the Office of the Registrar and Admissions office of your decision, and complete and return any forms they require. Notify each university that offers you admission if you accept or decline their offer. Return any official forms that you will not use.
- Obtain suitable insurance.
- Obtain certified copies of your secondary and postsecondary transcripts, along with detailed descriptions of your intended courses and the books used in the courses.
- Obtain copies of important medical records, X-rays, and prescriptions. Have prescriptions written in English in generic terms.
- Reread the NTS catalog, <http://www.nts.edu/academic-catalog>, and the NTS Student Handbook, <http://www.nts.edu/nts-resources/student-handbooks>.
- Check to see that your passport is up-to-date and valid. You will need to obtain a new passport if yours is within 6 months of expiration.
- Apply to your nearest U.S. embassy or consulate for a visa upon receipt of your I-20 or DS-2019 form. Do this well in advance of your departure date. Application packets are available from many U.S. educational information and advising centers.
- Learn how to reach NTS from your point of entry in the United States.
- Make travel arrangements. It is advisable to arrive on campus a few days to one week before orientation and registration begin.
- Contact the Registrar and Director of Admissions, Pam Asher, with details of your arrival plans, and confirm details of the Community Connection (NTS @ KC) held by NTS.
- Finalize arrangements for housing with Nazarene Theological Seminary. Inquire about temporary housing, hotel, motel, or other arrangements that need to be made if arriving early or during the weekend.
- Organize finances: arrange to transfer funds to a U.S. bank and make sure you have funds for travel and expenses on arrival; consider buying traveler's checks to cover costs during your first month in the United States; consider obtaining a credit card, if possible.

## **TRAVELING TO AND ARRIVING IN THE U.S.**

### **PLANNING YOUR JOURNEY**

For additional travel information get in contact with the Admissions Team, to find out the best way to reach your final destination. He can tell you which airlines serve the nearest airports and if you will have to transfer airplanes or take alternate forms of transportation to reach the school. Local directions will be very helpful in planning your itinerary. It is also important to find out the best days and times to arrive. Notify your international student adviser of your arrival date and time.

Do not forget to bring at least \$100 to \$200 in small cash denominations with you, in case you need U.S. money before you reach a currency exchange center.

### **TRAVEL DURING U.S. HOLIDAYS**

Make travel reservations well in advance of your departure date. This is especially important if you travel in the United States during peak tourist seasons or holidays. These include the Easter observance (either in March or April); the summer months of June through August; and the Thanksgiving, Christmas, and New Year's Day holidays in November, December, and January. The seminary is closed on the *italicized* holidays. There are ten U.S. Federal holidays:

- *New Year's Day — January 1*
- Martin Luther King Day — observed the third Monday in January
- Presidents' Day — observed the third Monday in February
- *Memorial Day — observed the fourth Monday in May*
- *Independence Day — July 4*
- *Labor Day — observed the first Monday in September*
- Columbus Day — observed the second Monday in October
- Veteran's Day — November 11
- *Thanksgiving Day — observed the fourth Thursday in November*
- *Christmas Day — December 25*

Check the following website for more information on U.S. holidays: <https://www.usa.gov/life-in-the-us>.

## **TRAVEL AGENCIES**

Probably the most efficient and convenient way to make your travel arrangements is through a travel agency. Travel agents are usually knowledgeable about conditions in various countries and make specialized travel arrangements adapted to your needs. They can advise you on airlines, fares, and routes; compare prices; and confirm or change reservations. If you have dietary restrictions for religious or health reasons, the travel agent will also be able to order you a special, in-flight meal.

You may not have to pay a fee for these services. In many countries, you pay no more than you would if you dealt directly with the airlines, purchased your own ticket, and made your own hotel reservations. In fact, because they have access to current specials or sales, travel agents may save you money. They also are aware of which airlines offer reduced student rates or special student packages, including round-trip international fares and domestic U.S. fares.

NOTE: Students sponsored by the U.S. government may be required to travel on U.S. airlines wherever possible. Check with your sponsoring agency regarding this and other travel arrangements.

## **TRAVEL CLUBS AND CHARTER ORGANIZATIONS**

Certain organizations in your country may specialize in charter flights and other low-cost travel to the United States. Sometimes these organizations advertise in local publications and student newspapers, but students usually learn about them from other people who have dealt with them. Some travel clubs require that you join their club and pay a membership fee before you are eligible to take advantage of their charter flights. It is a good idea to check on the organization's reputation before you pay a fee or make reservations. When you call for information, ask whether fares, departure dates, and connections are reliable. Sometimes, if the carrier does not sell enough seats, charter flights are cancelled or rescheduled.

## **MAKING YOUR OWN RESERVATIONS**

If you want to make your own reservations, you can deal directly with an international airline by phone, mail, or Internet. Most airline agents also can advise you on other travel matters, such as baggage allowances, airport and customs procedures, vaccination and health requirements, and so on. In addition, there are many travel websites where you can compare prices, create your own itinerary, and buy your tickets on-line. Making reservations in this way can be a bit more risky since you do not have the expertise of the travel agent at your service, but it can also save you time if you know exactly what you are looking for.

## **U.S. TRAIN TRAVEL**

[www.amtrak.com](http://www.amtrak.com)

## **U.S. BUS TRAVEL**

[www.greyhound.com](http://www.greyhound.com)

[www.trailways.com](http://www.trailways.com)

## **INFORMATION ON ALTERNATE OVERNIGHT ACCOMMODATIONS**

[www.hihostels.com](http://www.hihostels.com)

[www.ymca.net](http://www.ymca.net)

[www.ywca.org](http://www.ywca.org)

## **THE VIRTUAL TOURISM HAS A MAP-BASED DIRECTORY OF ALL THE WWW SERVERS IN THE WORLD.**

[www.mapquest.com](http://www.mapquest.com)

## **TRAVEL TO YOUR COLLEGE OR UNIVERSITY**

Once you reach your U.S. port of entry, you may have to travel by other means to your final destination. A travel agent can also help you make those arrangements.

## **CONNECTING FLIGHTS**

It is best to book your tickets for U.S. domestic flights while you are still in your home country. Be aware that your final leg of travel may be in a small, propeller-driven "commuter" plane, rather than a jet airliner. Kansas City's airline code is MCI.

## **CORRECT TIME IN THE U.S.**

As you approach the airport where you will land in the United States, the pilot will announce the correct time. The United States follows a 12-hour system of time, rather than the 24-hour system followed by many other countries. The 12 hours from midnight to noon are called "a.m." (ante meridian). The 12 hours from noon to midnight are called "p.m." (post meridian). For example, 14:00 is two o'clock or 2:00 p.m.; 22:00 is 10 o'clock (10:00 p.m. or 10 o'clock at night,) and 10:00 is 10 o'clock (10:00 a.m. or 10 o'clock in the morning). Set your watch to the correct U.S. time before you leave the plane.



## **TRAINS**

Train travel in the United States is relatively expensive, compared to train travel in other countries, and is not very extensive. Amtrak is the national rail line, privately owned and operated but publicly subsidized. Although there are other small rail lines, they generally travel only in local areas. Amtrak travels across the continent, but its service is most extensive on the East Coast. Train stations are rarely located near airports in most cities, and public transportation between the train station and the airport may be limited. Be certain to check these details carefully before choosing to continue your journey by train.

## **RENTING A CAR**

There are certain requirements and restrictions connected with renting a car. It also is probably the most expensive, but the most flexible, way of traveling in the United States. Many car rental agencies are international and may have branches in your country too. Rental arrangements can be made from abroad through car rental companies or travel agents or on the Internet. Keep in mind that there are often age restrictions and credit card requirements when renting a car. You may be asked to show an international driver's license instead of, or in addition to, your home country license. Also consider that one-way rentals, whereby you pick up the car in one city and return it in a different city, can add significant costs to standard rental charges. If you plan to rent a car to travel from your U.S. entry point to NTS, a one-way rental may be required.

## **ARRIVING AT YOUR COLLEGE OR UNIVERSITY**

You should always inform your international student adviser of your expected date and time of arrival. Also provide her with other pertinent information, such as the airport at which you will arrive (or train station or bus terminal), your flight number, name of airline, and last point of departure. You should avoid arriving at your school during the evening, on a Friday, Saturday or Sunday, or during a U.S. national holiday, since NTS offices are closed at those times.

Again, it is recommended that you arrive several days before the campus orientation for new international students and registration for classes. This will give you an opportunity to settle in and to rest from your trip before participating in required new student activities. It will also provide time for you to become familiar with the campus and the community and to make friends before classes begin.

In your correspondence with the international student adviser, ask about other temporary housing opportunities, such as staying with a family in the community until you can move into your permanent housing. If it is possible, this can be an excellent introduction to life in the United States.

## **WHAT TO BRING**

Before you start packing, there are many things to consider. How much can you bring? What is safe to bring? Will you bring it with you to the United States or send it separately? This section will help you understand how to get your luggage safely from your home country to the United States.

### **AIRLINE BAGGAGE ALLOWANCE**

There is a limit to the amount of baggage you can take with you on an airplane. The number of pieces of baggage and the size and weight of those pieces determine this limit. Confirm your airline's baggage allowance when you purchase your ticket. Be aware that allowances to North America are often more generous than allowances elsewhere in the world, but fees are now being assessed on large pieces, overweight, or multiple pieces of luggage. Regulations are subject to change.

Since most people travel economy class, the following limitations are given as guidelines. To North America, passengers are usually allowed two pieces of baggage, plus one small piece of hand or "carry-on" baggage that can be carried onto the airplane and must be able to fit under the airplane seat. Each piece must not surpass a certain weight and size restriction, as established by the airline. If your luggage exceeds these limitations, you will be asked to pay excess baggage charges. Again, check the specific rules with your airline.

## **WHAT TO BRING WITH YOU**

What you bring with you is largely a matter of personal choice. You will have to carry whatever you bring, so it is in your interest to keep it light and compact. If you need advice, write to the international student adviser or talk to another student who has recently been to the United States.

Start to pack early, so that excess weight and bulk can be eliminated and essential items not overlooked. Do not worry if you cannot bring everything, since most goods are available in a wide range of prices in the United States. Small items can be sent by airfreight or through the postal system. Shipping by sea can take several months.

**DO BRING:**

- a good bilingual dictionary, since it might not be possible to obtain one for your language in the United States;
- all of your essential identification papers and documents, to be carried on your person or in your hand baggage. DO NOT PUT IMPORTANT DOCUMENTS IN BAGS YOU HAVE CHECKED ONTO THE PLANE - KEEP THEM IN YOUR HAND LUGGAGE (see "Review of Immigration Documents");
- books, manuals, or journals that you think may be useful for reference in your field of study and that definitely will not be available in the United States;
- pictures of your family, home, and country, for yourself but also to show to your new friends;
- items from your culture, such as musical instruments, recordings of traditional and contemporary music, picture books, arts and crafts, and small gifts, to share your talents and customs with people in the United States. For festive occasions you may consider bringing traditional dress and accessories from your country. This would be a great way to show and tell Americans more about your culture and traditions;
- a camera so you will have souvenirs of your time in the United States after you return home.

**THINGS TO LEAVE AT HOME**

You can obtain a booklet on customs regulations at the consulate or embassy where you acquire your visa. Prohibited items include some foodstuffs, narcotics, weapons, and items for resale. The U.S. Department of Homeland Security also provides this information on their website at <http://www.cbp.gov/travel/international-visitors>.

**DO NOT BRING:**

- things you can easily buy in the United States, such as notebooks, pens, paper (paper in the United States is of a slightly different size than in countries following the metric system), toiletries, towels, or bed sheets. These items will take up valuable space in your luggage;
- food, seeds, or plants. The United States has very strict restrictions on importing foods, perishables, and agricultural goods into the country;
- books that can easily be obtained in U.S. libraries. Some universities have their library catalog on the Internet, where you can check the availability of books. You can also contact the university library staff to verify the availability of any essential books. You can usually also obtain books through interlibrary loans;
- animals;

- medications, unless you have written prescriptions from a doctor
- expensive jewelry, treasured possessions, family heirlooms, or delicate things, since there is always a chance that these items can get lost, stolen, or damaged during travel or during your stay;
- firearms, knives, weapons, or articles that could be perceived as weapons;
- narcotics or drugs;
- any article of clothing, artifact, or medicine made from endangered animals;
- electrical appliances. Appliances in the United States work on a 115 volts and 60 cycles system. It is usually best to purchase electrical items in the United States. Most items are reasonably priced. Also note that video systems, including televisions, VCRs, and DVD players (including those in laptop computers), use different systems in different parts of the world, and those you bring from home are unlikely to be compatible with the U.S. media.

### **PROTECTING YOUR BAGGAGE**

Be sure that you clearly label every piece of luggage with your name, a U.S. address, and a telephone number (if you do not know what your address will be, use the NTS address). Identification tags are available from the airline, but sturdier luggage tags or labels are recommended. For additional security, you may also want to put a label or luggage tag inside your luggage.

Baggage insurance protects you against loss, damage, or theft of your baggage.

You should have enough clothing and personal items packed in your carry-on baggage to last for a couple days in the event your checked luggage is lost or sent to the wrong destination. Be sure to pack prescription medicine, eyeglasses, or other important items in your carry-on baggage.

NOTE: Never leave your baggage unattended. You must always be alert to the possibility of theft.

### **UNACCOMPANIED BAGGAGE**

Personal belongings that are sent separately are called "unaccompanied baggage." Such baggage may be taken with you as "excess baggage" (but the cost is high) or sent by mail or private carrier, by land, air, or sea.

Usually it is more convenient to take packages to your local post office, rather than to a shipping company or an air cargo terminal. Mail also has the advantage of arriving at your address, rather than at a shipping dock or customs area. However, there are limitations on the size and weight

of packages being mailed. Check with your post office about sending such packages to the United States. Ask about rates, regulations, and estimates of how long it will take for your packages to arrive at NTS. Items too large or too heavy to meet postal regulations must be sent via a shipping company, either by air or by surface carrier.

### **SHIPPING AGENTS**

The procedures for shipping are complicated and time-consuming, and students often employ the services of a shipping agent or freight-forwarding company. The agent can make arrangements for transporting the item to the air- or sea-cargo terminal for shipment to the United States. The agent also usually can arrange to have the shipment cleared through customs at the point of entry into the United States and can have it sent by road or rail to you. International Air Transport Association (IATA) agents are recommended. Ask your travel agent or an airline representative for the name of a reliable shipping agent.

### **SHIPPING BY AIR**

It is possible to pay for excess baggage and have your extra baggage sent on the same flight you take to the United States. This, however, can be very expensive. It is best to investigate in advance and compare prices with shipping agents. Airlines have size restrictions (approximately two meters). If you have a large item, talk to the airline agent about it. They may accept it as part of your baggage if you pay extra fees; if not, you may have to ship it by air or sea cargo.

International airlines sometimes have air cargo services. There are also independent air cargo companies; however, these companies may not have offices in Kansas City and may fly goods only to large cities or airports in which they have regular service. It would be your responsibility to claim the shipment, pass it through customs, and get it to your residence. Ask your travel agent or airline representative about air cargo services.

### **SHIPPING BY SEA**

Shipping cargo by sea is, of course, far slower than by air, but depending upon how much you ship, it may be less expensive. You would have to claim your packages at the port of entry, clear them through customs, and either transport them yourself to your residence or pay additional handling fees.

Regardless of how you ship unaccompanied baggage, mark all baggage clearly with your name and your U.S. address. Write directly on the box or on an address label secured with wide, transparent tape over the writing.

## **BAGGAGE CUSTOMS**

Be sure to declare unaccompanied baggage at customs when you enter the United States. When you pick up the parcels in the United States, you might have to pay "duty" (import tax). Ask about this when you make arrangements with the carrier you have chosen.

## **REVIEW OF IMMIGRATION DOCUMENTS**

When you receive your U.S. nonimmigrant visa at the embassy or consulate in your country, the consular officer will seal your immigration documents in an envelope attached to your passport. **DO NOT OPEN THE ENVELOPE.** Instead, the U.S. immigration inspector at the U.S. port of entry will open the documents. The following documents should be carried with you, and never packed in your checked baggage:

- passport;
- visa;
- I-20 form, or DS-2019 form;
- evidence of financial resources.

Sometime before your arrival in the United States, the flight attendants will distribute customs declaration forms and arrival-departure forms for immigration (I-94). Fill these out on the plane. You will submit them to the appropriate U.S. customs and immigration authorities after you land. If you do not understand a form, ask the flight attendant for assistance.

Once you have left the airplane, follow the other passengers into the terminal area reserved for incoming passengers. You will be asked to get in line in front of the immigration inspection booths. As you approach, have your passport, I-20 or DS-2019 form, and I-94 (arrival-departure card) ready for inspection by the immigration officer. You are likely to be asked your purpose for entering the United States and your final destination. An appropriate response is "to attend Nazarene Theological Seminary in Kansas City, Missouri."

## **U.S. CUSTOMS**

After passing through the immigration area, you will collect your baggage and then, with your baggage, pass through customs. A customs inspector will ask you to declare what you have brought into the country, inspect your bags, and review the customs form you filled out on the airplane. Penalties for concealing declarable items can be very severe, so be honest and make a full declaration.

Items for your personal use may be brought into the United States without paying duty. As a nonresident, you are also allowed to bring in gifts with a total value up to \$100 duty free. If the total value of such items exceeds \$100, you will need to pay duty.

You must declare the amount of money you have with you, but you do not have to pay duty on it. Money in any amount may be brought into and taken out of the United States, but anyone bringing more than \$10,000 into the country must file a report with the customs official.

Certain articles are forbidden or restricted. These include plants, fruits, meats, vegetables, clothing made from the skins of endangered animals, ivory, lottery tickets, obscene articles or publications, and switchblade knives. Drugs without a doctor's prescription or narcotics, such as barbiturates, amphetamines, and marijuana, are strictly prohibited.

## **ACADEMIC LIFE AT NTS**

Most questions about academics at NTS can be answered in the NTS Catalog and Student Handbook which are available on the website, <http://www.nts.edu/academic-catalog> and <http://www.nts.edu/nts-resources/student-handbooks>. If you have questions, Pam Asher is available to assist you with your questions.

## **LIVING CONSIDERATIONS**

### **WHERE IS NTS LOCATED?**

We are located just off highway 71 in Kansas City, Missouri. We are amidst a neighborhood that provides many opportunities for cross-cultural ministry experience and orientation. Most of our students live and work within a 30 minute driving radius.

### **WHAT IS KANSAS CITY LIKE?**

Kansas City is a sprawling metro area in Middle America. When in Kansas City, MO or Kansas City, KS you are never far from numerous opportunities to enjoy its rich culture and heritage. Nicknamed the "Heart of America," Kansas City is a diverse city with historic urban neighborhoods and new developments. For more information about what KC has to offer, check out [www.experiencekc.com](http://www.experiencekc.com).

### **WHERE WILL I LIVE?**

Our students live throughout the Kansas City Metro area. Kansas City is a diverse city with a variety of neighborhoods and communities; deciding where you will be living is an inevitable part of the transition to NTS. NTS does not offer student housing, but we do maintain a housing availability list at <http://www.nts.edu/housing-in-kansas-city> on our website connecting students to roommates, houses and apartments.

Rental costs vary from \$300 per month to rent a room in someone's home to \$800 or more per month to rent an apartment or house in the suburbs. It will depend on the size and location of accommodations you wish to rent. You will need to check with the apartment complex manager about the companies they use for utilities.

The seminary has LIMITED apartments and houses available on a street adjacent to the campus. The houses are across the street from the seminary. Please contact Mike Coblentz, [mcoblentz@nts.edu](mailto:mcoblentz@nts.edu), to be placed on the waiting list.



Temporary accommodations for your first two nights in Kansas City are offered at King Conference Center on the Nazarene Theological Seminary campus. Additional information is available at <http://www.nts.edu/king-conference-center>. Please e-mail your admissions counselor, Nick Herring, to arrange to stay for those first two nights in the King Conference Center.

## **KANSAS CITY AREA UTILITIES:**

### **ELECTRICITY**

- Board Of Public Utilities (Serves Kansas City, KS); 913-573-9190 or 913-573-9000
- Independence Power and Light Department (Serves Independence, MO); 816-325-7930
- Kansas City Power and Light Company (KCPL) (The area's largest electric utility); 816-471-5275
- Missouri Public Service Company (Serves northern Platte, western and northern Clay, southern Ray and western and central Jackson counties); 1-800-303-0752

### **GAS**

- Kansas Gas Service (Serves parts of Johnson, Wyandotte and Leavenworth counties); 1-800-794-4780
- Missouri Gas Energy (Serves Jackson, Platte (except Platte City), Clay, Ray and Cass counties); 816-756-5252

### **WATER**

- Board of Public Utilities (Serves city of Kansas City, KS, and parts of Wyandotte County); 913-573-9190 or 913-573-9000
- Independence Power and Light Department (Serves Independence, MO); 816-325-7930
- Independence Water Department (Serves Independence, MO); 816-325-7930
- Kansas City Water Service Department (Serves Kansas City, MO); 816-513-1400
- Water District #1 of Johnson County (Serves most of Johnson County, KS); 913-895-1800; in Olathe call 913-782-2600

### **LOCAL TELEPHONE SERVICE**

- AT&T for new residential service: 1-877-213-1057
- Birch Telecom: 888-772-4724

## **ELECTRICAL DEVICES AND APPLIANCES IN THE UNITED STATES:**

The electrical current used for small appliances in the U.S. is 100-115 volts, 60 cycles. Adapters/transformers may be needed for appliances that you bring from your country.

**SIMPLE INSTRUCTIONS FOR HOW TO MAKE AN INTERNATIONAL PHONE CALL**

From any phone that can make international calls:

Dial the international calling number (011 from the US), then the country code, then the city code, then the phone number.

**SAMPLE LIVING EXPENSES IN KANSAS CITY:**

|                            |                |
|----------------------------|----------------|
| Hamburger, coke, and fries | \$5.00-\$12.00 |
| A can of Coke              | \$0.65-\$2.00  |
| 32-load laundry detergent  | \$4.99-\$7.00  |
| 1 gallon of milk           | \$3.50-\$4.50  |
| A loaf of bread            | \$1.00-\$2.50  |
| Cup of coffee              | \$1.50-\$5.00  |
| 1 Pizza (8 slices)         | \$6.00-\$18.00 |

**WEATHER IN KANSAS CITY:**

Surrounded by gently rolling terrain, Kansas City is located near the geographical center of the United States. It is situated on the south bank of the Missouri River at the Missouri Kansas state line. The climate is modified continental, with frequent and rapid fluctuations in weather during early spring. Summer is characterized by hot days and mild nights; fall days are mild and the nights cool. Winter is cold with the heaviest snowfall coming late in the season. In the summer temperatures can occasionally reach 100 degrees Fahrenheit (38 degrees Celsius) and in the winter temperatures can occasionally drop below 0 degrees Fahrenheit (-17 degrees Celsius). You should plan your wardrobe for changing seasons, but additional clothes may be purchased upon arrival. To see the weather forecast, visit [www.weather.com](http://www.weather.com) or [www.accuweather.com](http://www.accuweather.com) and look up Kansas City, MO.

**HEALTH CARE:**

All students are encouraged to have hospitalization insurance coverage. The Seminary does not provide health insurance but has brochures available in the Business Office.

In the U.S., most illnesses are treated by a general or family doctor. If your general doctor is unable to heal you, he/she will refer you to a specialist.

Primary care clinics provide outpatient services for people with little or no insurance. Cost ranges from free to an amount the family can pay based on income.

Kansas City Free Health Clinic ([www.kcfree.org](http://www.kcfree.org)) offers FREE adult, adolescent, family, gynecology and family planning, dermatology, mental health, dentistry and HIV services.

**LOCATIONS:**

- 3515 Broadway, Kansas City, MO 64111, phone: 816-753-5144
- 5119 East 24th Street, Kansas City, MO 64127, phone 816-753-5144 ext. 350
- **Cost:** free to all in Missouri and Kansas

**OTHER LOCAL HEALTH CARE RESOURCES:**

Johnson County Health Department ([www.jocogov.org/health](http://www.jocogov.org/health))

- Olathe Clinic: 11875 S. Sunset Drive, Suite 300, phone: 913-894-2525
- Mission Clinic: 6000 Lamar, Suite 140, phone: 913-826-1200

Jackson County Health Department ([www.jacohd.org](http://www.jacohd.org))

- 313 S. Liberty, Independence, MO, phone: 816-404-6415

Wyandotte County Health Department ([www.wycokck.org/dept.aspx?id=488&menu\\_id=958](http://www.wycokck.org/dept.aspx?id=488&menu_id=958))

- 619 Ann Avenue, Kansas City, KS, phone: 913-321-4803

The greater Kansas City area has over 20 hospitals, several of which have national and even international reputations.

**NAZARENE CHURCHES:**

To find a list of Nazarene churches on the Kansas City district, follow this link: <https://kcdistrict.org/index.php/menu-churches/church-directory>.

## **FINANCIAL INFORMATION**

### **OPENING A BANK ACCOUNT:**

U.S. financial institutions are required to verify the identity of every individual who opens a bank account. In compliance with federal regulations, all banks operating in the United States have established Customer Identification Programs (CIPs) that they are to follow for anyone who seeks to open an account. The following minimal information that the banks must obtain from you before allowing you to open an account are:

- Your name
- Your date of birth
- Your street address – no Post Office Box
- An identification number

An identification number can be one or more of the following:

- A taxpayer identification number (see discussion below);
- passport number and country of issuance;
- alien identification card number; or
- number and country of issuance of any other government issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

It is important to remember that banks establish their own CIPs and may ask for additional documentation than is described above because they are ultimately responsible for establishing the identity of their customers.

Documents you should take with you to open your account:

- Your unexpired passport
- Your I-20
- Any secondary form of identification you may have
- Letter from the International Student Services Advisor

To assist you, the International Student Services Advisor may provide you with a letter to the bank confirming your status at Nazarene Theological Seminary and asking for their assistance in opening your account.

### **EXCHANGING MONEY:**

You may have your money electronically wired to a local bank in the U.S. after you arrive and set up a bank account. In this case, you should bring enough money to cover your first month's expenses AND your first semester tuition, books, insurance plus the expenses of setting up

housing. DO NOT underestimate the amount of money needed. DO NOT carry a large amount of cash. In Kansas City it may be difficult to exchange money from your currency to U.S. dollars. Your local bank may not offer this service or there may be a fee. Bring your money in traveler's checks or get a bankcard to withdraw cash from an automatic teller machine (ATM).

### US MONEY:

Paper currency is used for amounts of \$1 or more, and coins are used for amounts under \$1. The most common coins and the various dollar denominations (paper money):

| Coin    | Figure on Front | Value (Cents) | Value (Dollars) | Color  |
|---------|-----------------|---------------|-----------------|--------|
| Penny   | Lincoln         | 1 cent        | 0.01            | Copper |
| Nickel  | Jefferson       | 5 cents       | 0.05            | Silver |
| Dime    | Roosevelt       | 10 cents      | 0.10 dollars    | Silver |
| Quarter | Washington      | 25 cents      | 0.25 dollars    | Silver |

| Denomination (Paper Money) | Portrait on Front  | Illustration on Back            |
|----------------------------|--------------------|---------------------------------|
| \$1.00                     | George Washington  | Great Seal of the United States |
| \$2.00                     | Thomas Jefferson   | Declaration of Independence     |
| \$5.00                     | Abraham Lincoln    | Lincoln Memorial                |
| \$10.00                    | Alexander Hamilton | U.S. Treasury Building          |
| \$20.00                    | Andrew Jackson     | White House                     |
| \$50.00                    | Ulysses S. Grant   | U.S. Capitol Building           |
| \$100.00                   | Benjamin Franklin  | Independence Hall               |

### INCOME TAX

Income earned in the United States is usually subject to any federal, state, or local income regulations that apply. **NTS will mail W-2s and other tax documents to employees before January 31<sup>st</sup> which is required by federal law.**

Filing deadline: Annual filing for taxes is mandated each year by **April 15th**. If the student was present in the U.S. for any day during the tax year, the student must file.

Miscellaneous Tax Information: Please note that the NTS staff does not provide tax advice and students should refer individual questions to a specialist in international taxation; however, as a part of the Center for Pastoral Leadership, a system has been put in place to help you file your income tax.

The Internal Revenue Service (IRS) publishes a number of helpful information/instruction booklets, which are available through the IRS Tax Payer Assistance Service (toll free call 1-800-829-3676). You may find a copy of the following forms at your local public library or [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

- IRS Publication 519 US Tax Guide for Aliens
- IRS Publication 520 Scholarships & Fellowships
- IRS Publication 597 U.S./Canada Tax Treaty
- IRS Publication 901 U.S. Tax Treaties
- IRS Form 104ONR Nonresident Alien Tax Return
- IRS Form 104ONR-EZ Nonresident Alien Tax Return
- IRS Form 8843 Statement for Exempt Individuals

## **TRANSPORTATION**

### **AIRPORT INFORMATION:**

You will need to fly into Kansas City International Airport (Airport Code – MCI). The ride from the airport to Nazarene Theological Seminary is approximately 30-45 minutes. You are encouraged to arrange shuttle service to reserve a ride before you arrive in Kansas City. No transportation is provided by NTS.

### **SHUTTLE SERVICES:**

Super Shuttle: Please call 816-243-5000 or 1-800-243-6383. Approximate cost: \$49

If you take a taxi from the airport, it is very expensive, so you may want to share it with several people in order to reduce the cost. Before entering a taxi, establish the estimated cost with the driver.

### **AUTOMOBILE:**

Most international students find that life is easier in Kansas City with a personal car since there is no on campus housing and limited public transportation. Some international students buy used cars during their stay in Kansas City, and then sell them to other students or a used car dealership before they return to their home country.

### **HOW TO OBTAIN DRIVER'S LICENSE:**

A driver's license can be issued to nonresidents of the United States. To apply for the driver's license you will need to observe the following steps.

#### **WHAT TO TAKE:**

- Valid Passport containing an I-551 stamp
- Current I-20
- School record/transcript or copy of current schedule
- Most recent bank statement or utility bill within last 30 days

#### **WHAT YOU WILL BE REQUIRED TO DO:**

- A vision screening to determine if you can see well enough to drive. If you wear glasses or contacts to pass the test, you must wear these corrective lenses whenever you are operating a motor vehicle.
- A road sign recognition test. This will determine if you understand the meaning of various traffic signs.

- A written exam. This multiple choice test covers licensing and vehicle registration laws, rules of the road, and practices for safe driving. You can prepare for the exam by reviewing the state’s Driver Guide. You may want to take a practice test before you take the real one.
- A driving test. You will take this test in your own vehicle, accompanied by an examiner from the State Highway Patrol. He or she will ask you to identify the vehicle's controls and inspect the vehicle to see if it is safe to drive. You'll also be tested on your ability to park, back, turn, and enter or exit an intersection.

You will obtain a driver’s license for the state in which you live. Take your proof of identity to your written test and to your driving test.

**DO NOT DRIVE YOURSELF TO THE TESTING CENTER!**

| <b>Missouri Offices</b><br><a href="http://dor.mo.gov/motorv/">http://dor.mo.gov/motorv/</a> | <b>Kansas Office</b><br><a href="http://www.ksrevenue.org/vehicle.html">http://www.ksrevenue.org/vehicle.html</a> |
|--|---|
| Kansas City<br>615 East 13th Street<br>Kansas City, MO 64106                                 | Mission<br>6507 Johnson Drive<br>Mission, KS 66202  |
| Independence<br>16643 East 23rd Street<br>Independence, MO 64055                             |   |
| Raytown<br>6138 Raytown Trafficway<br>Raytown, MO 64133                                      |   |

It will take up to 6 weeks to receive a driver’s license, but you will be issued a temporary license when you meet the requirements.

Both Kansas and Missouri require a Social Security Number for a driver's license only of people who have been assigned one or are eligible for one. Therefore, applicants without a Social Security Number (SSN) must submit an affidavit or certify that they have either never been issued an SSN or are ineligible for one.



## **EMPLOYMENT**

### **ON CAMPUS WORK AUTHORIZATION:**

First year students are not permitted to work off campus, but may work for Nazarene Theological Seminary if employment is available and offered. Below is a list of employment status options as well as their requirements that may be held by a student.

### **PART TIME EMPLOYMENT:**

Defined as 20 hours or less during the regular school semester

1. You must be in good academic standing and immigration status.
2. You may work only on the Nazarene Theological Seminary campus.
3. To maintain eligibility to work during vacation terms, students must be registered full-time for the next academic term.
4. Work is limited to 20 hours/week during the academic term (full-time during breaks and vacations).
5. Employment eligibility ends after completion of studies except for employment authorized under practical training or if the student has been issued an I-20 to begin a new program at NTS.

### **CURRICULAR PRACTICAL TRAINING:**

1. You must be in good academic standing and immigration status.
2. You must have been a full-time student for a minimum of one academic year unless the respective academic program requires an internship or practicum prior to the one year being reached.
3. CURRICULAR PRACTICAL TRAINING (CPT) is an opportunity for international students in F-1 status to participate in professional, temporary employment such as an internship, co-op program, practicum or similar situation, which is undertaken prior to the completion of studies. *The training must be an integral part of the established curriculum.*
4. Employment may be either full-time (over 20 hours a week) or part-time (20 hours or less a week).
5. Work is authorized by a Nazarene Theological Seminary DSO.
6. No application fee is required.
7. If CPT exceeds 12 months full-time, the 12 month OPT benefit for the respective degree level will be forfeited.

### **OPTIONAL PRACTICAL TRAINING:**

1. You must be in good academic standing and immigration status.
2. Employment must be directly related to student's academic field of study and commensurate with student's educational level.
3. Employment limited to 12 months of full-time employment.
4. Full-time employment is available A) after completion of all course work except thesis (or equivalent) or dissertation; or B) after graduation.
5. Does not require a job offer to apply.
6. **The application for full-time OPT must be received by the immigration service before the student completes his or her course of study. Please plan ahead.**
7. Requires a \$340 application fee.
8. Work is authorized by the U.S. Citizenship and Immigration Services (CIS) on an Employment Authorization Document (EAD) and approval may take 3-4 months to obtain.

### **ECONOMIC HARDSHIP EMPLOYMENT**

**(AVAILABLE ONLY TO THOSE WHO HAVE EXPERIENCED UNFORESEEN FINANCIAL CIRCUMSTANCES BEYOND THE STUDENT'S CONTROL)**

1. You must be in good academic standing and immigration status.
2. You must have been a full-time student for a minimum of one academic year.
3. You must establish need caused by unforeseen circumstances beyond your control.
4. You must have made a "good faith" effort to locate on campus employment, and need to show that the available on campus employment is insufficient to meet the need.
5. Work is limited to 20 hours/week during the academic term (full-time during breaks and vacations).
6. Work authorization is granted in one year intervals by the immigration service on an EAD and is renewable if need still exists and student is maintaining status and academic standing.
7. Requires a \$340 application fee.

## **APPLICATION FOR A SOCIAL SECURITY NUMBER**

A Social Security Number or SSN, as it is commonly abbreviated, refers to a unique identification number used primarily for taxation. Any person who works in the United States is subject to federal and local taxes and must have a SSN or Taxpayer Identification Number.

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number. To apply for a Social Security number:

1. Complete an Application for a Social Security Card (Form SS-5); and
2. Gather original documents proving your:
  - Immigration Status;
  - Work eligibility;
  - Age; and
  - Identity.

### **IMMIGRATION STATUS:**

To prove your U.S. immigration status, you must show the Social Security Office your current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States. You also must show your I-20, Certificate of Eligibility for Nonimmigrant Student Status.

### **WORK ELIGIBILITY:**

If you are eligible to work on campus, you must provide a letter from your designated school official that identifies your employer and the type of work you are, or will be, doing. Your supervisor must sign and date the letter. The letter must describe:

- Your job
- Your employment start date
- The number of hours you are, or will be, working
- Your supervisor's name and telephone number

If you are authorized to work in curricular practical training, you must provide your Form I-20 with the employment page (page 3) completed and signed by your school's designated school official.

If you are authorized to work off campus, you must provide the *Employment Authorization Document (I-766 or I-688B)* you received from DHS.

**AGE:**

You must present your birth certificate if you have it or can easily obtain it. If not, the Social Security Administration can consider other documents, such as your passport or a document issued by DHS, to prove your age.

**IDENTITY:**

The Social Security Administration can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Social Security will ask to see your current U.S. immigration documents. Acceptable immigration documents include your:

- I-94 with your unexpired foreign passport; or
- Work permit card from DHS (I-766 or I-688B).

3. Take your completed application and original documents to your local Social Security office.

**All documents must be either originals or copies certified by the issuing agency. The Social Security Administration cannot accept photocopies or notarized copies of documents.** The Social Security Administration also cannot accept a receipt showing you applied for the document. The Social Security Administration may use one document for two purposes. For example, they may use your DHS work permit as proof of both work eligibility and identity. However, you must provide at least two separate documents.

The Social Security Administration will mail your number and card as soon as they verify your documents with DHS. While you wait for your Social Security number, your employer can use a letter from the Social Security Administration stating that you applied for a number. Your employer can use your DHS documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at <http://www.socialsecurity.gov/employer/hiring.htm>.

**GETTING TO A SOCIAL SECURITY ADMINISTRATION OFFICE**

This office is probably the most convenient for Nazarene Theological Seminary students.

Address: 6320 Euclid, Kansas City, MO 64132

Hours: 9:00am to 4:00pm, Monday through Friday.

Getting There: The office is located within walking distance of the Nazarene Theological Seminary campus.

Note: you are free to apply for a Social Security Number or a Social Security Number denial letter at any SSA office.

**WHAT CAN YOU DO IF YOU NEED A NUMBER FOR TAX PURPOSES?**

If you need a number for tax purposes and you are not authorized to work in the U.S., you can apply for an Individual Taxpayer Identification Number from the Internal Revenue Service (IRS). Visit IRS in person or call the IRS toll free number, 1-800-TAXFORM (1-800-829-3676), and request Form W-7, Application for an Individual Taxpayer Identification Number.

**DO YOU NEED A SOCIAL SECURITY NUMBER FOR OTHER GOVERNMENT SERVICES?**

Lawfully admitted noncitizens can get many benefits and services without having a Social Security number. You do not need a number to purchase savings bonds, conduct business with a bank, register for school or apply for educational tests, obtain private health insurance, apply for school lunch programs or apply for subsidized housing.

**CONTACTING SOCIAL SECURITY**

For more information, visit their website at [www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll free 1-800-772-1213 (for the deaf or hard of hearing, call the TTY number, 1-800-325-0778). The Social Security Administration can answer specific questions and provide information by automated phone service 24 hours a day.

The Social Security Administration treats all calls confidentially and wants to make sure you receive accurate and courteous service. For this purpose a Social Security representative may monitor some telephone calls.

It will take approximately 4 weeks for the SSA to process your application. If it has been more than 4 weeks since you applied, you should visit or call the office where you applied to check on the status of your request.

## **EXITING THE UNITED STATES**

### **CONTINUING STUDENTS:**

**DO NOT** leave the country without getting a signature on page 3 of your I-20 from the DSO. Please let the DSO know anytime you are going to leave the country to make sure all the paperwork is properly taken care of before your trip.

Continuing students who are going to travel outside of the United States must see the International Student Services Advisor to obtain an endorsement from the DSO. The endorsement will be made on page 3 of the SEVIS Form I-20.

When returning to the United States, a continuing student/exchange visitor must present a valid SEVIS Form I-20 with the DSO signature showing that the student is active and in good standing with the school or program.

## **HELPFUL WEBSITES**

Process for Obtaining a Student Visa and Applications and Further Information:

<https://travel.state.gov/content/visas/en/study-exchange.html>

Websites for U.S. Embassies, Consulates, and Diplomatic Missions:

[www.usembassy.gov/](http://www.usembassy.gov/)

SEVIS Fee Information and Application:

[www.fmjfee.com/i901fee/index.jsp](http://www.fmjfee.com/i901fee/index.jsp)

Other Websites:

[www.educationusa.info/5\\_steps\\_to\\_study/](http://www.educationusa.info/5_steps_to_study/)

**\*ALWAYS KEEP YOUR I-20 CURRENT AND BE SURE TO SAVE ALL OF YOUR PAST ONES\***