



Weston Public Schools
I-20 Process

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

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| Procedure: | Obtain an I-20 | Revised Date: | May, 2012 |
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Policy: Ensure compliance with US Homeland Security regulations.

The purpose of the I-20 procedure is to provide instructions on who qualifies for an I-20 and the process WPS goes through to make a request for the issuance of the I-20.

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| Completed By: | Administrative Assistant to the Assistant Superintendent for Finance and Operations | Reviewed By: | Assistant Superintendent for Finance and Operations |
| Approved By: | Assistant Superintendent for Finance and Operations | Entered By: | Administrative Assistant to the Assistant Superintendent for Finance and Operations |
| Form Title: | I-20 Form | Estimated Time Frame: | 3-5 Working Days |

Process for Completion:

Weston Public Schools is an approved Student and Exchange Visitor Program (SEVP) district. SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the DHS and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

The Business Office is authorized to issue an I-20 Form for a student to seek an F visa. Weston Public Schools will accept up to 2 foreign students each academic year on an I-20. Exchange visas (J type) are only issued through the Weston High School (Kim Young) in connection to the establish student exchange programs with Rhombus France, Porto Alegro Brazil, and Luonong China. All other foreign students must seek entrance through the Business Office.

F-1 visa requirements:

- Students attending a public secondary/high school (grades 9-12).
- Not eligible for public primary/elementary school or publically-funded adult education programs;
- Secondary school attendance limited to 12 months.
- F-1 secondary students are required to pay the school the full cost of education by repaying the school system for the full, unsubsidized, per capita cost of providing the education to him or her. The student secondary school cost reimbursement requirement is mandatory and school systems cannot waive the reimbursement requirement.
- Foreign students may come to the U.S. to live with U.S. citizen relatives while attending public school. The child is limited to twelve months of study in secondary school (high school). The child may not study in elementary school. It should be noted however, that the student's status as a resident of the school district and the fact that the U.S. citizen has paid local property/school taxes is irrelevant and does not fulfill the cost reimbursement requirement of the Immigration and Nationality Act (INA) 214 (m). Therefore, the full tuition costs must be paid to the school or school district.

Types of Visas (related to education):

- Nonimmigrant (F-1) Student Status: For Academic and Language Students;
- Nonimmigrant (M-1) Student Status: For Vocational Students;
- Nonimmigrant (J-1) Student Status: For Exchange Students; and
- Tourist Visas (B-2): Not eligible for public school education.

Individuals Involved:

- Designated School Official (DSO): Assistant Superintendent for Finance and Operations
- Principal Designated School Official (PDSO): Administrative Assistant to the Assistant Superintendent for Finance and Operations.

SEVP Access:

- Access to the system is limited to reviewers and approvers of the attending students;
- Transfers in/out of Weston Public Schools are handled through this system; and
- Passwords expire every 45 days.

Notification to Hosts:

- Host families are notified in writing 60 days prior to the expiration of the I-20;
- Host families are encouraged to provide the name and contact name of the school where the I-20 is to be transferred or the acknowledgement that an individual will be leaving Weston Public Schools.

For additional information, please contact:

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| Name: | Phyllis Bertino | Email: | bertinop@weston.org |
| Phone: | 781-786-5230 | Fax: | 781-786-5279 |
| External URL: | www.westonschools.org | | |
| Weston School Committee Policy: | Admission of Students to the Weston Public Schools, JF/JFA/JFAB/JFABB | | |

| Purpose of Travel to U.S. and Nonimmigrant Visas | Visa Type | Required: Before Applying for Visa* |
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| Athletes, amateur & professional (compete for prize money only) | B-1 | (NA) |
| Au pairs (exchange visitor) | J | SEVIS |
| Australian professional specialty | E-3 | DOL |
| Border Crossing Card: Mexico | BCC | (NA) |
| Business visitors | B-1 | (NA) |
| Crewmembers | D | (NA) |
| Diplomats and foreign government officials | A | (NA) |
| Domestic employees or nanny -must be accompanying a foreign national employer | B-1 | (NA) |
| Employees of a designated international organization, and NATO | G1-G5, NATO | (NA) |
| Exchange visitors | J | SEVIS |
| Foreign military personnel stationed in the U.S. | A-2 NATO1-6 | (NA) |
| Foreign nationals with extraordinary ability in Sciences, Arts, Education, Business or Athletics | O | USCIS |
| Free Trade Agreement (FTA) Professionals: Chile, Singapore | H-1B1 - Chile H-1B1 - Singapore | DOL |
| International cultural exchange visitors | Q | USCIS |
| Intra-company transferees | L | USCIS |
| Medical treatment, visitors for | B-2 | (NA) |
| Media, journalists | I | (NA) |
| NAFTA professional workers: Mexico, Canada | TN/TD | (NA) |
| Performing athletes, artists, entertainers | P | USCIS |
| Physician | J , H-1B | SEVIS |
| Professor, scholar, teacher (exchange visitor) | J | SEVIS |
| Religious workers | R | (USCIS) |
| Specialty occupations in fields requiring highly specialized knowledge | H-1B | DOL then USCIS |
| Students: academic, vocational | F, M | SEVIS |
| Temporary agricultural workers | H-2A | DOL then USCIS |
| Temporary workers performing other services or labor of a temporary or seasonal nature. | H-2B | DOL then USCIS |
| Tourism, vacation, pleasure visitors | B-2 | (NA) |
| Training in a program not primarily for employment | H-3 | USCIS |
| Treaty traders/treaty investors | E | (NA) |
| Transiting the United States | C | (NA) |
| Victims of Human Trafficking | T | USCIS** |
| Visa Renewals - Available in the U.S. | | (NA) |