

#### 1. What is a non-immigrant visa?

A non-immigrant visa is an immigration document that permits a citizen of a foreign country to enter into the U.S. for a temporary period of time. It also determines what a non-immigrant is allowed to do while in the U.S. There are many different types of visas, depending on the reason for coming to the U.S. For instance, since you are currently in the U.S. as a student, you are most likely on F-1 (student) visa status.

#### 2. Does Kaplan issue F-1 visas?

No. All visas are issued by the U.S. Department of State at a U.S. Embassy/Consulate abroad.

#### 3. Will Kaplan accept me if my F-1 visa has expired?

Kaplan can accept you if you meet all admission requirements and are in legal F-1 status as confirmed by your current Designated School Official (DSO). You will be required to submit all application documents as listed in Kaplan's document called "Instructions for F-1 Student Applications." In addition, you must have a valid passport, Form I-94 and Form I-20. Your passport must be valid for at least 6 months. Your Form I-94 should reflect "Duration of Status" or "D/S" and you must be actively studying at another school or be within your 60-day grace period to show that you possess a valid Form I-20.

#### 4. What is a Form I-94 and why is it important?

The I-94, also called the "Arrival/Departure Document", is a small white piece of paper that was attached to your passport/visa at the Port of Entry. It confirms successful entry into the U.S. The stamped date at the top-right corner reflects the day you entered the U.S. The handwritten date is the expiration date of your I-94. Your expiration date should show "Duration of Status" of "D/S," which means that you can stay in the U.S. as long as you are studying full-time as a student and possess a valid I-20.

#### 5. What is a Form I-20 and why is it important?

The Form I-20, also called a "Certificate of Eligibility", confirms that a non-immigrant has been admitted to a U.S. school that is approved by the U.S. government to enroll non-immigrants. The I-20 is issued by the DSO at the school the student intends to study at and is required by the U.S. Embassy/Consulate to obtain F-1 visa status. In addition, F-1 students within the U.S., such as yourself, must maintain a valid I-20 by studying full-time to remain in legal status after they enter the U.S.

#### 6. What is a DSO?

The DSO, or Designated School Official, is the school administrator responsible for issuing I-20s and advising F-1 students. As an F-1 student, you must regularly communicate with this individual at the center to ensure you maintain legal status while in the U.S.

#### 7. What is the 60-day grace period and why is it important?

The grace period is time given to F-1 students to allow them to transfer to another school or to depart the U.S. after completing studies. It is 60 calendar days in length and begins from your last day of study/OPT or last day of registration at your previous school. If interested in transferring to Kaplan, you must complete the transfer process within this period of time. If you fail to do so, you will fall out of legal status and Kaplan will no longer be able to accept you as a transfer-in student.

#### 8. What steps of the transfer process must be completed within the 60-day grace period?

You must submit all required application documents and then be released to Kaplan in SEVIS. Please see Kaplan's document called "Instructions for F-1 Student Applications" for more information on these processes.

## 9. What documents must I present to get an I-20?

Please see Kaplan's document called "Instructions for F-1 Student Applications" for a complete list of documents required to get an I-20 from Kaplan.

## 10. For how long will my I-20 be valid?

The length of your I-20 varies by course type as follows:

Name of Course	Length of I-20
English language training	12 –13 months, depending on center location
GMAT for International Students	6 months
GRE for International Students	6 months
NCLEX Complete for International Students	8 months
SAT for International Students	4 months
USMLE Step 1, USMLE Step 2 or USMLE Step 3	9 months for each step

If the course you purchase is shorter than the I-20 length listed above, you will have to pay for an extension/repeat of the course and continue to maintain full-time studies during the extension, in order to maintain legal status in the U.S. through the end of your I-20. If you end your course before your I-20 expiration date and do not re-enroll, your DSO will shorten your I-20 to reflect your early end date. You will then be permitted 60 calendar days to transfer-out or depart the U.S.

## 11. Can my I-20 be extended if I need more time to study?

You should plan to complete your studies with Kaplan by the end date listed on your I-20. If your paid course ends before this date, you can re-enroll through your I-20 end date, as long as you are in status and request to continue studies before your last day of study. If you believe you need to continue studies after your I-20 end date, you can speak to your DSO to see if you qualify for an extension. However, extensions are rare and require you to meet very specific criteria. Given this, it is important that you pace yourself during your studies to ensure you meet your academic goals in a timely manner. Please note, all requests for extensions must be made to your DSO before your last day of study. Extensions will not be granted if requested after your last day of study. There are no exceptions to this policy.

## 12. What is Kaplan's application deadline?

Kaplan has rolling admissions, which means there are many start dates throughout the year. Therefore, there is not one specific deadline. However, as an F-1 student, you must complete the transfer process to Kaplan within your 60-day grace period. (See question 7 above.) If you fail to do so, you will fall out of legal status and will no longer be eligible for transfer. Kaplan recommends you confirm when your grace period ends by contacting the DSO at your transfer-out school. Please also remember that you should not wait until the last minute to apply to Kaplan, since it can take 2-3 weeks to process your application.

## 13. How long does it take to complete the transfer process?

It varies. On average, you should allow at least 2-3 weeks for Kaplan to review your application and confirm eligibility for admission with your current school. If you wait until the last minute to apply, Kaplan cannot guarantee admission.

## 14. What does it mean to be "released in SEVIS?"

SEVIS is the government database that a school uses to issue your I-20. Since you currently have an I-20 at another school, your I-20 must be moved electronically to Kaplan, so that a new I-20 can be issued. Releasing your record means the electronic copy of your I-20 will be moved to the transfer-in school.

## 15. When should my SEVIS record be released to Kaplan?

You should inform the DSO at your transfer-out school that your SEVIS record should not be released or sent to Kaplan until Kaplan can confirm admission. This requires you to submit all required documentation listed in Kaplan's document called "Instructions for F-1 Student Applications." Kaplan will give you an acceptance letter once all documents have been submitted and we have confirmed your eligibility for admission. Your school can release your record at that time.

## **16. Can I transfer to Kaplan if I'm on OPT or practical training?**

Kaplan can admit you as long as you meet the same requirements as other F-1 students. You should speak to the DSO at the school where you completed your studies to determine if you are eligible to transfer-out. In most cases, your 60-day grace period should begin from your last day of employment.

## **17. What does Kaplan require in a bank statement?**

The bank statement/letter should show that you and/or your sponsor have enough funds to cover the cost of study. In addition, it must show that all funds are readily available without penalty for withdrawal. For this reason, statements from checking and/or savings accounts are best. Income statements, property deeds and other similar forms of investments are typically not acceptable. See Kaplan's "Instructions for F-1 Student Applications" document for additional requirements and/or for directions on how to calculate the cost of study.

## **18. Can I submit multiple bank statements if I do not have enough funds in one account?**

Yes. You can show funds through multiple accounts and/or multiple sponsors, if necessary.

## **19. Do I have to show a bank statement even if I have paid?**

In most cases, yes. Kaplan is required to list the amount of available funds on your I-20. We cannot print your I-20 without this information.

## **20. Do I have to show a bank statement even if I am living with friends or relatives?**

Yes. The government wants to ensure you have enough funds to study and live in the U.S.

## **21. Can I travel before beginning studies at Kaplan?**

If traveling outside the U.S., you must complete the transfer process (Steps 1-4 as listed in Kaplan's "Instructions for F-1 Student Applications") before you leave the U.S. You will then be expected to begin studies with Kaplan upon your return to the U.S. Please note, you can only be outside the U.S. for up to 5 months from your last day of study at the previous school. If your travels will be longer, or if you fail to transfer before leaving the U.S., you will not be eligible for transfer and instead must apply to Kaplan as "Initial Attendance."

If traveling inside the U.S., you must do so during your 60-day grace period. You are not given any additional time for travel. As such, you should plan to be released to Kaplan at the end of your grace period, since you will likely have to begin studies shortly after release. However, remember not to wait until the last minute.

## **22. When do I need to start studies?**

Once released to Kaplan in SEVIS, you must start on the next available start date for the course requested. Since most Kaplan courses begin regularly throughout the month, you will likely be required to begin studies within 2-3 weeks after you are released to Kaplan. If this is not acceptable, you should speak to the DSO at your transfer-out school about delaying the release in SEVIS until closer to the end of your grace period.

## **23. Can I change my start date after receiving my I-20?**

No, you are not permitted to change your start date if you are in the U.S. You will be required to arrive at the center and begin full-time studies on the start date listed on your I-20.

## **24. Can I change center locations after receiving my I-20?**

You will be able to transfer to another Kaplan center as long as you have a valid reason for transfer and report to the original center to request the transfer-out. This must be done on or before your original start date. You will only be allowed 14 days to transfer to the new center, so plan accordingly.

## **25. What are the study requirements at Kaplan?**

As an F-1 student, you will be required to study at the Kaplan center that issued your I-20 at least 22 hours per week, during each week of your paid enrollment(s). You will learn more about Kaplan's attendance requirements on your first day of class.

## 26. What happens if I do not study 22 hours per week?

If you do not study 22 hours per week, you risk falling out of legal status with the following consequences:

- Your I-20 will be terminated.
- You will no longer be eligible to study with Kaplan.
- You will not be eligible for a refund.
- You will be required to leave the U.S. immediately after termination.

## 27. Can I work during my studies at Kaplan?

As an F-1 student, your primary purpose for staying in the U.S. must be full-time study, so that you can achieve your academic and/or career goals. Therefore, the government restricts your ability to work to the following situations only:

- On-Campus, Part-Time Employment: You may work at the Kaplan center that issued your I-20 for no more than 20 hours per week. This is an option only if there is a position available and you are the most qualified candidate for that position. Please note, there is a limited number of these positions at most Kaplan centers.
- Off-Campus Employment Due to Financial Hardship: If you have studied for nine (9) months and can demonstrate in writing that you are experiencing a financial hardship that arose after admission to Kaplan, you may qualify for this type of employment. This type of employment requires DSO and government approval before you begin work.

Please note, if you are found to be working without government approval and/or in a position not listed above, your employment will be considered unauthorized employment. This will result in immediate termination of your I-20 in SEVIS. If this occurs, you will no longer be able to study with Kaplan, will not receive a refund and must leave the U.S. immediately.

## 28. Can I participate in practical training or OPT/CPT while at Kaplan?

No. As a Kaplan student, you are not eligible for practical training (OPT/CPT) under any circumstance. There are no exceptions.