



STUDENT TASKS – NEW INTERNATIONAL STUDENTS FALL 2017 SEMESTER

New International Students must complete each of the steps below to ensure you satisfy student immigration requirements.

STEP 1 – Complete West ExpressWay



Visit the [West ExpressWay Page](#). Completion of the ExpressWay is required to become eligible to schedule an appointment for the mandatory assessment exams. Expressway is the general orientation for all students.

Note: International students must also complete the NEW INTERNATIONAL STUDENT ORIENTATION (scheduled for August 16th or 17th). Failure to attend results in termination of the I-20 to attend WLAC.

STEP 2 – Complete Assessment Exam



[Schedule your assessment exam](#). New college students must complete a math AND language (English OR English Second Language) assessment exam. The assessment exam can only be taken once per year with the entire Los Angeles Community College District.

Note: Contact the [Student Success & Support Program](#) if you have additional questions or concerns.

STEP 3 – Receive Counseling (Abbreviated Student Education Plan)



You will meet with a counselor immediately following your assessment exam. The counselor will provide you with course recommendations for your first semester. This is known as your Abbreviated Student Education Plan. You will also receive instructions on how to schedule an appointment for your COMPREHENSIVE Student Education Plan.

STEP 4 – Enroll Full-Time for Fall 2017 Semester



Log into your student portal at mycollege.laccd.edu. Register in classes listed in your Abbreviated Student Education Plan, enroll as a full-time student, and pay fees before deadline. Full-time enrollment means

- Enrollment in 12 or more units at WLAC
- At least 9 of 12 units must come from on-campus or hybrid classes.
- You may not enroll outside WLAC without written approval from the International Student Program.

STEP 5 – Attend New International Student Orientation



The New International Student Orientation is required for new international students to WLAC; regardless of prior educational experience. Failure to attend will result in admission revocation and I-20 cancellation

STEP 6 – Maintain Active Student Status






- Schedule an appointment with the Counseling Department to develop your **Comprehensive Student Education Plan**. We recommend you meet with a counselor every semester.
- **Submit check-in form** at the International Student Program during Week 1 of every semester
- Maintain full-time status every fall and spring. **Notify the International Student Program if before (or immediately after) dropping any classes.**
- Obtain a **travel signature on your I-20** when you will travel outside the U.S.
- Monitor your I-20, visa, and passport expiration dates to avoid falling out of status



HOW TO OBTAIN YOUR FORM I-20

You are required to provide evidence of lawful immigration status at your New International Student Orientation. You will provide (a) passport, (b) F1 visa or I-539 approval, payment of I-901 Fee (www.fmjfee.com), and I-94. Please review the steps below to determine how you will obtain your I-20.

TRANSFER-IN Students		INITIAL I-20 Students		CHANGE OF STATUS students	
					
<ol style="list-style-type: none"> Provide the WLAC admission notification to your current school advisor. Successfully complete your current session/semester at your current school. Request that your Active SEVIS record to West Los Angeles College (LOS214F00969000). Email studentvisa@wlac.edu to request your I-20. Please include your full name, LACCD ID number, date of birth, and SEVIS # (if available). <p>The International Student Program will send you an email notification when your I-20 is available for pick up or delivery.</p> <p>Note: Immediately contact the International Student Program if your I-20 is now deactivated or terminated.</p>		<ol style="list-style-type: none"> Email studentvisa@wlac.edu and tell us how you want to receive the I-20. Include your full name, LACCD ID number, date of birth, and SEVIS # (if available). <i>Delivery options available (see below).</i> Pay the SEVIS fee (I-901) fee at www.fmjfee.com You must pass through a Port of Entry with the WLAC-issued I-20 for validation. <p><i>If you are inside the U.S.</i> when you receive your I-20, you must temporarily exit the U.S. Reentry is possible on or after the “Earliest Admission Date” printed on your I-20.</p> <p><i>If you receive your I-20 while outside the U.S.,</i> re-enter the U.S. on or after the “EARLIEST ADMISSION DATE” printed on your I-20.</p> <p>Be prepared to present the following at the Port of Entry: (a) Valid F1 visa, (b) Passport, (c) I-901 payment confirmation, (d) proof of enrollment.</p>		<ol style="list-style-type: none"> Email studentvisa@wlac.edu to notify the International Student Program of your delivery preference. Please include your full name, LACCD ID number, date of birth, and SEVIS # (if available). Complete Form I-539 (Application to Change/Extend Nonimmigrant Status) and mail to USCIS with supporting documents and payment. <p><i>NOTE: Do not exit the U.S. if your I-539 is pending. Exiting the U.S. auto-terminates your Form I-539 application and fees. You will be required to return to your home country to apply for the F1 visa.</i></p> <ol style="list-style-type: none"> Complete matriculation and enrollment steps on the assumption that your Form I-539 will be approved. <p>Notify the International Student Program as soon as you receive approval/denial if your I-539. Notify the international Student Program if your I-539 is still pending by the orientation date.</p>	
DELIVERY OPTIONS	Self-Pick Up	Friend/Family	U.S. Postal Service	International Mailing	
	Go to International Student Program (SSB 410). Government issued photo identification card.	Send email to studentvisa@wlac.edu with the name of the pick-up person. Government issued photo ID required.	West can mail the I-20 to any U.S. address free of charge.	West partners with eShipGlobal to mail across the globe.	

WEST LOS ANGELES COLLEGE	INTERNATIONAL STUDENT PROGRAM	SUPPORT SERVICES SUMMARY
<i>Using Admissions or Business Office?</i> Get yourself in line from anywhere in Los Angeles by texting "WLAC" to (310) 494-2789		
OFFICE NAME:	TYPICAL SERVICES PROVIDED:	CONTACT INFORMATION
<u>Admissions & Records</u>	<ul style="list-style-type: none"> • Account Holds • Change of Status • Transcripts • Verifications 	(310) 287-4501 SSB 220
<u>Associated Students Organization (ASO)</u>	<ul style="list-style-type: none"> • Clubs and organizations • Computers and printing • Discounts (movies) • Preferred Parking 	(310) 287-4426 A-9 Building
<u>Assessment Office (SSSP)</u>	<ul style="list-style-type: none"> • Assessment Tests (English, ESL, and Math) • Student Education Plan (Abbreviated, 1st semester) 	(310) 287-4462 SSB 420
<u>Bookstore</u>	<ul style="list-style-type: none"> • College merchandise • School supplies/textbooks • Software discounts • Textbook buyback 	(310) 287-4560 SSB – 1 st Floor
<u>Business Office</u>	<ul style="list-style-type: none"> • Payment (fees, parking, tuition) and Registration Receipt 	(310) 287-4262 SSB 230
<u>Counseling Division</u>	<ul style="list-style-type: none"> • Counseling Services (appointments, walk-in, international) • Student Education Plan (Comprehensive, 1 – 3 years) • Transfer Center 	(310) 287-7242 SSB 350
<u>Disabled Students Programs & Services</u>	<ul style="list-style-type: none"> • Diagnostic assessments for learning disabilities eligibility • Priority Registration 	(310) 287-4450 SSB 320
<u>Graduation Office</u>	<ul style="list-style-type: none"> • Foreign/International Transcript Evaluation • Issuing of certificate and degrees 	SSB 220
<u>Health Center</u>	<ul style="list-style-type: none"> • General and mental health services • On site nurse practitioner, licensed therapist, and on-call physician • Wellness workshops 	(310) 287-4478 A-9 Building
<u>International Student Program</u>	<ul style="list-style-type: none"> • International admissions and SEVIS record (I-20) records • Immigration-based advisement • General support 	(310) 287-7283 SSB 410
<u>Library</u>	<ul style="list-style-type: none"> • Computer Lab (Mac & PC) and printing services • Research databases and assistance • Study Labs (private and group) and tutoring • Reserve requests (books, periodicals, references) 	(310) 247-4404 HLRC Building
<u>Sheriff's Department</u>	<ul style="list-style-type: none"> • Safety Services • On-campus student transport services 	(310) 287-4311 or 4314 C3 Building in Lot 5 Open 24 hours per day