Immigration

Student Immigration Responsibilities

Continuing Students are on-going students whose I-20/DS-2019 is current and do not need to be extended. Also, tuition has been prepaid. However, you must pay the health, technology and student service fees. We must register you in SEVIS at the beginning of each new session. Continuing students do not need to attend orientation. However they are required to register and pick-up their schedule on the Friday before the first day of classes.

Extending Students All F and J visa students must have a current I-20/DS-2019. You must decide what you want to do before your current I-20/DS-2019 expires.

1. You may continue studying at CESL
2. You may transfer to another school, such as the UA or Pima, or
3. You must go home within 60 days after your I-20/DS-2019 expires.

If you apply for the CESL I-20 and use it to enter the United States, you must attend at least one session at CESL. There is a $500 transfer fee if you wish to attend another school without enrolling at CESL.

If you do not reapply before your current I-20/DS-2019 expires, we cannot extend it. You will be required to reapply to CESL and apply to reinstate your I-20 with Immigration.

Early Bird Discount for the next session ends 4 weeks before the next session’s orientation. Students, who reapply to extend their I-20/DS-2019 and pay their tuition by the discount deadline, will receive a 5% discount on the tuition paid. The reapplication fee is $50.00.

Transfers When you finish studying at CESL and you want to attend another school or language center, you must get an I-20 from the new school.

1. Apply to the new school and get a letter of admission. The new school must be accredited.
2. Bring the new school’s admission letter & transfer form to CESL admission office.
3. Complete your CESL program.
4. CESL will complete the transfer form and transfer you in SEVIS at the end of the CESL session.
5. When CESL completes the transfer in SEVIS, the new school will be able to issue you an I-20.

Returning Students If you leave CESL and return, we must issue you a new I-20. You must use the new student application and pay the full $105.00 application fee.
Initial Mandatory Immigration Orientation for F-1 or J-1 Visa Holders
(U.S. and Puerto Rican citizens and other visa holders are not required to complete the worksheet).

F-1 and J-1 students must complete this immigration orientation before receiving their class schedule. There will be $50.00 make-up fee for late arriving students. This information and links to the US government web sites are on the CESL immigration page http://www.cesl.arizona.edu/studentservices.html and in the Student Handbook.

You must maintain Immigration Status

1 Local Address You must report your new local address to immigration within 10 days of moving. This is why you complete the yellow form at the beginning of each semester or session at CESL. If you move during the session please don’t forget to complete the Change of Address form in CESL 101.

2 Academic Standing You must attend class regularly and continue to make progress even if you have to repeat a level or class here and there. If you are absent from class too many times, you will receive a warning letter. If you continue to be absent, you will be dismissed from CESL and your I-20/DS-2019 will be terminated.

If you cannot continue to attend class for any reason, you must withdraw from CESL and leave the USA. Complete the withdrawal form on the CESL web page and bring it with a copy of your ticket to C101. Your SEVIS record will be terminated and you must leave the USA immediately.

3 You must do something about your I-20/DS-2019 BEFORE it ends; you have 3 choices.

   a. Extend your CESL I-20/DS-2019. You must reapply to CESL before the end of your current I-20/DS-2019, and your new, extended I-20/DS-2019 will be ready on closing day. We cannot extend your I-20/DS-2019 for CESL after the end date.

   b. Transfer to another school. Submit your admission letter and signed transfer form from the new school before the end of current classes. We will transfer you on the last day of the session. The transfer cannot be done before the CESL closing date, but you should request it in advance.

   c. Leave the USA. If you complete the regular session, you have 60 days. However, if you withdraw, are dismissed, or plan to leave before the end of the session, you must leave the USA immediately.

To maintain status and to extend your I-20/DS-2019, you must be enrolled continuously in our 8-week programs. The only “vacation” times for CESL I-20s/DS-2019S are May and December.

You should always keep your documents in order.

1. You I-20/DS2019 must always be current.
2. Your current I-20/DS-2019 and I-94 should be stapled in your passport.
4. Surrender the I-94 when you leave the USA.
   a. Do not surrender it if you go to Mexico for less than 30 days. Countries that cannot go to Mexico are Cuba, N. Korea, Syria, Libya, Sudan, and Iran.
   b. Most Arab countries need visas to go to Mexico; See the Mexican Consulate in Tucson: 553 S. Stone Ave. (downtown)

Travel to Mexico: To return to the USA you must have a valid passport, a valid visa, a multiple-entry visa AND your I-20/DS-2019 must be signed on page 3 for travel by the CESL admissions office. Many countries, including Middle Eastern countries, need a visa to enter Mexico. ALWAYS bring your passport and I-20/DS-2019 to the Admissions Office several days before your plan a trip to Mexico.
Length of Intensive English Program

CESL offers up to 8 levels depending on the number of students enrolled. Students are placed in class by the placement test or performance in their previous levels. Students may study in different levels in different skills.

Basic English – Levels 10-30 Students progress from survival English toward conversational English, including basic reading and writing skills.

Intermediate English - Levels 40-50. Students develop more proficiency in listening, speaking, reading, and writing and begin to concentrate on academic skills.

Advanced English – Levels 60 - 70. Students concentrate on advanced skills and can often attend a regularly scheduled university class with their ESL instructor and classmates.

Intensive University Academic Preparation – Students who have completed CESL's advanced levels and are planning to attend a US university or who are already admitted to a US University may be placed in the IUAP for intensive academic preparation at the university level.

CESL students at the advanced levels may also, under certain conditions, visit university classes or take one class for non-degree credit.

1. University Class Visits. Students at the advanced level choose and regularly attend a University class. If this interests you, see the IEP Coordinator to get a permission form. CESL students who visit UA classes receive only CESL credit, and the class must not conflict with regularly scheduled CESL classes.

2. Non-degree credit classes. By special arrangement with the IEP Coordinator, students with more than 500 on the TOEFL may apply and register for one three-credit class at The University of Arizona. These students must also be enrolled in CESL classes including the Academic Writing class. Students may petition for University credit when they are admitted to the University.

Hours per Week Immigration requires that students on the student visa must be enrolled in classes full-time. CESL’s full time schedule ranges from 18-23 class hours a week.

Elective Classes Full-time IEP students may also add any evening or part time classes such as TOEFL or business writing to their schedule for additional minimal fees. See the web page for Evening Program classes. [http://www.cesl.arizona.edu/evening.htm](http://www.cesl.arizona.edu/evening.htm)

Sessions CESL classes run in 8-week sessions year round, with two in the fall, two in the spring, and one in the summer. Therefore, to maintain your F-1 immigration status as a full-time student, you must be enrolled in each successive session. You will receive grades at the end of each 8-week session and advance to a higher level in each class in which you have at least a C grade.
Health and Safety

STAY SAFE. Movies and news reports often show things that make people worry about safety. But living in Tucson is not like being in an action movie. Still, as everywhere, there are safety suggestions to avoid problems.

- If you feel sick during the day, go to the CAMPUS HEALTH SERVICE. It is open 8:30 to 11:30 and 1:00 to 4:30 M-F.
- Do NOT go to the EMERGENCY ROOM in a hospital unless it is a real emergency. See below for a discussion of what is an emergency.
- Identify emergency call boxes on campus. They have a blue light. If you need help, pick up the receiver. The police will trace your call.
- If you feel that you are in danger, call 911 from any telephone. This will call the CAMPUS POLICE or the Tucson POLICE.
- Do NOT keep large amounts of cash in your wallet or in your room or apartment.
- If you are under 21 years old, do not drink ALCOHOL.
- If you drive a car, you must buy CAR INSURANCE.
- If you ride a bicycle, lock it securely with a U-LOCK.
- If you need help at any time or if you have a problem or a question, call someone at CESL. Emergency numbers are on your CESL fees card.

WHAT DO YOU DO IF YOU DON'T FEEL WELL?
Attendance is very important at CESL but your health is more important. If you feel sick, you should stay home. We don’t want you to infect other students. You should call or email your teachers to say that you are sick. If you are sick for more than 2 days you should go to the Campus Health Service. Ask for verification that you were at Campus Health and bring the paper to the CESL office C101. Of course, if there is an emergency, you should telephone 911 or go to the hospital emergency room if the Campus Health Service is not open. Notify CESL as soon as possible. There are emergency contact numbers on your CESL fees card.

Health Fees CESL students pay two health fees: the Campus Health Service fee and an insurance policy for health care. If you are a full-time CESL student, you may purchase this coverage. If you are an F-1 student, this coverage is mandatory. F-1 and J-1 students may add their dependents (spouse and children) to the CESL student’s health insurance policy at the time of registration. It is a good idea to buy this additional insurance for your family. It is a good idea to buy traveler’s insurance to cover you while you travel to and from CESL. CESL Health Insurance begins on the day CESL begins.

The Campus Health Center It is located on 1224 East Lowell St., next to the 6th Street Parking Garage. Campus Health Services is committed to promoting health, wellness and safety at the University of Arizona and in the surrounding community by providing quality medical and psychological care, providing quality health education, and assisting the institution in health-related policy development. Campus Health is accredited by the Accreditation Association for Ambulatory Health Care, Inc. CHS also has many special programs including programs to help you stay healthy. See: www.health.arizona.edu for more information.
Under your health insurance plan, the Campus Health Service is your primary care provider. It is open Monday Tuesday, Thursday and Friday from 8:00 AM—4:30 PM, and Wednesday from 9:00 AM to 4:30 PM. The Campus Health Service is a clinic. It has doctors from many specialties.

- If you do not feel well, you should always go to the Campus Health Service first.
- If you feel sick, make an appointment (621-9202) at the Campus Health Service.
- For URGENT problems, call 621-6490 or go in to the Campus Health Service.
- Take your CESL fees card as well as your CatCard.
- If possible, take a friend who speaks English well.

**What Campus Health Covers**

Campus Health Coverage includes clinical (medical) visits, lab, x-ray, medical supplies, and prescription drugs needed for any accident, injury or illness that **occurs only while the participant is actively enrolled in the CESL program**. Wellness exams and preventive care, as well as any pre-existing conditions diagnosed or treated (illnesses or injuries the CESL participants had prior to coming to the program) are not covered and will be offered on a fee-for-service basis, payable at the time of visit. Examples of services **not covered** are physical exams, chronic health conditions, STD screens, annual women’s health exams or birth control pills or devices, over the counter (OTC) medications and all immunizations.

Prescription drugs are only covered by this pre-paid plan if they are prescribed for an accident, injury or illness that occurs while the participant is **actively** enrolled in the CESL Program. Prescriptions will be dispensed in one-month increments, and only during the duration of eligibility. Over the counter items (OTC) are not covered under this program and will be offered on a fee-for-service basis, payable at the time of visit. Please contact the Billing and Claims office with any questions at 520-626-6889 or 520-621-6487.

**Summary of Coverage**

**Always Covered when associated with a NEW illness or injury**

- Medical visit to Physician/NP or Nurse
- Lab work
- X-rays
- Medical supplies
- Prescription drugs

**Never Covered whether a new illness or injury or a pre-existing condition - must pay fee-for-service at time of visit**

- Over the counter (OTC) items
- Mental Health conditions
Not Covered when associated with an illness or injury that is diagnosed or treated before coming to the CESL Program. - must pay fee-for-service at time of visit
Medical visit to Physician/NP or Nurse
Lab work
X-rays
Medical supplies
Prescription drugs

If you feel sick on the **weekend or in the evening** when the CHS is closed, look below for some guidance on an emergency. If you want to talk to a medical provider, call 570-7898. The medical provider will advise you if you should go to the emergency room or an urgent care Service. In the United States, emergency rooms at hospitals are for emergencies, such as serious injury from accidents and sudden life-threatening illnesses. For non-life threatening conditions, you can go to an Urgent Care Service

**Health Insurance** The health insurance will pay for specialist care if referred by the Campus Health Service and for emergency care. If you use the emergency room or go to a specialist, don’t pay any money at the hospital; give the provider your insurance card with the insurance information. Then, wait for the insurance company to pay the hospital bills before you pay your part. You must send an Insurance Claim form to the insurance company. When you return to CESL, see the Assistant Director for Student Services and Communication for help with the claim form.

Your insurance company is provided by AETNA which is an internal business unit of Aetna Life Insurance. Check the Aetna preferred provider list at [www.aetna.com/docfind/custom/chickering](http://www.aetna.com/docfind/custom/chickering)

**Health Insurance for your family** It is a good idea to buy insurance for spouses and dependents. Dependents should be enrolled in your health insurance plan at the SAME TIME that you are enrolled. Dependents will not be able to go to the Campus Health Service, but must see a private physician. If you have children, find a pediatrician as soon as you can. Take your children for well visits. You need to establish a relationship with a pediatrician so that you have someone to call when your children are sick.

**Nine Good Reasons to go to the Emergency Room**

1. Loss of consciousness
2. Intolerable and uncontrollable pain
3. Severe shortness of breath
4. Chest pain
5. Uncontrollable bleeding
6. Poisoning - Call Arizona Poison and Drug Information Center and ask for immediate home treatment advice: 1-800-222-1222
7. A major injury, such as a head injury or obviously broken bone
8. Severe or worsening reaction to an insect bite or sting or to a medication, especially if breathing is difficult.
9. Stupor, drowsiness or disorientation that cannot be explained

**Ten NOT very good reasons to go to the Emergency Room**

1. Earache
2. Minor cut; bleeding controlled
3. Minor dog bite; bleeding controlled
4. Possible sprain
5. Blistered sunburn or minor cooking burn
6. Bee or insect sting or delayed swelling. If there is breathing difficulty, go directly to the Emergency room
7. Rash
8. Fever. If there is convulsion, go directly to the Emergency Room.
9. Sexually transmitted disease (STD)
10. Colds and cough, sore throat, flu
For these problems, you should go to the Student Health Service as soon as possible and see a Primary Care Physician. Telephone the Campus Health Service on-call: 621-6490 or 621-9202

Some Words About Medical Insurance
Be sure you understand this vocabulary for health insurance. At registration, you received a pamphlet explaining your health insurance. You also received a card with the name and address of the insurance company. Carry this card with you to show to hospitals and doctors as proof of insurance.

Insurance Claim Form: After you use the health insurance, you must send a form to the insurance company. When you return to CESL, see the Student Services Advisor. Remember to always sign the insurance claim form!

Covered Expense: Any medical expense that the insurance company agrees to pay.

Deductible: The amount of money you must pay before the insurance company will pay the covered expenses.

Exclusions: Injuries, illnesses or treatments for which the insurance will not pay. In most cases, these include pre-existing medical conditions, eye care, foot care, routine dentistry, birth control, and experimental treatments.

Maternity Care: This includes doctor visits, delivery of the baby, and related hospital charges. CESL’s policy does not cover this.

Pre-existing Condition: A condition that you had and was diagnosed before this insurance policy came into effect.

Preventive Care: Medical care given to prevent illness, such as regular, routine check-ups.

Recognized Expense: The amount of the total bill that the insurance company determines is the average and usual cost for this procedure.

Emergency: A medical problem that can’t wait until the Campus Health Service opens.

Urgent Care Facilities:
University Medical Center
1501 North Campbell Ave.
Tucson, AZ 85719
Tel: (520) 694-0111
Hours: Open 24 hours

Urgent Care Associates
1622 North Swan Rd.
Tucson, AZ 85712
Tel: (520) 795-8888
Hours: 9 am – 9 pm (Mon. – Fri.)
9 am – 6 pm (Sat. and Sun.)
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