



## Pre-Arrival Information for New F-1 Students

**\*\*Please read all information carefully\*\***

### **Welcome to Washburn!**

The International Programs (IP) office welcomes you to Washburn University! We are very glad that you have chosen Washburn, a university of approximately 7,000 undergraduate and graduate students. There are about 110 international (F-1 visa) students on our campus from approximately 40 different countries, and these international students play a very vital role on our campus.

### **Reporting to Washburn**

As an F-1 student, you are not allowed to enter the U.S. earlier than 30 days before the program start date (listed on your I-20 form). You must report to the International Programs office within 15 days of the program start date. All students **MUST check in** with the IP office. The International Programs office is required to report any students or scholars who do not check in within the time allowed to the Department of Homeland Security (DHS) and SEVIS (Student and Exchange Visitor Information System).

Each type of immigration status has its own unique set of rules and regulations. It is your responsibility to know and understand the legal obligations of your status. Although there may not be certain limits or restrictions for one visa category, there may be for another, so the rules and regulations are not the same for everyone. If you have any questions or are unclear about what your responsibilities are under your current nonimmigrant visa status, please contact an international student advisor in the International Programs office.

### **Enrollment Deposit**

Washburn does not require an enrollment deposit prior to an F-1 student coming to Washburn. New/transfer students are not allowed to enroll in classes before participating in the Orientation session for new F-1 students at the beginning of each semester.

### **Orientation for New F-1 students**

There will be a required orientation for new and transfer F-1 students before the semester begins. The purpose of the orientation is to familiarize new students with the Washburn campus and policies, the Topeka community, Immigration (U.S. CIS) rules and regulations, health insurance and health care issues and provide you with an opportunity to meet other students and make new friends.



## Obtaining Your Visa and Arrival in the U.S.

### Visa Application and SEVIS Fee

You must obtain an F-1 visa from the nearest U.S. embassy or consulate before entering the U.S. You must not enter the U.S. on a visitor's visa (B-1 or B-2) or under any visa waiver program that your country may have with the U.S. if you intend to be a student, because someone who enters as a visitor is not allowed to enroll in university courses.

**F-1 students are required to pay the \$100 SEVIS fee BEFORE making an appointment for a visa interview.** You must present the receipt of the fee at your interview at the embassy/consulate. Details about the SEVIS fee and the required I-901 form, as well as information about paying this fee/completing the form on-line, can be found at: <http://www.ice.gov/sevis/i901/index.htm>.

Each U.S. embassy or consulate has its own visa application procedures and processing times, so we advise you to check with the embassy/consulate where you will be applying for your visa. Most U.S. embassies/consulates have website links listed at <http://usembassy.state.gov>. In general, you will need to submit the following when you go to the embassy/consulate:

- ✓ Your I-20 form, along with your valid passport
- ✓ Proof of adequate finances
- ✓ SEVIS fee receipt
- ✓ Photos, as required
- ✓ \$100 visa application fee or proof of payment (as required by your U.S. embassy/consulate)
- ✓ Appropriate visa application forms: DS-156 and DS-158 for all student visa applications; DS-157 is also usually required for all males between the ages of 16-45

### Arrival in the U.S. at the Port of Entry (POE)

When you enter the U.S., you must present your I-20 form and passport with the appropriate visa. Also be prepared to present proof of finances and SEVIS fee receipt if asked. You will be given a small, white card, called an I-94 card. This card is very important, because it is proof of your legal entry into the U.S., so **do not lose it**. You will then be fingerprinted and photographed. It is possible that you will be asked to go to another line where you will have your documents examined and asked some questions, but do not be alarmed: This is not unusual for students.



### Useful websites on the Internet:

1. **Tips for F-1 visa students**  
[http://travel.state.gov/visa/temp/types/types\\_1268.html/](http://travel.state.gov/visa/temp/types/types_1268.html/)
2. **Washburn University**  
<http://www.washburn.edu>
3. **International Programs office at Washburn**  
<http://www.washburn.edu/iip>
4. **Information about Topeka, Kansas**  
[http://www.topekanewcomers.com/government.html;](http://www.topekanewcomers.com/government.html)  
[http://www.topeka.org/;](http://www.topeka.org/)<http://www.visittopeka.travel/>

## The Capital City and the University

**Topeka** is the capital city of the state of Kansas, which is near the geographic center of the United States. The city of Topeka has a population of approximately 121,000 and is home to such major corporations as Payless Shoe Source, Hill's Pet Nutrition, Inc., and Westar Energy, as well as being the governmental center of the state.

**Weather** in Topeka varies by the four distinct seasons; therefore, clothing for warm, hot, cool and cold weather is needed. Average daily temperatures throughout the year are:

- January: 26°F (-4°C)
- April: 55°F (14°C)
- July: 85°F (27°C) – Note: Temperatures can often be in the 90's (32°C) or low 100's (37°C) during the summer
- October: 57°F (15°C) – Note: Temperatures can often be in the 20's (-6°C) or 30's (-1°C) during the winter months and sometimes below 0°F (-17°C)

**Washburn University**, founded in 1865, is a comprehensive public university with a strong tradition of academic excellence. It is consistently ranked by U.S. News & World Report magazine among the top 20 public colleges and universities at the Master's degree level. Washburn's academic structure is comprised of the College of Arts and Sciences, the School of Business, the School of Nursing, the School of Applied Studies and the School of Law. It offers more than 90 degree programs (undergraduate and graduate) to more than 7,000 students, including approximately 110 from 40 different countries.

**Getting involved at Washburn** is very easy to do. There are a variety of campus organizations and clubs for every interest from Biology to Speech & Debate to Business and beyond! For a list of organizations, please visit the **Student Activities** webpage at: <http://www.washburn.edu/getalife/> (under "List of Registered Organizations"). Washburn also has an **International Club (I-Club)** which has activities about once a month such as a Welcome Party, Sports Day, International Education Week displays and a Talent Show, to name a few. International students and scholars at Washburn also have the opportunity to pair up with a local family through the **Topeka Friendship Network (TFN)** and learn more about American culture and customs, such as attending a school play or sports event, going to the family's home for dinner, and/or spending a holiday (such as Thanksgiving or Christmas) with the family.



The electrical current used for small appliances (such as hair dryers, laptops, etc.) in the U.S. is 110-115 volts, 60 cycles. Adaptors or transformers may be needed for the appliances you bring with you from your home country, so please check and purchase any required adaptors before coming to Washburn.

## Housing Options in Topeka

**On-campus housing** is readily available at Washburn. Many students find on-campus housing convenient because of the close location to classes and furnished rooms and the student doesn't need additional transportation or to pay added utility costs (such as electricity, gas, water, cable, etc.) There are three dormitories and a complex which offers apartment-style living. These housing options are only for single students (i.e. not for families):

- ❖ West Hall
- ❖ Kuehne (pronounced "Kee-Nee") Hall
- ❖ Living Learning Center (LLC)
- ❖ Washburn Village (apartment-style living complex)

We have included a contract and more information regarding the first three dormitories. You can also view more information on-line at the Residential Living website:  
<http://www.washburn.edu/studentlife/resliving/index.html>

Note: If you need **temporary housing** before moving in to a dorm or an apartment/house, please contact our office and we will help you to secure either a temporary host family (if available) or make a suggestion regarding local hotels.



**Apartments and houses** are available for those students looking for more permanent off-campus housing. You can expect to pay approximately \$335-\$360 for a studio apartment, \$350-\$400 for a one-bedroom apartment, and \$430-\$540 for a two-bedroom apartment. The cost of renting a house will vary by location and size. Please keep in mind that most apartments will charge an initial deposit of \$150-200 to be paid upon signing a contract. In addition, the majority of apartments around campus are unfurnished. As mentioned above, the monthly rent **does not** normally include utilities such as electricity, gas, phone service, internet, cable, etc. Some apartments within walking distance of campus are:

1. College Villas/University Heights Apartments  
1510 S.W. Lane Ave.  
Topeka, KS 66604  
Tel.: 001-785-233-7235

(Please see next page)

2. Sargent Apartments  
2100 S.W. High Ave. Apt. D  
Topeka, KS 66611  
Tel.: 001-785-235-1018

You can search for other apartments at:  
<http://www.apartmentdirectory.com/>

3. Mount Vernon Apartments  
2135 S.W. Potomac Dr. #1  
Topeka, KS 66611  
Tel.: 001-785-234-2556

Note: Washburn is in southwest Topeka  
at 1700 S.W. College Ave.  
Topeka, KS 66621

## Transportation: Getting to Topeka and Getting Around



### **Airport Information**

You will need to make arrangements to fly into Kansas City International Airport (airport code: MCI), which is approximately 80 miles/135 km from Topeka. If you send your travel itinerary (airline, arrival time, etc.) to the International Programs office in advance, we will try to arrange for you to be picked up at the airport by a member of the Topeka Friendship Network (TFN). If this service is not available, we recommend for you to make a reservation in advance with:

- KCI Road Runner Shuttle Service  
1-800-826-8294 (U.S. toll-free)  
<http://www.kciroadrunner.com>  
(Cost is \$41 from the airport to Topeka)

### **Transportation in Topeka**

Topeka has a very limited public transportation system. At the Orientation session, we will provide you with a bus schedule and route map of how to get around in Topeka using the public transportation available.

Some international students find it more convenient to purchase a used car while here. This is not essential, but a possibility for you to consider.

Sometimes, rides to the grocery store or other locations of interest can be arranged by the International Programs office through other international students or the Topeka Friendship Network.

# Health Insurance and Health Care in the U.S.



## Mandatory Health Insurance

**All F-1 students are required to have adequate health insurance coverage while at Washburn.** The university offers a policy for you to purchase upon arrival which meets these requirements at a cost of approximately \$750 per year (payable in two installments; one for fall and one for spring/summer). If you have valid health insurance from your country, it is possible for you to apply for a waiver. If you wish to apply for a waiver, please make certain to bring your proof of coverage (such as your current insurance card) and a detailed description of the coverage amounts in English for review by the International Programs office. If the office determines that your policy does not meet the required level of health insurance, you must purchase the university's health insurance policy.

## Health Care in the U.S.

Health care in the United States can be **extremely expensive**, especially when compared to other countries. We advise you to have your eyes and teeth checked (you may want to consider having a complete medical check-up) before coming to the U.S. and having any necessary treatment done since vision and dental work are not usually covered by student health insurance in the U.S. If you take any type of medication, make sure to bring an adequate supply with you since the exact same type of medication may not be available in the U.S. Make sure to keep your medication in its original container and carry a copy of your prescription with you.

## Student Health Center on Campus

The Washburn Student Health Center offers all enrolled students free access to basic medical care, such as treatment of some illnesses and minor injuries, preventive medicine, gynecological care, diagnostic consultation of physical and emotional problems and referrals to other health care facilities when necessary (at the student's expense). However, the Student Health Center does not provide medications. You can learn more at - [http://www.washburn.edu/services/studentlife/healthserv/about\\_hs.html#aboutshs](http://www.washburn.edu/services/studentlife/healthserv/about_hs.html#aboutshs)

## Tuberculosis (TB) Test and Meningitis Policy

**All students residing in the dormitories** must either bring proof from their home country that they've **received the meningitis vaccine** (ex: Menomune or Menactra; meningococcal tetravalent vaccine) or plan to get the injection here on campus at a cost of \$85.

**Tuberculosis (TB) testing is mandatory** for all F-1 students. Testing (TB skin test) is free of charge and will be available during Orientation. If the test is positive, follow-up is required (chest x-ray, blood work and a visit to the TB Clinic) at the expense of the student; however, the Washburn health insurance will reimburse the student for these expenses.

# Immigration Guide

This brief guide provides you with guidance when you deal with the U.S. Citizenship & Immigration Services (U.S. CIS, formerly INS) while you are here attending Washburn University as an F-1 student. International Student Advisors are available in the Office of International Programs, located in the International House, to help you with further information and the required U.S. CIS forms.

This guide covers the following topics:

How to stay legal as an F-1 student.....	2
Program/I-20 Extension for F-1 students.....	4
F-1 Program Extension Academic Advisor Recommendation Form.....	5
Concurrent Enrollment Request Form.....	6
Reinstatement Form.....	7
Overview of Off-Campus Employment Options for F-1 Students.....	9
1. Optional Practical Training Instructions for F-1 students.....	11
2. Off-Campus Work Authorization Based on Severe Economic Hardship.....	13
3. Curricular Practical Training.....	14



# How to Stay Legal as an F-1 Student

1. Important terms to know:

**DSO** = Designated School Official

**SEVIS** = Student and Exchange Visitor Information System

**U.S. CIS** = U.S. Citizenship and Immigration Services (Formerly INS)

2. Keep your passport valid at all times.

3. Carry your I-94 at all times.

4. Have full-time enrollment by the 20th day of classes every semester.

5. Maintain and complete a full course of study each semester, excluding summer.

6. Do not take more than one distance education or on-line course (maximum of 3 credit hours within a load of 12 credit hours) per semester to fulfill full time enrollment requirements.

7. If counting enrollment through distance education, independent study, or at another institution toward full time enrollment, provide proof of enrollment and get approval from a DSO prior to the 15th day of classes. You must also complete a Concurrent Enrollment form.

8. If under-enrolling your final semester before graduating, get approval from an international student advisor prior to the 15th day of classes.

9. Obtain approval from a DSO for an allowable academic or medical reason before withdrawing from/dropping a course that places you below full time enrollment.

10. If withdrawing from WU and leaving the U.S., notify a DSO before withdrawing to obtain a 15-day grace period for departure.

11. Get a new SEVIS I-20 for any change in program or degree level before the effective date of the change and report to the DSO within 15 days of the report date on the new I-20.

12. When changing institutions (even between degree levels) be certain the old school enters the name of the new school and a release date in SEVIS before the end of 60 days following completion of studies at the old school. Upon receipt of the new school's SEVIS I-20, sign the Student Certification section and report to the new school within 15 days of the report date.

13. Report any change of name, address, phone number or e-mail address to a DSO and update it in the MyWashburn system (<http://my.washburn.edu>) within 10 days of the change.
14. Never work more than 20 hours per week on campus except during summer or periods/vacations when school is not in session.
15. **Never work off-campus without first receiving approval from a DSO and/or the U.S.CIS.**
16. Have your I-20 signed by a DSO before traveling outside of the U.S. if you plan to return to continue your program at WU.
17. You must have a valid SEVIS I-20 if you are applying for a new visa.
18. Do not spend an entire semester out of the U.S. (unless for a WU Study Abroad program) without obtaining a new SEVIS I-20 to present at the port of entry when re-entering the U.S.
19. Don't let your I-20 expire (expiration date is in #5 on the first page of the I-20) if you have not yet completed your program - contact the International Programs office about an extension.
20. During Post-Completion Optional Practical Training (OPT), report any change of name or address or early termination of employment (if other employment will not be sought) within 10 days of the occurrence to a DSO.

**Always contact a DSO if you have ANY questions BEFORE you do something different than what is listed above. REMEMBER---It is always easier to stay in status than to get back in status!**

**Important additional notes:**

- \* F-2 dependents (spouses and/or children) may only take classes that are recreational or a-vocational in nature (unless the dependent is a child in elementary or secondary school). In order for an F-2 to go to school full time, the dependent must first change to F-1 status.
- \* F-2 dependents are not allowed to work in the U.S. (or receive any payment for services provided).
- \* Any change in address or name of an F-2 dependent must be reported to a DSO.
- \* Keep all of your old original I-20s and other Immigration documentation for your records.

# Program Extension for F-1 Students

## ***When is A Program Extension Needed?***

Refer to item #5 on page one of your I-20 to determine the date by which your studies are to be completed. An F-1 student who does not complete his or her educational program by the completion date noted in item #5 on his/her most current, valid I-20 must apply for a *Program Extension*.

## ***Who is Eligible?***

Any F-1 student who has continually maintained status and who has a compelling academic, medical or other reason for not completing the educational program by the completion date (#5) on the I-20 is eligible for a Program Extension. A "compelling reason" may include such things as a change of major or research topic, unexpected research problems, or a documented illness, which has interfered with full-time study. *Academic suspension* and *probation* are **not** considered acceptable reasons for a Program Extension.

## ***When to Apply***

You need to apply for an extension **prior** to your current I-20 expiring. The expiration/completion date can be found in item #5 on your I-20. If you don't apply prior to your current I-20 expiring, you will be considered out of status and must apply for reinstatement through the U.S. CIS.

## ***How to Apply***

Handouts and forms mentioned below can also be picked up in the Office of International Programs in the International House.

1. Have your academic advisor complete the **F-1 Program Extension Academic Advisor Recommendation** on the next page.
2. Request a new I-20
3. Make an appointment with an international student advisor to submit your application for a program extension. Take the following with you:
  - a. **request** for I-20,
  - b. the completed **F-1 Program Extension Academic Advisor Recommendation**,
  - c. your **old I-20** and **travel documents** and
  - d. **proof of finances**

# F-1 Program Extension Academic Advisor Recommendation

An F-1 student who is currently maintaining status and making normal progress toward completing his or her degree may apply for a program extension if he/she has a compelling academic or medical reason. A "compelling reason" includes such things as a change of major or research topic, unexpected research problems, or a documented illness that has interfered with full-time study. Academic *suspension* and *probation* are **not** considered acceptable reasons for a Program Extension. A request for an F-1 Program Extension **must** be filed **prior** to the expiration date (item #5) on the current I-20.

**Section A: To be completed by STUDENT:**

Student's FAMILY Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

WIN Number: \_\_\_\_\_ Current Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section B: RECOMMENDATION---to be completed by ACADEMIC ADVISOR:**

Educational level (please check one): Associate \_\_\_ Bachelor \_\_\_ Master \_\_\_ J.D. \_\_\_

Major area of study: \_\_\_\_\_

Program Extension is requested until (month/day/year): \_\_ \_\_/\_\_ \_\_/\_\_\_\_

Reason extension is needed (explain briefly):

I verify that this student is making normal progress toward the completion of his or her degree, and recommend that this student's F-1 program be extended until the requested date noted due to the reason indicated above.

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Concurrent Enrollment Request Form for Students on a WU I-20

Students may request to take courses at another U.S. CIS (FORMERLY INS)-approved institution and have those credit hours count toward full-time enrollment as defined by the U.S. Citizenship and Immigration Services and the Department of State.

## Eligibility Criteria

Student must: be in legal student status, be pursuing a degree at WU, remain on WU's I-20 during the semester specified below, and take at least half of the total course load at WU during the semester specified below. The combined enrollment must be full time. The courses taken at the other institution must fulfill degree requirements at WU.

## SECTION 1: To be completed by the student

FAMILY NAME:

First/Given name:

WIN #:

E-Mail:

Phone #:

Current local address:

Semester for which you are requesting approval for concurrent enrollment: Fall 200\_ Sp 200\_

Name of other institution:

I am requesting permission to enroll concurrently at WU and the institution listed above as outlined on this form. I understand the eligibility criteria and agree to abide by the rules set forth on this form. I agree to bring a copy of my enrollment WU within 10 days of enrolling at the other institution. I will not drop below full time without prior approval from an international student advisor at WU.

Student signature

Date

## SECTION 2: To be completed by Designated School Official or Registrar of other institution

As DSO or Registrar completing this form, I agree to notify a DSO at the Office of International Programs at Washburn if the student above withdraws from any classes at my institution.

Signature:

Printed/Typed Name:

Title:

Phone #:

E-mail:

Name and Address of School:

The course(s) the student is enrolled in:

Total number of hours enrolled in:

## SECTION 3 (for WU office use only)

DSO's approval signature

Date

# Reinstatement for F-1 Students

## Definition

Reinstatement is an option for an F-1 student who fails to maintain status and wishes to regain status without leaving the U.S. An F-1 student must be in status to be eligible for any benefits, such as work permission (including practical training), program extension, school transfer and adjustment of status. Depending on the circumstances of the individual's case, reinstatement may or may not be the best option. Traveling outside the U.S. and re-entering with an Initial Attendance I-20 to regain status may be a better option. Please consult with an international student advisor.

## Eligibility

To apply for reinstatement, the student:

1. cannot have been out of status for more than 5 months at the time of filing for reinstatement (unless the student can demonstrate exceptional circumstances and he/she is filing as promptly as possible);
2. does not have a record of repeated or willful violations of U.S. CIS (formerly INS) regulations;
3. is currently pursuing, or intending to pursue a full course of study in the immediate future;
4. has not engage in unauthorized employment;
5. is not deportable on any other grounds; and
6. establishes to the satisfaction of the U.S. CIS (formerly INS) by a detailed showing either that:
  - i) the violation of status resulted from circumstances beyond the student's control (such as serious injury or illness, closure of Washburn, a natural disaster or a mistake made by an international student advisor), OR
  - ii) the violation relates to a reduction in course load that would have been in the international student advisor's power to authorize, and failure to approve reinstatement would result in extreme hardship to the student.

## Forms

Forms used to apply for reinstatement can be picked up in the International Programs office in the International House.

## How To Apply

1. Write **your own letter** explaining the circumstances which caused you to become out of status. You will need to briefly explain the violation and outline how you are eligible according to the criteria on page 1.
2. Obtain a **letter from your academic advisor** confirming expected completion date and that you are making normal progress toward a degree.
3. Complete U.S. CIS (formerly INS) **Form I-539**. Since the form was not designed for reinstatement, you will need to write "REINSTATEMENT" in bold letters across the top of the form as well as in Part 2, item 1.
4. Request a **new SEVIS I-20** for reinstatement in the International Programs office.
5. Assemble **supporting documents** for your request to be reinstated. These materials will vary from situation to situation, but may include: your transcript to show your academic record or medical records/letters from a doctor or counselor to confirm a medical condition. You should include documents to support the letter you've written.
6. Once you have collected all of your documents, make an appointment with an international student advisor in the International Programs office.
7. After receiving a recommendation from an international student advisor, mail your application to:

**USCIS California Service Center  
P.O. Box 10539  
Laguna Niguel, CA 92607-1053**

**Send the following materials, paper-clipped together in the upper left-hand corner:**

1. A personal check or money order for **\$200.00 (Note: \$300 after July 31, 2007)** made payable to the Department of Homeland Security
2. Your current, original **I-94 card** (not a photocopy)
3. A completed **I-539 form**, clearly marked for "REINSTATEMENT"
4. **Your own letter** explaining your circumstances
5. A new, original **SEVIS I-20** (all pages)
6. A **letter from your academic advisor**
7. All **transcripts** to verify continued full-time enrollment
8. **Evidence of financial support** (photocopies and faxes are not acceptable)
9. Photocopies of passport photo/identity page and visa
10. A photocopy of the expiration date page in passport
11. Any additional supporting evidence

As always, it is recommended that you retain copies of all documents sent to and received from the U.S. CIS. Mail your application in a traceable manner, such as **certified mail or return receipt**.

If the U.S. CIS reinstates you, the I-20 and I-94 will be marked "Reinstatement Approved" and dated. Your I-94 and I-20 will be returned, sometimes to you and sometimes to the International Programs office. If you are not reinstated, you will probably be given a date of voluntary departure by which to leave the U.S. (usually within 30 days of notification) and you may not appeal the decision.

# Overview of Off-Campus Work Options for F-1 Students

## 1. Optional Practical Training (OPT)

- Must be in F-1 status nine consecutive months before authorization can be granted
- Work must be directly related to student's major (i.e. main course of study)
- Limited to 12 months of full-time employment
- Can be part time (up to 20 hours per week) or full time, but each requires a separate application
- Can only be part time during academic semester (and must remain enrolled full time)
- Can be part time or full time during official school breaks/vacations
- Can only be full time after completion of degree or during summer
- If used part-time, time is deducted at half the full-time rate (i.e. four months part time = 2 months full time)
- Does not require a job offer to apply
- Application is made to the U.S. CIS in Lincoln, NE (after receiving recommendation from a DSO )
- Processing time varies; 2-4 months usually
- \$180 application fee until July 31, 2007; after 7/31/07, the fee increases to \$340

## 2. Curricular Practical Training (CPT)

- Must be in F-1 status nine consecutive months before authorization can be granted
- Work must be an integral part of program and directly related to major
- Can only be used before a degree is completed (i.e. - not after graduation)
- Academic credit **MUST** be received for the employment experience
- Employment usually cannot extend beyond the end of the academic term for which credit is received
- Student must remain enrolled full time
- Can be part time (during semester; up to 20 hours per week) or full time (during summer)
- No time limit; however, if 12 months of full-time CPT are used, there is no Optional Practical Training available
- Employment is employer specific (i.e. - must have job/internship offer)

- Application is made to Office of International Program, International House
- No application fee

### **3. Off-Campus Work Authorization based on Severe Economic Hardship (SEH)**

- Must be in F-1 status nine consecutive months before authorization can be granted
- Must be able to demonstrate severe economic hardship caused by unforeseen circumstances (show that money listed on the student's I-20 is not available for reasons beyond student's control)
- Is granted one year maximum at a time; student can apply to extend (same process as the initial application)
- Can work any where in U.S., but restricted to 20 hours per week while school is in session
- Application is made to the U.S. CIS in Lincoln, NE
- \$180 application fee until July 31, 2007; after 7/31/07, the fee increases to \$340
- Processing time varies; 2-4 months usually

## F-1 Optional Practical Training (OPT) Information & Instructions

### Definition

Optional practical training is work authorization for professional employment in the student's field of study that is not part of the academic curriculum. It may be granted four times in a student's academic career:

1. during summer or winter break when school is not in session;
2. after the completion of all course requirements for the degree, but before completion of the thesis;
3. during an academic term, part time (20 hours per week or less);
4. after completion of the degree

### Maximum Time Allowed

A **maximum period of twelve months (full-time)** Optional Practical Training can be granted **per degree level**. Students are eligible for an additional twelve months with each higher degree level. OPT may either be full-time (more than 20 hours per week; not during the regular semester) or part-time (20 hours or less per week; usually in the summer or post-graduation). Part-time OPT is deducted from the total amount of available OPT at one-half the full-time rate. For example, two months of part-time OPT is equal to one full-time month. Any part-time **Curricular** Practical Training will not be deducted from the **Optional** Practical Training period available to students. However, if a student uses twelve months of full-time **Curricular** Practical Training, no additional **Optional** Practical Training is permitted.

### When to Apply

To be eligible, a student must be in valid F-1 status and have been maintaining F-1 status for a minimum of nine consecutive months. A student requesting PRE-COMPLETION optional practical training can apply up to 120 days before the beginning of the employment. A student requesting POST-COMPLETION optional practical training can apply up to 90 days before the completion of the degree. **\*\*Students may no longer apply for optional practical training after graduation.\*\*** The application for post-completion OPT must be received by the U.S. CIS before the student completes his/her degree. Current processing times can be between 3-4 months, so it's best to apply early.

### How to Apply

1. Have your academic faculty advisor complete the **OPT Recommendation Form for F-1 Students** in the OPT packet available at the International Programs office.
2. See an international student advisor with the completed OPT Recommendation Form.
3. The International Student Advisor will determine eligibility. If the student is eligible, the advisor will process a **new SEVIS I-20** with an Optional Practical Training endorsement.
4. **Employment may not begin until the student is issued an Employment Authorization Document (EAD) by the U.S. CIS.** To obtain an EAD, the student must apply directly to a regional U.S. CIS Service Center within 30 days of the international student advisor's recommendation.

Send the below required materials to:

**U.S. CIS Service Center  
P.O. Box 87765  
Lincoln, NE 68501-7765**

**Materials:**

- 1) \$180 fee (check or money order payable to Department of Homeland Security); **Note: after July 31, 2007, the fee increases to \$340**
- 2) 2 passport-type photos with your name and I-94 number printed in pencil on back
- 3) completed I-765 form
- 4) photocopy of SEVIS I-20 with Optional Practical Training endorsement
- 5) photocopy of the faculty advisor's completed recommendation form
- 6) copies of your F-1 visa, I-94 card (front and back), passport photo/identity page and passport expiration date

It is recommended the student also submit:

- 1) transcripts verifying full-time enrollment throughout academic program

You should mail the application by either **certified mail or return receipt** to have proof of sending your application.

**\*\*You should also always keep copies of all documents sent to and received from the U.S. CIS.\*\***

**\*\*\*IMPORTANT!\*\*\*** The completion date of your I-20 will be adjusted to match the degree completion date on the recommendation form from your academic advisor. If you do not complete your degree by this time, you must apply for a program extension before your new OPT I-20 expires. Failure to do so will result in a status violation that will likely make your OPT authorization invalid.

# Off-Campus Employment Based on Severe Economic Hardship

## Eligibility

The student must meet these eligibility criteria:

1. Student has been in F-1 status for at least one academic year (9 months).
2. Student is in good standing with the school (minimum 2.0 GPA and full-time enrollment).
3. Student has demonstrated severe financial hardship and is unable to find sufficient on-campus employment.

## How To Apply

1. **Write a letter** completely explaining your personal financial situation and gather documentation to demonstrate severe economic hardship. The U.S. CIS will only consider severe economic hardship caused by **unforeseen circumstances beyond the student's control** such as:
  - a. unexpected change in the financial conditions of the source of support,
  - b. substantial fluctuation in value of currency or rate of exchange,
  - c. inordinate increase in tuition and/or living expenses,
  - d. loss of financial aid or on-campus employment,
  - e. outstanding medical bills, and
  - f. other substantial and unexpected expenses.

**Documentary evidence may include such items as:** medical bills, letters from family about loss of financial support, family illness, political or natural catastrophes, newspaper or magazine publications or bank statement about significant changes in the rate of exchange or substantial currency devaluation, statement concerning the loss of financial aid or sponsorship, etc.

2. See an international student advisor with your letter and documentary evidence of financial circumstances.
3. If approved, the international student advisor will prepare a **new SEVIS I-20** which will certify that the student is eligible to apply for employment based on severe economic hardship.
4. **Employment may not begin until the student is issued a permit/card called an "EAD"** by the U.S. CIS. To obtain an EAD, the student must apply directly to the U.S. CIS within 30 days of the international student advisor's recommendation.

Send the following materials paper-clipped together to: **U.S. CIS Service Center  
P.O. Box 87765  
Lincoln, NE 68501-7765**

## Materials:

- 1). \$180 application fee (check or money order made payable to Department of Homeland Security);

**Note: After July 31, 2007, the fee increases to \$340**

- 2). 2 passport photos with name and I-94 card number printed on the back
- 3). Completed I-765
- 4). Copy of the new SEVIS I-20 with advisor's recommendation
- 5). Your letter explaining your financial situation
- 6). Any documentary evidence of severe economic hardship
- 7). Photocopies of your visa, I-94 (front and back), passport photo/identity page and passport expiration date
- 8). Transcript to verify full-time enrollment (optional)

You should send your application in a traceable manner, such as certified mail or return receipt. It is also recommended that you keep copies of all materials sent to and received from the U.S. CIS.

**Note:** Student will be limited to 20 hours of work per week when school is in session; however, student may work full-time during semester/summer breaks.

**Extension: Authorization is only granted one year at a time.** You may apply for an extension if your economic conditions continue and you maintain good standing with the U.S. CIS and Washburn. An application for an extension follows the same procedures as the original application.

# Curricular Practical Training Instructions

## Definition

Practical training is an opportunity for international students in F-1 status to participate in professional, temporary employment directly related to their academic program. Curricular Practical Training (CPT) refers to an internship, co-op program, practicum or similar employment, which is undertaken prior to the completion of studies. ***The training must be a required part of the curriculum OR an integral part of the established curriculum and the student must receive academic credit for the employment.*** It may be full-time during summer (anything over 20 hours a week) or part-time while school is in session (20 hours or less a week). Part-time Curricular Practical Training will not be deducted from the *optional* practical training period available to students. However, if a student uses twelve months of full-time *curricular* practical training then no additional *optional* practical training is permitted. Students participating in Curricular Practical Training during a fall or spring semester must continue to pursue a full course of study.

## Eligibility

A student must be maintaining F-1 status for at least two semesters before being eligible for Curricular Practical Training. As of January 1, 2003, students can count time spent on an organized study abroad program toward the two-semester requirement as long as they have completed one semester in the U.S. before studying abroad.

## Authorization

Curricular Practical Training is authorized by a DSO in the Office of International Programs. Employment may not begin until the proper authorization is obtained on page 3 of a SEVIS I-20.

## Forms

The only form needed is the *Curricular Practical Training Recommendation Form*, which is available in the International Programs Office.

## How to Apply

1. Complete Section A of the **Curricular Practical Training Recommendation Form for F-1 Students**. Have your academic advisor complete Section B.
2. Schedule an appointment with an International Student Advisor. Take to your appointment: 1) the **completed Curricular Practical Training Recommendation Form**, 2) your current **I-20**, 3) **I-94** and 4) **passport**.
3. During the appointment, the international student advisor will check your immigration status (including enrollment history) and review the Curricular Practical Training Recommendation form to verify that the employment meets the curricular requirement. If you meet the requirement, a new SEVIS I-20 will be processed for you.
5. You may begin employment only after the International Student Advisor has authorized the curricular practical training by endorsing your **SEVIS I-20**. **The SEVIS I-20 is the official document authorizing the curricular practical training employment.**



# Curricular Practical Training Recommendation Form



## Section A: To be completed by student

Last/Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

WIN #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Full name and address of the organization you will do curricular practical training with:

Name of the Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_  
(including city, state and zip code)

## Section B: To be completed by student's academic advisor

The above named student is pursuing a \_\_\_\_\_ (degree) in \_\_\_\_\_ (major).

The student's expected date of graduation is \_\_/\_\_/\_\_\_\_.

The student \_\_\_ is / \_\_\_ is not making normal progress toward his/her degree.  
Is the proposed curricular practical training a **required part of the curriculum**? Yes\_\_ No\_\_

Is the proposed curricular practical training an **elective of the curriculum applicable toward the degree program**? Yes\_\_ No\_\_

**[Important:** If both answers to the above two questions are "no", Curriculum Practical Training **cannot** be recommended. If at least one answer is "Yes," then complete the following:

The student is enrolled in \_\_\_\_\_ (name of the course).

The Curricular Practical Training will be through: a) paid internship \_\_\_\_, b) co-op program \_\_\_\_, c) paid practicum \_\_\_\_, d) other \_\_ (please specify):

Name of Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone extension: \_\_\_\_\_ Date: \_\_\_\_\_

## Section C: To be completed by International Programs Office

Curricular Practical Training is \_\_\_/is not \_\_\_ approved.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Information for International Students

## **WASHBURN UNIVERSITY** **Topeka, Kansas, U.S.A.**

Address: 1700 College Ave., Topeka, KS 66621, USA  
Telephone: 785-670-1051 Fax: 785-670-1067  
E-mail: [international@washburn.edu](mailto:international@washburn.edu)  
World Wide Web: <http://www.washburn.edu/iip>

### **The University**

Founded in 1865, Washburn University is a comprehensive public university with a strong tradition of academic excellence. It is consistently ranked by U.S. News & World Report among the top 20 public schools at the master's level. Washburn's prominent alumni include a Nobel Prize winner, several members of the United States Congress, governors, numerous judges and world-class business leaders. The University is fully accredited by the North Central Association of Schools and Colleges and is an active member of both the Institute of International Education and the NAFSA: Association of International Educators. Washburn's academic structure is comprised of the College of Arts and Sciences, the School of Business, the School of Nursing, the School of Applied Studies and the School of Law. It offers more than 90 degree programs to more than 7,000 students including about 150 from over 40 different countries.

### **Topeka, Capital of Kansas**

Washburn University is located in Topeka, the state capital of Kansas, near the geographic center of the United States. The city of Topeka has a metropolitan statistical area (MSA) population of about 225,000. Topeka is home to such major corporations as Payless Shoe Source, Hill's Pet Nutrition, Inc., and Westar Energy, which provide students with valuable opportunities for practical training and internships.

Topekans enjoy four distinct seasons. Therefore, clothing for warm, hot, cool and cold weather is needed. Average daily temperatures are January 26F (-4C), April 55F (14C), July 85F (27C), and October 57F (15). Average annual rainfall and snowfall are 35 inches and 21 inches respectively.

## Student Services

**The Office of International Programs** assists international students in their social and academic growth and advises them on immigration regulations.

**The Center for Undergraduate Studies and Programs (C.U.S.P.)** offers support to students in the following areas:

- **Counseling and Testing Center** – assists students in personal growth and development, in confronting and solving problems and formulating educational and career directions and plans;
- **Academic Advising Center** – assists students in choosing proper courses and majors; and
- **Career Services** – assists students with preparing effective resumes and locating job opportunities

**Petro Allied Health Center and the Student Recreation and Wellness Center (SRWC)** are university complexes which provide numerous sports and recreation opportunities. The modern facilities include an indoor swimming pool, rock climbing wall, weight room and other exercise equipment, as well as volleyball, basketball and badminton courts. Students are admitted to university athletic events free of charge with a Washburn Identification Card.

**Student Health Center** provides basic health care free of charge to Washburn students. If a student needs further medical attention, referrals are made with local doctors.

## Intensive English Program / ESL & TOEFL

All students whose native language is not English are encouraged to take the Test of English as a Foreign Language (TOEFL) and have the score reported directly to Washburn University. Washburn's institution code is 6928.

The Intensive English Program (IEP) is a series of English as a Second Language classes designed to help international students and other non-native speakers to improve their English for successful college learning or better performance in society or on the job. Students with low or without TOEFL scores can be admitted into the program. Students who successfully complete the IEP can be admitted into most University programs without having to take the TOEFL. Courses are offered in the following areas: Grammar & Structure, Reading Comprehension, Speaking & Understanding, and Academic Writing. Washburn's IEP is very unique in having two free one-on-one tutorial services to supplement the program: the Writing Center and English for the Foreign-Born tutoring. Students go for individual help to improve their writing and speaking skills free of charge.

All new arriving international students will be tested by the IEP to determine and verify English proficiency. If not proficient, enrollment in IEP courses is required until proficiency is achieved.

All students whose native language is not English must also meet the Washburn English Proficiency Requirement. See the second page of the "Washburn University International Application for Admission" form for more information.

**FOR OFFICE USE ONLY:**

Admission Status: RG NDS

Enrollment Time: SP SM FL Year \_\_\_\_\_

Transcripts Status: CM ICM

GPA \_\_\_\_\_

# WASHBURN UNIVERSITY

## *International Application for Admission*

Please type or print clearly. Leaving spaces blank could result in delays.

Name _____ Male _____ Female _____				
Family Name		Given Name		
US Social Security No.(if any) _____		Date of Birth _____		
		month	day	year
Country of Birth _____		Country of Citizenship _____		Native Language _____
Address (all mail will be sent to this address):				
<hr/>				
No. Street/P.O. Box	City	State/Province	Country	Zip Code
Address in your native country (if different from the above):				
<hr/>				
Telephone _____		Fax _____	E-mail _____	
Intended Major _____, Degree _____, ESL only _____ or Visiting Student Only _____				
Desired entry time (Circle one): Spring ( Jan.-May), Summer ( June-July ), Fall (August-December), Year _____				
If you are now in the U.S., what type of visa do you have? F-1____, F-2____, B-1/2____, J-1/2 ____, other____				
Have you taken TOEFL in the last two years? If yes, did you include a copy of the score with this application?				

List your high school and any universities you have attended with the most recent school listed first:				
Name of School	City	Country	Dates of Attendance	Hours/Degree
1 _____				
2 _____				
3 _____				

I certify that the above information is correct and complete. Falsification of any records will be grounds for dismissal from the university.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

SEND TO: International Programs, Washburn University, Topeka, Kansas 66621, USA. Application must include a \$60 non-refundable application and testing fee. Make check or money order payable to Washburn University.

**APPLICANT MUST READ AND SIGN I, II AND III BELOW  
TO MAKE THIS APPLICATION COMPLETE**

**I. WASHBURN ENGLISH PROFICIENCY REQUIREMENT**

(FOR UNDERGRADUATE ADMISSIONS; GRADUATE PROGRAMS/LAW SCHOOL MAY HAVE DIFFERENT REQUIREMENTS)

Students whose native language is not English must meet Washburn's English Proficiency Requirement. Any one of the following can be used to satisfy this requirement:

1. Minimum iBT TOEFL overall score of 70 with sub-test scores of: Reading: 17, Listening: 18, and Writing: 19.
2. Minimum paper-based TOEFL overall score of 520 with each sub-test score of at least 52 and 4.5 on the Essay portion.
3. Minimum overall score of 523 on WU's Institutional TOEFL with sub-test scores of: Listening: 53, Grammar and Reading: 52 and Writing: 56 (taken from the Grammar score)
4. An earned bachelor's degree or higher at an institution of higher learning located in the U.S., England, Australia, or English-speaking Provinces of Canada.
5. Complete both Level I and Level II of all Intensive English courses at WU with grades of "C" or better.
6. Complete an Intensive English Program comparable to Washburn's program at another U.S. institution. Washburn's IEP staff will determine the compatibility.

\_\_\_ Yes, I understand and accept the "Washburn English Proficiency Requirement" described above and agree to meet this requirement as early as possible. I understand that before I meet this requirement I can only be considered for conditional admission and classified as a non-degree seeking student.

\_\_\_ No, I do not agree with this requirement.

---

Signature	Name	Date
-----------	------	------

**II. FINANCIAL AFFIRMATION**

I affirm that I have sufficient funds to cover all educational and living expenses while studying at Washburn. I understand that Washburn University will not assist me financially and that tuition and fees must be paid in full at the time of enrollment each semester.

---

Signature	Name	Date
-----------	------	------

**III. ENROLLMENT REQUIREMENT**

I understand that I must be enrolled at Washburn for at least one semester before I can change schools.

---

Signature	Name	Date
-----------	------	------

It is the traditional policy of Washburn University to assure educational opportunity without regard to race, religion, age, national origin, ancestry, handicap, sex, marital or parental status, or sexual orientation. Equal educational opportunity includes( but is not limited to) admissions, recruitment, extracurricular program and activities, housing, facilities use, access to course offerings, counseling and testing, financial aid, health services, employment, and athletics. Washburn University, in compliance with federal regulations, also commits itself to equal opportunities for the handicapped. The administration of Washburn University is committed to its support of the principles of equal opportunity, and each unit within the university is charged with conducting its practices in conformity with these principles and in accordance with the Affirmative Action Plan. Responsibility for monitoring the implementation of this policy is delegated to the Affirmative Action Director. However, all management personnel will work to achieve these goals.

## APPLICATION PROCESS

### All Applicants (including graduate and Law School applicants)

1. Completed Washburn University International Application Form for Admission
2. A \$ 60 non-refundable processing and testing fee (made payable to "Washburn University")
3. Completed "Financial Disclaimer for International Students" (third page of application) with original supporting documents such as up-to-date bank statements, income tax return or employment verification of the sponsor
4. Originals transcripts from secondary school or university (if applicable) sent to directly to our office by the issuing school/authority. See below for more information regarding transcripts requirements.
5. Original TOEFL score (if applicable) sent directly to our office by ETS

### Transcripts Requirements

In countries where only one original transcript can be obtained, an applicant can either:

1. request the school/authority that issued the transcripts to certify a copy and ask the school/authority to send it to the Office of International Programs directly, or
2. send the originals to Washburn. After copies are made by Washburn officials, the originals can be returned to the applicant upon request at the applicant's own cost. Washburn cannot be held responsible for the loss of original documents in transit.

### Applications with transcripts not meeting the above requirements will be denied.

**Note:** If you have university credit from a foreign country, you must arrange to have the transcripts evaluated by a Washburn-recognized evaluating agency within your first semester at Washburn. It may also be possible to transfer some of your credits to Washburn. Washburn recommends ECE (Educational Credential Evaluators, Inc.) and requires a "course-by-course" report. Applications can be obtained by writing to ECE, P.O. Box 514070, Milwaukee, WI, 53203-3470, USA, or by contacting this office.

### Graduate Students

(Please contact the graduate program/school first before submitting application)

In addition to the above documents under "All Applicants", you will be expected to submit the following:

- a. The departmental application form;
- b. GRE/GMAT (for MBA Program)/LSAT (for Law School) score, with minimum scores determined by individual departments; and
- c. Two or three letters of recommendation, depending on the program.

### ESL (English as a Second Language) Students

If you are coming to study English as a Second Language only, you need to submit #1, 2 and 3 described above under "All Applicants". If you decide to pursue a degree program after completing the ESL program, you must then submit #4 above (under "All Applicants") before approval can be granted.

### Transferring Students (students transferring from other schools in the U.S.)

If you are transferring from another school in the U.S., in addition to the documents described above under "All Applicants", you must also:

- a. submit a copy of your current I-20 form (both pages 1 and 3),
- b. complete the Transfer Form and have your current school official send it directly to Washburn

## **I-20 Form and mail service**

Once you are accepted, an I-20 Form and an acceptance letter will be sent to you by regular air mail, along with other important documents to assist you in preparing to come to Washburn. If you desire faster and more secure mail service, you may request U.S. Postal Express Mail. Please include an additional \$30 for express mail service.

## **Visa**

A student visa (F-1 visa) is required to enter the U.S. to begin your studies at Washburn. If you are accepted to Washburn, more detailed information regarding this process will be provided in your acceptance packet. We do advise you, however, to begin checking with the nearest U.S. embassy/consulate regarding the visa process and regulations.

## **Plan Your Trip**

Most students fly in to the Kansas City International Airport (airport code: MCI), which is approximately 70 miles from Topeka, then take a shuttle bus to Topeka. The current cost of the shuttle service is about \$50 one way.

## **Housing**

The Office of Residential Living places students in the university dormitories. Washburn has up-to-date dormitories available to international students. If you desire to live in the dormitory, please contact Residential Living. They can be reached at [resliving@washburn.edu](mailto:resliving@washburn.edu) or by telephone at 785-670-1065. Their web site is <http://www.washburn.edu/studentlife/resliving/index.html>. Students can also choose to live in apartments near campus. The rent is between \$300-\$650 a month depending on the location and amenities.

## **Health Insurance and Tuberculosis Testing**

F-1 visa students are required to purchase health insurance as health care is very expensive in the U.S. Washburn offers an affordable plan through a local insurance company. Upon arrival, all international students are required to undergo a Tuberculosis (TB) screening (TB skin test) as well.

## **APPLICATION DEADLINES**

Session	Starting Time	Deadlines for Receiving Applications
Fall	Mid-August	June 15
Summer	June 1	April 1
Spring	Mid-January	November 15

## **ESTIMATED EDUCATIONAL COST**

Estimated expenses for a 9-month school year (2007-2008) based on the current rates (for 12 credit hours each semester) are as follows for undergraduate and most graduate programs (excluding Law School). Expenses are subject to change without notice.

Tuition/Fees	\$11,000 (\$22,500 for Law School)
Board & Room	\$5,500
Books/Other expenses	\$650 (\$1,800 for Law School)
Health Insurance	\$750 (for 12 months)
<b>Estimated Total</b>	<b>\$17,900 (\$30,550 for Law School)</b>

# Washburn University

## *F-1 Student Transfer Form*

(This form is only for students who are already studying  
in the U.S. and wish to transfer to Washburn.)

Students seeking to transfer to Washburn University from another school in the U.S. must complete Section A, then ask a current school official to complete Section B and send it directly to Washburn University.

### Section A: To be completed by student

Family Name:

Given Name:

Date of Birth:

Name of school you are currently attending:

I authorize the release of this form by the following signed advisor to facilitate my transfer to Washburn.

Signature of Student:

Date signed:

### Section B: To be completed by the International Student Advisor

1. ( ) The student is in legal status and is eligible for transfer.
2. ( ) The student is out of status and should apply for reinstatement. If "2" is checked, please explain why briefly:
3. Does the student have financial obligations to your institution? Yes\_\_\_, No\_\_\_
4. Is the student eligible to continue at your institution? Yes\_\_\_, No\_\_\_

Dates of attendance: from \_\_\_\_\_ to \_\_\_\_\_ Hours completed:

SEVIS # \_\_\_\_\_ Expected SEVIS release date \_\_\_\_\_

Name of Advisor :

Title:

School Address:

Phone Number :

E-mail:

Signature of Advisor:

Date Signed:

Please send to: The Office of International Programs  
Washburn University, 1700 College Ave., Topeka, KS 66621  
Tel.: 785-670-1051 Fax: 785-670-1067

# WASHBURN UNIVERSITY

## Financial Disclaimer for International Students

(This form must be filed together with the application for admission.)

1. This section must be read and signed by the student.

I affirm that I have sufficient funds to cover all educational and living expenses while studying at Washburn. I understand that Washburn University will not assist me financially and that tuition and fees must be paid in full at the time of enrollment each semester. I have provided original supporting documents as attached (bank statements, employment and salary verification from employer, income tax return can be used as supporting documents.)

---

Signature of Student	Print First Name, Last Name	Date
----------------------	-----------------------------	------

2. This section must be read, completed, and signed by the student's guarantor.

Full mailing address of guarantor for possible billing purposes (must be printed clearly):

---

Day-time Phone No. (include country and city codes): \_\_\_\_\_

Evening Phone No. (include country and city codes): \_\_\_\_\_

Fax number: \_\_\_\_\_ Email(if any): \_\_\_\_\_

Relationship to Student \_\_\_\_\_

I agree to be the financial guarantor of \_\_\_\_\_ ( print first name, last name of the student ). I understand that by signing this form I will be contacted and become responsible for any financial obligations the above-mentioned student may have with Washburn University. I have attached original documents here to show that I have the financial ability and credibility to act as the guarantor of the above-mentioned student.

---

Signature of Guarantor	Print First Name, Last Name	Date
------------------------	-----------------------------	------

(07/18/07)