



Center for English Language & Orientation
Programs

CELOP

Student Handbook

2019-2020

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Katja Davidoff	215	Amelia Onorato	254
Tim Doyle	254	Cheryl Pavlik	209
Beth Fincke	272	Carol Pineiro	250
Shelley Fishman	252	Michelle Smith	252
Gina Giamei	210	Pam Steeves	230
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Important Dates ~ Fall 2019

SEPTEMBER	
September 16	Residence hall move-in begins for CELOP students
September 20	Check in (all students) <ul style="list-style-type: none">- Last day to pay tuition bill- Last day for guaranteed concentration change- Last day for program change requests- Placement Test – Writing/Speaking (new students)
September 23	Core (morning) classes begin
September 23	Elective (afternoon) classes begin
September 30	Last day to submit medical insurance waiver
OCTOBER	
October 14	Columbus Day (Holiday) - No classes. CELOP closed.
NOVEMBER	
November 27 - December 1	THANKSGIVING BREAK - No classes. CELOP closed. One Residence Dining Room will be open for brunch & dinner.
DECEMBER	
December 13	Last day of classes
December 21	BU residence hall move-out. Residence halls close. You must leave your dorm by 12:00 PM.

2 Important Dates ~ Spring 2020

JANUARY	
January 17	Residence hall move-in begins for CELOP students
January 24	Check in (all students) <ul style="list-style-type: none"> - Last day to pay tuition bill - Last day for guaranteed concentration change - Last day for program change requests - Placement Test – Writing/Speaking (new students)
January 27	Core classes begin
January 27	Elective classes begin
January 31	Last day to submit Medical Insurance waiver
FEBRUARY	
February 17	President's Day (Holiday) – No classes. CELOP closed.
MARCH	
March 7 - 15	SPRING BREAK – No classes. CELOP closed. <ul style="list-style-type: none"> - Residence Dining Rooms closed, re-open on March 17 for dinner.
APRIL	
April 20	Patriot's Day (Holiday) – No classes. CELOP closed.
April 24	Last day of classes
MAY	
May 10	BU residence hall move-out. Residence halls close. You must leave your dorm by 12:00 PM

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Core and Elective Classes

Frequently Asked Questions

What are “core” classes?

All regular full-time CELOP students are assigned to **three** core classes. Core classes:

- are 6 weeks long. 15, 20, or 25 hour students attending a 12-week semester will take 3 core courses in the 1st half, and then 3 core courses in the 2nd half of the semester.
- are divided by skills: Academic Writing, Speaking and Listening, and Reading and Vocabulary.
- meet every morning, Monday through Friday, from approximately 9:00 to 12:00 (although each skill class may not meet every day).

What are “elective classes” (or “electives”)?

- specialized courses that full-time students take in addition to their morning core classes.
- Intensive 20 students take one elective class, Intensive 25 students take two electives.
- Provide additional instruction in a specific content area while practicing skills.
- Each elective runs for five hours a week, either Monday & Wednesday afternoon or Tuesday & Thursday afternoon.

NOTE: Elective class topics will change from semester to semester.

When you check in at CELOP, you will receive more detailed information about available elective classes, then make your choices.

4 Levels and Class Placement

Frequently Asked Questions

How many levels are there at CELOP?

There are 8 levels at CELOP, from beginning to advanced:

1	beginning	5	high intermediate
2	high beginning	6	low advanced
3	low intermediate	7	mid advanced
4	mid intermediate	8	high advanced

How does CELOP place students?

- New students take an online placement test before they arrive. (If you did not take the test before you arrived, you will take it during check-in.) During check-in, students complete a writing assessment and an interview. Students are then placed in classes based on the online test, writing assessment, and interview.
- Continuing students are placed based on their successful completion of their previous classes. See page 12 (Assessment & Advancement) for more information.

I was in level 3 last semester; this semester I am in level 4, but my class is level 3/4.

Have I advanced?

- Yes, you have. Your class this semester includes students with scores from both levels (3 and 4). However, you will be expected to do level 4 work, and you will be evaluated as a level 4 student throughout the semester.

What if I am placed in a class that is the same level as my previous class?

- If you are placed in the same level, that means that the Associate Director for Academic Programs, the Standard Program Coordinator, and your instructors have determined that this is the best place for you to learn more English.

Can I change my core class?

- If you are concerned about your core placement, speak with your teacher during the first three days of class.
- Any change of core class must be made by teacher recommendation only.
- Any change of core class must be made by the third day of class.

Can I change my elective classes?

- By Friday of the first week of your program, you may request a change of one of your elective classes.
- You will be moved to a new class if there is space available.

5 Performance & Attendance

Frequently Asked Questions

How much homework will I have to do?

- In general, you should expect about 1 hour of homework for each core and elective class meeting. This means the Intensive 20 program has about 7 hours of homework per week, and the Intensive 25 program has about 9 hours of homework per week.

How many classes do I have to attend?

- You are expected to attend 100% of your classes. Occasionally you may not be able to attend because of illness, religious observance, or another serious reason. If you miss more than **15%** of your classes for any reason, you will not meet the CELOP attendance requirement. See page 9 (CELOP Attendance Requirements) for more information.

If I must be absent, what should I do?

- If you know in advance that you need to miss class, speak with your teacher to explain why you need to be absent. If you are sick or have an emergency, contact your teacher by e-mail as soon as possible. You will still be marked absent and will still need to make up missed work, but your teacher needs to know why you are absent.

Can I get an excused absence?

- In most cases, if you are not in class, you will be marked absent. An exception is made if a student requests to make up work in order to be able to observe a religious holiday (see Policy on Religious Observance, section 9). If you have an exceptional reason for needing to miss class for an extended period of time, please speak with both your teacher and the Academic Programs Manager as soon as you become aware of the issue.

Will I get a transcript or evaluation from CELOP?

- Your teacher will give you a final evaluation at the end of each course. Because CELOP is a non-credit program, we do not give official transcripts, with grades and credits.

6 US Classroom Culture

Understanding the US Classroom

In many countries, classroom activity is focused on the teacher. Most of the learning takes place through lectures and the instructor is considered the expert source of knowledge who should clarify and interpret all texts. In these settings, the classroom is a very formal place in which teachers are addressed by their title and silence is the most common way to demonstrate respect. Student participation is rarely encouraged.

In US classrooms, the approach is student centered. While teachers may sometimes lecture, classroom discussions are often led by students. The atmosphere is relatively informal and teachers often encourage students to address them by their first name. Students are encouraged to ask questions and express their own opinions and this participation often plays a significant role in the evaluation process.

Finally, in many countries, evaluation is based almost exclusively on exam scores. In the US classroom however, student evaluation will include other criteria such as completion of homework, class participation, attendance, writing assignments, personal reflections and group projects.

Interacting with Faculty and Classmates

Communication: US communication styles tend to be quite direct. A conversation is often viewed as a quest for knowledge. As a result, it is expected that if a student does not understand something, he or she should ask a question or notify the teacher as soon as possible that help or clarification is needed. Your teachers will often make themselves available before or after class in addition to maintaining regular office hours during which you can visit them and ask questions.

Classroom Etiquette: Students and faculty often dress casually for class and it is not unusual for faculty to walk around the classroom while talking or to sit on the edge of a desk. Comfortable dress and relaxed posture should not, however, be seen as a sign of lenient expectations or standards of performance. Some examples of expected behavior include:

- Arrive at class on time.
- Stay awake. Sleeping is not acceptable in an American classroom.
- Do not use your cell phone unless given permission by your instructor.
- Ask questions and participate!
- Be respectful toward your fellow classmates.

7 If I have a question...

If you have a question about your ...	You can talk to ...
Core class	Your core class teacher*
Elective class	Your elective class teacher*
Elective class choice	Standard Program Coordinator, office 230
Program Changes	Admissions (front desk) or Academic Program Manager, Room 220
General Attendance	Academic Program Manager, Room 220
Missing a class	Your teacher
Teacher or another student in your class	Your teacher*
Boston University Housing	Your Resident Assistant (RA) in your dormitory**
Roommate(s)	Your Resident Assistant (RA) in your dormitory**
Dining Plan	Admissions (front desk) or Student Life Coordinator
Health / feeling sick	Student Health Services 881 Commonwealth Avenue, Left Door
Mood / feeling stressed or upset	Student Health Services Behavioral Medicine 881 Commonwealth Avenue, Left Door
Tuition or Medical Insurance	Admissions, Front Desk
Immigration Status / I-20	Foreign Student Advisor, office 244
Application to college or university	Academic Advisor, office 224
Withdrawing (leaving your program early)	Admissions (front desk)
Computer / Laptop, BU Login, Wi-Fi	Technology support, office 253

*If you have already talked with your teacher and need to speak to someone else, you can see the Standard Program Coordinator, Room 230.

** If you have already talked with your RA and need to speak to someone else, you can see either Admissions or the Student Life Coordinator, office 219.

If you have a serious complaint against a CELOP/BU student or employee, you may request a meeting with the Associate Director or the Managing Director.

8 12-Week Programs

	INTENSIVE 25	INTENSIVE 20	PART- TIME 15	PART- TIME 10	PART- TIME 5	ENGLISH PLUS CREDIT
Program Code	EN050	EN020	EN081	EN082	EN083	EN060
Hours per Week	25	20	15	10	5	15
Courses	Core AND 2 Electives	Core AND 1 Elective	Core Only	2 Electives	1 Elective	Core + One BU course

Electives meet either on Monday and Wednesday
or Tuesday and Thursday.
There are no classes on Friday afternoon.

Weekly Class Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Core Classes 9:05 – 12:05	Core Classes 9:00 – 12:05	Core Classes 9:05 – 12:05	Core Classes 9:00 – 12:05	Core Classes 9:05 – 12:05
LUNCH				
Elective Class A 1:25 – 4:00	Elective Class B 1:00 – 3:15	Elective Class A 1:25 – 4:00	Elective Class B 1:00 – 3:15	

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Student Attendance Requirements

CELOP, Boston University's Center for English Language and Orientation Programs, requires all students to follow our Student Attendance Policy.

Overview:

- Attendance is counted by hours.
- Attendance in all courses is combined for total program attendance.
- Attendance is reported weekly and warnings will be given beginning in week two.
- Most absences, regardless of reason, will be counted. You should always let your instructors know the reason for your absence. Boston University makes an exception for observance of religious holidays – see Policy on Religious Observance below.*
- Late arrival to class also counts as absence – see Lateness Policy on the next page.
- If you miss 15% or more of the total program hours, you will **not** receive a certificate.
- If you do not meet the attendance requirement, you will receive verbal and written warnings.

Warnings if your total attendance is under 85%:

- 1st time – Warning Email
- 2nd time – Verbal Warning / Placed on Watch List
- 3rd time – Written Warning / Placed on Probation
- Continued lack of improvement will result in a Notice of Expulsion

If you receive a warning, you need to show significant improvement in attendance and raise your overall program attendance percentage over 85% as soon as possible. Students who are under 85% at the end of their program and wish to continue at CELOP, may be considered on probationary status dependent on the approval of CELOP administration with the support of faculty. If you are on probation, you must regularly check in with the Academic Programs Manager.

If you receive the Final Written Warning (Notice of Expulsion) you can appeal the decision with a written request and documentation to support a change in the decision. If you do not appeal or your appeal is denied, you will be expelled. CELOP reserves the right to expel or suspend a student for poor attendance and lack of academic progress at any time. If you are expelled for poor attendance or lack of academic progress, your enrollment will be cancelled without refund. CELOP may also terminate your I-20 for Unauthorized Drop Below a Full Course of Study.

* Policy on Religious Observance: Massachusetts law and Boston University policy require faculty and staff to accommodate students who are absent due to religious observance. This means that we must provide you with a reasonable opportunity to make up a test, or study requirement missed because of the religious observance, if such accommodation does not create an unreasonable burden. Boston University's Policy on Religious Observance gives students the right to miss class and make up the work for religious reasons. Students are required to inform instructors, in writing, of conflicts with the course schedule and requirements due to their religious observance as early as possible in the semester, and no later than one week before the conflict, so that accommodations can be made.

10 Student Lateness Policy

(Part of CELOP Student Attendance Requirements)

You are expected to be on time to all your CELOP classes, including after the break. If you are late, you miss information which you need to take full advantage of your class. We know that sometimes there are unavoidable delays, and that everyone is a little late sometimes (including teachers). This policy is intended to encourage you to get to class on time every day, and—if you must occasionally be late—to arrive as early as possible.

Lateness = Absence

- If you arrive late to class, you will be marked late. Three times late = 1 hour absent.
- If you arrive more than 10 minutes late, you will be marked late and ALSO be marked absent for the total minutes you have missed

EXAMPLE:

Student A: 10 minutes late
7 minutes late
8 minutes late

Three times late = 1 hour absent

TOTAL = 1 hour absent

Student B: 20 minutes late
40 minutes late
30 minutes late

Three times late = 1 hour

20+40+30 minutes = 1.5 hours

TOTAL = 2.5 hours absent

Late Arrival Etiquette

- If you do have to arrive late to class, please just enter the room quietly and take a seat
- If you arrive during an activity such as an audio or videotape or an oral presentation, your teacher may ask you to wait outside the room until the activity is over. (You will not be marked absent while you wait.)

Repeated Lateness

- If you are repeatedly late, your teacher may put you on probation for lateness
- If you are on probation for lateness and you continue to arrive late, you can be asked to wait until after the class. You will be marked absent while you wait.

11 Final Exam Policy

All CELOP Core courses (Academic Writing, Reading & Vocabulary, and Speaking & Listening) are required to hold Final Exams within the final three meetings of each course.

CELOP Elective courses may hold midterm or final exams at the discretion of the course instructor. Absence from an elective course final and subsequent exam make-up is at the discretion of the instructor.

Absence from a Core Final Exam

If a student is unable to take a final exam at the officially scheduled time, they must contact the Associate Director for Academic Programs as soon as possible, preferably in advance of the final exam or within one business day from when the final exam is given. In consultation with the instructor teaching the class, the Associate Director for Academic Programs may excuse the absence from the exam and allow a make-up exam to be given if the student has experienced a sudden incapacitating illness or other emergency. The Associate Director may ask for documentation from the student to support the excuse. The Associate Director will **not** excuse absences from a final exam because of travel plans, interviews, participation in a family event, competition, or other personal reasons.

If the absence is excused, the instructor will work with the student to arrange a time to retake the exam. However, if the student is unable to take the exam during the final week of the course or if the instructor is not able to turn in a grade when grades are due, then the instructor will issue an “I” instead of a final grade. The “I” indicates that the student was absent from the final exam. The student will have until the end of the week following the end of the course to complete the final exam.

If the student does not contact the Associate Director after missing a final exam, or the Associate Director does not excuse the student’s absence from the final exam, then zero points are given for the exam and the final grade for the course will be calculated using a zero for the final exam score.

Being excused for missing a final exam presumes that the student is in good standing in the class and that the student has been attending and completing work as assigned. If the student has excessive absences or a failing grade in the class going into the final exam, the instructor will submit an F instead of an I.

12 Academic Conduct Code

At a university in the United States, there are certain academic policies that all students are expected to follow (an academic conduct code). CELOP's Academic Conduct Code is based on Boston University's Academic Conduct Code:

<http://www.bu.edu/academics/policies/academic-conduct-code/>

Violations of CELOP's Academic Conduct Code include:

- Cheating on a test by copying answers from a classmate, books, notes, or a phone.
- Plagiarism
 - Using someone else's words or work as your own.
 - Using someone else's ideas without giving them credit.
 - Changing someone else's words without giving them credit.
- Inventing facts or data.
- Telling or receiving the answers to a test in advance.
- Talking on or using your cell phone during a test.
- Allowing someone to use your work as their own.
- Using fake documents or ID.
- Turning in the same material in more than one course without permission.
- Not sitting in an assigned seat during an exam.
- Lying to teachers or to the Academic Conduct Board.

If students violate this code, they may be dismissed from the program.

Suspension and Dismissal Policy

In accordance with Boston University policies, CELOP reserves the right to suspend or dismiss any student for the following reasons:

- Inappropriate behavior.
- Failure to make academic progress.
- Consistent failure to meet CELOP student responsibilities.

13 Assessment & Advancement

Assessment

Teachers use various forms of assessment (class participation, homework, quizzes, tests) throughout each term to evaluate students' performance.

On the final course evaluation for Academic Writing, Reading & Vocabulary, and Speaking & Listening, students are given a percentage (0% - 100%) for the course.

Level	Percentage	Course Completion
1	0%-70%	Repeat course
2		
3		
4		
5	71% - 100%	Course complete
6		
7	0% - 74%	Repeat course
8	75% - 100%	Course complete

Advancement

CELOP core courses (Academic Writing, Reading & Vocabulary, and Speaking & Listening) have two 6-week terms, 1 and 2. In order to advance from one level to the next in a course, a student must successfully complete both 6-week terms. A student who starts courses at the beginning of a semester will take Term 1 first. A student who starts courses in the middle of a semester will take Term 2 first.

Examples

Student A:

Fall 1 – 78% in Academic Writing 7A

Fall 2 – 85% in Academic Writing 7B

Student advances to Academic Writing 8

Student B:

Fall 1 – 68% in Reading & Vocabulary 4A

Fall 2 – 73% in Reading & Vocabulary 4B

Student must complete Reading & Vocabulary 4A before advancing.

Student C:

Fall 2 – 90% in Speaking & Listening 6B

Spring 1 – 90% in Speaking & Listening 6A

Student advances to Speaking & Listening 7

IMPORTANT NOTE: If a student wishes to have a higher placement than recommended on the final evaluation, he/she can take the full 2-part placement test again. The entire placement test must be taken at CELOP on the day of check-in. In addition, the student must request to re-take the placement test by a set deadline. Information on requesting to re-take the test (and the deadline for doing so) will be given out on the last day of classes and also sent by e-mail before the next semester.

14 Program Change - Downgrade

Students enrolled in Intensive 12-Week 25 Hours (EN050) have the option of changing their program to Intensive 12-Week 20 Hours (EN020). To downgrade their program, students need to get approval from CELOP. Students can change their program until the end of Week 2 of classes and be refunded the difference in tuition. If students downgrade their program after Week 2 of classes, they will have to pay a one-time Program Change Fee. Please see below for more information:

Refund Schedule

Refund after Program Change	
Pre-Arrival and Orientation	Refund equal to the difference in tuition
Weeks 1-2	Refund equal to the difference in tuition
Weeks 3-7	Refund equal to difference in tuition MINUS \$500 Program Change Fee

Program Change Process

Pre-Arrival and Orientation

No Program Change Fee

Students can request to change their program prior to their arrival to CELOP or during Academic Advising at check-in. The program change is approved immediately. Students will not pay the Program Change Fee and will receive a refund of the tuition difference returned to their account.

Weeks 1-2

No Program Change Fee

Students can downgrade during the first two weeks of class without paying an extra fee. To downgrade, they MUST meet with CELOP's Standard Program Coordinator before 5:00pm on Friday of Week 2 of classes. Students who are approved to downgrade before the end of Week 2 will receive a credit of the tuition difference on their Student Account. Students can request the credit be refunded back to their bank account by emailing studenta@bu.edu. Attendance for the elective course dropped will not affect students' overall attendance record.

Weeks 3-7

One-Time Program Change Fee: \$500

Students who request a program downgrade during Weeks 3-7, must first meet with CELOP's Standard Program Coordinator. Because the program change occurs after Week 2, a \$500 Program Change Fee will be assessed. Students will see a credit for the tuition difference in their account AND a \$500 Program Change Fee on their Student Account.

Attendance for the elective course dropped will not affect the student's overall attendance record.

Weeks 8-12

No program changes are permitted after the eighth week of the program..

15 Applying for university admission? (undergraduate or graduate)

The CELOP Academic Advisor will be available to help all students explore the most appropriate choices for their college/university studies. The academic advisor will guide students through the application process, provide resources for essay writing and testing and help students make informed decisions.

Step 1: Meet with CELOP Academic Advisor to discuss...

- Your major/field of study
- Schools that you want to apply to
- When you want to start your program
- Tests required
- Official documents required (transcripts, recommendations)
- Application essay (undergraduate) or statement of purpose (graduate)

Step 2: Work on your application(s)

- Register for tests and obtain official score reports
- Contact recommenders and obtain official transcripts
- Write application essay (undergraduate) or statement of purpose (graduate)

Step 3: Submit online applications & all required documents by the application deadlines



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Connecting Devices to the Internet at CELOP



WiFi

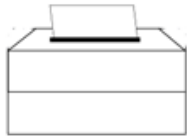
CELOP requires that all students have their own laptop or tablet.
Use BU (802.1x)
You will need to enter your BU username and password.
Check www.bu.edu/tech for updated troubleshooting information.

Living on Campus?

You must have a BU email address to access the internet in the dorms.
Your anti-virus software must be legal and updated.
You must not use file sharing (P2P) software (BitTorrent, Pirate Bay, etc).
BU will suspend your account if you illegally share/download music or movies.
For more information, see the International Student's Guide to the BU Network:
www.bu.edu/tech/accounts/wired/international-students-guide



Printing at CELOP



You cannot print from your laptop to CELOP printers.
To print, transfer files to one of the CELOP computers using a USB flash drive, email attachment or a cloud service.
All BU accounts have access to Google Drive; this is the easiest method for saving files online.

CELOP Computer Labs

Rooms: 255, 267A, 267B
To log-in, use your BU username and password.



Mobile Devices

Go to settings, the Wi-Fi.
Use BU 802.1x
Enter BU username and password to unlock the network

Need Help?

For help with your personal computer or one in the CELOP labs,
Contact GPTS at gpts@bu.edu or visit room 253.
For support after 5pm, go to the IT Help Center at 179 Amory Street
or call them at: (617) 353-4357.



17 Traveling In & Out of Boston

Getting to Boston Logan International Airport from CELOP

60 minutes via the subway (The “T”)

1. Take an inbound Green B-Line Train to Government Center.
*Note: you may have to get off at Park Street and switch trains.
If so, walk to the track ahead of you and go 1 stop
2. At Government Center, go downstairs to the Blue Line.
3. Take an outbound Blue Line train headed for “Wonderland”.
4. Get off at the Airport stop and look for a blue bus outside.
5. Take the free shuttle to the airport. Be sure to listen for your terminal’s stop.



30 minutes via car

Car services such as Lyft, Uber or taxis can go directly to your terminal at the Boston Airport.

US Airport Etiquette

In the US, security is very strict at the airport.



Remember the following rules:

- Have your passport and ticket ready for the checkpoint before security
- Take your shoes off before entering the metal detector.
- Take off any belts or hats.
- Put your keys, wallet and phone in a bin for the x-ray scan.

Leaving the US: Important Documents & Information

Before you make travel plans abroad, including Canada and the Caribbean, you must discuss the trip with the CELOP Foreign Student Advisor. William Marion is located in office 244. He will check your immigration documents to ensure a smooth departure.

Remember to complete the following steps first:

1. Look up Visa requirement. Do you need an additional visa to visit the desired country?
2. Check your I-20 (F-1 students) or DS-2019 (J-1 Exchange Visitors). Does it have a valid travel signature to re-enter? Look carefully at the end date listed on your form. Do you need to extend the I-20/DS-2019 before leaving? (You will need to bring this original document along with your Passport and Visa when leaving the US).
3. Remember that it is always best to check with the Foreign Student Advisor, Will Marion, before you travel.



18 Leaving CELOP early?

(Withdrawing from CELOP)

Start by meeting with CELOP Admissions to discuss:

- Your plans and reasons for withdrawing
- Sponsor approval (if sponsored)
- Financial obligations:

If you plan to withdraw from CELOP early, please know that you are subject to the CELOP Student Withdrawal and Refund Policy.

WHO THIS POLICY APPLIES TO:

All students who have applied to full- or part-time CELOP programs, or a partner who has applied on behalf of students.

OFFICIAL POLICY

CELOP students requesting a refund for all or a portion of their program must first complete an official withdrawal form. The completed form must be submitted in person or by email to CELOP Admissions at 890 Commonwealth Avenue, Boston MA or celop@bu.edu. Absence from class does not constitute withdrawal although it may result in the student being dropped from his/her program if SEVIS requirements are not met. The following refund schedule is observed once a completed withdrawal form has been received, with the date of receipt being the determining factor for calculating refund percentage:

Program*	Before program start	First week of classes	Second week of classes	Third week of classes
12 weeks or more	100% minus application fee	90% of tuition	75% of tuition	No refund
Fewer than 12 weeks	100% minus application fee	90% of tuition	50% of tuition	No refund

****Applies to all programs EXCEPT those that have a separately communicated refund policy.***

As per university policy, the refund percentage applies to tuition only. All non-refundable fees such as application and housing fees are not governed by this policy and are non-refundable.

19 Immigration: Full-time Students

Visa Requirements

F1 Visa	J1 Visa
Students studying full-time (minimum 18 hours per week)	Students and scholars sponsored by a government program or private foundation
I-20 = Certificate of Eligibility (Show to US embassy/consulate when you apply for visa and to US Customs and Border Protection each time you enter the US)	DS-2019 = Certificate of Eligibility (Show to US embassy/consulate when you apply for visa and to US Customs and Border Protection each time you enter the US)
I-94 (both F1 & J1 visas) The US Customs and Border Protection officer will stamp your passport with your non-immigrant status. We strongly recommend that you print your I-94 documentation from this website: https://i94.cbp.dhs.gov	

Student Obligations

F1 Visa	J1 Visa
Keep all your immigration documents in a safe place. You are responsible for them.	
Make sure your passport is valid for at least 6 months into the future.	
Study full-time, with good attendance and continued enrollment at CELOP.	
Report a change of address to CELOP within 10 days of the change.	
Do NOT work while you are studying at CELOP. (After you begin your academic degree study, you can request limited work permission by seeing your Foreign Student Advisor at your new program.)	
If you plan to travel outside the US and then return to CELOP, you must have CELOP's Foreign Student Advisor sign your I-20 before you leave. Also, if you plan to travel outside the US between semesters and return to CELOP, you must first be accepted at CELOP for the next semester.	If you plan to travel outside the US and then return to CELOP, you must have your J-1 program sponsor sign your DS-2019 before you leave. Also, if you plan to travel outside the US between semesters and return to CELOP, you must first be accepted at CELOP for the next semester.
	If you are sponsored by Boston University, you must go to the International Students and Scholars Office (ISSO) to check in.

If you have any questions about your visa, please see CELOP's Foreign Student Advisor in office 244.

For more information about your immigration regulations, please visit:

<https://www.bu.edu/celop/admissions/immigration-visas>

20 Immigration: Part-time Students

Visa Requirements

B1/B2 Visa
Visitors who want to take a short-term, recreational class
Can take part-time classes only (afternoon or morning only)
Can study part-time for one semester only
Must apply for a change of status in order to study full-time (This is a long process and you might have to return home to get your F1 visa)

F2 Visa
Spouses or children (under the age of 21) of F1 visa holders
Can take part-time classes only (afternoon or morning only)
Can study part-time for the duration of the F2 visa
Must apply for a change of status in order to study full-time (This is a long process and you might have to return home to get your F1 visa)

J2 Visa
Spouses or children (under the age of 21) of J1 visa holders
Can take part-time or full-time classes
Can study part-time or full-time for the duration of the J2 visa

If you have any questions about your visa, please see CELOP's Foreign Student Advisor in office 244. For more information about your immigration regulations, please visit:

<https://www.bu.edu/celop/admissions/immigration-visas>

21 What can I do after the semester ends?

(1) Continue at CELOP for the next semester

F1 Visa	J1 Visa
Submit your online application.	
Go to Front Desk Admissions to complete your Continuing Application Checklist.	
If your I-20 expires at the end of the semester: <ul style="list-style-type: none"> You will need to submit new financial documents. You must complete your application at least one week (7 days) before the end of the program so your I-20 can be extended. If your I-20 is not extended by the final day of the program, you cannot continue at CELOP. 	If your DS-2019 is expiring: <ul style="list-style-type: none"> Contact your program sponsor at least 30 days before the expiration date and ask them to issue you a new document.
See full instructions at www.bu.edu/celop/admissions/apply-now	

(2) Transfer to another school

F1 Visa	J1 Visa
You must transfer within 60 days of the final day of your CELOP program.	Contact your current program sponsor as stated on your DS-2019 about transferring to another program.
Complete the CELOP Transfer-Out Form.	
Get a letter of acceptance and Transfer-In Form from your new school.	
Bring these and all your immigration documents to CELOP Admissions.	
Make an appointment with the Foreign Student Advisor.	
See full instructions at www.bu.edu/celop/support-resources/immigration-advising	

(3) Leave the United States

F1 Visa	J1 Visa
You must leave within 60 days of the final day of your program.	You must leave within 30 days of the final day of your program.

If you will begin a degree program at Boston University, or if you have more immigration questions about your future plans, please see CELOP's Foreign Student Advisor in office 244.

22 Check-In Week To-Do List

Get your BU ID

Go to the Terrier Card Office at 775 Commonwealth Ave.
Bring your passport! Make sure you know your BU ID number

Connect to BU WiFi

See page 16.

Take advantage of campus activities

Check out the events being offered by CELOP and BU!

Attend Mandatory Academic Orientation

Check the schedule for the time, date and location.

Buy your textbooks and supplies

You can find everything you need at the BU Bookstore, 910 Commonwealth Avenue.

Set up an American bank account* and cellphone*

*Optional

Make friends and ask questions about anything of which you are unsure.

Your Notes:
