1) **I am going home for break. What do I need to do? Do I have to get a travel signature?**

Before you go home, make sure your passport and visa are valid.

You must also visit the Center for International Students and Scholars (CISS) if you have **NOT** had your I-20 signed within the last **6 MONTHS** of your anticipated arrival date back into the U.S.

2) **How do I get a visitor’s visa to another country?**

First, check the consulate website of the destination country to see if a visa is required. Please note that some countries may have different requirements for different citizenships.

If you are required to get a visa, the consulate website will include a list of documents needed for submission with your application.

You can also visit CISS to request a letter of support for your visa application.

3) **What do I need to do to renew my F-1 student visa?**

You only need to renew your F-1 visa if you plan to leave the U.S. and re-enter.

The easiest way to renew your F-1 visa is by scheduling a visa appointment at the embassy in your home country. Please check the website of the U.S. Embassy in your home country to receive a complete list of documents needed for renewal. Be sure to take your current I-20 to your appointment.

Also, CISS can produce a letter of support confirming your international student status at Bentley University.

4) **I want to do Curricular Practical Training (CPT)…what do I need to do?**

Attend a CPT session! Sessions are offered on-campus by CISS staff several times throughout the semester. Check the CISS website for dates and times.

You must first find and secure an internship in your field of study.

Then present the offer letter and CPT application to the internship coordinator in your academic department. CPT can only be authorized for course credit.

Submit your completed CPT application to CISS, including copies of your I-20, passport, and I-94 card.

You must also bring a letter from your employer confirming your acceptance for the position.

5) **I want to do Optional Practical Training (OPT)…what do I need to do?**

Attend an OPT Session! Sessions are offered on-campus by CISS staff several times throughout the semester. Attending this session will be of great value to you and assist you in the application process.
Stop by CISS or go to the CISS website to retrieve the OPT application. The application has step-by-step instructions for proper completion. You do not need an appointment to apply for OPT.

6) **Do I have to do CPT or OPT to work off campus?**

Yes, you do need to apply for either OPT or CPT to work off campus!

As an F-1 visa holder, you are limited to working on-campus for 20 hours or less during the semester. To receive any form of compensation for work off-campus, it must be through CPT or OPT.

7) **When am I eligible to apply for a Social Security Number (SSN)?**

You may only apply for a SSN if you have received a job offer.

You must have a SSN to receive compensation for on-campus employment, CPT, or OPT.

If you are working on-campus, visit CISS to request a letter of support, which confirms your student status at Bentley University.

8) **Do I have to file a tax return? How do I file one?**

If you have received any financial compensation for work on-campus or off-campus, then you must file a tax return.

Computer software providing tax assistance is available or you can have a tax service provider assist you. Tax forms must be submitted to the Internal Revenue Service (IRS) by April 15th of any given year.

CISS will send more tax information to students in February or March of any given year.

9) **How do I get a driver’s license?**

First, complete the application for a driver’s license. Applications are available at [www.rmv.gov](http://www.rmv.gov).

To get a driver’s license, the applicant must have a social security number (SSN). If you do not have a SSN, the RMV requires all applicants to obtain a denial letter from the Social Security Administration Office.

To obtain the letter, you must go to the SS office with your passport, I-94 card and I-20/DS-2019 and submit an application. A denial letter will be issued immediately. You must apply for a driver’s license within 10 days of receiving this letter.

10) **I have two classes left to take next semester, so I won’t be enrolled full-time. It is my final semester of study. Is this a problem?**

As a student in F-1 status you must be enrolled full-time at Bentley University. Undergraduate students must be enrolled in a minimum of 12 credits to be considered full-time and graduate students must be enrolled for a minimum of 9 credits to be considered full-time. Any enrollment for less than the required credit hours must be pre-approved by CISS. If you have only two courses remaining for your final semester, then visit CISS online or at the office to retrieve a Reduced Course Load Waiver (RCL). Your academic advisor must sign the waiver before you submit it to CISS with a copy of your I-94 card.