Effective January 28, 2019, ISSS will begin offering advising appointments in addition to our walk-in advising schedule.

This means that students who have more complicated advising questions may schedule an appointment with an advisor.

Walk-in advising is appropriate for simple questions and will be limited to 10 minutes per session, whereas advising appointments are reserved for more complex questions and will be limited to approximately 20 minutes per session.

**Walk-in advising topics include:**

- CPT application submission
- RCL (Reduced Course Load) for final semester
- Basic visa, I-94, and passport questions
- Travel concerns
- Changing contact info (e.g., address/phone number)
- Letter requests
- OPT/STEM OPT reporting
- I-94 corrections (incorrect information on I-94)
- Concurrent enrollment
- General employment authorization questions (on-campus, CPT, OPT, STEM OPT)
- SEVIS transfer to another U.S. institution

**Advising appointments topics include:**

- Change of status to F-1 status
• Reinstatement to F-1 status
• Academic disqualification (DQ)
• Adding an F-2 dependent
• Termination of SEVIS record
• RCL (Reduced Course Load) for Medical Condition or Academic Difficulties
• I-983 queries (STEM OPT)
• Leave of absence (taking a semester off)
• Academic & disciplinary probation
• Lost, missing, or delayed EAD cards

NEW WEEKLY WALK-IN ADVISING SCHEDULE

No appointment necessary. Students will be seen by an advisor on a first come, first serve basis.

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<th>Monday</th>
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WEEKLY APPOINTMENT SCHEDULE

Students must schedule an appointment in order to meet with an advisor.

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HOW DO I SCHEDULE AN APPOINTMENT?

1. Simply call (408-924-5920) or email us at international-office@sjsu.edu. You can also walk-in and request an appointment at the ISSS front desk.

2. Request an advising appointment and state the topic you would like to discuss during your appointment.
3. You will receive confirmation of the date and time of your appointment in-person, over the phone or via email.

4. ISSS will send you an appointment calendar invitation via Google.

5. Accept the invitation so it appears on your personal calendar.