Effective January 28, 2019, ISSS began 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.

Monday Tuesday Wednesday Thursday Friday
2-4 pm  2-4 pm  2-4 pm  2-4 pm  2-4 pm

WEEKLY APPOINTMENT SCHEDULE

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

Monday Tuesday Wednesday Thursday Friday
9-11 am  9-11 am  9-11 am  9-11 am  No Appointments
HOW DO I SCHEDULE AN APPOINTMENT?

WE NOW HAVE A CONVENIENT ONLINE APPOINTMENT BOOKING SERVICE:

1. Visit our homepage and select the “About ISA” tab at the top of the page

2. Scroll down to “Appointment Advising Hours”

3. Under each day of the week’s appointment advising hours, except for Friday, you will see a hyperlink for the advisor’s availability on that day.

4. Please click on one of the links to schedule an appointment, as multiple advisors may be available. Should one of the advisors not be available, please select one of the other link(s) to check to see if the remaining advisor(s) are available.

5. Fill out the e-form on the youcanbook.me website to reserve an advising appointment.

6. You should receive an email confirming your appointment, and the appointment should automatically be added to your Google calendar. It will also provide you the option to add it to a Microsoft Outlook calendar. (If you wish to cancel, please do so by selecting “click here to cancel” in the confirmation email.)

IF YOU ARE UNABLE TO SCHEDULE AN APPOINTMENT BASED ON THE INSTRUCTIONS ABOVE, YOU MAY ALSO DO THE FOLLOWING TO SCHEDULE AN APPOINTMENT:

1. 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.