

International Student Affairs

Guide to ISA Services



The Office of International Student Affairs (ISA) is open to provide services to Hofstra's international community on Monday - Friday from 9:00 am - 5:00 pm ET in 219 Weller Hall.

ADVISING & APPOINTMENTS

You may contact us with any questions or concerns via email at international@hofstra.edu. Be sure to include your name and Hofstra ID number in any email you send. If you need to speak with an advisor individually, please follow the instructions below to make an appointment with us through the **Navigate** app in your [Hofstra Portal](#).

Virtual Open Hours

ISA advisors will be available on Zoom to answer quick questions or discuss whatever topic or concerns you might have at the times below. Feel free to join us at any time during the hour to chat about immigration or cultural issues, or anything else on your mind.

- Tuesdays from 2:00 - 3:00 pm
- Fridays from 10:00 - 11:00 am

Visiting the ISA Office

Students may come to the ISA office in 219 Weller Hall in person during our operating hours to pick up documents or ask quick questions to our front desk staff. If you need to speak with an advisor, please make an appointment or visit our virtual open hours to ensure someone is available to help you.

How to Make an Advising Appointment in Navigate

1. Log in to your [Hofstra Portal](#). On the Portal home page, click on the Navigate app under "Student Success Center".
2. Schedule your appointment by selecting International Student Affairs and an available date and time. You may choose to meet in-person or virtually on Zoom. In the confirmation page, tell us any questions or comments about what you would like to discuss.
3. When your appointment is scheduled, you will see a confirmation page with the details. A confirmation email will be sent to your Hofstra email account.
4. If you selected a virtual appointment, we will send the Zoom meeting information to your Hofstra email account after the appointment is confirmed.

IMMIGRATION SERVICES

How to Request Services and Access Forms

Please see how to request each of our services in the table of instructions on the following page. Immigration information and all of our e-forms can be accessed [on our website](#). Please allow at least 10 business days for all immigration services processing.

To access e-forms:

1. Open an internet browser and enter this URL: <https://internationalforms.hofstra.edu>
2. Click the 'Login' button on the lower left side of the page. Log in using your Hofstra Portal information.
3. Click on 'Student Services' in the side menu on the left of the page. Click on the E-form you need.

Document Issuance

All immigration documents and good standing letters will be provided in an electronic format via email. Current immigration [guidance from SEVP](#) allows the use of electronic I-20s for all purposes. Letters and I-20s for Social Security Number applications will be provided physically.

How to Get Signatures Remotely

If you are not on campus and need a signature from an academic advisor or faculty member on an ISA form, please complete your part of the form first. Then, take a photo or scan the form and email it to that person to request the signature. Ask them to email the form back to you after they complete their part of the form. Be sure to include your name and Hofstra ID number in any email you send.

Signature Policy for Hofstra Forms

Any form that requires a signature (from you or from an academic/faculty advisor) must be signed by one of the following methods. *Simply typing your name is not acceptable.*

- Sign by hand on the physical form, then take a photo/scan the form to create an electronic version.
- Sign by writing your name using a digital drawing tool on a computer or on your phone.
- Sign by using a digital or electronic signature (See [this guide](#) for more information on e-signatures.)

Service	How to Request Service	Document Issuance Procedure
Change in Personal Information	For address or phone number changes, fill in the Change of Phone/Address Form e-form, at https://internationalforms.hofstra.edu/ If you have changed your name, email international@hofstra.edu and attach your updated passport with the new name.	ISA will send a PDF of your updated I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
Change in Major	Fill in the Change of Major e-form, available at https://internationalforms.hofstra.edu/ Before you fill in this form, you must officially request the major change with the university.	ISA will send a PDF of your updated I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
Good Standing Letter Request	Fill in the Good Standing Letter Request e-form, available at https://internationalforms.hofstra.edu/	ISA will email you a PDF of your letter to your Hofstra email or email you when your letter is ready for pickup.
Social Security Number Letter Request	Fill in the Social Security Number Letter Request e-form, available at https://internationalforms.hofstra.edu/ You must upload your completed hiring paperwork or EPAF email in the e-form.	ISA will email you when your letter is ready for pickup.
Travel Signature Request	At least 10 business days before you plan to travel, fill in the Travel Signature e-form at https://internationalforms.hofstra.edu/ . If you choose to bring your current I-20 to ISA for a signature, drop it off at our front desk in 202 Roosevelt Hall.	ISA will send a PDF of your I-20 with a new travel signature to your Hofstra email. Please remember to sign your name on the 1st page of the I-20. If you brought your current I-20 to our office, you will be emailed for pick up when it is ready.

Service	How to Request Service	Document Issuance Procedure
Curricular Practical Training (CPT) Request	Fill in the CPT Request e-form, available at https://internationalforms.hofstra.edu/ You must upload a copy of your job/internship offer letter in the e-form.	ISA will send a PDF of your CPT I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
J-1 On-Campus Employment Authorization	Email international@hofstra.edu to request the J-1 on-campus work authorization form.	ISA will instruct you about the process and email you when your work authorization is completed. We will also issue you a SSN letter at the same time.
Optional Practical Training (OPT) Request	Follow the instructions on the ' How to Apply for OPT ' guide to submit your OPT request e-form, available at https://internationalforms.hofstra.edu/	<ol style="list-style-type: none"> ISA will send a PDF of your OPT I-20 and instructions to your Hofstra email. Please sign your name on the 1st page of the OPT I-20. Follow the instructions to prepare your OPT application and submit it to USCIS.
Optional Practical Training (OPT) Updates	After completing your updates through the SEVP Portal , fill in the Employment Update Form for Post-Completion OPT e-form, at https://internationalforms.hofstra.edu/	ISA will send a PDF of your updated OPT I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
STEM OPT Extension Application	Follow the instructions on the ' How to Apply for STEM OPT Extension ' guide to submit your STEM OPT Extension request e-form, available at https://internationalforms.hofstra.edu/	<ol style="list-style-type: none"> ISA will send a PDF of your STEM OPT I-20 and instructions to your Hofstra email. Please sign your name on the 1st page of the STEM OPT I-20. Follow the instructions to prepare your STEM extension application and submit it to USCIS.
STEM OPT Information Updates	Fill in the Employment Update Form for STEM OPT e-form, available at https://internationalforms.hofstra.edu/	ISA will send a PDF of your updated STEM OPT I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
Program Extension Request	Fill in the Program Extension e-form, available at https://internationalforms.hofstra.edu/ You must upload a copy of your financial documents in the e-form.	ISA will send a PDF of your new I-20 to your Hofstra email. Please remember to sign your name on the 1st page of the I-20.
Reduced Course Load (RCL) Application	Fill in the Reduced Course Load e-form at https://internationalforms.hofstra.edu/ ttp	ISA will send an email to your Hofstra email address notifying you when the RCL has been processed. If you need to drop a course, please wait for further notice from ISA before you do so.
SEVIS Record Transfer	Fill in the SEVIS Transfer Out Request e-form at https://internationalforms.hofstra.edu/	ISA will send an email to your Hofstra email notifying you when your SEVIS record transfer has been processed.
Health Insurance Waiver	Go to https://internationalforms.hofstra.edu/ and click 'Insurance', not 'Student Services'. Fill in the waiver e-form appropriate for your situation.	ISA will send an email to your Hofstra email notifying you about the decision from the insurance broker.

