

International Student and Scholar Services (ISSS)
Global Education Office (GEO)
2120 Mesa Vista Hall
MSC06 3850 1 University of New Mexico
Albuquerque, NM 87131-0001
Phone (505) 277-4032
Email iadvisor@unm.edu Web: issss.unm.edu

WHEN TO CONTACT GEO

FOR F-1 AND J-1 STUDENTS

I. OVERVIEW AND SERVICES:

Required Reporting: GEO is required to report information about you to the US government via the Student and Exchange Visitor Information System (SEVIS). Therefore, you **MUST** update information with our office whenever you make changes to your name, academic program, address, etc. Report any changes as soon as they happen to avoid severe consequences!

International Advisement:

- Email for short questions: iadvisor@unm.edu
- Drop-In hours for short questions:
 - 1:00 – 3:00 pm M-F on [Zoom](#) OR in person at GEO, 2120 Mesa Vista Hall
- Appointments for privacy or more than 5-minute questions
 - [Schedule an appointment](#) under the “Contact Us” link at <https://issss.unm.edu>

Requests (letters, work authorizations or signatures):

- Minimum of **5 business days for processing!**
- Use the [GEO Request form](#)

Emergencies:

- Medical or Criminal – call 911. When a crisis is less acute, contact GEO.
- Stuck at a port of entry, reporting a health emergency, etc. - During business hours: 505-277-4032.
- **AFTER HOURS** call the GEO emergency line: **505-277-4GEO.**

II. WHEN ELSE SHOULD YOU CONTACT GEO?

YOU ARE REQUIRED TO REPORT TO GEO IF:

- You change your name, address, or telephone number (update this information within 10 days of the change).
- You will travel out of the US and your I-20/DS-2019 has not been signed by an international advisor in the last 6 months.
- You want permission to work on or off campus in the U.S.
- You are thinking about dropping a class that will make you less than a full-time student, or you are planning to enroll for less than full-time in any semester, except summer, **for any reason!!!**
- Any significant information changes on your I-20/DS-2019 form (e.g. name, major, level of study, source of funding, citizenship, etc.).
- Your I-20/DS-2019 will expire in the next 90 days (you must extend it **before** it expires).
- You want to stop attending university, or you want to change to another school.
- You want to bring your husband, wife, child or children to the U.S.
- You violate the terms of your immigration status (“go out of status”) for any reason and want to reinstate status.
- You (or your dependent) want to or need to change to another immigration status (e.g., from J-1 to F-1 or F-2 to F-1)

IT IS RECOMMENDED YOU CONTACT GEO IF:

- You have questions about traveling outside of the U.S., even for a short visit to Canada or Mexico.
- You have questions about applying for a new U.S. visa.