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 in your name, academic program, address, etc. Report any changes as soon as they happen to avoid severe consequences!

International Advisement:

• Drop-In hours for short questions:
  o 1:00 – 3:00 pm M-F

• Appointments for privacy or more than 5-minute questions
  o Schedule an appointment: https://isss.unm.edu/contact-isss/contact-isss.html

Requests (letters, work authorizations or signatures):

• Minimum of 5 business days for processing – come in early for questions!

Emergencies (stuck at a port of entry, reporting a health emergency, etc.):

• AFTER HOURS call the GEO emergency line: 505-277-4GEO.
• During business hours: 505-277-4032

II. WHEN 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 want to travel internationally and your I-20 or DS-2019 has not been signed by an international advisor in the last six 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 or DS-2019 form (such as name, major, level of study, source of funding, citizenship, etc.).
➢ Your I-20 or 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.