

Global Education Office (GEO)

2120 Mesa Vista Hall

MSC06 3850 1 University of New Mexico

Albuquerque, NM 87131-0001

Phone (505) 277-4032 ♦ Fax (505) 277-1867

Email geo@unm.edu Web: <https://isss.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 in your name, academic program, address, etc. Report any changes as soon as they happen to avoid severe consequences!

International Advisement:

- Talk-In hours for short questions:
 - 3 pm to 4 pm (MST), Tuesday and Thursday
 - 10 am – 12 pm, Monday and Thursday from 10am to noon except summer and holidays
- Appointments for privacy or more than 5-minute questions
 - Schedule an appointment: <https://calendly.com/unm-geo>.
 - Schedule by emailing geo@unm.edu (allow 2 business days for a response).

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.

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Email geo@unm.edu Web: <http://geo.unm.edu/>**WHERE TO GO FOR OTHER SERVICES
AT UNM**

FOR HELP WITH	CONTACT
Academic Issues <ul style="list-style-type: none"> • Understanding degree requirements • Trouble with your professor • Changing majors • Requirements for graduating 	Academic Advisor / Department <i>Contact an international advisor if you cannot get help from your academic advisor, if you need to drop a course, or if you change your program (to get new I20 or DS2019).</i> International Admissions at GEO can answer questions about credit transfer and transcripts.
Details About a Specific Course <ul style="list-style-type: none"> • Late assignments • Can't understand a lecture • Questions re collaborating with other students 	Contact Course Professor or Department
Community Activities <ul style="list-style-type: none"> • Lobo Friend Program • International student social hour • Trips 	Global Education Office (GEO) http://geo.unm.edu/activities_events Subscribe to the UNMGlobal Facebook group , Instagram , and/or the GEO Listserv
Employment Permission <ul style="list-style-type: none"> • Work on campus/Student employment (international students are not eligible for federal work study) • Work off campus 	Contact GEO for work authorization info: https://geo.unm.edu/students/immigration_work/working_us/index.html Student with SSN: http://stuemp.unm.edu/ Student without SSN or All J1 students: Please see GEO advisor <i>Contact Career Services http://www.career.unm.edu/ regarding job search information or Coop information.</i>
U.S. Federal Income Tax Issues	About tax taken from you: Payroll pay@unm.edu OR Taxation tax@unm.edu https://payroll.unm.edu/ or http://taxation.unm.edu/ About filing your taxes for non-residents: Global Education Office (GEO) http://geo.unm.edu/all_handouts/tax_message_students.pdf
Off-Campus Housing	UNM Off-Campus Housing: http://och.unm.edu/
On-Campus Housing <ul style="list-style-type: none"> • Problems with dorm room • Problem with roommate • Safety Concerns 	Resident Life & Student Housing: For information for both prospective and current residents, visit: http://housing.unm.edu/ For any personal issues such as problems with your room or roommate, safety concerns, etc., contact your Resident Advisor (RA) <i>Questions?: 505.277.2606</i>
Medical Problems	Student Health & Counseling: http://shac.unm.edu/
Personal/Adjustment Problems	Counseling Services: http://shac.unm.edu/services/mental-health/index.html or speak to an International Advisor at GEO. You can email geo@unm.edu or call 505.277.4032 to schedule an appointment.
Change to Another US School	International Advisor (GEO): Speak to an international advisor during walk-in hours, email iadvisor@unm.edu or set up an appointment via phone at 505.277.4032. You will need an admission letter from the new school.
Visa and Travel Issues	International Advisor (GEO): Web info at: https://geo.unm.edu/students/immigration_work/travel Visa/index.html Speak to an international advisor during walk-in hours, email iadvisor@unm.edu , or set up an appointment via phone at 505.277.4032.
Admission, Scholarship, Bursar, Registration	The "One Stop": http://allaccess.unm.edu/
Campus Addresses and Phone Numbers	University On-line Directory: http://directory.unm.edu/ Log in with your net ID UNM Departmental Listing: http://www.unm.edu/depart.html