

International Graduate Student Late Arrival Request Form

Instructions

This form is to be filled out when an international student knows they are facing a delayed arrival. Typically, the international student will request this form from International Student and Scholar Services (ISSS) and it is located on the left hand navigation on the [Newly Admitted student page on The Graduate School website](#).

The student will start the process by filling out the first page and sending the complete document in one email to their Graduate Program Director, Graduate Assistantship supervisor (if they have a GA), to ISSS@jmu.edu and to gradadmission@jmu.edu.

Based on the information collected in this form, The Graduate School will make the final determination if a late arrival is allowed. If a late arrival is found to be not permitted, the next step would be to see if a defer is acceptable. In order to keep the communications minimal, we have included questions that will help make the determination if a late arrival is not allowed.

The Graduate School will inform all of the decision with instructions of next steps.

Students:

Be sure you fill out page 2 in as much detail as you can and sign at bottom. The details provided in this form will be reviewed by each of the persons listed above. It will ultimately be reviewed by the Graduate School who will make the final determination if a late arrival is permitted.

Program Directors:

A late arrival can result in the student missing some classes. Please fill out page 3 and return at least that page (perhaps the whole document if you are unable to pull a single page out) to gradadmission@jmu.edu.

International Student and Scholar Services Office (ISSS):

Please fill out page 4 and return at least that page (perhaps the whole document if you are unable to pull a single page out) to gradadmission@jmu.edu

GA Supervisors:

A late arrival can impact your office's work this student is to provide. Please fill out page 5. It is understood that the GA will not be available to move with the student if a defer happens, let us know otherwise. Please fill out page 4 and return at least that page (perhaps the whole document if you are unable to pull a single page out) to gradadmission@jmu.edu

Questions?

Please contact gradadmission@jmu.edu or call our main line 540-568-6131 for any questions you may have.

STUDENT REQUEST FORM

Student will fill in this page and email whole document to your **program director, GA Supervisor (if you have one), ISSS@jmu.edu and gradadmission@jmu.edu** no later than 30 days prior to the beginning of classes to begin the process.

Student name:

JMU ID:

Program of Study:

Start term (semester and year):

Have you secured the F-1 student visa? ☐ Yes ☐ No

If no, what is the date of your F-1 student visa appointment?

Do you have a US Social Security Number? ☐ Yes ☐ No

Do you have a Graduate Assistantship (GA)? ☐ Yes ☐ No

Have you studied in the US before? ☐ Yes ☐ No

Have you secured housing in Harrisonburg? ☐ Yes ☐ No

If yes, when does your lease begin?

Other than your GA supervisor, Academic Advisor, and at ISSS, do you have other supports here in the US? ☐ Yes ☐ No

If yes, please list your supports

Have you scheduled your flights to the US? ☐ Yes ☐ No

If yes, when does your flight land into the US? Please include date and time.

When do you anticipate being able to arrive?

Consider that it will take approximately one week between a successful F-1 visa interview and receiving your passport back with the F-1 visa inside, (2) making international travel arrangements, (3) packing, etc.

Student Signature (please type your name):

ACADEMIC PROGRAM DIRECTOR RESPONSE FORM

Student name

JMU ID

Does your academic program have an orientation before the start of classes? ☐ Yes ☐ No

If yes, when does that orientation begin?

Is this student registered for classes for their first term? ☐ Yes ☐ No

Will this student miss any class meetings based on the late arrival date they provided (on page 1)?

☐ Yes ☐ No

If yes, please list Prefix, Course Number and Instructor Name for classes that they will miss:

Do you support a late arrival of this student? ☐ Yes ☐ No

If requested, do you support a deferral to this student? If yes, what terms can this ☐ Yes ☐ No
student defer to (no longer than 1 year)?

Please include your rationale for that decision and any assistance offered if supportive of the late arrival:

Program director signature (Please type your name):

INTERNATIONAL STUDENT & SCHOLAR SERVICES RESPONSE FORM

Student name:
JMU ID:

When does the required ISSS International Student Orientation begin?

To the best of your knowledge:

Has student received the F-1 visa?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has student paid the I-901 Fee?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Any known supports in the US?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, please share:

Please share any relevant information as to this student's situation regarding their request for a late arrival:

Do you support a late arrival of this student? ☐ Yes ☐ No

Please include your rationale for that decision and any assistance offered if supportive of the late arrival:

ISSS Signature (Please type name)

GRADUATE ASSISTANTSHIP SUPERVISOR RESPONSE FORM

Student name:

JMU ID

Does this GA position have an orientation?

☐

Yes

☐

No

If yes, when does that orientation begin?

What is the scheduled first day of employment for this student?

Has this student completed all hiring paperwork?

☐

Yes

☐

No

If no, please indicate which items are still outstanding:

Do you support a late arrival of this student?

☐

Yes

☐

No

Please include your rationale for that decision and any assistance offered if supportive of the late arrival:

Most assistantships are for the term in which the student begins and are not able to be moved if a defer must occur. If it is determined that the student must defer, is this assistantship available to the term they are deferred to?

Assistantship Supervisor Signature (Please type your name):