



UC DAVIS

Services for International
Students and Scholars

A part of Global Affairs

POST COMPLETION OPTIONAL PRACTICAL TRAINING FOR UNDERGRADUATE STUDENTS

Contents

OPT

Eligibility

Program completion

Start date

Timing

I-765 instructions

Requesting through iGlobal

Application materials

Other considerations

I-797 Receipt Notice and Submission

OPT Reporting

What is OPT?



- OPT is an abbreviation for *Optional Practical Training*
- OPT is an optional benefit to F-1 status allowing students to obtain practical work experience full-time for one year after completing their program of study

Eligibility

F-1 students are eligible after:

- Being enrolled full-time for one full academic year (9 months) on the same SEVIS Record
- Completing their program of study

AND

Training must be directly related to the major field of study



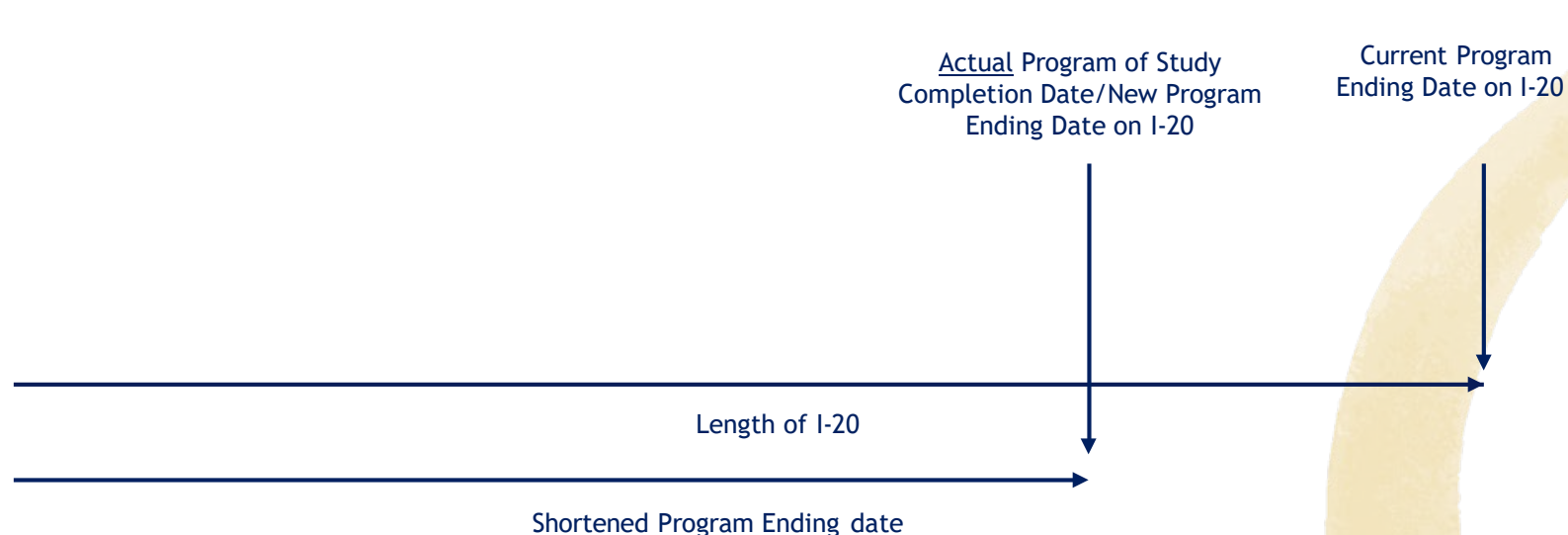
What do you mean by: “Completing my program of study?”

- Program completion =
 - You have finished all classes required to graduate
 - Your completion date becomes your new I-20 program ending date (if different from original).
 - Completion end date = term/quarter ending date OR
 - The last day of the month if you are working on-campus (which is rare for undergraduate students)
 - Your I-20 will be shortened to the date that you actually complete your program of study

Your completion date is not the day you graduate or receive your degree

Importance of the completion of program of study date

- You must finish your program of study before you can begin OPT.
- Your OPT start date is after your I-20 ending date.

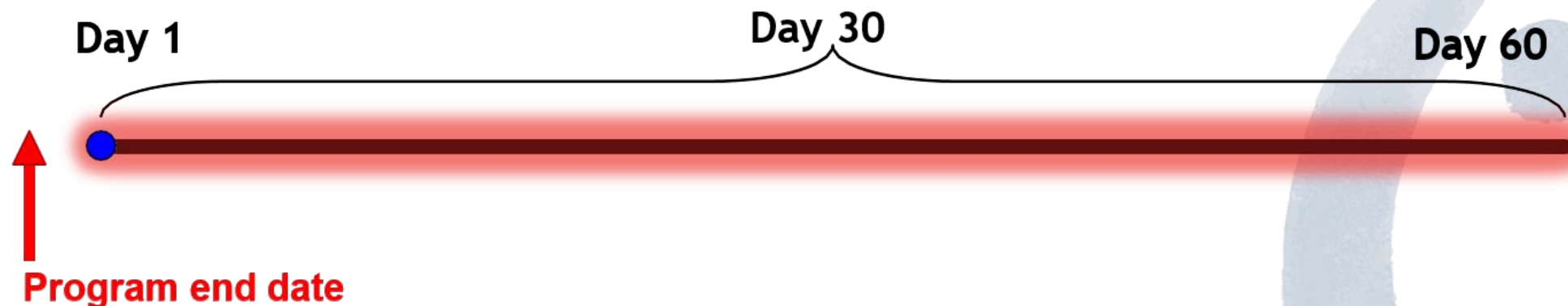


Your program completion date becomes your new I-20 ending date

Choosing an OPT Start Date

You have 60 days from the program completion date to begin OPT. This is also your *grace period*.

Your OPT start date can be as early as the day after your program ending date or any day up to 60 days after your program ending date.



OPT Timeline Calculator

Use the [OPT Timeline Calculator](#) to get customized information about:

- Submitting your OPT request to SISS
- Submitting your OPT application to USCIS
- Counting unemployment*
- Maintaining status during your OPT period

**Maximum allowed unemployment days = 90*

Download and save this calculator to use during your OPT application



Using the OPT Timeline Calculator

<https://siss.ucdavis.edu/optional-practical-training>

Enter

- Type of degree (Bachelor's)
- Program End Date
- Contract information if you are working on campus

The calculator recommends start dates

UC DAVIS
SERVICES FOR INTERNATIONAL
STUDENTS AND SCHOLARS

F-1 Student OPT Timeline Calculator
Use the blue boxes in each section to customize your
Save your work. Add information as you go along.

Choose Your Start Date

1. Which type of degree will you earn?

Bachelor's

- Your Program End Date is the last day of the quarter in which you finish the requirements for your
- You may not extend your Program End Date to take classes not required for graduation.
- If you do not pass a class, you must retake the class during the next term.
- You cannot work more than 20 hours/week until all coursework is complete.

2. When will you finish your degree?

Term

Fall

Year

2016

Contract?

No

- Your **Program End Date** is: 12/9/2016
- Your **Grace Period** is the 60 days following your Program End Date 12/10/2016 through 2/7/2017
- Your Employment Start Date must be during your Grace Period.
- Your best option with today's timeframe is to pick a date between 1/22/2017 and 2/7/2017

3. Which **Employment Start Date** do you choose?

2/7/2017

This is a valid Employment Start Date.

Customize your OPT Timeline

Customize Your Timeline

Please plan ahead: SISS takes up to two weeks to process your request; USCIS takes **90 days**

1. Submit your iGlobal OPT request to SISS between: and
 - USCIS takes 90 days to process OPT requests; desired start date < 90 days away.
2. Enter the date next to the Advisor Signature on page 1 of the new I-20 issued by SISS:
 - USCIS only accepts materials during your **Processing Period** through

Maintain timely reporting to stay in status

Maintain F-1 Status during OPT

Stay in status by reporting all Employment and Address changes **within 10 days**.

- **Report** employer and address to SISS after OPT starts: **3/1/2019**
- Report using the iGlobal portal: <https://iglobal.ucdavis.edu> (Limited Services option)
- Keep personal records of employment, hours, and how it is related to your major field of study.
- [Unemployment calculator](#) helps track all unemployment days (90 cumulative).

When will I get my EAD card? USCIS takes an average of 90 days from the I-797 receipt date.

Can I work before I get my EAD card?

- You must have your card in hand to begin working
- You cannot work OR volunteer until the authorized period of employment begins (dates on card)

The most important thing to
remember about OPT is

Timing!

1. Submitting request to SISS
2. Submitting application to USCIS

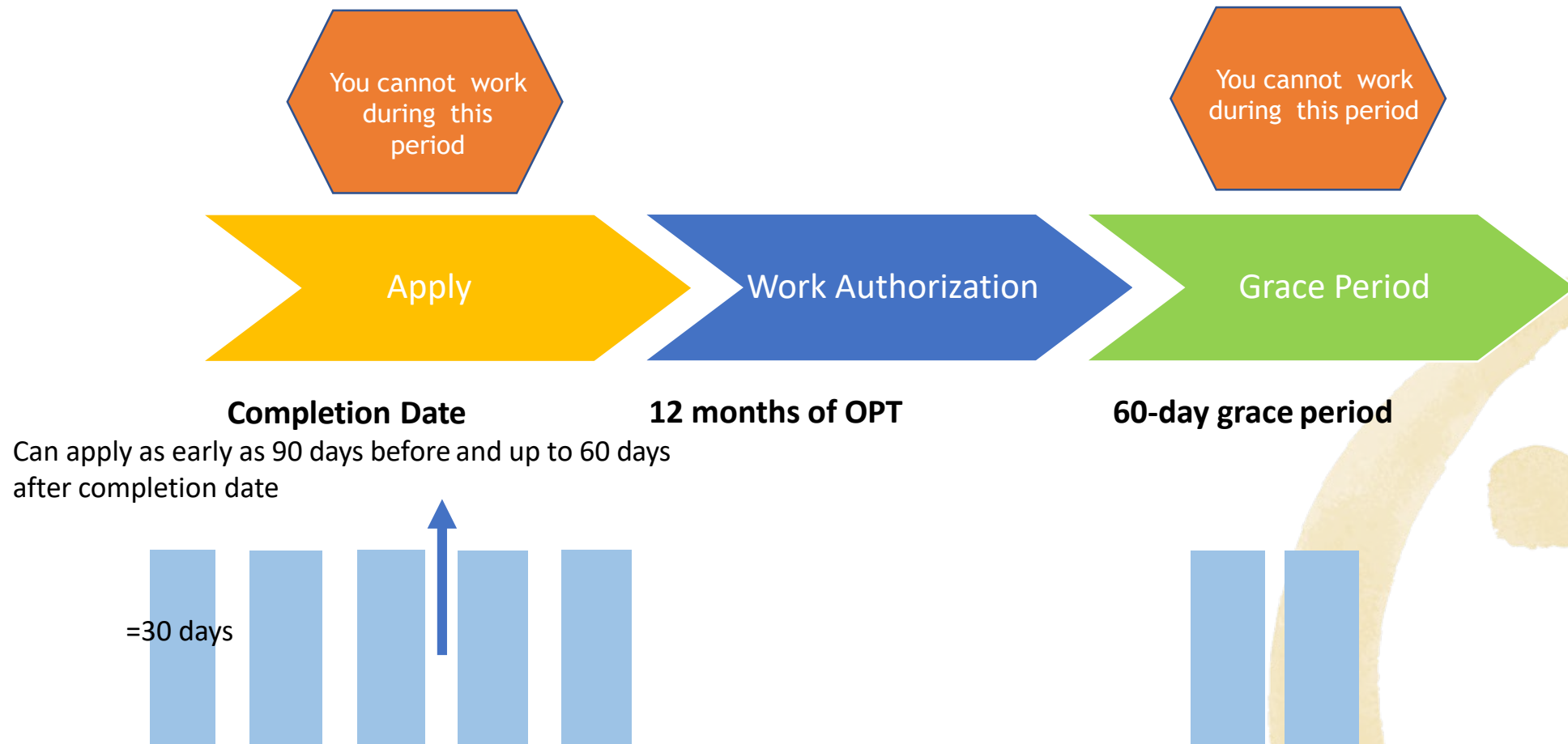
Recommended Timeline

- Submit a request for OPT to iGlobal one quarter before you think you will finish all the courses you need to graduate

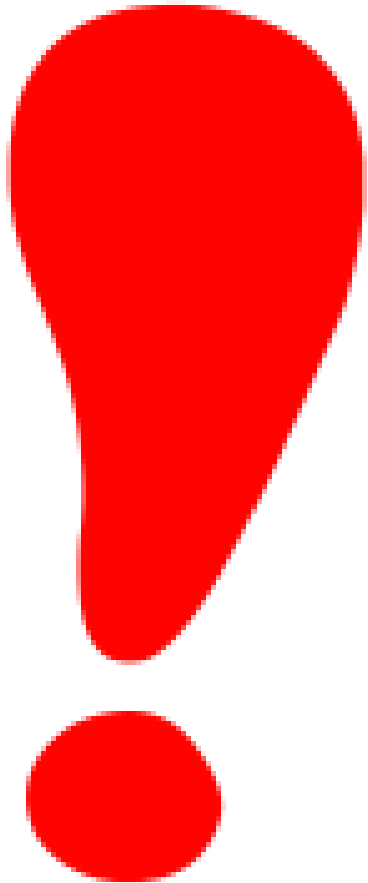
- **USCIS must receive your application**
 - No more than 90 days prior to program completion date
 - No more than 60 days after completion date (not recommended-results in unemployment accrual)
 - Within 30 days of the OPT I-20 issue date (the I-20 issue date is the date next to your advisor's signature on page 1 of the I-20)
- USCIS processing takes approximately 90 days from the Notice Date on your I-797 receipt

Page 1 of 3

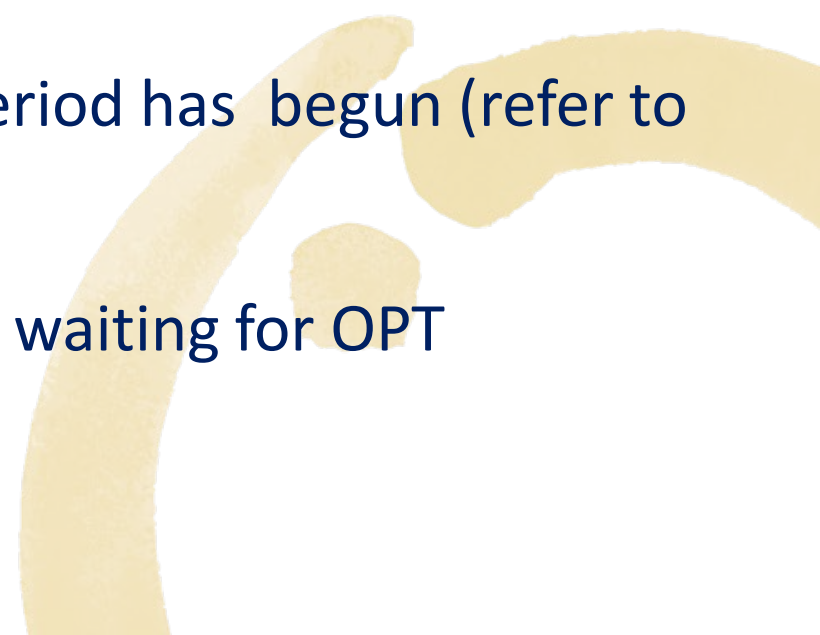
Application Timeline



When can I start?



- You can *only* begin paid or unpaid training when:
- You have received your EAD (Employment Authorization Document) *and*
- The date of your authorized training period has begun (refer to the dates on your EAD card)
- You are not allowed to volunteer while waiting for OPT approval and EAD card.



I-765 Instructions

Fill out the form using the instructions on our [OPT webpage](#) and in [iGlobal](#) at F-1 Practical Training, Optional Practical Training.

How to submit a request in iGlobal for OPT

1. Log into iGlobal
2. Click on F-1 Practical Training
3. Click on Optional Practical Training (Undergraduates)



The screenshot shows the iGlobal Services Home Page. At the top, there is a world map and the iGlobal logo. Below the map, a 'Secure Online Session' link is visible. The user's campus is listed as 'UC Davis' and their network ID is partially redacted. A sidebar on the left contains a menu with options like 'Departures from UC Davis', 'Employment' (with sub-options for CPT, Optional Practical Training for Undergraduates and Graduates, and Social Security Letter), 'F-1 Student Services', 'Reduced Course Load Requests', 'Student Letter Request', 'Update Personal Information', and 'Logout of iGlobal'. The main content area displays 'SEVIS Status Information' with fields for SEVIS ID, Status (Active), Level (Bachelor's), Program Start, and Program End, all of which are partially redacted. To the right of this information are two links: 'View older' and 'View newer'. Below the SEVIS information, there is a section titled 'About Services for International Students and Scholars' which provides background on the Services for International Students and Scholars (SISS) office, its establishment in 1968, and its role in supporting international students and scholars at UC Davis.

iGlobal

 **Secure Online Session**

[Redacted]

Campus: UC Davis

Network ID: [Redacted]

iGlobal Home Page

- + Departures from UC Davis
- Employment
 - Curricular Practical Training (CPT) request
 - Optional Practical Training (Undergraduates)
 - Optional Practical Training (Graduates)
 - Social Security Letter
- + F-1 Student Services
 - + Reduced Course Load Requests
 - + Student Letter Request
 - + Update Personal Information
- Logout of iGlobal

iGlobal Services Home Page

Online Services for International Students, Scholars, a institutional information, request signatures, work aut enrollments, sign-up for sessions, and more.

SEVIS Status Information

SEVIS ID:	[Redacted]
Status:	Active
Level:	Bachelor's
Program Start:	[Redacted]
Program End:	[Redacted]

☐ View older


☐ View newer

About Services for International Students and Scholars

Established in 1968, Services for International Students and Scholars (SISS) reports to the Vice Provost for Global Affairs. SISS is a community that includes students and scholars from over 100 countries. SISS serves over 6,000 international students and scholars, researchers and their accompanying family members each year. We welcome the world to UC Davis.

SISS assists incoming and current international students and scholars with all aspects of their academic and personal life at UC Davis.

1. In iGlobal, review instructions and links under **How to Apply for OPT**. Take your time to read and follow the instructions carefully and thoroughly.
2. Determine how many forms to fill out depending on the number of majors you have.
3. Click on **Request An I-20 With An OPT Recommendation**
 - Upload required documents
 - Submit
4. Click on **Dean's Office Advisor & Major Advisor Recommendation for OPT**
 - Fill out information
 - Submit
5. Click submit
6. Your SISS Advisor will receive the electronic forms after your dean's office and major advisors complete the recommendation forms



iGlobal

Secure Online Session

Campus: UC Davis
Network ID: [REDACTED]

iGlobal Home Page

- Departures from UC Davis
- Employment
 - Curricular Practical Training (CPT) request
 - Optional Practical Training (Undergraduates)**
 - Optional Practical Training (Graduates)
 - Social Security Letter
- F-1 Student Services
 - Reduced Course Load Requests
 - Student Letter Request
 - Update Personal Information
 - Logout of iGlobal

Optional Practical Training (Undergraduates)

Optional Practical Training (OPT) is an employment benefit where for F-1 students can apply what they have learned in a degree program through off-campus employment after completion of all degree requirements. Employment approval takes at least 90 days.

How to Apply for OPT

1. Attend an [OPT workshop](#) or view the [online OPT workshop](#).
2. Meet with your Academic Advisor(s) to discuss your degree completion.
3. Use the [OPT Calculator](#) to help you customize a timeline.
4. Submit this form to SISS along with:
 - [USCIS I-765 form](#)
 - [I-94 Record](#)
5. Your Dean's Office and Major Advisors must submit an electronic recommendation using these forms.
 - Once you fill out all required forms, your Coordinator or Advisor will get an e-mail to complete their recommendations.
6. After your I-20 is issued, you need to mail a copy of the new I-20 recommending OPT along with the [other required materials](#) to USCIS.

How does this form work?

1. Meet with your Major Advisor and your college Dean's Office Advisor to discuss your graduation requirements.
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]

Update Personal Information

Logout of iGlobal

How does this form work?

1. Meet with your Major Advisor and your college Dean's Office Advisor to discuss your graduation requirements.
2. Submit all four pages of this form.
3. If you are a single major, only fill out 4 pages
4. If you are a double major, you need to fill out 5-6 pages
5. Use the add new button after each form
6. The college Dean's Office Advisor and Major Advisor will complete electronic recommendations.
7. Upon completed recommendations, your request is received by SISS and will be processed. An e-mail will go out when completed.

What do I submit?

You should be submitting:

- One Dean's Office Advisor Recommendation for **EACH** college you are attending
- One Major Advisor Recommendation for **EACH** major that you are in.

	Dean's Office Recommendation	Major Recommendation
One Major	1	1
Two Majors, Different Colleges	2	2
Two Majors, Same College	1	2

Please fill out the following:

- ☐ [Request An I-20 With An OPT Recommendation](#)
- ☐ [Dean's Office Advisor Recommendation for OPT](#)
- ☐ [Major Advisor Recommendation for OPT](#)
- ☐ [Submit Undergrad OPT Request](#)

Other application materials

To submit materials in the correct order review the information:

- On our website: <https://siss.ucdavis.edu/optional-practical-training>
- In the iGlobal instructions
- In the email notification that your OPT I-20 is ready

Your OPT I-20

- SISS recommends OPT
- USCIS (United States Citizenship and Immigration Services) is the approval authority
- Recommendation appears on page 2

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: [REDACTED] (F-1)

NAME: [REDACTED]

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	28 MAY 2017	22 MAY 2018

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
09 JANUARY 2017	24 MARCH 2017

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

Sample Check or Money Order

Chisaho Hirozane
18 Russell Blvd.
Davis, CA 95616

Check 2281

date May 2, 2011

Pay to the order of: U.S. Department of Homeland Security | **\$\$\$**

\$\$\$ dollars and 00/100 cents only dollars

for _____ Chisaho Hirozane


:ROUTING NUMBER: ACCOUNT NUMBER CHECK NUMBER

SAMPLE

Check or money order payable to U.S. Department of Homeland Security. Check the current [filing fee](#) before submitting. Do not pay the biometric fee.

- Make payable to the order of exactly as it is in this sample
- Do not abbreviate Department of Homeland Security

Credit Card Payment Option

	Authorization for Credit Card Transactions Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form G-1450 OMB No. 1615-0131 Expires 01/31/2021																																																								
How To Fill Out Form G-1450																																																										
<p>1. Type or print legibly in black ink.</p> <p>2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization.</p> <p>3. Place your Form G-1450 ON TOP of your application, petition, or request package.</p> <p>NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.</p> <p>NOTE: Form G-1450 may only be used with a form being submitted to a USCIS Lockbox. Do not submit this form to a USCIS Field Office. They will not accept it.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p>We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.</p></div>																																																										
<p>https://www.uscis.gov/g-1450</p>																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="4" style="background-color: #f2f2f2;">Applicant's/Petitioner's/Requester's Information (Full Legal Name)</td></tr><tr><td style="width: 33%;">Given Name (First Name)</td><td style="width: 33%;">Middle Name (if any)</td><td colspan="2" style="width: 34%;">Family Name (Last Name)</td></tr><tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 90%;" type="text"/></td><td colspan="2"><input style="width: 90%;" type="text"/></td></tr><tr><td colspan="4" style="background-color: #f2f2f2;">Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)</td></tr><tr><td>Given Name (First Name)</td><td>Middle Name (if any)</td><td colspan="2">Family Name (Last Name)</td></tr><tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 90%;" type="text"/></td><td colspan="2"><input style="width: 90%;" type="text"/></td></tr><tr><td colspan="4" style="background-color: #f2f2f2;">Credit Card Holder's Billing Address:</td></tr><tr><td colspan="2" style="height: 20px;">Street Number and Name</td><td style="width: 10%;">Apt. Ste. Flr.</td><td style="width: 10%;">Number</td></tr><tr><td colspan="2"></td><td style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td><td></td></tr><tr><td colspan="2" style="height: 20px;">City or Town</td><td style="text-align: center;">State</td><td style="text-align: center;">ZIP Code</td></tr><tr><td colspan="2"></td><td style="text-align: center;"><input type="text"/></td><td style="text-align: center;"><input type="text"/></td></tr><tr><td colspan="4" style="background-color: #f2f2f2;">Credit Card Holder's Signature and Contact Information:</td></tr><tr><td colspan="4" style="height: 20px;">Credit Card Holder's Signature</td></tr><tr><td colspan="2" style="height: 20px;">Credit Card Holder's Daytime Telephone Number</td><td colspan="2" style="height: 20px;">Credit Card Holder's Email Address</td></tr></table>			Applicant's/Petitioner's/Requester's Information (Full Legal Name)				Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)				Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>		Credit Card Holder's Billing Address:				Street Number and Name		Apt. Ste. Flr.	Number			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		City or Town		State	ZIP Code			<input type="text"/>	<input type="text"/>	Credit Card Holder's Signature and Contact Information:				Credit Card Holder's Signature				Credit Card Holder's Daytime Telephone Number		Credit Card Holder's Email Address	
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Credit Card Holder's Daytime Telephone Number		Credit Card Holder's Email Address																																																								

OPT Photo Requirements

Clear image,
White
background



2 x 2 inches
(51 x 51 mm)

- All photos must be of only the applicant and must be identical.
- All photos must meet the specifications for full frontal/passport photos and must be no more than 30 days old when an application is filed.
- Print your full name, birthdate and SEVIS number (10-digit number beginning with N in the top left corner of your I-20) in pencil on the back of each photo.

And what about...

An RFE

The EAD card

Job relation to major

Traveling out of the United States

Renewing my visa

Canceling

Starting a new course of study

When you receive you I-797 Receipt Notice

Unemployment

What is a Request for Evidence (RFE)?

- When USCIS needs clarification or more documentation about your OPT application
- Sent to the address you provide to USCIS in the I-765 application form
- Usually a blue cover sheet with a response deadline
- Usually an additional sheet(s) with a list of information to provide

What to do if you get an RFE?

- Schedule an appointment with your SISS Advisor immediately
- Prepare all documents requested – **even if you already submitted them with the original request**
- Make photocopies of all documents before sending
- Review packet before mailing
- Send by the deadline indicated on the cover sheet

RFEs are serious

Not submitting what is requested in a timely manner may lead to an OPT denial

How do I know if my job directly related to my major?

Employment is an extension of what you learned and must be directly related to your major field of study

- Ways to document a direct relationship:
 - Job Description requires knowledge and skills you learned at UC Davis
 - Your degree is a minimum or preferred job requirement
 - You took specific coursework that makes you qualified for the job
- If in doubt:
 - Ask a professor
- Maintain documented evidence of relationship

Traveling during OPT

For more information <https://sis.s.ucdavis.edu/resources/travel/international-students>

Once you have applied for/been approved for OPT,
you must have the following 5 items when you return to the U.S.

1. Unexpired passport, valid for 6 months in the future
2. Unexpired F-1 visa
3. Most recent I-20 with a current travel signature
(Travel signatures are only valid for 6 months on OPT)
1. I-797 receipt notice/**EAD card***
2. Proof of **job**/job search/training

Risk of being denied entry for if entering without

- *If you have your EAD card you **MUST** return with a job offer
 - Ask your SISS Advisor for a sample job offer letter to provide to your employer

What if I'm traveling and my visa has expired?



Bring all your travel documents
and apply for an extension

What if I have to cancel OPT?

- Contact your SISS Advisor
 - Your SISS Advisor can cancel your OPT in SEVIS if you haven't mailed your application.
 - If you have mailed your application, you will need to withdraw. Consult your SISS Advisor for guidance. **You will not receive a refund.**

What if I go back to school before OPT expires?

If you are admitted to a program at UC Davis or another institution that requires you to have an I-20, your OPT will end the day before your new degree program start date. **Discuss this with your SISS Advisor because it will require either a *Change of Level I-20* for UC Davis or a *SEVIS Transfer* to another institution.**

While on OPT, you are permitted to take a class here and there if the institution allows you to do so as a non-admitted student (meaning not needing an I-20 for the other program).

I-797 Receipt Notice

- You will receive an I-797 Receipt Notice approximately 3 weeks after you submit your OPT application to USCIS
- Your Receipt Notice will have the Received Date and Notice Date
- The Received Date is the date that USCIS received your application
- The Notice Date is the date that USCIS created the receipt to notify you that they have your application
- If your EAD is approved, it should arrive at the address you provided in the I-765 application at least 90 days after the **NOTICE DATE**
- **YOU ARE REQUIRED TO SCAN AND EMAIL A COPY OF YOUR I-797 RECEIPT NOTICE TO YOUR SISS ADVISOR IMMEDIATELY UPON RECEIPT**
 - Your SISS Advisor will verify that your I-797 was received within the 30 day required timeframe
 - If there is a problem with your Receipt Notice, your SISS Advisor will contact you to discuss options

What if I am unemployed?

- International students are required to maintain employment that is directly related to their field of study during the OPT authorized period
- Ninety (90) days of total unemployment is allowed (not consecutive but aggregate)
- Unemployment begins after the start date of your EAD
- Students approaching 90 days of unemployment must make plans to leave the United States or to transfer to another program of study
- Calculate your unemployment using the [unemployment calculator](#)

OPT Reporting Requirement

What is OPT Reporting?

- International students on OPT are required to report
 - New employment
 - End of employment
 - Changes to employment
 - Address Changes
 - Verification of employment every 6 months
- Reporting verifies to USCIS that you are not accumulating unemployment days
 - All unreported days will be considered unemployed days
 - USCIS will begin terminating student SEVIS records who exceed the 90 day unemployment limit

When do I report?

- You will not be able to report OPT until the first day of your OPT employment.
- You must report changes through iGlobal within 5 days of the change
 - Late reporting may be considered a status violation by USCIS
 - Late reporting may lead to unlawful presence

How do I report OPT & what do I report?

- Report using <https://iglobal.ucdavis.edu> within 5 days of a change
- **Login under Limited Services** using your student ID, Date of Birth and a temporary PIN number that you can have emailed to yourself.
- Upload your Employment Authorization Document (EAD card) the first time you report.
- Report any changes of:
 - Legal name
 - Residential or mailing address
 - Email address (permanent, non-UCD)
 - Employer name and address/change of address
 - Employment status
 - Loss of employment
 - Start & end dates of employment
 - How employment is directly related to your major field of study
 - Departure from the U.S. (permanent leave)
 - Change of Status (such as H-1B approval, etc.)

A word about the SEVIS OPT PORTAL

What is the portal?

- A way for students on OPT to directly report employment and address changes to SEVIS

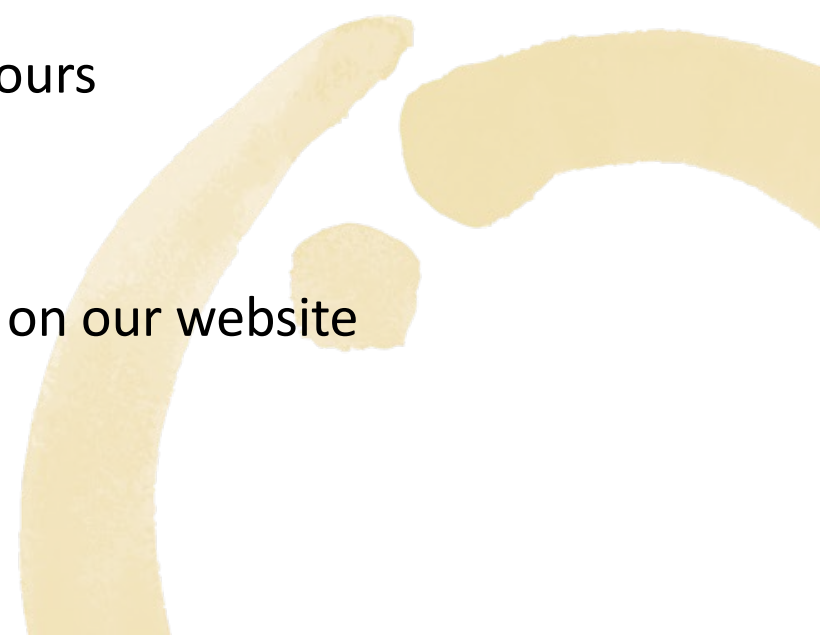
Is the SEVIS portal mandatory?

- No and SISS does not currently support the portal

Can I report using the portal?

- No—for now report all OPT activities using iGlobal

Review of steps to Prepare your OPT Application

1. Choose your OPT start date – you do not need to have a job to apply
 2. Fill out the [I-765 form](#).
 - Use the instructions on our OPT webpage and in the [iGlobal](#) OPT request form
 3. Submit the OPT eform in iGlobal
 4. SISS will email you when your new I-20 is ready
 5. Optional courtesy check when you pick it up during drop-in hours
 - Mondays & Thursdays 1-3:45pm
 6. Make a copy of your new I-20 to mail (keep original)
 7. Mail documents in the order listed on the iGlobal e-Form and on our website
 8. Report your OPT in a timely manner
 9. Review this online workshop as often as needed
- 

Contact SISS

- Come to drop-in advising if you have additional questions about your OPT application/process
 - Mondays: 1-3:45pm
 - Thursdays: 1-3:45pm

OR

- Email siss@ucdavis.edu with any questions you have

SISS also conducts OPT workshops some Fridays
Check [website](#) for employment workshop schedule.

There are no scheduled drop-ins or appointments on Fridays



UCDAVIS

Services for International Students and Scholars

A part of Global Affairs

siss.ucdavis.edu