

OFFICE OF IMMIGRATION AFFAIRS

The *Office of Immigration Affairs* is currently under the Deanship of Academic Affairs, it's principal mission is to provide assistance and guidance to all international students and scholars who study and work at the UPRM. Since 2013 the office is focused solely on matters related to our international students and scholars. The Principal Designated School Official (PDSO) or Designated School Official (DSO) prepares Form I-20 for students who are admitted to the UPRM. We work closely with the Admissions Office, the Graduate School and the Registrar's Office, making sure that all requirements for the preparation of Form I-20 are met. This office issues Form I-20 to students admitted to the UPRM, in order for them to be able to get the entry visa into United States territory at the US Embassy in their country of origin. We also prepare and submit H1B visa petitions on behalf of scholars that are being hired by academic departments, in coordination with such departments.

Our office also plays an important role in guidance and advising not only for our international students and scholars, but also for all administrators and faculty working with them. Our vision is to facilitate study and work at the UPRM for foreign nationals following all federal regulations and requirements established by *Student and Exchange Visitor's Program (SEVP)* and *United States Citizenship and Immigration Services (USCIS)*, as well as other federal agencies under the *Department of Homeland Security (DHS)*.

Every fall and spring session starts off with an orientation for all newly admitted undergraduate and graduate students. During this orientation we emphasize the importance of maintaining status while in F1 visa classification, and we go over regulations regarding international students as contemplated in the *Code of Federal Regulations: 8 CFR 214.2(f)*.

The *Office of Immigration Affairs* is continually collaborating with all academic departments and UPRM dependencies (Human Resources Office and others) giving guidance and advice on all matters relating to international students and scholars. Our PDSO is continuously keeping up to date as an active member of NAFSA (The Association of International Educators).

Contacts:

Dr. Frances J. Santiago Torres, Ph.D., PDSO
francesj.santiago@upr.edu

Ms. Janet Estrada Vargas, DSO
janet.estrada@upr.edu

Office: Celis Building 207
Phone: (787) 832-4040 Ext. 2415 / 5757
Fax: (787) 265-5418