



F-1 Student

Orientation & Information Booklet

contact us

+1 (202) 223 0023

Main Campus:
8618 Westwood Center Dr, Suite 200,
Vienna, VA 22182, USA



Understanding and following the terms and conditions of your F-1 nonimmigrant status

To provide your DSO the timely information needed to maintain your SEVIS record, please:

1. **Enroll in a full course** of study at the beginning of every session (excluding authorized break periods).
2. **Notify** your DSO if you intend to take an **authorized vacation** within the US.
3. **Report US address, E-mail address and phone number changes** to your DSO within 10 days of the change.
4. **Report any change in sources of financial support** to your DSO.
5. **Notify** your DSO prior to **traveling** outside the United States. If you go to your home country you must contact Lado at least one month before returning to the US.
6. **Notify** your DSO upon applying for **change** of nonimmigrant **status** including **dependents**.
7. **Consult** with your DSO to when you wish to **extend your program**.
8. **Notify** your DSO **if you intend to transfer**.
9. **Notify** your DSO about **changes in dependent status**.
10. **Attend and pass** all classes. **Do not be absent** more than **three days** for any session.
11. **Do not work** without authorization.
12. **Do not drop a class** without speaking with a DSO.



Failing to attend school or having too many absences is the main reason why students become out-of-status.

ATTENDANCE POLICIES

1. You may be absent up to three times each session. If you are late three times, it will count as one absence.

2. If you miss classes and the absences are unjustified:

-You will receive a warning email after having missed 2 classes.

-You will receive a warning letter after having missed 3 classes.

If you continue to miss classes:

You will meet with School officials and you will be put on attendance probation during the following session.

-If you continue to miss class during the attendance probation period, your F-1 status will be terminated.

3. Absences are justified only for illness or other medical conditions. You must submit a doctor's note

stating the reason for your absence and the dates and days of the week that you were ill. Absences cannot be excused without this note. You will not be excused if your family member is sick. Excused absences do not count as attendance for purposes of academic progress - even if your absences are excused, you must still meet minimum attendance requirements to proceed to the next level!



VACATION IN THE U.S.A POLICIES

F-1 students enrolled in an ESL Program must complete at least 26 weeks of study prior to being eligible for an extended break or vacation.

F-1 students must also be eligible and intend to register for study in the term following the annual vacation.

The duration of the annual vacation is equivalent to the duration of one term. During an annual vacation, students do not need to take classes in order to maintain non-immigrant status.

An annual vacation may be requested and approved by your DSO.

If you are planning to travel outside of the US during your annual vacation, make sure to submit your plane ticket and have your I-20 signed by a DSO.

You may travel to your country at any time. However, before leaving you must do the following:

1. **Notify LADO** of the dates of your trip and expected return by providing a photocopy of your plane ticket indicating the date of departure. You must depart the U.S. within 15 days from your last day of classes.
2. **Fill-out the F-1 Student Request form.**
3. If you don't know the date of your return to the US, you will have to contact Lado at least a month before you want to return to reactivate your SEVIS record.
4. Have a **LADO DSO sign** the back of your **I-20 form.**
5. The **DSO** will also **date the second page of your I-20.** Your I-20 will be valid for five months. If you do not return to the U.S. within 5 months from your last day of classes your I-20 will expire. You will then need a new I-20 and pay a new SEVIS fee to re enter.
6. Make sure your **PASSPORT and U.S. VISA are valid.** If your passport has expired, you may renew it at your country's embassy in the U.S before your departure. If your VISA expires before returning to the U.S. (or if you have changed your status in the U.S.), be sure to schedule an appointment at the U.S. consulate in your country for a new VISA.



F-1 WORK ON-CAMPUS

If positions are available, you can apply to work at LADO (on- campus) for up to 20 hours a week.

F-1 WORK OFF -CAMPUS

USCIS authorization to work off-campus is difficult to obtain. You must prove that you have unforeseen severe economic hardship.

To apply for this authorization you must:

1. Be in-status at LADO for 9 sessions of study.
2. Prove that you need to work due to SEVERE ECONOMIC HARDSHIP.
3. [See the Director for more information.]



OUT OF STATUS

If you do not act in accordance to USCIS rules and regulations, you will be out of status.

You may be considered OUT OF STATUS:

1. If you **do not attend classes** or have too **many absences**.
2. If you take an **unauthorized vacation**.
3. If you let your passport or **I-94 expire**.
4. If you allow your **I-20 to expire** without asking for a program extension or transfer.
5. If you **work off - campus** without official USCIS permission.
6. If you work **on- campus** more than 20 hours a week.
7. If you **fail to report a change of address** to USCIS.
8. If you **do not leave the U.S. on or before the 60th day after your last day of class**.

If you become out of status, you have two options:

- Apply for a **re-instatement** of your F-1 status. This process takes approximately 4-8 months to complete.
- **Leave the U.S.** return to your country, and then **re-enter** the U.S. **with a new I-20**. **New SEVIS fee payment will be required.**



TRANSFER

F-1 students may transfer to another SEVP-APPROVED school, college, or university.

STEPS FOR TRANSFER:

- 1- You must **officially communicate your intent to transfer** by completing an F-1 Student Request form by your last day of class.
- 2.- You must obtain a **transfer form from your new school**, complete the required student information, and give it to LADO.
- 3.- **LADO will complete the transfer form and fax or email it** to your new school.
- 4.- You or your new school must provide LADO with an **official acceptance letter**.
- 5.- **LADO will release your SEVIS** record to your new school.
- 6.- If you are transferring to another ESL/EFL school, you **must attend the next available session at your new school or within 5 months, whichever is sooner**.
- 7.- If you are transferring to a University or College, you **must submit to LADO the acceptance letter immediately if you have not completed the ESL program. If you have completed the ESL program, you will have 60 days to submit your acceptance letter**. You must begin classes at your new school for the next available session. The maximum amount of time allowed from your last day of classes at LADO and the start of your new school is 5 months.
- 8.- .You must make sure that the **new school has your Record in their SEVIS database**. They will be able to print you a **new “transfer” I-20** with the new school’s name on it.
9. Make sure the new school gives you the **new I-20** after they have transferred you in.



ATTENTION

It is your personal responsibility to monitor your own documents and status. LADO cannot take responsibility for keeping you in status, only you can do that!



Your LADO Account



Grades



Out of status



Traveling to your country



Attendance



Vacation in the USA



Transfer



F-1 WORK

If you have any questions or concerns about your visa, feel free to consult the LADO staff at any time.



STUDENT ACCOUNT

Every Lado Student has a LADO account at www.MYLADO.COM



You can use your student account to:

- Review your grades
- Make payments
- Access online learning resources
- Change your profile information
- Upload documents

STUDENT ACCESS

Welcome to My LADO. Home of your application and student account.

Please complete your profile and contact information. If any of your information changes, please remember to update your profile on this site.

[APPLICATIONS](#)
[PROFILE](#)
[COURSES](#)
[CART](#)
[PAYMENT](#)

Register a Class

TOEFL	November, 2014
Class Evening Intensive Program	Instructor Cory Mason
Grades	
Progress	90
FINAL GRADE	90
Attendance: 95 %	
<i>Instructor Notes: "Student continues to prepare for exam."</i>	
TOEFL	October, 2014
L ULE	September, 2014



RESET YOUR PASSWORD

Your User is your email, and if you don't remember your password you can just reset it by clicking on **RESET PASSWORD**.

Then write your email and your last name, and click on Reset Password. You will receive an email from LADO with a new "temporary password".

Login

Students // Returning Applicants

Email

Password *

Login

[Reset Your Password](#)

Reset Password

Your new password will be emailed to you.

Email

Last Name

Reset Password



PARTICIPATION



A teacher's style of instruction will vary from one to the other. Participation in class is very important to LADO teachers, who include participation as a percentage in figuring out a student's final grade.



EXAMS

A Midterm exam and Final exam are part of the overall final score. In order to pass the level, students must get a 70% or higher as an overall final score in the class.

FINAL GRADES

Final grades are made up of a combination of participation, homework, midterm, and final exam scores. The student's final average grade must be at least 70% or above to pass to the next level.



CLASSROOM BEHAVIOR

Be aware that any offensive actions or language towards a teacher or other students are unacceptable and against the policies of LADO. Teachers or students who observe offensive actions or language must tell the acting director immediately.





STUDENT CONDUCT

LADO's Values and Beliefs include a commitment to "cooperation, respect, teamwork, motivation, positive attitudes, accountability, fairness, honesty, approachability, and interdependence."

Sexual harassment (unwelcome verbal or physical conduct or "stalking" [following someone]) and sexual contact (intentional touching of another person's body without consent) will not be tolerated! If you are the victim of sexual misconduct, report it immediately to the Director, Center Manager, Assistant Director, or Program Director at your campus. If you are guilty of sexual misconduct, you may be placed on probation or terminated! Always be respectful of your fellow students!



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