



**Office of International Education  
Immigration Services  
1324 South Lumpkin St., Athens, GA 30602  
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(706) 542-2900 fax: (706) 583-0123**

### **Verification of Lawful Presence – Georgia state requirements for all students**

In October 2010 the Georgia State Board of Regents (BOR) approved Policy 4.3.4, Verification of Lawful Presence. BOR Policy 4.3.4 states that “Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status, as defined in Section 7.3 of this Policy Manual, and of every person admitted to an institution referenced in Section 4.1.6 of this Policy Manual.” Policy 4.1.6 states that “A person who is not lawfully present in the United States shall not be eligible for admission to any University System institution which, for the two most recent academic years, did not admit all academically qualified applicants (except for cases in which applicants were rejected for non-academic reasons).” UGA is considered a selective school in Georgia, and so is required to confirm the lawful presence of all admitted students.

#### **Q: Which students must have lawful presence verified?**

A: Under policy 4.1.6, *any* student applying to an institution which, for the two most recent academic years, did not admit **all** academically qualified applicants (except for cases in which applicants were rejected for non-academic reasons) must be verified before a final offer of admission can be extended.

#### **Q: When will international students be verified?**

A: Because this policy is used for verifying lawful *presence* in the United States, students must be physically present in the U.S. before the verification can be made. After entering the U.S., international students must complete the online check-in form through [istart.uga.edu](http://istart.uga.edu). Students will be emailed instructions regarding the online check-in process.

#### **Q: Which methods of verification are acceptable for international students?**

A: In general, during the online check-in process with the Office of International Education, students will upload copies of immigration documents to be kept on file. For students in F-1 or J-1 student status, these include:

- valid passport,
- F-1 or J-1 visa (may be expired for transfer students),
- Form I-20 (F-1 students) or Form DS-2019 (J-1 students),
- I-94 card or I-94 printout from [cbp.gov/i94](http://cbp.gov/i94)

After the online check-in form and required documents have been reviewed, the Immigration Services staff will clear the VLP flag from the student's UGA record.

Students holding **non-F-1** or J-1 status may show various documents, including any of the following, as appropriate:

- Valid passport, unexpired I-94 card indicating valid visa status that allows study
- Valid passport and approved I-797 form indicating an approved change of status to a visa status that allows study
- Valid passport and receipt notice for a pending I-485 application, indicating a pending U.S. permanent residency application.

**Q: How does the Verification of Lawful Presence requirement impact students' enrollment?**

A: Student's registration for classes will be blocked until lawful presence has been verified. Students will not be able to register for courses until required documents have been submitted to the Immigration Services office, at the Office of International Education.

**Q: How long will it take to clear the registration flag on a student's record?**

A: The Immigration Services immigration advisor will clear flags as quickly as possible, but students should be prepared for verification to take up to 3 business days.

**Q: Will students have other restrictions on registration outside the Verification of Lawful Presence?**

A: The Office of International Education is responsible only for clearing restrictions on international student records due to the VLP only. Students may have other flags listed in the Athena system (some include: Health Center, Graduate School, etc.). These flags cannot be cleared by OIE. Students are encouraged to contact the corresponding offices to have these flags removed.

<b>Visa Type</b>	<b>VLP Clearance Responsible Office</b>	<b>Required Documents</b>	<b>VLP Cleared Time Frame</b>
F-1 or J-1	Office of International Education 1324 S. Lumpkin Street, Athens (706) 542-2900	Visa, Valid passport, I-94 Card, I-20 or DS-2019	Up to 3 Business Days
Undergraduates with Other Visa Types	Undergraduate Admissions 210 South Jackson Street, Athens (706) 542-8776	Please see VLP Policy Information Page: <a href="#">Undergraduate VLP</a>	Up to 2-3 Weeks
Graduate Students- Other Visa Types	Graduate Admissions 210 South Jackson Street, Athens (706) 542-1739	Please see VLP Policy Information Page: <a href="#">Graduate School VLP</a>	Up to 2-3 Weeks
Fulbright and Sponsored Visas	Office of International Education 1324 S. Lumpkin Street, Athens (706) 542-2900	Valid visa, valid passport, I-94 Card, DS-2019	Up to 3 Business Days
Undergraduate Transfer Students	Office of International Education 1324 S. Lumpkin Street, Athens (706) 542-2900	Valid visa, valid passport, I-94, Current or previous school's I-20 or DS-2019	Up to 3 Business Days
Graduate Transfer Students	Graduate Admissions 210 South Jackson Street, Athens (706) 542-1739	Please see VLP Policy Information Page: <a href="#">Graduate School VLP</a>	Up to 2-3 Weeks