

# Things You Should Know

## SEVIS REGISTRATION



**The Student and Exchange Visitor Information System (SEVIS) is a database system used by the U.S. Department of Homeland Security (USCIS) and SEVIS-approved educational institutions to monitor students (and dependents) in F-1 and J-1 status. Your SEVIS number is printed on your I-20 or DS-2019 form.**

Upon arrival all international students and scholars must come to Tuskegee University Global Office (TUGO) located in John A. Kenney Hall, Room 70-119 for SEVIS registration. The telephone numbers are (334) 727-8929 or 727-8686.

**Office hours are from Monday to Friday, 8:00 a.m. – 12:00p.m and 1:00p.m to 4:30p.m.**

Bring your I-20 or DS-2019 form, passport, and I-94 printout. If you have dependents with you, bring their documents also!!!

Failure to comply with SEVIS registration will result in termination of your SEVIS record. SEVIS Registration lasts up to one hour. During this time you will meet with TUGO staff and gain important information to help in your transition to Tuskegee University.

### Social Security- Must have letter from TUGO

If you are authorized to work either on or off campus, and you meet Social Security's eligibility requirements you can get a Social Security Number. 1-800-772-1213, (deaf or hard of hearing), 1-800-325-0778  
Address is located at: Social Security Administration  
1800 Corporate Drive, Opelika, AL 36801

### Driver's License- Must have letter from TUGO

In order to obtain an Alabama driver's license, you must have a Social Security number or a letter of denial from the Social Security Administration indicating that you are not allowed to work in the U.S. and you do not have a valid reason to get a non-work Social Security number.

The Division of Motor Vehicles, Alabama Department of Safety offices is located:

1040 Coliseum Boulevard Montgomery, AL 36106 334-242-4141	1220 Fox Run Road Opelika, AL 36081 334-742-9384
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- **Get TUGO travel signature on your I-20 or DS-2019 before traveling outside of the U.S.**
- **Report change of address to TU Global Office within 10 days.**
- **Inform TU Global Office if you change your major or degree level.**
- **F-1 students have 60 days and J-1 have 30 days from program completion to depart from U.S., transfer their SEVIS record to another school, or change their immigration status**
- **To maintain your status you must be enrolled as a full-time student**
- **Do not let your passport expire or your form I-20 or DS-2019!!**