

## Guidelines for F-1 Students Enrolling in the Overseas Training Program (OTP) / Cultural Training Program (CTP)

If you are in F-1 status and planning to participate in the OTP/CTP outside of the United States, please follow these guidelines to ensure a timely and trouble-free return to the U.S.

### Before leaving the U.S.:

1. Prior to leaving for OTP/CTP make sure to talk with the CTU Registrar about the process and procedure for “maintaining” a valid F-1 Student status.
2. Make sure your passport is valid for a minimum of six months beyond your anticipated return date to the United States – longer if possible. If you need to locate your home country’s embassy or consular offices check <http://www.state.gov/s/cpr/rls/dpl/32122.htm> or [www.embassyworld.org](http://www.embassyworld.org)

### Before returning to the U.S.:

1. At least three months before your scheduled return to the United States, contact the CTU Registrar for the “required” papers that you’ll need to have “in hand” before your return. These papers include:
  - New SEVIS I-20 from CTU
  - Copy of your CTU transcripts
  - Updated SVD Letter of Support from DWT
2. (A) If your visa has expired you will need to apply for a new visa. Check these two websites for further instructions: [http://travel.state.gov/visa/temp/wait/wait\\_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html) and [www.state.gov](http://www.state.gov).  
(B) If you are going on home leave after OTP/CTP or not returning immediately to the U.S., check your travel itinerary. If it involves a connecting flight within the U.S., you will also need to apply for a C transit visa or B-1/B-2 visitor visa in order to board your U.S. out-bound flight. Visit <http://travel.state.gov/content/visas/english/other/transit.html> for more details.
3. Complete the DS-160 Nonimmigrant Visa Application online at <https://ceac.state.gov/genniv/> and pay the appropriate nonimmigrant visa fee as per the Consulate’s instructions.
  - Consulate locations. You might also check <http://usembassy.state.gov> which provides links to U.S. embassies and consulates around the world.
  - Particular consulate procedures. These can vary from consulate to consulate.
  - Consulate processing times
  - Fees: Reciprocity and/or MRV (Machine Readable Visa) fees
4. Make an online appointment for a consulate interview to be approved for a new F-1 Student Visa. Don’t wait until the last minute to make an appointment. Appointments at some U.S. consulates are difficult to get and you may have to keep checking their online schedule before you are able to secure an appointment time.
5. Before your consulate interview, review the *SVD USC Handbook for Visa Holders* (June 2013 e-Edition, Revised July 2015), Section VIII: Interviews at U.S. Consulates. The *Handbook* is available online on the USC Province website [www.divineword.org](http://www.divineword.org). Access the site and sign in. Choose “Documents” then “Chicago Province Miscellaneous Documents.” Scroll down and click on *SVD USC Handbook for Visa Holders*.