

Instructions for Residency Status Update

Those students who have become U.S. permanent residents must report their status change to the appropriate offices listed below. This will update their immigration status as well as residency status in the university's BANNER system.

Procedures

1. Provide a copy of your permanent residency card to International Student Services in the Office of International Programs. If a student currently holds an F-1/J-1 visa, his/her SEVIS record will be terminated with reason of "**Change of Status Approved – Permanent Residency Approved.**"
2. Provide a copy of your permanent residency card to the appropriate office listed below in order to update your residency status in the University BANNER system.

Intensive English Program (IEP) students:
Director ESL Services James Kelim
Multidisciplinary Studies (MS) Building, Room 3.02.05, TEL: (210) 458-7677

Bachelor's Degree Students:
Registrar's Office, Certification Coordinator
John Peace Library (JPL) Building, Room 101.14, TEL: (210) 458-7070

Master's/Doctoral Degree Students:
Residency Officer Ana Leos
Plaza Norte Building, Suite 2.210, TEL: (210) 458-4330

Note: Students who are employed at UTSA or recipients of UTSA scholarships must notify 1) the department of their major, 2) UTSA Human Resources (210-458-4250), and 3) Payroll Services (210-458-4280) to update their records. They also need to update their information with Social Security Administration office.

Student Statement

I have provided a copy of my permanent resident card to International Student Services and have been instructed to submit a copy of my card to the appropriate office listed above based on my degree level. I also have been instructed that if I am employed or receiving a scholarship at UTSA it is my responsibility to notify the department of my major, UTSA Human Resources and Payroll.

I understand that my student record will no longer require processing through International Student Services. If my permanent residency card is submitted prior to the census date, my student account will be adjusted for the current semester and if my card is submitted after the census date, my student account will be adjusted for the following semester. It remains my responsibility to review and monitor student account fees.

Student Name (Print): _____ Signature: _____

Student ID: @ _____ Date: _____

For ISS Use Only

Advised by: _____ Processed in Atlas on (date) _____ by _____ Email sent to _____ on (date) _____