



Studymetro, Indore

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Study Metro, Bangalore

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AGENT MANUAL

THIS MANUAL IS DESIGNED
FOR THE AGENTS TO
GATHER A CLEAR
IDEA OF HOW STUDY METRO
SHOULD BE ORGANIZED.



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INTRODUCTION

This manual is designed as a general orientation to assist agents and representatives of Study Metro in its work and study options. This manual provides an understanding of the legality for employment for International students. The work and study options are designed to help those applicants who want to gain all the skills necessary to enable them to become a competitive candidate for a high level job after graduation, as well as earn money to help pay for their educational expenses.

Making School Affordable for International Students

Study: STUDY METRO introduces students to employment opportunities (Curricular Practical Training, CPT, internships, work-study, on-campus employment, or co-op opportunities) in the USA for students who want to earn a US degree from an inexpensive yet fully accredited, high quality university.

Scholarships: STUDY METRO, the schools, and private organizations have scholarships as early as the first semester. STUDY METRO helps students locate and apply for one of the many scholarships available to International Students.

Student Loans: Many of the featured schools, as well as private organizations, have financing available for students without needing a U.S. sponsor. STUDY METRO assists students with locating the financing, as well as co-signing if the need arises.

Work: In many of these work and study opportunities, students can work in full time, paid, practical training employment sometimes as early as the first semester of the degree program in order to enhance the educational experience.

Earn: In many of the work and study opportunities, students earn U.S. wages to use to pay for educational and living expenses.

CPT Program Overview:

Students are legally allowed to work part-time in on-campus employment. Those who want to work in full time off campus employment must participate in a CPT or Internship option.

The purpose of a Curricular Practical Training (CPT)) program is to integrate real-life employment training with a student's education. Immigration Service regulations allow international students who are enrolled in a Curricular Practical Training program (also known as a work-study, CPT, cooperative Education, internship, or co-op program) to work in paid internship positions.

Through a CPT program, international students may work up to 40+ hours per week in US based companies. This CPT option is designed to give students practical work experience in curriculum-related employment with local U.S. based corporations and businesses.

For those who select the CPT option, paid internship or CPT employment is mandatory, sometimes beginning in the first semester of the first academic year of the student's program. Along with the mandatory internship or CPT employment, students will need to take a total of 15 to 18 courses, depending on the enrolled program.

Legal Overview of "Integral" Part of Curriculum

The option of Curricular Practical Training (CPT) is for international students enrolled in participating school's degree programs. CPT is authorized by the U.S. Homeland Security Department for F-1 international students and is equivalent to the CPT option for U.S. students. F-1 students wishing to participate in an off- campus-training program must enroll in a program that is "an integral part of an established curriculum".

The training, which must be directly related to the student's major field of study, is defined as "alternate work-study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreements with the school" (Title 8, Code of Federal Regulations, Part 214.2 (f)(10).

Work-study CPT Program

CPT programs that have the curriculum set up so that the internship jobs are mandatory and are part of the whole program, require students to begin their curricular training immediately, usually in the first or second semester of study. This is very different than CPT programs at most universities where the applicant cannot start the CPT employment until he/she has been in school for at least one academic year (nine months). In both cases, CPT must be an integral part of the program of study, or in some cases, the course of study.

STUDY METRO, along with the schools, is dedicated to helping International candidates to be successful in the workforce. The international candidate will learn about resume building, interviewing etiquette, and professional customs. By the time the candidate graduates from the work-study program he/she will be a prime candidate for an H-1b or a high level job in his/her home country.

Gain Practical Skills

The practical training that students receive by working in a U.S. based company gives them skills and experience that cannot be obtained in a normal classroom-only education format, thus giving an advantage in achieving life goals after graduation.

Earn US Dollars

The wages that are paid to the students for their CPT or internship employment are equal to the wages paid to U.S. employees. Net earnings (after any taxes) are retained by the students and used for their personal or educational needs.

PROCEDURE FOR AGENT

1. Please study the school information in this manual, as well as the school websites, brochures provided to you. You may show to the student the manual, school website, and brochures so the student knows in detail, what the university and STUDY METRO are offering and what the general requirements are.

2. Explain to the student all the details about the Cooperative Education Program, all the separate entities involved and all of the fees required.

3. If you are not sure if the student is qualified, then please submit (scan and attach to us) the resume and copies of transcripts for the applicant. We will review the information and let you know if the applicant is qualified to apply.

Collecting Documents:

1. Have the student fill out the school Application Form and all additional school form.
2. Have the student read and sign Estimate of Cost Form.
3. Collect required documents from the student. (see "required general documents" and "school requirements")
4. Collect processing/courier fee

PROCESSING SCHOOL APPLICATIONS

1. Send the COMPLETE application packets to:
STUDY METRO Office or Email at admission@studymetro.com
2. Advise student that he/she can expect to receive notification of acceptance to the program approximately two to three weeks after the university has received the complete application packet.
3. Advise student that he/she can expect to receive I-20 approx. two weeks after acceptance.
4. Advise student that he/she will need to start the online visa course.

NOTE: we will only submit complete application packets to the universities. Only exceptions are when a student needs the acceptance letter before he/she can get the financial documents, or if the student has not yet graduated and therefore needs a conditional acceptance while he/she waits for the final transcripts and bachelor degree.



INACTIVE FILES: If we receive an application, which is incomplete for more than 60 days, we will retire the student and shred the file. Also, if we do not receive a reissue request 60 days from the start date as noted on the I-20, we the schools/SEVIS/ and STUDY METRO will retire the student and the school will shred the file. If the student (incomplete or reissue) wants to be reactivated then we will need a fresh set of application documents

ISSUANCE OF THE I-20:

- a. Advise student that the I-20 will not be released until he/she completes the online visa course and has passed mock interviews.
- b. Consult the student with your own visa training that is relevant to the US embassy in your area.

RECEIVING THE I-20:

- a. Advise the student that upon receiving acceptance from the university, agent will assist applicant to make his/her required refundable deposit, after which the I-20 can be released.
- b. Advise student to anticipate the acceptable ways to make the deposit. (see "Deposit Information" section)
- c. Collect the necessary deposit from the student before you give the student the I-20.

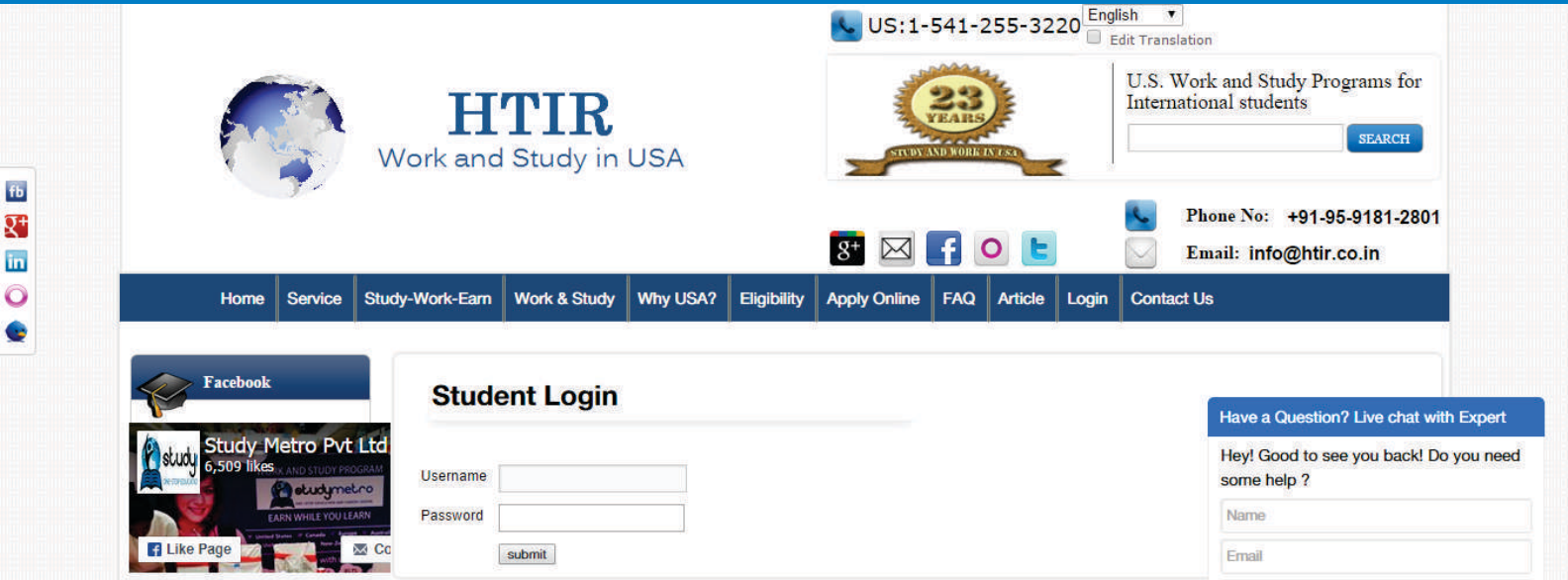
Agent Website:

You will be given login information (user ID and Password) so you can check your students' status at anytime. When you are in the agent website (<http://www.htir.co.in/agent-login/>) click on student status. The Status information will also give you the students' login information.

Why use the agent website?

- 1. Updated information
- 2. Student status updates
- 3. Download current forms, news and brochures

The status information will also give If you want to allow your students to have access to their individual current status, give them their password and user ID. Current applicants can access the database at <http://www.htir.co.in/student-login/>



General Application Documents:

- 1. School application-- all pages.
- 2. Additional school forms as noted on the school websites', "apply for program" page
- 3. Estimate of Cost Form
- 4. Passport
- 5. Financial Documentation
 - a. Bank Statement orb. Copy of Bank Accountc. Sponsor Letter -- if not self-supportingd. Financial declaration form (for those schools that require this document). Please note that, if the student is planning to use a sponsor to help pay for educational expenses, the U.S. visa officers scrutinize very carefully the bank statements and letters of support that those sponsor's provide to the student. If, for example, it is not clear what the nature of the relationship is between the sponsor and the applicant the officers will believe the promise of assistance is not believable. (That is, the officers will ask themselves, "Is it believable that this sponsor--friend, employer, family member or whatever--would actually give this much money to this applicant with no expectation of having the money paid back") For this reason, the applicant and the sponsor need to make it clear why the sponsor is willing to do such a thing.
- 6. Recommendation Letters (Two) – supervisor, co-worker, professor, etc.
- 7. Resume
- 8. Personal statement--three-five page, typed double-spaced, student statement of purpose
- 9. English Proficiency:
 - a. TOEFL – Minimum scores: iBT – 79, Comp. Based Test (CBT) – 213 and Paper Based Test (PBT) – 550.
 - b. TOEIC -Minimum score (1st test) 760
 - c. IELTS – 6.00 minimum score (Sullivan requires 6.5)
 - d. Medium of Instruction – Document from the university showing that the university classes were taught in English
 - e. Note about Lincoln: if student does not have the English proficiency documents (this means official TOEFL and IELTS scores from testing center and meeting the TOEFL or IELTS minimums) then student will be required to take an English test upon arrival. If student does not pass he/she will have to take English classes (and student will not be allowed to start the Internship program until he/she has completed the English classes. This is immigration and school accreditation regulations.)

General Requirements for Documents:

- 1. Documents, such as bank statement, letter of recommendation, personal statement, etc. should be typed not handwritten (application forms do not need to be typed).
- 2. Copies must be legible.
- 3. All documents must be in English or have a certified translation. (Correct spelling, etc.)
- 4. If documents have been translated, they must be translated by a third party—not the agency or student.
- 5. Dated and current—within 3 months
- 6. Official Letterhead if applicable.
- 7. Contact Information – street address, phone, fax and email.
- 8. Signatures of parties and the name of the signatory must be typed or printed legibly.
- 9. Certified, attested, notarized, etc. by a third party not the student or agent. Must have embossed seal, Stamp, etc.
- 10. Degree or proof of equivalency
- 11. Official or Attested Transcripts – Bachelors required

Specific Requirement:

- 1. School Application - Must be signed by student. Student can only select major on applications—no write-ins. Please print name and address legibly.
- 2. Additional School Forms - As noted on website -- must be signed by student.
- 3. Estimate of Cost Form - Must be signed by student
- 4. Passport - Photo must be recognizable. Prefer current passport—not expired.
- 5. Financial Documentation - All must be certified, verified, notarized or attested by a third party—not the agency or agent. They must also be current—preferably within the month but not greater than 3 months
 - a. Bank Statement – Must be translated into English, have amount in US dollars, have account holder's name and account number, signed by bank official (signature should also be printed or typed/near the signature), bank stamp, dated and on bank letter head which has all contact information: address (physical address – no post office box or approximation of location), phone numbers and email.
 - b. Copy of Bank Account - Dated (current), name and number of account, holder, and name of bank and if possible contact information.
 - c. Sponsor Letter - Attested or notarized by an official third party. Must have sponsor and students names, must declare the relationship between sponsor and student, sponsor's name must holder of bank account or on the bank statement and must state that the sponsor is financially responsible for the students support while studying in the U.S.
- 6. Recommendation Letters - Only two (do not need three) these can be from supervisor, co-worker or professor. Must be on university or company letterhead, contact information, signature—name must also be typed or printed, and dated and current. Does not require the title of "Recommendation Letter."
- 7. Resume - Can be a curriculum vitae. Prefer American style with no personal information such as age, sex, religion, hobbies, etc. The resume needs to include contact information (name, address, email address, etc), work history, educational history, any research or publications in student's field, any honors or awards received, and any organizations that the student belong(ed) to.

- 8. Personal Statement - Address your career goals for the next three to five years, discussing how a degree will assist you in accomplishing them. This should be three to five pages in length, double spaced.
- 9. English Proficiency - TOEFL and IELTS scores must be the minimum. An IELTS score of 5.5 is not acceptable. If an insufficient score is submitted, it will be clear that the student's proficiency is questionable and the test will have to be retaken. The Medium of Instruction must be at a college level for at least two years; all classes must be taught in English. Do not accept English classes only or English major. Proficiency is not bases on oral skills but on written, reading and listening as well. Conversational English is no guarantee of a student success in graduate level courses. Letter verifying English as a medium of instruction must be from central administration not a professor or academic department preferably the registrar's office. (note that Lincoln will accept students without English proficiency. However, students will need to get tested upon arrival and may need to take additional English classes.)
- 9. Bachelor's Degree - Must be in certificate or diploma format. Prefer the degree/certificate format versus the provisional certificate which will only be accepted of completion of degree is within six months. Provisional certificate must be eventually replaced by bachelor's degree certificate or diploma. Prefer that the degree is written out -- no abbreviations. Please avoid the confusing usage of "course completion" or only "passed the examination." Prefer graduated, degree or program.
- 10. Transcripts - Must be in English and if translated a third party must attest to the validity of the transcripts. Prefer only one type of transcripts which lists each class separately. Do not need transcripts that only code the classes. Must be attested to by a school official. Prefer to have all transcripts at bachelor's level and above.

Deposit Information:

It is mandatory that all STUDY METRO applicants pay the school required deposit. If the visa is denied, this deposit is refundable minus any wiring fees. We require that the student returns the original I-20 and shows evidence that he/she did indeed used that I-20 for the visa interview and that he/she was indeed denied the visa. There are various methods available for applicants to make the required advance deposit.

- Students can have their bank do a wire transfer directly from their country wire transfer directly from their country.
- Students can deposit the funds with the agent to hold pending the outcome of the visa interview. Students can send a certified or cashier's check/draft made out to the school.
- Students can have a friend or relative in the U.S. use Paypal, send a check, bank draft, credit card payment or bank wire.
- Students can pay online using the Paypal located on the <http://studymetro.com/contact.php> website where the student can click on the school launch site and further click on the Paypal icon to the right of the screen.

For information on how to make a payment, e-mail us at admission@studymetro.com. As noted above, in order for students to get the deposit refunded they will need to return the original I-20, as well as certified copies of the visa denial stamp in their passport or copies of the denial papers, visa denial report and deposit receipts.



SEVIS

The SEVIS I-901 fee is mandated by United States Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on after September 1, 2004 is responsible for paying this fee to SEVP.

If the student needs help paying the SEVIS fee, collect the \$200 SEVIS fee amount and if you have a credit card, you may pay the SEVIS fee for them. In order to pay SEVIS, go to the following URL: <https://www.fmjfee.com/index.jhtml>. After you pay the fee there will be an electronic confirmation page. You will need to make sure and print this page for the student's records. The student can use this confirmation page for the visa interview. If you, nor the student have a way of paying the SEVIS fee, then after collecting the \$200 fee, email to us the

- following information:
- Family name
 - First name
 - Middle name
 - Date of birth (mm/dd/yyyy)
 - Gender
 - City of birth
 - Country of birth
 - Country of citizenship
 - Name of university that student has I-20
 - Passport number
 - SEVIS identification number (This is on the I-20 above the barcode on the top right corner. It will say Student's copy and then under that there is a number)

Transferring SEVIS

To transfer the SEVIS I-901 fee payment information from one SEVIS ID number to another, students need to mail or e-mail SEVP. SEVP will consider the request and determine if the fee can be transferred. Students need to put Fee Transfer in the subject line of their request. Students need to provide SEVP with their full name, date of birth, the SEVIS ID number that the student originally paid on and the SEVIS ID number the student wants to transfer the payment to. Students need to explain why the fee needs to be transferred. It will help speed the request if the student includes a copy of the original receipt or the receipt number. Students need to include information on how to contact them if there are any questions.

Checking payment status

If you go to <https://www.fmjfee.com/index.jhtml> and click on the check on the status" button, it will show whether the fee actually was paid. If applicant does not yet have a receipt for the interview, then, applicant can print the status page and use that for the visa interview

Problems with SEVIS payment

If there are any problems paying the fee, or any corrections needed, the email address is for SEVIS is: FMJFEE.Sevis@dhs.gov . The applicant should use the subject line to identify the problem or correction.

US Entry Fact Sheet:

ARRIVING AT A U.S. PORT OF ENTRY ... WHAT A STUDENT CAN EXPECT

U.S. Immigration and Customs Enforcement's Student and Exchange Visitor Program (SEVP) is committed to facilitating your stay in the United States while you take advantage of our nation's academic, educational, and cultural offerings. To enhance security without slowing legitimate travel, the Department of Homeland Security (DHS) has instituted some changes in U.S. entry and exit procedures. Careful planning and preparation by international students can ensure that any delay based on these procedures is minimal.

PLAN YOUR ARRIVAL

You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form.

ALWAYS HAND-CARRY YOUR DOCUMENTS

Do not check the following documents in your baggage. If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States:

1. Your passport, valid for at least six months beyond the date of your expected stay;
2. **SEVIS Form I-20.**
In addition, it is strongly recommended that you also hand carry the following documentation: 1. Evidence of financial resources;
2. Evidence of student status, such as recent tuition receipts and transcripts;
3. Paper receipt for the SEVIS fee, Form I-797, and
4. Name and contact information for your "Designated School Official", including a 24-hour emergency

Contact number at the school.

For comprehensive information on procedures for traveling and arriving in the United States, visit: <http://educationusa.state.gov/predeparture/travel/customs.htm>

COMPLETE YOUR ENTRY PAPERWORK If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

As you are arrive at the Port of Entry :

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, not the address of the school or program. All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be a student.

Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will: Stamp your SEVIS Form for duration of status ("D/S") for F visa holders Stamp your SEVIS Form for 30 days beyond program end date for M visa holders Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport

FOLLOWING ADMISSION INTO THE UNITED STATES

Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

ADDITIONAL INFORMATION SECONDARY INSPECTION REQUIREMENTS

If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers. The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, we strongly recommend that you have the name and telephone number of the foreign student advisor at your school. In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non- business hour phone number available for this official.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a "Notice to Student or Exchange Visitor" Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

US-VISIT

All nonimmigrant visitors holding visas -- regardless of race, national origin, or religion -- participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more information: www.dhs.gov/xnews/releases/press_release_0305.shtm

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM (NSEERS)

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more information: www.dhs.gov/xnews/releases/press_release_0305.shtm

TRAVEL INFORMATION:

Congratulations on your visa to the STUDY METRO co-op program. We have compiled travel information that you may find useful. We recommend you carefully read and study the below information so you do not have any troubles while traveling to the U.S. We also recommend you read the additional, attached "US entry facts" sheet.

Below are some travel tips that you may find useful.

Please be careful at the airports. There are many pickpockets and thieves just waiting to steal your bags and wallets. We recommend that you keep your passport and visa documents on your person, not in a bag or wallet. Also, any large quantities of cash that you carry should be in a safe place on your person. (We have had people tape cash to their stomachs or sew it into their clothes.) Do be careful of anyone who is near you, because the pickpockets are very good at what they do.

Also, it is important to know that you cannot bring into the US more than \$10,000 cash without telling immigration. (We have had students whose money was taken from them at the boarder because they had more than \$10,000.) The safest thing to do is to have your tuition and fees wired directly to the school before you leave your country. For security reasons, the airlines are asking people to arrive earlier than before; some security lines are moving quickly and some will move slowly, so if you miss a flight for some reason, don't panic. DO CALL the school and your pickup contact (if you have one) to let them know of the change of plan. The airlines will probably be able to put you on a later flight that same day.

The Transportation Security Authority (TSA) has ruled that passengers are only allowed to bring liquids through the security checkpoint that fit in a 3 ounce or smaller container. These containers must fit in a quart size clear plastic bag. This is for all liquids and gels, including, beverages, shampoo, lotion, toothpaste, hair gel, and other items of similar consistency. If you are going to transport these items in containers larger than 3 ounces, then you will need to place them in your checked luggage. Passengers may have baby formula, or juice if a baby or small child is traveling. prescription medication labeled with a name which matches the name on the passenger's ticket, insulin, or other essential non-prescription medications. Items purchased passed the security checkpoints may be brought on board the aircraft. For further information, please go to www.tsa.gov

Passengers may also have

If you have traveled at all in the past few years, you've probably already stood in security lines while your bags were x-rayed and you and your fellow passengers produced your identification papers numerous times, took cell phones and laptops out of their cases, emptied pockets of coins and keys, stripped off your shoes, belts and jewelry. And for some, the need to stand, arms and legs outstretched, while an electronic wand was waved around their body, possibly to determine what caused all that beeping when they stepped through the metal detector. Remember: This is a good time to keep your sense of humor, but it is not a good time to make jokes. Comments about guns, bombs, box cutters, hijackings and anything else related to terrorist activities that have caused the deaths of thousands of innocent travelers will be taken seriously. At the very least, you will be detained—not a good way to start your journey. It is important to arrive early at your departure site—90 minutes to two hours is the general rule. International travelers usually go through three lines—once at check-in, once for the examination of checked luggage, and once at the personal security check-through. Being late for your flight will not get you moved to the front of these security lines.

To make things move faster for yourself and for those waiting in line behind you, make use of the following tips: Read the permitted and prohibited items list: <http://www.tsa.gov/> Some things that are not allowed in your carry-on baggage can be carried in your checked luggage.

Keep your passport and boarding pass readily available. You will be asked for these documents more than once, so there is no point in putting them away until you are completely through security.

How you dress for an international flight can make a difference in how quickly you can move through security. Since you will be asked to remove your shoes, we advise against intricate laces, long rows of clasps, buckles, or other fasteners that take time to get your footwear off and on because it will hold up the line. Smart travelers wear slip-on shoes, which are also convenient for getting comfortable on long international flights.

Although you will not be asked to remove your clothes (other than coats, suit jackets, and blazers), clothing with metal buttons and buckles will definitely cause the beepers to go off and you will need to be "wanded" which, again, uses up time for everybody. Wear comfortable clothing with a minimum of metal fasteners.

Keep in mind that you will have to remove much of your jewelry if it contains metal, and you will also have to empty your pockets of coins, keys, cell phones, and other bulky items. Even full packs of cigarettes can set off the beepers. It takes time to take things off and put them back on, to empty each of your pockets and fill them up again. Dress accordingly. If you have lots of pocket items, put them in a clear plastic bag so you can pull it out for inspection in one easy go and are not patting yourself down repeatedly while your fellow travelers are glancing at their watches. Even better, put the plastic bag in your carry-on luggage and retrieve it after clearing the inspection point.

Pack your valuables and fragile items such as jewelry, cash, cameras, and laptop computers in carry-on baggage only. If you are traveling with a laptop computer, remember that you will have to remove it from its case and may need to turn it on for inspectors. You may be asked to do the same with other electronic devices.

Put all undeveloped film in your carry-on baggage because the checked-baggage screening equipment could damage it. Don't hold things up by trying to locate and remove it from your suitcase while in an inspection line. Do not pack wrapped gifts and do not bring wrapped gifts to the security checkpoint. This will assuredly cause you to be pulled aside for further inspection. And use common sense: if you bought Aunt Berta a great set of knives, pack them—unwrapped—in your checked, not your carry-on luggage. Items confiscated at security checkpoints are not returned, and you wouldn't want to disappoint Aunt Berta. If you wish to lock your baggage, use a Transportation Security Administration (TSA) recognized lock.

Go to [http://www.tsa.gov/public/interapp/editorial/editorial_multi_image_with_table_0234.xml] for more information; otherwise you may find the fastener on your bag broken when you arrive at your destination. Checked luggage may randomly undergo additional inspections before being loaded onto the carrier. If your bag is chosen, it will be opened—so it's best to allow unfettered access.

Hope you have a nice trip!

Frequently Asked Questions:

1.) what are the minimum eligiblity?

Eligibility for different program is different.

2.) Do students need IELTS/ TOEFL?

Depending on the university, your student may need this requirement. Check the university information page for specific requirements.

3.) Where do I mail in the hard copy documents?

Studymetro, Indore

517, 5th Floor, Shekhar central, AB Rd, Manorama Ganj, Indore, Madhya Pradesh 452018, India.

Study Metro, Bangalore

2nd Floor, No. 121, Wood Street, Opposite to Brigade Tower Ashoknagar Brigade Road above IBACO Bangalore 560025

4.) I can no longer reach my students, after he/she was given a VISA, what should I do?

Inform studymetro office as soon as possible. From there we can follow up with the university to see if/ when the student flew to the U.S and if he/ she went on campus, as they should. You should also try following up with the students family, or directly via email.

5.) Are there any upfront fees to apply?

Yes, depending on the institution, the student may need to pay an application fee or a processing fee. Some universities require an evaluation or a deposit, which will also need to be paid by the student.

6.) How long does it take to obtain an acceptance letter?

Each university has a different process, once an application is accepted. Typically, 7-10 business days is a good estimate; however, this depends on whether the university requires further documentation from the applicant or not. If the university does require further documentation, this will add to the processing time.