



WEEKLY UPDATE – Jan. 26

## A Warm Welcome Back to the Hilltop

Our office is happy to welcome you back for the spring 2022 semester! We hope that your winter break was restful and restorative, and you feel ready to resume your studies. As you get settled and begin your courses, we wanted to update you about the nature of our services.

### Our Services

This semester, the ISSS staff will serve international students both in person and online. Our front desk, located at the University Center (fifth floor) is open Monday–Friday from 9 a.m.–5 p.m. Please note that all requests should be submitted via our online portal, **MyISSS**, and once processed, downloaded from MyISSS. For help navigating MyISSS, check out the **MyISSS Student Handbook**. Our processing time for all requests is 10 business days.

Remember that you can **connect with us via email**, reach us by phone at **(415) 422-2654**, chat with a team member on our **website chat feature**, or **schedule a Zoom appointment** with your ISSS adviser. This spring, all advising appointments and workshops will be held virtually via Zoom. If you would like to request an in-person appointment, please reach out to your ISSS adviser. Click on the icons below to submit a request via MyISSS, make an appointment with your ISSS adviser, or register for a workshop.

**SUBMIT A  
REQUEST**

**MAKE AN  
APPOINTMENT**

**REGISTER FOR A  
WORKSHOP**



### Golden Gate Park Excursion

Calling all new international students! Interested in learning more about San Francisco and meeting new friends while enjoying a walk around Golden Gate Park? Our international student orientation guides will show you all the best spots in the park and play some fun outdoor games! The event will take place on **Saturday, Jan. 29 at 2:30pm** at Privett Plaza. Bring a jacket and water bottle. **Register here »**



### Full-Time Enrollment Reminder

As a reminder, F-1 students must be enrolled full-time, unless approved by ISSS for a reduced course load. Full-time status for undergraduate students is 12 or more units and full-time status for graduate students is 6 or more units. If you have questions about dropping or withdrawing from a course and are unsure of how it would affect your status, please **email ISSS**. **See the full academic calendar »**

## ISSS OFFICE RESOURCES

### Requesting a document from ISSS?

If you are requesting an immigration document or letter from our office, remember that we request **10 business days** to process requests. Make sure you plan accordingly so you have enough time to receive your document before you need it. **You make all requests through MyISSS.**

### Adviser Appointments and Workshops

**Appointments can be made online.** Please visit the **ISSS website** to schedule an appointment. Appointments are still booked in 15-minute increments.

### Connect with ISSS on Facebook »

Join the conversation **#USFCA**



**UNIVERSITY OF SAN FRANCISCO**  
International Student and Scholar Services

(415) 422-2654  
USFCA.EDU  
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