

AM360 User Guide

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NAFSA Adviser's Manual 360

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Getting Started

Welcome to the NAFSA Adviser's Manual 360! To get started, go to the NAFSA website at www.nafsa.org, and click the Log In link in the upper right corner of the page. On the log in page that displays, enter your regular NAFSA username and password. This is a single sign-on that logs you in to everything on the NAFSA site that requires a log-in, including the Adviser's Manual.

Sign In

Username
Username

Password
Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

[Create a NAFSA Account](#)

[Having trouble logging in? Contact us](#)

After logging in to the NAFSA site, go to the Adviser's Manual 360 home page by clicking the **Professional Resources** link in the top navigation bar, and selecting **Adviser's Manual 360**.



This will bring you to the Adviser's Manual 360 home page, where you can open your Manual and view options for managing your license(s). You can also get to the Adviser's Manual 360 home page directly, at www.nafsa.org/am.

The Adviser's Manual Home Page on the NAFSA Website

From the Adviser's Manual homepage, you can:

- Click the **Access my Manual** button to open the Manual
- Purchase or renew a license
- If you're a Roster Manager, view and transfer licenses from other members of your organization
- Read the latest immigration-related news
- Contact NAFSA with questions about your Adviser's Manual license.

Adviser's Manual 360

The NAFSA Adviser's Manual 360 is the comprehensive source on U.S. Immigration policy and procedures impacting educational institutions in the United States, providing information critical to every international student and scholar services office.

[Access my Manual](#) [Subscribe Now](#)

The Adviser's Manual 360 is an online, searchable knowledge base of current U.S. laws, policies, and procedures related to international student and scholar immigration and visa issues. When you purchase a one-year Adviser's Manual 360 principal license, you can access the Manual any time you need it, on your desktop, laptop, tablet, or smartphone. The Manual is continually updated, to help you effectively manage compliance obligations for your institution and your students and scholars.

Members save 25% on their NAFSA Adviser's Manual 360 license.

Not a member? Learn more about the benefits and value of [NAFSA membership](#).

Adviser's Manual Licenses

Member: \$305 | Nonmember: \$435

Access to the Adviser's Manual 360 (AM 360) is available through one-year licenses. Eligibility for the NAFSA member rate is determined by the NAFSA membership status of the individual for whom the license is purchased, at the time of purchase.

- [Purchase or Renew, or Manage AM 360 License for Yourself](#)
- [Purchase, Renew, or Manage AM 360 Licenses for Multiple Individuals \(as a designated roster manager\)](#)

AM 360 Information and Guides

- [Adviser's Manual Information \(Features, Pricing, Ordering\)](#)
- [Adviser's Manual 360 License FAQs](#)
- [Download the AM 360 User and Roster Manager Guides](#)

Opening the Manual

You can open the Manual in several different ways. Choose the way that works best for you!

[Open the Manual from the Adviser's Manual home page on the NAFSA website](#)

Click the **Access my Manual** button on the Adviser's Manual home page on the NAFSA website. If you are already logged in to the NAFSA website, the Manual will open in a new window or tab. If you are not logged in when you click the button, you will first be taken to the log in page, and then your browser will be redirected to open the Manual.

NAFSA Adviser's Manual 360

Open the manual by bookmarking the shortlink in your web browser

You might also want to bookmark this shortlink in your web browser: www.nafsa.org/manualopen. If you are already logged in to the NAFSA website, the Manual will open in a new window or tab. If you are not logged in when you click the button, you will first be taken to the log in page, and then your browser will be redirected to the opened Manual. The first page to open will be your Adviser's Manual 360 Dashboard.

Make it yours: Setting your Adviser's Manual Dashboard

When you first open the Manual, it will open to your Adviser's Manual Dashboard. The AM360 Table of Contents displays in the left rail of the page, allowing you to click on a topic of interest and get to that content fast. You can also toggle the TOC on and off.

The screenshot shows the NAFSA Adviser's Manual 360 Dashboard. On the left is a navigation menu titled 'All Chapters' with 16 items: 1 About The Adviser's Manual, 2 The U.S. Immigration System, 3 F-1 Students, 4 J-1 Exchange Visitors, 5 M-1 Students, 6 SEVIS Systems, 7 H-1B Workers, 8 NPWC Prevailing Wage Determinations, 9 O-1 and TN Workers, 10 Visitors, 11 Nonimmigrants, 12 PERM Labor Certs, 13 Permanent Residence, 14 Other Categories, 15 Institutional Topics, and 16 Reference Appendix. The main content area has a blue header with 'Welcome to the NAFSA Adviser's Manual 360' and 'Your definitive resource for higher education immigration information'. Below this is an image of a laptop with an open book. A dark blue banner below the image contains text about the manual's content and a 'Learn more about the manual' link. The right sidebar includes 'AM News' with three items from March, 'My Info' for Madeline Wiltse (subscription expires February 28, 2100) with a 'Customize your dashboard' button, 'Content Updates' with three items from March, February, and January, 'Recently Accessed' with three items from January and December, and 'Notes from the Editor' with two bullet points about USCIS and DOS rules.

You can customize your AM360 Dashboard by selecting widgets for quick and easy reference. Select any or all of them!

[Customize your dashboard »](#)

Widgets include:

Content Updates - This widget will display the most recent Adviser's Manual content update messages so you can see what has been updated as soon as you log in to the Manual.

Recently Accessed - This widget will display the three most recent sections that you have visited in the Manual, to help you quickly retrace your steps when you log in again.

Notes from the Editor - This widget will display the three most recent "Notes from the Editor." The editors of the NAFSA Adviser's Manual will occasionally add a note to a section in the Manual to call out a topic that might be under development or to describe an emerging issue that has not yet changed the content of the Manual, but should be considered by advisers.

Bookmarks - This widget will display the most recent bookmarks that you have placed at certain sections in the Manual, and will contain a link to all your bookmarks as well.

Dashboard Settings

Customize your Adviser's Manual Dashboard! The widgets you select below will display at the bottom of your Dashboard for quick and easy reference.

Widgets

Content Updates

This widget will display the three most recent Adviser's Manual content update messages so you can see what content may have been updated as soon as you log in to the Manual.

Recently Accessed

This widget will display the three most recent sections that you've visited in the Manual, to help you quickly retrace your steps when you log in again.

Notes from the Editor

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Bookmarks

This widget will display the most recent bookmarks that you've placed at certain sections in the Manual, and will contain a link to all your bookmarks as well.

[Save and return to dashboard](#)



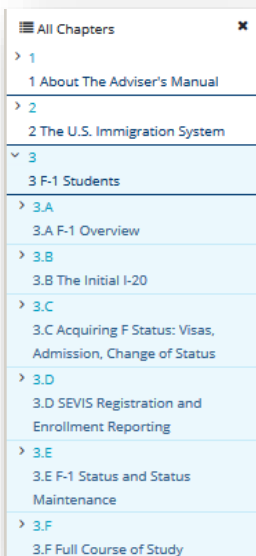
Under the **My Account** link at the top of every page, you can also find information regarding your Adviser's Manual license, like when it expires and subscribing to monthly content update emails.

Navigating and Searching the Manual

Several tools help you find information in the Manual:

- Table of Contents (see page 7)
- Search Functionality (see page 8)
- Internal Cross-References (see page 9)
- Bookmarks you create for yourself (see page 12)
- The "on this page" right rail of the Manual (see page 11)

Table of Contents



An **expanding Table of Contents** lets you browse the Manual by Chapter and Section. Click on the arrow sign to expand a Chapter or Section's table of contents. Click on the arrow again to collapse the chapter or section's table of contents.

Adviser's Manual Chapters present detailed information on procedures for the immigration categories that advisers most frequently encounter, as well as information on laws, procedures, and concepts that affect all immigration categories.

After you find the section you are looking for, click on it to go directly to that section. A status line will appear to the left of the section you have navigated to.

The Adviser's Manual is organized into numbered chapters and sections to enable precise interconnectivity and cross-referencing. The Manual numbers individual sections in decimal outline format, to 6 outline levels. These sections are indicated by a particular heading style, with the number

appearing to the left of the section title, the first number being the chapter, the second number being the part, and the subsequent numbers being the sections and subsections within that chapter and part.

The Adviser's Manual paragraph number system example:

Chapter Level: Chapter 1

Part Level: Part A (contains several related sections)

Section Level: Section 1.A.1 (contains a single major topic)

Subsection Levels: 1.A.1.1 (subsections contain increasing layers of detail on the topic of the level before it)

1.A.1.2

1.A.1.2.1

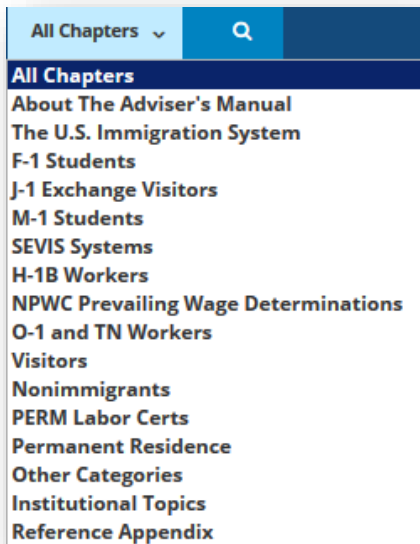
1.A.1.2.1.1

Search Functions

Do a simple search of the entire Manual by using the **Search** box at the top of every page:



A search bar with a white background and a blue border. On the left, it contains the text "Search The Manual". On the right, there is a dropdown menu labeled "All Chapters" with a downward arrow, and a blue button with a white magnifying glass icon.



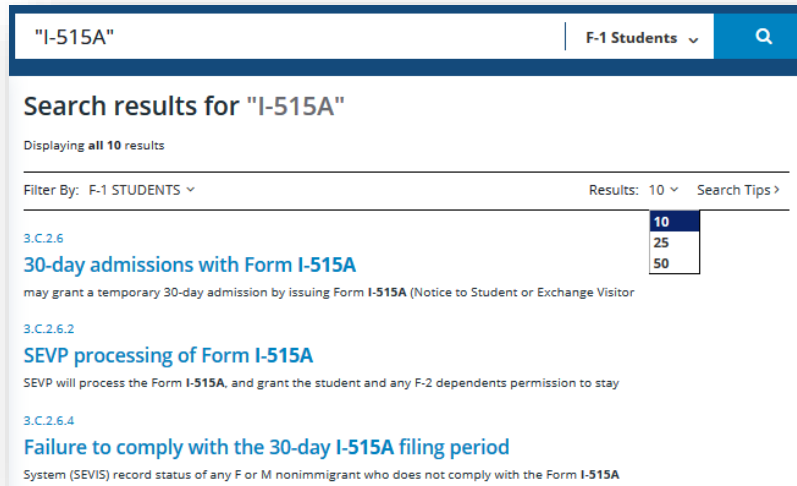
A dropdown menu with a white background and a blue border. The top bar is blue with the text "All Chapters" and a downward arrow, and a magnifying glass icon. Below this, a list of search results is displayed in a dark blue font:

- All Chapters
- About The Adviser's Manual
- The U.S. Immigration System
- F-1 Students
- J-1 Exchange Visitors
- M-1 Students
- SEVIS Systems
- H-1B Workers
- NPWC Prevailing Wage Determinations
- O-1 and TN Workers
- Visitors
- Nonimmigrants
- PERM Labor Certs
- Permanent Residence
- Other Categories
- Institutional Topics
- Reference Appendix

Putting more than one word in the basic search box will yield an "and" search. For example, putting the words **practical** next to the word **training** in the box will result in a yield of sections that contain both the word practical *and* training, in addition to the term *practical training*. To limit the search to a specific phrase, simply put quotes around the phrase; for example, put in "**practical training**" if you are interested in that term only. Hit your **Enter** key to execute the search.


You can also choose to filter your search to a specific Chapter in the Manual, by selecting the Chapter to filter through in the "All Chapters" dropdown menu in the search box.

Your search results will display with hyperlinks to the section in which your search term has been found. On that page, you can also choose how many results to display (the default is 15, but you can go up to 50 per page) and access some helpful search tips.



Internal Cross-References

When you are on a page in the Manual, you might see internal cross-references, which when clicked will take you to related material elsewhere in the Manual.

 **AM Cross Reference**
See [6 SEVIS Systems](#)

Citations and links to sources of authority

An adviser should always look to the language of the law itself as the primary guiding principle in interpretation and application of the law. All information that is based on law or an official government interpretation is followed by a citation to the actual source, in a special citation format immediately following the relevant sentence or paragraph:

The regulations also permit an applicant to apply for a visa at any other consular jurisdiction in which he or she is physically present, but only if that consular office has agreed to process visa applications from "third country nationals" (TCNs).

[1 22 CFR 41.101\(a\)\(1\)\(ii\)](#)

When material in the Manual is based on specific provisions of law or government interpretation, the source of authority is **cited** and **hyperlinked** to encourage advisers to review the primary source. This will help advisers exercise their discretion to interpret the law directly and assist advisers who need to cite to relevant authority to back up their decisions.

When a specific section of law or other authority is of such importance that it should be contained in the text of the Adviser's Manual itself, it is indicated as an authority cite extract that appears in this format:

Authority Cite

INA 101(a)(15)(F) [8 USC 1101(a)(15)(F)]

(F)(i) an alien having a residence in a foreign country which he has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study consistent with section 214(m) at an established college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in an accredited language training program in the United States, particularly designated by him and approved by the Attorney General after consultation with the Secretary of Education, which institution or place of study shall have agreed to report to the Attorney General the termination of attendance of each nonimmigrant student, and if any such institution of learning or place of study fails to make reports promptly the approval shall be withdrawn,

(ii) the alien spouse and minor children of any alien described in clause (i) if accompanying or following to join such an alien, and

(iii) an alien who is a national of Canada or Mexico, who maintains actual residence and place of abode in the country of nationality, who is described in clause (i) except that the alien's qualifications for and actual course of study may be full or part-time, and who commutes to the United States institution or place of study from Canada or Mexico;

Practice Notes

Practice Notes pull the reader aside to discuss practice-related questions that might come up in the context of the section that they are reading about. Usually, they contain a brief discussion of a "gray area" or of issues that are not addressed directly in the regulations, but are important to consider.

Quick-reference table: determining actual wage rate


- When there are employees with similar experience, education and job responsibilities, the actual wage is the rate paid to these other employees; this can be expressed as a range.
- When there are no other similarly situated employees, actual wage is the salary offered to the H-1B employee.

Practice Note

Determining the actual wage rate when there is no set salary grade scale. Determining the actual wage for faculty and researchers is often not as clear-cut as it is for staff employees. Human Resources offices typically have established wage or grade scales for most staff positions. Faculty and research positions, on the other hand, might not have official grade ranges. Salaries for faculty and researchers may be contingent upon many variables, including degree, publications, experience, professional recognition, etc. Faculty and research actual wage ranges can be determined by comparing the salaries offered to people with similar experience and qualifications and responsibilities. Identifying the factors that determine who gets paid more or less will be necessary in order to articulate the employer's wage system in documenting the actual wage rate.

On This Page


 User Notes 0


 Practice Notes 1

7.C.2

[Determining the actual wage rate when there is no set salary grade scale](#)

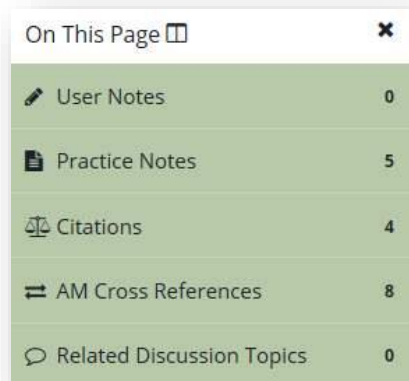
 Citations 4

 AM Cross References 0

 Related Discussion Topics 0

The "On This Page" Rail

On the right rail of every Adviser's Manual page, you will see an "On This Page" icon that can be expanded to show what kind of information is found on the page. Since pages in the Manual can sometimes be quite long, this feature allows you to quickly see if any of the following types of resources are found on the page you are on. You can toggle the "On this Page" rail on and off, too.



On This Page	
User Notes	0
Practice Notes	5
Citations	4
AM Cross References	8
Related Discussion Topics	0

- The listings include:
- Any user notes your group has placed on the page
- Practice notes
- Authority cites
- Cross-references to other parts of the Manual
- Links to any Collegial Conversations, E-Learning Seminars, Government Connections, and any related discussions on Network NAFSA that the Manual editors have added to the page.

Make It Yours: Customized User Features

Customize your NAFSA Adviser's Manual with features that allow you to use it the way you want.

Make it yours: Bookmarks

The bookmark feature allows you to bookmark any chapter, section, or subsection so that you can quickly find it in the future. Simply click the "bookmark" icon under the section heading you want to bookmark.



When you do, three things will happen:

1. The bookmark icon will change from white to black, to indicate that the section's been bookmarked.
2. If you selected the Bookmarks widget Dashboard customization, you will also see your most recent three bookmarks at the foot of your Dashboard. Click on the "View More" link to go to your Bookmark listing on the Bookmarks/History page.

Bookmarks

FEB 23 [F-1 Students](#)
[STEM OPT extensions](#)
[Acquiring and Extending H-1B Status](#)
[View More »](#)

- The bookmark will appear in your list of bookmarked sections on your Bookmarks/History page, which you can access either through the "View More" link in your Bookmarks widget or by clicking the Bookmarks/History link in the top navigation menu.

Bookmarks & History

My Bookmarks

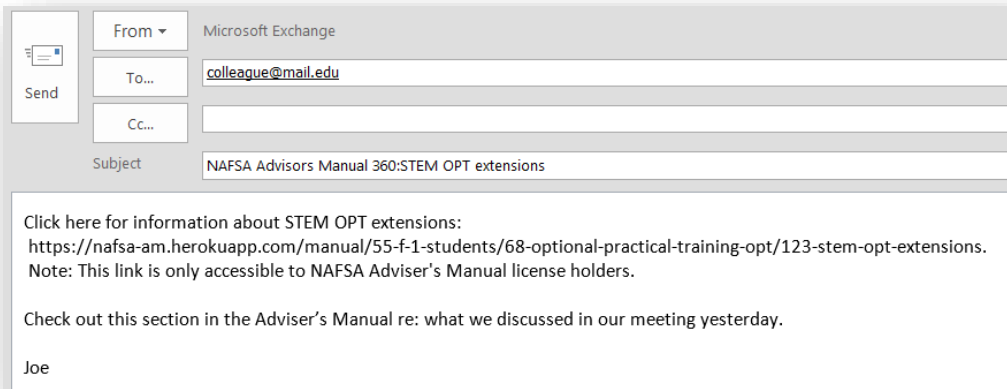
3 F-1 Students	✕ remove
An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific...	
3.K.7 STEM OPT extensions	✕ remove
F-1 students approved for standard post-completion optional practical training based on a...	
7.J Acquiring and Extending H-1B Status	✕ remove
This part discusses: H-1B fees Preparing and filing Form I-129, and Supplements to Form I-129...	

Make it yours: E-mail a section link to a colleague

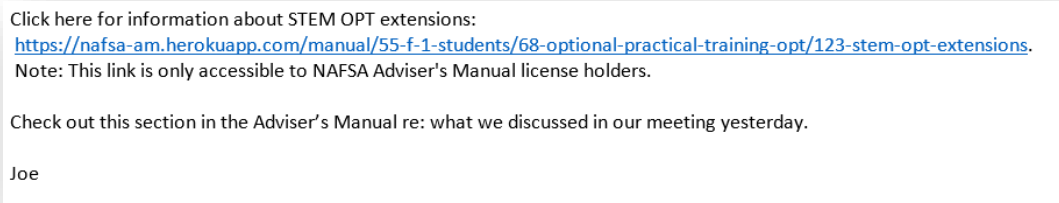
You can e-mail a link to an Adviser's Manual section to another Adviser's Manual license holder by clicking the "envelope" icon beneath the section link you would like to e-mail.

 [BOOKMARK](#)  [ADD NOTE](#)  [EMAIL](#)

Clicking the "envelope" icon will bring up your email screen, pre-populated with the section number referenced in the subject line and the link to the section in the body. Customize your e-mail as you wish and click the Send e-mail button to send it.



The e-mail received by the parties to whom you send it will include a direct link to the section. Remember, though, that the link can be opened only by someone with an active Adviser's Manual license. Here is how the above e-mail will look to the party who receives it:



[Make it yours: Printing sections of the Manual](#)

You can use the Print function to print a nicely formatted version of a Part or Section of the Manual for your personal use. The print function allows you to print at the Part and Section levels only (e.g., Part 3.B or section 3.B.2). When you print the part or section, all subsections under it will also print. It is not possible to print at the book, chapter, or subsection levels. To print a section, click the "print" icon beneath the title of the section page you want to print. The printer icon will appear only at the Part and Section levels.

3.C

Acquiring F Status: Visas, Admission, Change of Status

BOOKMARK ADD NOTE EMAIL PRINT

Your selection will be rendered in a preformatted printable HTML page for you to print to your own printer. If you do not need to print an entire section, consider copying and pasting the limited amount you do need.

Section formatted for printing

Published on NAFSA Adviser's Manual (<https://am.nafsa.org>)

[Home / F-1 Students](#)

3.C

Acquiring F Status: Visas, Admission, Change of Status

This part discusses:

- F-1 visa processing at a U.S. consular office
- Admission to the United States in F-1 Status
- Change to F-1 status in the United States

The I-20 is only a "certificate of eligibility" for F-1 status in one of two ways:

1. Use the I-20 to obtain an F-1 visa at a U.S. consular office. This is not required if exempt from the visa requirement.
2. Use the I-20 to apply to USCIS for a change of status.

If a student does not use the I-20 in one of these ways, the student is not eligible for F-1 status.

Flow of the F-1 Student Process

```
graph TD
    A[Student sends written application for admission to school] --> B[School reviews for academic admissibility, English ability, and financial ability]
    B --> C[Student pays SEVIS I-901 fee]
    C --> D[Form I-20 delivered to student]
    D --> E[Student uses Form I-20 to apply for F-1 visa]
    D --> F[Student uses Form I-20 to apply to USCIS for change of status within the U.S.]
    E --> G[Student admitted to U.S. in F-1 status]
    F --> G
    G --> H[If student enters with school's I-20 but fails to report, school reports 'no show' to SEVIS within 30 days of program start date; school complies with reporting requirements throughout student's stay.]
```

Print

Printer: Xerox7thLocal

Status: Ready

Type: Xerox WorkCentre 7556 PCL6

Where: 10.1.1.10

Comment: Print to file

Print range:

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

Collate

Make it yours: Group Notes

You can contribute to and edit **Group User Notes**, which are shared by all Adviser's Manual license holders in your office. To create a note, click the "Add Note" icon under the section in which you wish to add the note.

BOOKMARK ADD NOTE EMAIL

After clicking the "Add Note" icon, you will be taken to a *note box* that appears under the section heading. Type in your note then click the "Add Note" button to add your group note to that section.

O-1 and TN Workers

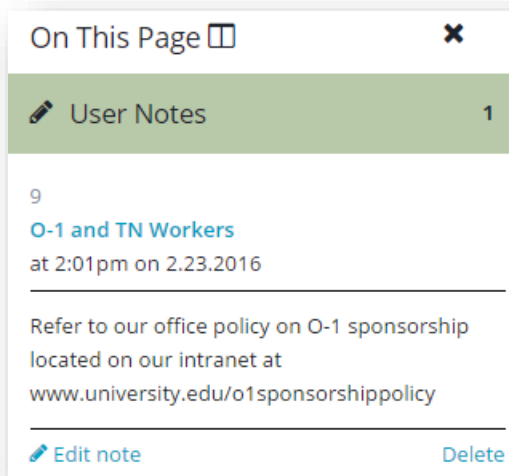
BOOKMARK ADD NOTE EMAIL

Refer to our office policy on O-1 sponsorship located on our intranet at www.university.edu/o1sponsorshippolicy

Cancel Add note

Once you add a note, three things happen:

1. Since these are group notes, all Adviser Manual license holders sharing the same Organizational ID in the NAFSA database will be able to view and edit the note.
2. The note will be picked up in the "On This Page" drop-down menu in the right rail of the page



3. The label of the note icon under the section where the note resides will change from "Add Note" to "Edit Note."



You can edit or delete your note from its location in the User Notes section of the On This Page rail, or by clicking on the Edit Note icon under the subsection title where the note was placed.

Some "notes" on the use of Notes

User Notes stay with the organization ID in your NAFSA record. If you change institutions, you will no longer be able to see the Group Notes from your prior institution, but you will be able to see the group notes of your new institution for as long as you maintain an active Adviser's Manual license.

A “Group” consists of all individuals with Adviser’s Manual licenses who share the same organizational ID in the NAFSA database. Often, the organizational ID is the cost center under which NAFSA memberships are organized. That being the case, a single institution might have more than one organizational ID. For example, an institution might have one organizational ID for the study abroad office, and another organizational ID for the international student and scholar office.

If you are the only person with an Adviser’s Manual license at your institution, then you are a “group” of one!

Group Notes can be created, edited, and deleted by any member of the group. An office that shares Group Notes will probably want to develop a protocol for how Group Notes should be maintained. For example, it would be good practice to avoid entering personally identifiable information about a student or scholar, or any other information that might be protected by FERPA or other privacy rules or policies.

Keeping Up-To-Date

You can keep up to date with regulatory change by:

- Content Updates. Take advantage of the Adviser’s Manual system for notifying you about changes to Adviser’s Manual content.
- Notes from the Editor. Viewing Messages from the Adviser’s Manual Editors that are placed in sections of the Manual.
- Adviser’s Manual News Feed.

Content Updates

Significant changes to Manual content are flagged for users as “Content Updates.” A content update will contain a brief description of the content change, and a link to the section that has changed. You will be made aware of content updates in a couple of ways:



If you selected the “Content Updates” widget when customizing your Adviser’s Manual Dashboard, you will see the most recent three content updates, and a link to the page that lists all recent updates.

Click on “View More” to go to the News/Updates Page, which displays additional recent content updates, as well as a “Subscribe to Content Updates” link. If you subscribe, you will receive a monthly email listing any content updates that were made over the course of the month. You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

Content Updates

[SUBSCRIBE TO CONTENT UPDATES](#)

[16.C.11 Appendix A to the Preamble - Professional Recruitment Occupations](#)

A revised Appendix A to the Preamble that incorporates 2018 SOC codes is effective on July 1, 2022.

Notes from the Editor

The NAFSA Adviser's Manual editors can insert notes at the beginning of Adviser's Manual sections, to alert you to information that will impact Adviser's Manual content, while that information is being analyzed and content developed.

Notes from the Editor

- [DOS Announces Forthcoming Special Student Relief for Ukrainian J-1 Students.](#)
- [In a July 15, 2022 notice, USCIS announced additional expansion of premium processing for two types of I-140 petitions that are otherwise ineligible for premium processing.](#)
- [Effective October 1, 2022, VWP visitors seeking admission through a land port of entry will need advance ESTA authorization, instead of filling out a paper I-94W.](#)

[View More >](#)

If you selected the "Notes from the Editor" widget when customizing your Adviser's Manual Dashboard, you will see the most recent editor notes.

Click on "View More" to display the full entry of all recent Notes from the Editor.

Notes from the Editor

Thursday, August 25, 2022

[4.H.5.3.2 Special Student Relief for J-1 students](#)

In an August 24, 2022 email, the Department of State (DOS) informed Exchange Visitor Program sponsors that it will soon issue a Federal Register notice describing the details of Special Student Relief (SSR) arrangements for eligible Ukrainian J-1 college and university students. NAFSA confirmed with DOS that sponsors must wait until the Federal Register notice is published before approving Special Student Relief benefits for eligible J-1 students. It is hoped that the Federal Register notice will be published in the next two or three weeks. Refer to NAFSA's [Special Student Relief for Ukrainian J-1 Students](#) page for updates and details.

Saturday, July 16, 2022

[16.A.5 USCIS's Premium Processing option](#)

In a [July 15, 2022 notice](#), USCIS announced that it will begin a second implementation phase for the following already-filed multinational executive and manager I-140 petitions, to upgrade them to premium processing:

- Beginning August 1, 2022, USCIS will accept Form I-907 requests for E13 multinational executive and manager petitions received on or before July 1, 2021.
- Beginning August 1, 2022, USCIS will accept Form I-907 requests for E21 NIW petitions received on or before August 1, 2021.

USCIS will reject premium processing requests for E13 multinational executive and manager and E21 NIW petitions that are filed outside the specified date conditions, until USCIS announces additional implementation schedules.

You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

Here is what a Note from the Editor looks like in the section where it's been placed:

16.A.5

USCIS's Premium Processing option

Notes from the Editor:

July 16, 2022

In a July 15, 2022 notice, USCIS announced that it will begin a second implementation phase for the following already-filed multinational executive and manager I-140 petitions, to upgrade them to premium processing:

- Beginning August 1, 2022, USCIS will accept Form I-907 requests for E13 multinational executive and manager petitions received on or before July 1, 2021.
- Beginning August 1, 2022, USCIS will accept Form I-907 requests for E21 NIW petitions received on or before August 1, 2021.

USCIS will reject premium processing requests for E13 multinational executive and manager and E21 NIW petitions that are filed outside the specified date conditions, until USCIS announces additional implementation schedules.

Adviser's Manual News Feed

AM News

AUG 31 [DOL Speaks About Plans for Integrating PERM into FLAG](#)

AUG 25 [DOS Announces Forthcoming Special Student Relief for Ukrainian J-1 Students](#)

JUL 29 [USCIS Posts Overviews of STEM Pathways in the US Immigration System](#)

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Your Adviser's Manual Dashboard will display the most recent regulatory news items that have been added to the Adviser's Manual RSS Newsfeed. Click on a news link to be taken to the source document's launch page, which will open in a new tab or page. Click on "View More" to go to the News/Updates Page, which displays additional news links as well as a link to Subscribe to the AM RSS Newsfeed. You can also access the News/Updates page by clicking the News/Updates link in the top menu bar.

News

[SUBSCRIBE TO THE AM RSS NEWSFEED](#)

Wednesday, August 31, 2022

[DOL Speaks About Plans for Integrating PERM into FLAG](#)

OFLC Administrator Brian Pasternak says, "By integrating the permanent labor certification process into the Foreign Labor Application Gateway... we will make it easier, faster, and cheaper for employers to access permanent labor certification serv..."

Thursday, August 25, 2022

[DOS Announces Forthcoming Special Student Relief for Ukrainian J-1 Students](#)

The Department of State (DOS) informed Exchange Visitor Program sponsors in an email that it will soon issue a Federal Register notice describing the details of Special Student Relief (SSR) arrangements for eligible Ukrainian J-1 college and unive...

Friday, July 29, 2022

[USCIS Posts Overviews of STEM Pathways in the US Immigration System](#)

In a July 28, 2022 news alert, USCIS announced that it "has published additional online resources on uscis.gov to provide an overview of some of the temporary and permanent pathways for noncitizens to work in the United States in the fields of sci..."

Buying User Licenses

There are two convenient ways to buy an AM360 license:

Pay By Credit Card Online

Individuals can make an online payment for their own license by logging in to the NAFSA website using their NAFSA user name and password, and navigating to:

<https://account.nafsa.org/Home/Shop/Subscriptions/AM360-Subscription.aspx>.

Pay By Check

If you must pay by institutional check, mail your check **with the renewal invoice** to:

NAFSA Adviser's Manual
P.O. Box 79159
Baltimore, MD 21279-0159

(note: check orders will take longer to process)

Managing AM360 Licenses Through an AM360 Roster. Online payments may also be made on behalf of others by designated AM360 Roster Managers, at <https://nafsa.atsservices.net/am360/default.aspx>.

You or someone else at your institution can be designated as a Roster Manager, to directly manage licenses for their institution online, on a special roster management page. As a Roster Manager you can:

- See who at your institution has an Adviser's Manual license and when it expires
- Purchase a license on behalf of someone else in your office or at your institution
- Transfer licenses from one individual to another at your office or institution
- Renew licenses for yourself and others at your institution when they are up for renewal

Some offices may prefer that an administrative professional in their office be the roster manager if that better aligns with their office's financial and management workflow. The roster manager does not need to have an Adviser's Manual license (but certainly may purchase a license if they want to use the Manual as well).

For more information, read the AM360 Roster Manager User Guide at:

<https://www.nafsa.org/regulatory-information/advisers-manual-360-roster-manager-guide>

Some AM360 License FAQs

How much does an AM license cost?

Each Adviser's Manual 360 license costs: Member price = \$ 305; Nonmember price = \$ 435

How long is a license valid?

Rolling License Validity Period. Just like NAFSA membership, the Adviser's Manual operates on a rolling one-year license validity period. Each license holder has an expiration date keyed to the date of purchase of their license. Renewal notifications are also done on a rolling basis. 3 months prior to the expiration of the license, both the individual and the roster manager (if your organization has one) receive an email notification that it's time to renew that license. Roster managers will be notified of every license expiring in that time period.

Adviser's Manual 360 licenses are valid until the end of the month, one year from the date of purchase. So, if you buy a license on September 5, 2024, that license would be valid until September 30, 2025. If you renew a license before it expires, the license will be renewed until one year beyond its current expiration date. If a roster manager adds a new license, the new license will be valid for one year from its current expiration date.

There is a 60-day grace period that also applies to the Adviser's Manual. For example, if your paid-thru date is March 31, 2025, you will technically have access to the full Adviser's Manual until May 31, 2025. After that point, your access will end if you have not renewed your license.

Can I get an AM 360 license if I'm not a NAFSA member?

Yes! But NAFSA members get a deep discount. The nonmember price for an AM 360 license is \$435 for each license. The member price is \$305, about a 30% discount off the nonmember price.

How is the member-nonmember pricing determined?

The price of the annual AM360 license is based on the NAFSA membership status of the license recipient at the time of the transaction. For example:

Purchase Scenario	Cost
You are a NAFSA member buying an Adviser's Manual license for yourself.	\$ 305. You will pay the NAFSA member price for the license you buy for yourself.
You are a nonmember buying an Adviser's Manual license for yourself.	\$ 435. You will pay the nonmember price for the license you buy for yourself.
You are a NAFSA member buying three licenses: one for yourself, one for another NAFSA member at your organization, and another for a nonmember at your organization.	\$ 1045 total. \$ 305 for your license, \$ 305 for the other NAFSA member's license, and \$ 435 for the nonmember's license.
You are a nonmember roster manager buying three licenses for three individuals other than yourself, all of whom are NAFSA members.	\$ 915 total. \$ 305 x 3 at the member rate.

How do AM 360 license renewals work?

Individual license holders will receive a series of three reminder emails with links to renew their manual online. Roster managers will also receive a series of three reminder emails inviting them to visit their roster to take action to renew eligible licenses.

Can I obtain a paper renewal invoice if my institution requires one to process a payment?

Yes. After receiving your renewal reminder email, you can always [contact the AM360 staff](#) if you need a paper invoice or have questions about your desired renewals.

More AM 360 License FAQs are at: <https://www.nafsa.org/regulatory-information/am-360-license-faq>

Customer Assistance and Providing Feedback

Questions or Feedback?

Contact Us

Use the [Adviser's Manual Feedback form](#) (<https://www.nafsa.org/people/nafsa-advisers-manual-360-contact>) to get customer assistance and to provide feedback concerning the Manual.

You can also access the feedback form by clicking the **Contact Us** link found on the bottom of any page of the Adviser's Manual. Complete the form with your name, e-mail address and a description of your issue, and then submit. We cannot respond to requests for immigration advice, but we can respond to your input regarding the need for corrections to Adviser's Manual text, broken hyperlinks, suggestions for improving the Adviser's Manual, and any Adviser's Manual customer service questions like requests for assistance with passwords, license transfers, or purchases. Most requests will receive a response in 1-2 business days.