

IMMIGRATION EMERGENCY COMMUNICATION PLAN FOR STANFORD STUDENTS

If you are a presently enrolled non-U.S. citizen student at Stanford and you are worried about the possibility of unexpected and urgent immigration enforcement, this document will help you prepare. While we hope you never need to use it, completing this document allows you to centralize all the vital information that a trusted contact would need to act on your behalf if you are unable to do so yourself.

WHEN SHOULD I ACTIVATE THE IMMIGRATION EMERGENCY COMMUNICATION PLAN?

This plan is only for unlikely and emergent circumstances when:

- Immigration agents are at my residence, workplace, or classroom OR
- I have been arrested/detained by immigration in the United States OR
- I am at the airport or a land port of entry and immigration agents are detaining me and/or denying my entry into the United States.

This plan is **NOT APPLICABLE** when you encounter stressful, but non-emergency immigration circumstances when you are able to act on your own behalf. Examples of stressful circumstances that do not require activation of this emergency plan include:

- I have received a letter (or other communication) from the Department of Homeland Security or the Department of State regarding a change to my immigration status or asking me to appear for an appointment/interview.
- I have heard that my visa may be (or has been) revoked.
- I have heard that my SEVIS record may be (or has been) terminated.
- I am outside of the United States and not able to board a flight to return to the United States because my visa has been revoked.

While these situations are distressing and may require you to take timely action, they do not rise to the level of urgency necessary to activate the emergency communication plan. Instead, if you find yourself in these situations, you should contact the Bechtel International Center ((650) 743-9271) and request a legal consultation (<https://law.stanford.edu/immigrants-rights-clinic/community-resources/>).

HOW DO I DECIDE WHO I SHOULD ASK TO BE MY EMERGENCY CONTACT(S) IN THE EVENT OF AN IMMIGRATION EMERGENCY?

In deciding who you should ask to be an emergency contact in the event of immigration emergency, please consider the following:

- The person should be someone you trust to act on your behalf if you are unable to do so.
- The person should know about your immigration status **or** be someone with whom you are comfortable sharing details about your immigration status.
- The person should be someone who has the capacity and time to respond to an emergency.
- You should consider the person's location. You may designate more than one person to act as an emergency contact. If possible, **at least** one of your emergency contacts should live near/around the Bay Area. *The local contact should not be a GLO Dean or ResEd staff member or an employee of the University.*

WHAT DO I DO WITH THIS IMMIGRATION EMERGENCY COMMUNICATION PLAN ONCE I HAVE COMPLETED IT?

- 1. Create a digital copy for yourself.
- 2. Keep a paper copy for yourself in a **safe location**.
- 3. Provide a digital copy of the plan to **all your** emergency contacts. Talk to each emergency contact about the plan and how they may support you in the event of an emergency. Consider providing a paper copy to your emergency contacts.
- 4. Add any additional emergency contacts to Axess.

Students are required to list at least one emergency contact in Axess. You may designate more than one emergency contact. If possible, at least one of your emergency contacts should live near/around the Bay Area. Make sure to add any additional emergency contacts in Axess.

In the event of an emergency—including an immigration emergency—the University will attempt to contact all your listed emergency contacts.

BESIDES COMPLETING THE IMMIGRATION EMERGENCY PLAN, WHAT ELSE SHOULD I DO TO MAKE SURE THAT I AM PREPARED FOR THE POSSIBILITY (HOWEVER REMOTE) OF IMMIGRATION ENFORCEMENT?

1. Organize and save important immigration and identity documents. We recommend placing all of the documents listed below in a single safe location. In addition to any originals, please ensure that you have saved physical and digital copies of all of these important documents. We encourage you to share digital copies of these documents with your emergency contacts.

- Passport
- Birth certificate
- Immigration paperwork (I-94, I-20, work permit, green card, visa, etc.)
- Driver's license and/or other identification cards
- Social security card (if you have one)
- Medical information, including health insurance, medication list, and doctor's contact information
- Any other documents that you would want to be able to locate quickly

2. Phone Numbers

- Memorize at least one of your emergency contact phone numbers
- Save the following numbers:
 - For all international students, save Bechtel International's phone number: (650) 743-9271.
 - For graduate students living in Stanford housing, save the on-call GLO Dean pager number: (650) 723-7288.
 - For undergraduate students living in Stanford housing, save your Resident Director's phone number: (650) 504-8022.

3. If you have a specific immigration concern, consider consulting with an immigration attorney. If you are a current, enrolled and matriculated non-U.S. citizen Stanford student and believe that you may be directly impacted by recent immigration announcements and changes, please click <https://www.vblaw.com/contact/> to request a confidential consultation. The confidential and secure portal connects Stanford students directly to Van Der Hout, LLP, an immigration law firm.

Please note that this is a limited resource for individuals with urgent and specific immigration questions (ex: students who have received visa revocation letters or who have been notified of their SEVIS record termination, or any other non-U.S. citizen students that DHS has recently contacted through letter, email, or in person regarding their immigration status). After an initial pre-screening, Van Der Hout will determine whether a student may receive general information or an individual consultation. If you have general questions about upcoming travel or recent developments, please contact the Bechtel International Center.

4. Ensure that you are taking care of your mental well-being and attending to other important needs. Please see: <https://deanofstudents.stanford.edu/get-support>.

5. If you have children or other dependents, we encourage you to fill out an additional family preparedness plan. Here is a link to a sample: https://www.ilrc.org/sites/default/files/2024-11/Step-byStep%20Family%20Preparedness%20Plan_ENG_FULL_Nov%202024.pdf

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EMERGENCY IMMIGRATION COMMUNICATION PLAN FOR STANFORD STUDENTS

Name: _____

Email: _____

Phone Number: _____

Address: Please provide complete address (including House name, where applicable)

SUNET ID: _____

Immigration Number (If you have one): _____

This is a 9-digit number that begins with the letter "A"

Emergency Contact(s): These are individuals whom you would want Stanford officials to contact in the event of an immigration emergency. If possible, please include at least one ***LOCAL*** emergency contact who lives near/around the Bay Area. These are individuals who know about your immigration status or with whom you are willing to share details about your immigration status. The local contact should not be a GLO Dean or a ResEd staff member.

Please make sure to add all your emergency contacts in Axess.

Name	Relationship	Cell Phone	Location (City, State, Country)

Academic Advisor: If you wish to ask your emergency contact to notify your academic advisor about an immigration emergency, please include your advisor's contact information. By listing an academic advisor, you are comfortable with the individual being notified that you are experiencing an immigration emergency.

Name	Academic Department	Email	Phone Number

Immigration Attorney Information: If you have retained an immigration attorney, please provide their information below.

Name	Email	Phone Number

Local Consulate for your Country of Origin:

Consulate Name	City located	Phone Number

Medical Information: If you have any medical conditions, please describe those, including what the condition is, whether you require medication, and the name of your physician. If you expect that your emergency contact may need to be in touch with your physicians(s)/medical providers, you may consider completing a HIPAA form (valid in California): https://www.hipaajournal.com/wp-content/uploads/2023/08/HIPAA_Release_Form_California.pdf and including that document with your safety plan.

Medical Condition	Medication Required (Describe type/dosage/frequency)	Name/Contact Information for Physician

Miscellaneous: If there is other information that you believe would be important to know in the event of an immigration-related emergency, please include that here:

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