

Steps to Apply for a Driver's License

New F nonimmigrant students often apply for a driver's license or State Identification Card either too early after entering the United States or without the proper documentation.

1) Make sure your record in the Student and Exchange Visitor Information System (SEVIS) is up-to-date and in *Active* status.

SEVIS is the database that contains information for all F nonimmigrants in the United States. A Designated School Official (DSO) manages an F nonimmigrant's SEVIS record. The DSO must place your record in *Active* status when you report to the school or program. Talk with your DSO before you apply for a license to make sure your record is *Active* in SEVIS. If your record is not *Active* when you apply, your application will be rejected.

2) Wait 10 days after checking in with the DSO at Kalamazoo Valley.

You may want to apply for a driver's license right away, but be patient. The 10-day wait allows time for all the government databases to update with your arrival information.

3) Check your forms.

Check all your forms to make sure your information is correct. This is data integrity. Data integrity is very important because if you have different information on different forms, it will cause delays. Specifically, check your Form I-94, Arrival/Departure Record. If the information on your Form I-94 is different than on your passport or Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, please see the DMV Fact Sheet (find web address below) for more information.

4) Obtain a letter from the Social Security Administration

Confirming your inability to have a Social Security Number. Bring the following paperwork when you visit the Social Security Administration: I-20, Passport, Visa, I-94.

317 South Drake Kalamazoo, Michigan 49009 (800) 772-1213

5) Visit Secretary of State

Arrange an appointment online with the [Secretary of State](#). When you visit the Secretary of State make sure to bring the [required documents](#):

- Form I-20, Certificate of Eligibility for Nonimmigrant Student Status
- Form I-94, Arrival/Departure Record
- Passport (with visa, if applicable)
- Proof of residency (two documents with address) – KVCC tuition bill, utility bill, lease agreement, KVCC unofficial transcript
- Social security card or Letter of ineligibility (Form SSA L-676)

Follow the instructions provided by the secretary of state personnel.

6) Study for written test

Prepare for the written test by studying "[What Every Driver Must Know](#)".

7) Take written test

Visit the secretary of state and take the written test and complete a simple vision test. You will be required to pay a \$25 license fee.

8) Practice for driving test and arrange test date

Prepare for the driving skills test by reviewing the "[Driving Skills Test Study Guide](#)".

- **No home country license** – After passing the written based test you will receive a temporary driver's permit. You will then be required to wait 30 days before taking the driving skills test. During this time you are encouraged to practice driving.
- **Has home country license** – If you already have a license in your home country with an English translation, you are eligible to skip the 30 day period and take the test immediately after passing the written test.

The driving test must be arranged with a company in the [list provided](#). Some companies will have the option for you to rent a car others may not. It is your responsibility to arrange a car for the driving test.

9) Visit Secretary of State to confirm

After passing both the written and driving portion of the tests you will revisit the Secretary of State. Bring all of your identification documents mentioned in step 5 along with your temporary driving permit and the certificate from the driving test. The Secretary of State will provide a temporary valid driver's license and will send you the real driver's license in the mail.

Learn More

Driving in the United States

<http://studyinthestates.dhs.gov/students/resources/driving/>

DMV Fact Sheet

http://www.ice.gov/doclib/sevis/pdf/dmv_factsheet.pdf

Secretary of State Locations**3298 Stadium Drive, Kalamazoo, MI
(888) 767-6424**

Head east on O Ave toward S 9th St
Continue onto S 9th St
Turn right onto Stadium Dr.
Destination will be on the left

**603 Romence Road, Portage, MI
(888) 767-6424**

Head west on O Ave toward S 9th street
Continue onto S 9th St
Turn right onto the I-94 E ramp to Detroit
Take exit 75 toward Oakland Dr
Turn right onto Oakland Dr
Turn left onto Romence Rd
Destination will be on the right

**1037 E Michigan Ave, Paw Paw, MI
(888) 767-6424**

Head east on O Ave toward 9th St
Continue onto S 9th St
Turn left onto Red Arrow Hwy
Destination will be on the right