Maintaining Your F-1 Student Status

According to Department of Homeland Security regulations, you are fully responsible for abiding by the rules governing your F-1 student status. The International Student Coordinator will try to help you understand these rules, but you are required to follow the Rules and Responsibilities of F-1 Student Status explained below.

RULES OF F-1 STATUS

The International Student Coordinator is required to report to Immigration and Customs Enforcement (ICE) in the Student and Exchange Visitor Information System (SEVIS) when an F-1 student does not fulfill the following rules of status:

1. **Always be full-time.**
   Enroll for and complete a full course of study every fall and spring semester. If you do not believe you will be able to fulfill this requirement for any reason, contact the International Student Coordinator before you withdraw or stop attending classes. There are a few limited exceptions to the full-time requirement for which you might qualify if you obtain permission in advance.

2. **Obtain permission to be less than full-time before you drop, withdraw, or stop attending.**
   If you do not believe you will be able to be full-time for any reason, contact the International Student Coordinator before you drop, withdraw, or stop attending classes. There are a few limited exceptions to the full-time requirement for which you might qualify if you obtain permission in advance.

3. **Only work as authorized.**
   F-1 students may work on-campus up to 20 hours per week during the semester and full-time during official school breaks (in between semesters). In order to work off-campus, you must get permission from the International Student Coordinator and U.S. Citizenship and Immigration Services. Never work without authorization.

4. **Complete your program of study no later than the completion date on your Form I-20.**
   You are required to complete your program of study by the completion date on your Form I-20. If you don’t think you will be able to complete your program by the completion date on your Form I-20, you must apply for a program extension before the completion date expires and get an updated Form I-20.

5. **Obtain a SEVIS transfer to attend another school.**
   If you plan to attend another U.S. college or university, you must notify the International Student Coordinator and be “Transferred Out” in SEVIS before your F-1 status ends.

6. **Do not remain in the U.S more than 60-days after completing your program of study unless you have applied for Post-OPT employment, School Transfer, or a Change of Education Level.**
   If you have completed your program of study, you must depart the U.S. within 60-days, unless you have filed an application with USCIS for Post-OPT, requested a SEVIS School Transfer, or obtained a new Form I-20 to begin studies in a new education level or program.
Other Responsibilities of F-1 Students

1. **Keep your passport valid at all times.** You must have a valid passport at all times. If your passport will expire, contact your country’s embassy or consulate in the United States to renew it.

2. **Report any address or name change to the International Student Coordinator within 10 days of making the change.**

3. **Get an updated Form I-20 when any of its information changes.**
   Notify the International Student Coordinator if there are any changes in the information on your Form I-20, such as name, citizenship, major, or funding, and get an updated Form I-20.

4. **Get a travel endorsement on your Form I-20 every semester to return to the United States.**
   When you want to travel outside the U.S., you need a travel endorsement from the International Student Coordinator for the current semester to reenter. Be sure to submit your request at least two weeks in advance of your trip.

5. **File a federal income tax form for every year you are in the U.S., even if you did not receive any income.**

I understand that it is my legal responsibility to comply with the rules and responsibilities of my F-1 student status. I also understand that St. Francis College is required by federal law to report in SEVIS regarding whether or not I am fulfilling the rules of my F-1 Status as explained above.

Print Name___________________________________________________

Signature_________________________________________________________ Date________________________