



INFORMATION ABOUT MAINTAINING YOUR F-1 STUDENT STATUS

Under U.S. law, you are fully responsible for abiding by the rules governing your F-1 student status. St. Joseph's College officials will try to help you understand these rules, but you are required to follow the requirements and responsibilities of F-1 Student Status as explained below.

REQUIREMENTS OF F-1 STUDENT STATUS:

St. Joseph's College is required to report to Immigration and Customs Enforcement (ICE) in SEVIS when an F-1 student does not fulfill the following requirements of status:

1. **Always be enrolled FULL TIME.** Enroll for and complete a full course of study every fall and spring term. If you do not believe you will be able to fulfill this requirement for any reason, contact International Admissions before you withdraw or stop attending classes. There are few limited exceptions to the full time requirement for which you may qualify, if you obtain permission in advance.
2. **Obtain permission to be enrolled less than full time before you drop, withdraw, or stop attending classes.** If you do not believe you will be able to attend full time for any reason, contact the International Admissions Office before you drop, withdraw, or stop attending class. There are few limited exceptions to the full time requirement for which you may qualify, if you obtain permission *in advance*. THIS IS VERY IMPORTANT!
3. **Only work as authorized.** F-1 students may work on campus up to 20 hours per week when school is in session, and full time during official school breaks. These 20 hours include the work to perform for assistantships if you have one. In order to work off campus, you must obtain permission from the International Admissions Office and U.S. Citizenship and Immigration Services. Never work without authorization.
4. Make sure the program completion date on your Form I-20 is accurate. Your program completion date on your form I-20 must always be accurate. If you don't think you will not 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 obtain an updated Form I-20. See SJC's DSO to gain information on how to extend your program.
 - a. If you expect to complete your program earlier than the completion date on your Form I-20, you must obtain an updated Form I-20 with the corrected completion date before you complete your program.
5. **Obtain a SEVIS transfer to attend another U.S. school.** If you plan to leave SJC to attend another U.S. school or institution, you must notify the International Admissions Office to

transfer your SEVIS record to your new institution before your F-1 status ends. See SJC's *Information on School Transfer* or contact the DSO.

6. **Obtain a Change of Education Level to begin a new program of study.** If you have been admitted to a new program of study at SJC, you must obtain a Form I-20 for your new program before you complete your current program of study. See SJC's DSO for more information.
7. **Depart the U.S. within 60 days of your program completion date or Optional Practical Training end date.** If you have completed your program of study you must depart the U.S. within 60 days. Likewise, if you have completed your OPT, after the completion of your studies, and have no further plans to study, you must depart the U.S. within 60 days of your EAD's end date.

OTHER RESPONSIBILITIES OF AN F-1 STUDENT

1. **Keep your passport valid at all times.** You must have a valid passport at all times. If your passport is going to expire, contact your country's embassy or consulate in the U.S. to renew it.
2. **Report any address or name change to SJC within 10 days of making the change.**
3. **Get an updated Form I-20 when any of the information on it changes.** Notify SCJ if there are any changes in the information on your Form I-20, such as name, citizenship, degree level, major, or funding, and obtain a new Form I-20.
4. **Get a travel endorsement on your Form I-20 every term to return to the U.S.** When you want to travel outside of the U.S., you need a travel endorsement from SJC's International Advisor for the current term in order to reenter the U.S. Be sure to submit your request for endorsement at least 2 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. See Tax Reporting Requirements for F-1 Students.

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

Student Signature _____ Date _____

Student Print Name _____

A copy to be held by student, another copy to be submitted to
SJC's DSO, Linda Lubranski at LLubranski@sjcny.edu