



Division of Student Affairs
Office of International Student Services

F-1 RESPONSIBILITIES IN A NUTSHELL

What must I do to remain in valid F-1 student status?

- Take a full course load each semester (12 credit hours -undergraduates; 9 credit hours -graduates). If you meet the criteria for a reduced course load, obtain a clearance from the Designated School Official (DSO) prior to the end of late registration.
- Do not withdraw from classes without consulting the DSO. Complete a Separation Form.
- Do not let your I-20 expire. If you need more time to complete your studies, apply for an extension at least 30 days before your form expires. The expiration date is printed on line 5 of the I-20 or line 3 on the DS-2019.
- Maintain a passport valid for six months into the future.
- If you need to leave NSU for a short-term or take a permanent leave of absence (except vacations), notify the DSO and/or submit a Temporary Leave of Absence Form or Separation Form. The forms are available on the website. They allow the DSO to update your information in SEVIS and the school database. If you are taking a short-term leave of absence and fail to notify the DSO, your SEVIS record will be terminated and you will not be allowed to return to the United States.
- If you change your visa status or file for permanent residency, notify the DSO.
- If there are any changes in the information on your I-20/DS-2019, notify the DSO so that your I-20 can be updated. Examples of situations when a new form is needed: change in sponsor or financial information, change of major, change of name, change of citizenship, etc.
- Plan ahead and submit requests to the DSO in advance of when you will need them.
- Make certain that you maintain health insurance coverage for yourself and your dependents living in the U.S.
- Never work off-campus in the U.S. without prior approval from United States Citizenship and Immigration Services (USCIS.) You must not accept employment even if the employer or your academic advisor states that it is allowable.
- Never work on-campus more than 20 hours per week when classes are in session.
- Request a re-entry signature from the DSO prior to traveling abroad.
- Keep track of your visa expiration date and make certain to apply for a new one on your next trip home if necessary, so that you are able to return to the United States.
- Report any changes in my address in the U.S. or in my home country to the DSO within ten days. This can be done by submitting a Change of Address Form, available online.
- Notify the DSO of any dependents in F-2 or J-2 status who will accompany you in the U.S. The DSO must obtain biographical information as well receive notification as to the time they arrive and/or depart.
- Complete proper transfer procedures if you change schools. You must submit a Separation Form and Form for Transfer of SEVIS Record to the DSO, obtain a new I-20 or DS-2019, and report to the new school within 15 days of the program start date.
- Notify the DSO before enrolling in an online course. You may not apply more than 3 credit hours toward the full-time minimum.
- Notify the DSO before enrolling at another institution while attending Coppin State University.

It is ultimately your responsibility to maintain your status. The DSO can only educate and assist you. She cannot provide legal advice.

REMEMBER: It is ultimately your responsibility to maintain your status. Stay informed. Don't rely on your friends or the media for accurate information regarding immigration issues. As well meaning as they may be, they may not be aware of new developments and practices. Check with a DSO if you have any questions or concerns but note that she can only assist you and cannot provide legal advice.

Visit the following web sites for more information:

U.S. Citizenship and Immigration Enforcement (USCIE): <http://www.ice.gov/graphics/sevis/index.htm>

National Association for Foreign Student Advisors (NAFSA): <http://www.nafsa.org>