



COPPIN STATE UNIVERSITY

Office of International Student Services F-1 RESPONSIBILITIES UNDER SEVIS

Please read and initial each responsibility. If you have a question about a specific topic, please do NOT initial until you have received clarification from the Designated School Official (DSO). Do NOT rely on friends, academic advisors, or others for accurate immigration information.

1. **I agree to remain a full-time student each semester.**
Undergraduate students must be enrolled for at least 12 credit hours per semester, and graduate students must be enrolled for at least 9 credit hours per semester. You must consult the Designated School Official (DSO) BEFORE enrolling for less than the aforementioned number of credit hours (before the end of late registration) in order to obtain approval for reduced course load.
2. **If for some reason I need to withdraw from classes, I will notify the DSO before withdrawing by completing a Separation Form.**
3. **I will not let my I-20 form expire. If I need more time, I will apply for an extension at least 30 days before my form expires.**
The expiration date is printed on line 5 of the I-20 or line 3.
4. **I will maintain a passport valid for six months into the future.**
5. **If I leave CSU for a short-term or permanent leave of absence (except vacations), I will 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.
6. **If I change my visa status or file for permanent residency, I will notify the DSO.**
7. **I will apply for a new I-20 if any changes to the information on the form occur.**
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.
8. **I realize that I must plan ahead and submit requests to the DSO in advance of when I need them.**
9. **I will not work off-campus in the U.S. without prior approval from the DSO and/or the 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.
10. **I understand that I am allowed to work on campus no more than 20 hours per week when classes are in session.**
11. **If I travel, I must request a re-entry signature from the DSO.**
12. **I will keep track of my visa expiration date and be sure to apply for a new one on my next trip home if necessary, so that I may return to the United States.**
13. **I will report any changes in my address in the U.S. or in my home country within ten days.**
This can be done by submitting a Change of Address Form, available online.
14. **I will notify the DSO of any dependents in F-2 or who will accompany me.**
The DSO must obtain biographical information as well receive notification as to the time they arrive and/or depart.
15. **I will complete the official transfer process if I 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.
16. **I will notify the DSO before enrolling in an online course.**
18. **I will notify the DSO before enrolling at another institution while attending Coppin State University.**
19. **I acknowledge that it is ultimately my responsibility to maintain my status.** The Office of International Services can only educate and assist you. We do not provide legal advice.

I have read and fully understand my responsibilities as an F-1 student and the requirements for maintaining good visa status.

Printed Name

Signature

Date