



F-1 Student Responsibilities

Compliance with U.S. Immigration Laws and Regulations

Welcome to Utah State University! As an F-1 student at USU, it is critical you take responsibility to maintain your legal status in the United States. The Office of Global Engagement is here to assist you, but ultimately, it is your responsibility to be aware of and comply with immigration policies. Some key policies are listed below. All forms and packets specified are available in the office or on the website at <http://globalengagement.usu.edu>.

You must maintain a valid passport at all times. The U.S. government requires foreign passports to remain valid for at least six months into the future. Contact your home country embassy for information about extending your current passport or obtaining a new passport. Embassy information is available at <http://www.state.gov/misc/IO125.htm>.

You must attend the college or university which USCIS has authorized you to attend. If you are not sure whether you have been authorized by USCIS (United States Citizenship and Immigration Services) to attend USU, please ask a Designated School Official by visiting or calling Office of Global Engagement.

Whenever you change educational institutions, you must complete an official immigration transfer. You must successfully complete one semester at USU before transferring to a new school. If you wish to transfer to a new school after one or more semesters, you will need to discuss your interest with the Designated School Officials at both USU and your new institution. Both officials will guide you through the transfer process. Once your SEVIS record has been transferred to the new school, you will then be required to report to that institution within 15 days of its session start date.

You must enroll for a full course load during normal enrollment periods (fall and spring semesters). A full course load consists of 9 credits for graduate students and 12 credits for undergraduates. If you have reason to enroll for less than a full course load during a normal enrollment period/semester, you and your academic advisor must complete a "Reduced Course Load" form. For graduate students, this form is approved by the Graduate School. For undergraduates, this Reduced Course Load form must be submitted to, and approved by, a Designated School Official before you drop below a full course load.

Distance Education Limits

No more than the equivalent of one on-line/distance education class of 3 credits per session may count towards the "full course of study" requirement. If the student's course of study is in a language study program, no online or distance education classes may be counted toward the full course of study requirement.

If a student needs only one course to finish his or her program of study, it cannot be taken through online/distance education. There must be a physical presence requirement for the course. If a student remains in the United States without reporting to any class, it becomes a security issue and cannot be allowed.

You must not allow your I-20 to expire before completing your program of study.

Immigration regulations require that you make every effort to complete your program of study by the expiration date on your I-20. However, if you cannot meet this expiration date due to circumstances beyond your control, you must request a "program extension" 30-60 days prior to your J-20 expiration date. To request a program extension, follow the instructions in the "F-1 Student Program Extension" packet.

You must pursue coursework in the field of study authorized on your I-20. If you wish to change your field of study, you must obtain a new 1-20. Before requesting a new I-20, work with your academic advisor to officially change your major on USU records. Then, need to request a new I- 20 from a Designated School Official.

You must not work in the United States without proper authorization. With authorization from a Designated School Official, you are permitted to work on campus up to 20 hours per week when school is in session. Visit the office and we will check your eligibility. You must be registered full-time. You may work up to 40 hours per week at a job during vacation periods when you are not in school, such as summer, winter, and spring breaks. Working without proper authorization is one of the most serious offenses you can commit as a visitor to the U.S. Unauthorized employment will revoke your F-1 status and may result in future visa denial. If you are unsure whether you are authorized to work at any time, please speak with a Designated School Official.

You must report any change of name and/or address to Global Engagement within 10 days of the change. Immigration regulations require that you provide current, up-to-date information about yourself to the Office of Global Engagement at all times. If any of the information you provided on your "Check-in Form" changes, update your information through the banner system.

If you plan to invite your spouse and/or children to join you as F-2 dependents in the U.S., you must notify Global Engagement. You will need to read and follow the instructions in the information packet "F-1 Student Request for Dependent 1-20." We have the form in the office or on our website. When requesting a dependent 1-20, it is your responsibility to account for possible delays due to mail service, a dependent's travel to a consulate or embassy, consulate/embassy processing times, etc. Global Engagement will require a minimum of 7 days to process dependent documents.

When traveling outside the U.S., you must carry a properly endorsed 1-20. If you plan to travel outside the U.S., please notify the office at least 14 days before you depart Logan. You will need to visit the office with the items requested on the " Travel Information Sheet" and obtain a travel signature from a Designated School Official.

To receive e-mail communication from Global Engagement, you must activate your USU e-mail account. The office will only send e-mail communication to your USU account ending in "aggiemail.usu.edu." You will receive emails about immigration updates and workshop, training sessions and other important updates.

I give the Office of Global Engagement permission to use any photos taken of myself at any USU event or international club event, for any purpose or need of Global Engagement. Initial_

STUDENT AGREEMENT

I have read the information above and understand the responsibilities explained. I understand that the information on this form is not exhaustive and is subject to change without notice. I further understand that Global Engagement is available to assist me in obtaining up-to-date information on U.S. immigration laws and ISS policies, but that it is my sole responsibility to stay informed of such laws and policies. If at any time, I have questions or concerns pertaining to my legal status, I understand that I may contact Global Engagement or visit the website listed below.

Print Name: _____ A-Number: _____

Signature: _____ Date: _____