



# Your Responsibilities as an F-1 International Student

## Compliance with U.S. Immigration Laws and Regulations

Welcome to Utah State University! The information below will help you understand your roles and responsibilities as an F-1 student at USU. It is critical that you take responsibility to maintain your legal status in the United States. The Office of International Students and Scholars (OISS) 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 OISS or on the OISS website at <http://usu.edu/oiss>.

- **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 on extending your current passport or obtaining a new passport. Embassy information is available at <http://www.state.gov/misc/10125.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 Utah State University, please ask an OISS Designated School Official.
- **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, you and your academic advisor must complete a “Reduced Course Load” form. The Reduced Course Load form must be submitted to, and approved by, an OISS Designated School Official before you drop below a full course load.
- **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 I-20 expiration date. To request a program extension, you will need to read and 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 I-20. Before requesting a new I-20, you will need to work with your academic advisor to officially change your major on USU records. Then, you will need to request a new I-20 from an OISS Designated School Official.
- **You must not work in the United States without proper authorization.** With authorization from an OISS Designated School Official, you are permitted to work on

campus up to 20 hours per week when school is in session. Additionally, you may work up to 40 hours per week during vacation periods when you are not in school, such as summer, winter, and spring breaks. Please be aware that working without proper authorization is one of the most serious offenses you can commit as a visitor to the U.S. Unauthorized employment will cause you to fall out of 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 an OISS Designated School Official.

- **You must report any change of name and/or address to the OISS within 10 days of the change.** Immigration regulations require that you provide current, up-to-date information about yourself to the OISS at all times. If any of the information you provided on your “OISS Check-in Form” changes, please notify the OISS promptly.
- **If you plan to invite your spouse and/or children to join you as F-2 dependents in the U.S., you must notify the OISS.** You will need to read and follow the instructions in the packet “F-1 Student Request for Dependent I-20.” When requesting a dependent I-20, it is your responsibility to account for possible delays due to mail service, dependents’ travel to a consulate or embassy, consulate/embassy processing times, etc. Additionally, the OISS will require a minimum of 7 days to process dependent documents.
- **When traveling outside the U.S., you must carry a properly endorsed I-20.** If you plan to travel outside the U.S., please notify the OISS at least 14 days before you depart Logan. You will need to visit the OISS with the items requested on the “OISS Travel Information Sheet” and obtain a travel signature from an OISS Designated School Official.
- **To receive e-mail communication from the OISS, you must activate your USU e-mail account.** The OISS will send e-mail communication only to your USU account ending in “aggiemail.usu.edu.” To stay informed about immigration workshops and training sessions offered by OISS, and to receive other important information, please activate your “aggiemail.usu.edu” email account.

#### 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 the OISS is available to assist me in obtaining up-to-date information on U.S. immigration laws and OISS 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 the OISS or visit the OISS website (information below).*

Print Name: \_\_\_\_\_ A-Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_