

F-1 STUDENTS LEGAL RESPONSIBILITIES

Department of Homeland Security (DHS) holds you responsible for properly maintaining your F-1 visa status.

In order to maintain your F status, you should know the basic immigration regulations pertaining to lawful status. Please read carefully the following regulations and sign the acknowledgment below.

You must register full-time** for fall and spring semesters and maintain full-time enrollment for the duration of semester within full academic year. **A minimum of 12 semester hours for undergraduate, and 9 semester hours for graduate students constitutes full-time enrollment for fall and spring semesters.

- ✓ You are **NEVER allowed to work off-campus in the United States without prior authorization in writing (I-20) from the Pace International Students and School Office (ISS).**
 - F-1 visa holders are eligible for Curricular Practical Training (CPT) after completing a full academic year of study. **Any off-campus work must be approved by ISS and/or USCIS before the work begins.**
- ✓ You **must file for Post-completion Optional Practical Training (OPT) either before completion of your studies** or within the 60 days grace period after your official completion day if you plan to stay in the U.S. to seek employment after the graduation.
- ✓ **F-1 students are allowed to work on campus, part-time**, when school is in session, and **full-time** when school is not in session.
- ✓ Your passport should be **valid** at all times, the expiration date must be 6 months into the future,
- ✓ You must make sure that the form **I-20 does not expire.**
 - If the I-20 is going to expire before you complete your degree, you **must apply for an extension before it expires.** Requests for extensions should be submitted to the International Students and Scholars Office (ISS) 30-90 days prior to the expiration date of the Form I-20 so that the extension process can be completed prior to the expiration date on the document.
- ✓ **You must report any change of address and/or any legal change of name directly to ISS within 10 days of the change.** ISS will then electronically notify the Department of Homeland Security of the change via SEVIS.
- ✓ You must get an **updated travel signature on your Form I-20** from ISS **before you travel abroad.**
- ✓ You must **notify ISS of any accompanying dependents in F-2 status** and provide biographical, and immigration information (e.g., passport information, visa information, etc.) regarding those dependents.
- ✓ You must **complete the official immigration transfer process** whenever you change educational institutions in the U.S. You must request a SEVIS transfer from ISS if you intend to transfer. You must obtain a Form I-20 from the new school you are transferring to.
- ✓ **It is your responsibility to check your Pace University e-mail account for periodic updates and any correspondence from ISS.** These messages are always important and can affect your student status.

Student's Acknowledgement

I have read the information above about the basic regulations of my F-1 non-immigrant status in the US and understand that I must comply fully with these regulations in order to remain in legal status. I also realize that it is my responsibility to maintain my status properly.

Print Name: _____ Signature: _____
Last Name, First Name

Pace University ID # _____ Date: _____

IMPORTANT NOTE:

F1 visa regulations are not guaranteed to remain the same for extended periods of time and are subject to change without notice. ISS will make every attempt to notify you of any such changes. As always, you can contact the ISS to discuss any questions or concerns related to your legal immigration status in the United States. **We strongly encourage you to meet with an International Student Advisor for more information or questions.**