



OFFICE OF INTERNATIONAL PROGRAMS

General SEVIS Responsibilities of a F-1 Student

Students in F-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the F-1 visa. Failure to do so will violate your legal status in the United States and will have serious consequences.

First Name: _____ Last Name: _____

As an F-1 student, I understand that I must:

- Keep My Passport Valid at All Times.**
For information on renewing your passport, visit the web site of your country's embassy or consulate in the United States. (See: <http://www.embassy.org/embassies>)
- Report my address change within 10 days to the PDSO in the Office of International Programs (OIP).**
U.S. federal regulations require all F-1 students to report a change of address directly to the DSO within 10 days of the address change. The OIP is required to provide this and other student data to the federal government electronically. The OIP office will report this information for you. You must notify the Registrar's Office of a change of address.
- Maintain a full course of study each semester**
 - Undergraduate students must take at least 12 credits each semester.
 - Graduate & Ph.D. students must take at least 9 credits each semester.
- Obtain PRIOR Authorization from the OIP BEFORE Dropping Below a Full Course of Study**
There are very limited exceptions to the full course of study rule and the criteria are very strict. Please contact the PDSO if you have questions about dropping below full-time status. You must obtain PRIOR written authorization from the PDSO. After obtaining this authorization in writing, you may then drop the course(s).
- Abide by U.S. Federal Employment Regulations**
F-1 students may work no more than 20 hours per week on campus when classes are in session [8 CFR 214.2(f)(9)]. At Salve Regina University, F-1 students may work no more than **10 hours**. You **cannot** work off-campus (including credit-bearing internships off-campus) without PRIOR authorization from the DSO and the U.S. federal government. Opportunities for off-campus work are limited.
- Maintain Required Health and Accident Insurance**
F-1 students must purchase Salve Regina University health and accident insurance for themselves and any F-2 dependents throughout their stay in the United States.
- Report Changes in Program to OIP**
Students must notify the OIP whenever there is a change in their academic program (i.e. major), program dates or level of study.
- Bring my SEVIS I-20 to the PDSO Prior to traveling outside the United States.**
Students should bring their I-20 form to the OIP prior to traveling outside the United States to see if an updated PDSO signature is required. A new form may need to be issued to you. If you will be traveling AND applying for a new visa, you will also want to request a letter of certification from the

- PDSO, to verify that you are a full-time student.
- Notify the PDSO of Any Accompanying Dependents or Dependents Who Will Join You Later**
The PDSO prepares visa documents for any dependents of F-1 students who will enter the United States on F-2 visas. The PDSO is required to report biographical data on F-2 dependents to the U.S. federal government.
 - Report My Departure Date and Reason to the DSO if I end my Studies at Salve Regina University Unexpectedly**
Periodically, students leave the university early or unexpectedly due to a variety of reasons. Some of these reasons include early graduation, leave of absence, withdrawal, or termination. U.S. federal regulations require F-1 students to inform the Designated School Official if they plan to leave the university before the expiration date of their I-20 form as well as the reason for doing so.
 - Apply for an Extension Prior to the I-20 Expiration Date**
Students must apply for an extension BEFORE their I-20 form expires if they intend to stay at Salve Regina University and cannot complete their program by the program completion date on the I-20 form. Requests for an extension may be submitted at any time up to thirty days prior to the completion date on the form. You will need to obtain an authorization form from your academic advisor AND the PDSO.
 - Obtain Transfer Authorization Prior to Leaving Salve Regina**
Students who plan to transfer to another college or university in the United States must inform the DSO of their final school choice by completing a "Transfer-out Form" so that the DSO can perform the "transfer out" in SEVIS and designate the school to which you will transfer.
 - Depart the U.S. within the 60 Day (F-1) Grace Period**
Students in F-1 status must depart the United States within 60 days of the completion of their program of study. The exceptions to this rule include those who have applied for Optional Practical Training **before** completing their program, are transferring to a new school, or have applied for a change of status with the Bureau of Citizenship and Immigration Services (BCIS).
- I certify that I have read and understand these rules.

Signature: _____

Date: _____