

## F-1 STUDENT IMMIGRATION RESPONSIBILITIES

Union College wants you to be successful and to complete your studies. It is extremely important that you read the following requirements and that you fully understand your responsibility to maintain valid immigration status.

### **F-1 Students must comply with the following requirements:**

#### **Report to the Dean of Students Office within 15 days of arriving at Union**

It is required by law that you come to the Dean of Students Office when you first arrive at Union whether it is your first time in the US or if you are transferring from another US institution. The office will register you in the SEVIS database as having completed the transfer process.

#### **Always Enroll Full-Time**

F-1 students must maintain full-time status every trimester. For undergraduate students, full time means you must register and complete at least 3 credits each term. There are rare exceptions to these regulations however YOU MUST talk to the Director of Student Support Services BEFORE you drop below full-time enrollment or take a leave of absence. In addition, you must register by the second week of class.

#### **Update your Local Address**

You are required to update your local residential address within 10 days of moving within the US. You must do so by notifying the Dean of Students Office. You are required to use a physical address and not a PO Box or department address. This applies to winter and summer breaks also.

#### **Keep your Passport Valid**

You should keep your passport valid for at least six months in to the future while you are studying in the US. Consult your country's consulate or embassy in the US to renew your passport. You can find the contact information for your consulate at <http://travel.state.gov>.

#### **Apply for an F-1 EXTENSION BEFORE the end date on the I-20**

The end date of your immigration status is written on your I-20 as the completion of studies date, in item #5 (not the end date of your visa stamp). If you are unable to complete your course of study by this time, you must apply for an extension BEFORE the I-20 completion date. If you do not complete the request for an extension before that date, you will be out of status. This is only permitted in rare circumstances.

#### **Change of Major/Degree Program or Level**

Report any change in major or degree level to the Director of Student Support Services within 10 days.

#### **Discuss Transfer Plans with the Director of Student Support Services**

If you plan to transfer to another school, or go on to another school after you graduate from Union, the office will need to complete the immigration transfer procedure. Please make an appointment to discuss this process.

#### **Never Work Without Prior Authorization from the Director of Student Support Services**

Employment opportunities for international students in the US are restricted by law. There are two types of employment: on-campus and off-campus employment.

**On-campus employment:** Enrolled F-1 students holding an I-20 from Union College are permitted to work on campus for 20 hours per week during the academic year and 40 hours per week during summer and winter breaks. A *Permission to Work* form must be completed at the Dean of Students office.

**Off-campus employment:** Off-campus employment is any type of work or services performed in exchange for money, tuition, fees, books, supplies, room, food or any other benefit that is not on the Union Campus. An authorization letter is required BEFORE any off-campus work is allowed. The authorization letter must be written by the institution or agency who produced your I-20. Schedule an appointment with Director of Student Support Services for advice and assistance.

**Notify the Dean of Students Office 1) If you plan to travel 2) When you Leave the US Permanently and/or 3) if you Change Visa Status**

You must notify the Dean of Students office when you leave the US permanently, especially if you leave the US before the end date of your I-20. You must also notify the office when you change your visa status so that we can update that information in the SEVIS system.

**Traveling outside of the US**

To re-enter the US, after a temporary absence you need to have the following documents:

- Valid passport (except Canadians unless entering from outside the Western Hemisphere)
- Valid F-1 visa stamp (except Canadians)
- Current I-20 with a valid signature from the Dean of Students Office within the last 12 months
- Proof of financial support (bank statements and/or scholarship, financial aide)
- Proof of enrollment (transcript or certificate of enrollment).
- If you are traveling abroad, and you need to renew or obtain a new F-1 visa stamp at a US Consulate abroad, come to the Dean of Students office at least a week before you travel so that we can check that you have the appropriate documents. The F-1 Visa stamp does not have to be valid if you remain in the US in F-1 status- you only need a current visa stamp for re-entry.

**Stay Informed!!!**

These regulations are subject to change and it is your responsibility to stay informed regarding new regulations. Emails are sent out informing you of important immigration related deadlines as well as any new regulations that go in to effect. It is your responsibility to read the information we send you and to comply with the regulations.

Activate and use your Union EMAIL account!

We also recommend that you make photocopies of your immigration documents and keep the copies and originals in a safe place. Photocopy:

- Passport pages with your personal information and picture
- Passport page containing the US Visa stamp
- Both sides of your I-94 Form
- Your I-20, pages 1-3

**I have read the information stated in the F-1 Student Immigration Responsibilities” sheet explaining the immigration regulations pertaining to maintaining my F-1 student status in the US. I also understand that the regulations are subject to change and that it is my responsibility to stay informed by reading any emails and information sent to me from the Director of Student Support Services/Dean of Students Office. I accept full responsibility for maintaining my immigration status for the duration of my studies at Union College.**

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**Student Signature/Date**

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**Print Name Clearly**

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**Union ID#**