

Student's Name: \_\_\_\_\_

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

## International Student Success

### F-1 Immigration Student Statement of Responsibilities

650 Maryville University Drive, University Library ♦ Tel: 1.314.529.9649

I acknowledge that I am aware of and will comply with the F-1 student immigration regulations and Maryville University (MU) requirements listed below and that it is my responsibility to maintain my F-1 status. I further confirm that I have read and understand the immigration rules on page 3 of my form I-20.

**Please initial each box after you have read the requirement.**

**1. You must be enrolled as a full-time student.** As an

F-1 student, you are required to be enrolled as a full-time student during Fall and Spring Semesters. Full-time at Maryville is 12 semester credits for an

undergraduate student and 9 semester credits for a graduate student. Failure to maintain a full course load will result in the termination of your SEVIS record and the loss of your F-1 non-immigrant status. You must request and receive authorization to take less than a full course load **before** you drop below full-time. Withdrawal grades (W) and audited classes are not counted in determining a full course of study, but Fail grades (F) are counted. Incompletes or courses in progress may be taken while finishing the course but may not be counted in the full course load for the next semester.

**2. You must report any address or name changes.** You are

required to report any address or name change to International Student Success within 10 days of the change. We will update your change in SEVIS (Student Exchange Visitor Information System).

**3. You must abide by employment regulations.**

If you have an **on-campus** job, you may work up to 20 hours any week while classes are in session during the fall and spring semesters. During university breaks and between semesters you may work over 20

hours. It is your responsibility to keep track of your hours.

You are not allowed to work **off-campus** without prior approval. After you have completed a full academic year of full-time study (30 weeks), you may apply for Curricular Practical Training, Optional Practical Training, or Severe Economic Hardship. If one of these is authorized, you may be eligible for both on- and off-campus employment. Discuss these options with International Student Success.

**4. You must keep your immigration documents current.**

Your passport must be valid for at least six months into the future at and your I-20 must remain current at all times during your stay in the U.S. You can renew your passport within the U.S. by contacting the embassy of your home country in the U.S.

**5. You must request any needed extension of your program.**

You are expected to complete your full course of study before the program end date shown on your form I-20. If there are valid academic reason that necessitate

an extension of your program, you must request that extension before the current end date. In order to allow ISS to evaluate your request and issue your new form I-20, you should request the extension of your program at least 2 months before the current program end date.

**6. You must obtain a new form I-20 for any changing to your degree level or major/minor fields of study.**

If you change your degree level (for example, from Bachelor's to Master's) or you change your current major (or minor) field of study (for example, from Information

Systems to Mathematics), you will need to obtain an updated form I-20 from ISS.

**7. You must follow correct transfer procedures.**

You are authorized by the U.S. government to study at Maryville University. If you decide to study at another school in the U.S. you must notify International Student

Success of your intent to transfer. Your transfer will occur on the date that you select to have your F-1 SEVIS record transferred from Maryville to the new institution. Remember when choosing that date to make sure that you take into account the end date of your on-campus job, CPT or OPT. On your release date, your authorization to work on the Maryville campus or participate in CPT or OPT will end.

**8. You must report your departure.**

If you need to leave Maryville University before completing your program of study, you are required to inform International Student Success of your reason for

leaving prior to the date of your withdrawal. Reasons for early withdrawal might include early graduation, the need to take a leave of absence, or family emergencies. These will result in a termination of your SEVIS record for "Authorized Early Withdrawal" and will have no negative impact on your future plans to continue your study in the U.S. Failure to obtain the authorization will result in termination for "Unauthorized Early Withdrawal," and will have a negative impact on your future.

**9. You must receive a travel endorsement prior to travel abroad.**

You must meet with International Student Success prior to traveling outside the U.S. to obtain a travel endorsement on page 2 of your form I-20. Any time you travel outside of the U.S. and re-enter, you will also receive a new admission record (form I-94) and should submit a copy to **International Student Success** for your immigration file. If you have also received a new passport or visa, submit copies of those, too. If you have a new address, report that, as well.

**2. You must pay your bills on time.**

You are responsible for paying all of your tuition, fees, loans and other MU bills. If you do not pay your MU bills, a hold will be placed on your record. You may not be allowed to register for courses or use MU services. If you are a sponsored student, it is your responsibility to fulfill all sponsorship agreements, monitor payments and pay outstanding tuition and fees if your sponsor/agency does not fulfill its obligations.

**3. You must apply for a Social Security Number.**

If you have been offered employment on campus or authorized for off-campus employment, you must apply for a Social Security Number at the local Social Security Administration office. Failure to do so could result in the loss of your employment.

**4. You may restrict directory information.**

ISS is required to provide some information to the Department of Homeland Security if requested. Basic directory information may also be released to others unless you restrict this information.

*I have carefully read the above-mentioned F-1 Immigration Regulations/ Responsibilities and MU Requirements sections and understand their importance. I am aware that my F-1 status in the U.S. depends upon my fulfillment of these responsibilities. If I have any questions at any time regarding my F-1 status, I know that I should contact ISS.*

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

International Student Success  
Division of Student Success  
University Library  
314.529.9649

**10. You must follow the grace period rules.**

After completing your program of study you will have a 60-day grace period during which you must do one of the following: 1) depart the U.S., 2) gain admission to a new program of study at Maryville, 3) transfer to another institution or, 4) if eligible, change to another non-immigrant status. If you participate in post-completion OPT, you will have another 60-day grace period at the end date of your OPT. If you are authorized for early withdrawal, you may remain in the U.S. for up to 15 days following the withdrawal date.

**11. You must file U.S. Income Taxes.**

For every year in which you spend even one day in the U.S., you must file a U.S. federal income tax return by April 15 of the following year, even if you have not earned an income in the U.S.

**12. You should understand that Maryville reports the following information to SEVP:**

- Your enrollment or failure to enroll each semester
- Any change to your address
- Any change to your degree level or field(s) of study
- The date you complete your program of study
- Any extension to your program end date
- All authorizations or requests for practical training
- The addition or removal of any dependents
- Any time you drop below a full course of study without prior approval
- Any terminations of your SEVIS record for either authorized or unauthorized early withdrawal
- Any terminations for otherwise failing to maintain your status

***In addition to the F-1 immigration regulations, you are also expected to abide by the following Maryville policies:***

**1. You must have health insurance.**

Health insurance is required of all F-1 international students at Maryville University. Health insurance will assist in paying for health care expenses that may arise if you have an accident or fall ill. If you do not present proof of alternative health insurance by the first day of the semester, you will automatically be enrolled in the Maryville University student health insurance policy and the cost will be added to your account.