

MAINTAINING INTERNATIONAL STUDENT STATUS/ENROLLMENT

Name of Student: _____ WMU Student Number: _____

Note: ***This is a brief overview only.*** Because of the complexity of immigration regulations, please always consult with an advisor in International Admissions and Services (IAS) in advance. While instructors, friends, or others may know some immigration regulations, their knowledge may not always be accurate or current. So, please always consult with IAS.

Students must be aware of and comply fully with the following:

1. You must maintain a **valid passport at all times** (which is valid at least 6 months into the future at all times).
2. You must maintain a **valid, electronic Arrival/Departure Record (I-94) at all times.** www.cbp.gov/i94
3. You must maintain a **valid, unexpired I-20 or DS-2019 at all times.** This includes correct educational level, major, current funding, and correct personal data.
4. You must **enroll in and attend classes on a full-time basis.** Please note **"W" or "X" grades do not count** towards the full-time course load.
5. You must **complete a full course of study during normal enrollment periods.** Full-time course load is defined as **12 credits per semester for undergraduates, 6 credits per semester for graduate students.**
6. You must attend the college/university listed on your I-20 or DS-2019.
7. You **must be enrolled full-time by the beginning of each semester.** IAS is required to report under-enrollment to DHS (Department of Homeland Security) within 30 days of the semester begin date. Any student who is not enrolled will be reported and will be considered out of status.
8. No more than the equivalent **of one class or three credits** per semester will count toward your *full course of study* for immigration status.
9. If you will not be enrolled full-time, you must receive **prior approval from an IAS advisor.** Please note that only IAS advisors are registered with DHS to grant such authorization, not your academic advisor or graduate college. Please note that DHS offers limited circumstances in which IAS could authorize you to enroll less than full time. You and your academic advisor must complete the **Reduced Course Load Request Form** and submit it to IAS in person for final approval prior to dropping below a full course load or when in situation where unable to enroll full time.
10. You must **report any change of address or residence** to IAS within **10 days** of the change. In turn, IAS will send this information electronically to DHS.
11. If you **change your name**, you must report it to the IAS and provide legal documentation that reflects the name change within 10 days of the change. If the name of your dependent changes, please also report this to IAS along with documentation of the name change.
12. You must apply for an **extension** of your program of study prior to the expiration date on your I-20 or DS-2019. Requests for extensions should be submitted at least 30 days prior to the expiration date of the I-20 or DS-2019.
13. You must obtain a new I-20 or DS-2019 if you **change your academic program from one degree level to another** (e.g., from Bachelor's to Master's level), or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must also obtain a new I-20 or DS-2019 if your **source of funding changes** (e.g. from Scholarship to Parents).
14. Always consult with an IAS advisor prior to **traveling outside the U.S.** for verification of your status and travel endorsement on your I-20 or DS-2019.
15. If you wish to bring **dependents** in F-2 or J-2 status, you may request a dependent I-20 or DS-2019 from IAS.
16. You are **NOT allowed to work in the United States without authorization.** F-1 students, who are maintaining their F-1 status, are allowed to work on campus up to 20 hours per week (regardless of a number of on-campus jobs) when school is in session. During school breaks and vacations, you may work more than 20 hours per week on campus. J-1 students are only allowed to work on campus up to 20 hours per week with their J-1 program sponsor's authorization in advance. Students may be allowed to work off-campus with appropriate authorization from IAS or DHS. An IAS advisor can provide you with more information about these employment options.
17. If you intend to transfer to another educational institution, you must notify IAS in advance of this transfer by submitting a completed **Transfer-Out Request** form along with official proof of admission from the new school.
18. If you need to **withdraw from classes, or are asked to leave the university**, you must report this to IAS immediately. If you report to IAS prior to your withdrawal, you will have 15 days to leave the United States. If you do not report to IAS, your status ends immediately.
19. The normal **grace period** to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. During this period, you are not allowed to work.

Always carefully read any correspondence from IAS. Please contact IAS should you have any questions or concerns.

My signature means I have received a copy of this form.

Signature of the student: _____ Date: ____/____/____