



INTERNATIONAL STUDENT RESPONSIBILITIES CONTRACT

All International students are required by U.S. law to abide by immigration regulations throughout their stay in the U.S. The Bureau of Immigration and Citizenship Services (BCIS) admits international students to the U.S. for the sole purpose of being a full-time student. Participation by students in any other activity, from employment to vacation, is considered to be a privilege and is only allowable in accordance with strict BCIS rules. When you entered the U.S., you accepted responsibility to abide by the conditions of your nonimmigrant (student) status. Failure to take appropriate measures to maintain your lawful nonimmigrant status could result in penalties for violations of immigration law. Penalties can be severe and include deportation and ten-year bars from reentry to the U.S. It is the student's responsibility to be informed about immigration rules. WORLD: International Learning can provide international students with the necessary information to maintain status. However, it is the student and not the university who is ultimately responsible for remaining aware of and abiding by the BCIS rules and maintaining legal student status.

IMPORTANT DOCUMENTS

Passport: The passport is the legal document issued by your country of citizenship. It must be kept valid at all times during your stay in the U.S., and must be valid at least 6 months into the future to re-enter the U.S. or to apply for a visa. Your passport can usually be renewed through your country's Embassy or one of its Consulates in the U.S.

Form I-20 or Form DS 2019: The I-20 (for those with F-1 status) or DS 2019 (for those with J-1 status) is the document issued by an agency or institution which you must present to a U.S. Embassy or Consulate abroad to obtain a visa, and which you present to immigration officials to enter the U.S. each time you travel abroad and come back. It must be signed for travel on page 3 (I-20) or on page 2 (DS 2019) every 6 months in order for you to be able to depart and reenter the U.S. in F-1 or J-1 status.

I-94 Card: The I-94 card is the white card, which you complete before passing U.S. Immigration inspection officials upon entrance into the U.S. This is the document that authorizes your presence in the U.S. as a student, for a specified period of time, in a specified program of study,

at a specified institution. Two dates appear on the I-94; the date of your entrance into the U.S., and the date of expiration of your permission to stay. For F-1 and J-1 visa holders, the expiration dates is usually D/S (duration of status), which corresponds to the I-20 or DS 2019 date of program completion. The number at the top of the I-94 card that you receive upon your initial entry is called your “Admission Number.”

Visa: The U.S. entry visa is a stamp or sticker on a page of your passport, which permits you to enter the U.S. Students will have either an F-1 or J-1 entry visa. The visa may expire while you are in the U.S. **You cannot and need not renew it while you are in the U.S.** A new entry visa will be required if the original expires, and you want to travel outside and then wish to re-enter the U.S. in legal student status.

YOU MUST ALWAYS:

1. Maintain a valid passport throughout your stay in the U.S.
2. Attend the school whose name appears on your Form I-20 or Form DS 2019.
3. Be registered as a full-time student. You cannot drop below this except under specific circumstances, which must be authorized *in advance* by WORLD.
4. Keep your “Certificate of Eligibility” (Form I-20 or DS 2019) valid at all times, and apply for an extension of stay one month before the document expires. You must get a new Form I-20 if you change your major.
5. Do **one** of the following within **60 days** of completion or termination of the program of study **for F-1 students, within 30 days for J-1 students:**
 - a. leave the U.S.
 - b.. get a new “Certificate of Eligibility” for a new school or program and enroll in classes for the next available term
 - c. change to another immigration status
6. Be sure that a WORLD staff signs your Form I-20 or DS 2019 before you travel outside the U.S. Allow at least 72 hours for this process.
7. Maintain health insurance that meets specific requirements. All international students studying in the United States are required to have health insurance.
8. Keep your international student file current. New students must report to the Center for International Education within two weeks of the semester start to complete their file.
9. Always notify WORLD of a change of mailing address, e-mail address, or telephone number immediately at:
<https://secure.stetson.edu/forms/other/world/address-update/>
10. Carefully read e-mail messages sent by WORLD, and adhere to all WORLD deadlines.

YOU MUST NEVER:

1. WORK OFF CAMPUS unless you have the necessary authorization printed and signed on your Form I-20 (letter for J-1) by a WORLD staff.
2. WORK ON CAMPUS more than 20 hours per week while school is in session

3. Take a leave of absence, drop below a full-time student course load (12 credit hours a semester for undergraduates and 9 credit hours per semester for graduates), start an internship, curricular training, or practical training without ***FIRST*** receiving SEVIS approval on your I-20 or DS 2019 by a WORLD staff.

Note - once you have completed or terminated your program, or have failed to maintain legal student status, you can no longer legally enter the U. S. with your I-20 or DS 2019 form and the World staff can no longer sign those forms.

In addition, all international students are required to complete and submit U.S. tax form to the federal government every year regardless of whether or not they had any U.S. source of income.

I have read and understand my responsibilities as outlined above.

Student Signature

Date

<https://secure.stetson.edu/forms/other/world/address-update/>