INTERNATIONAL (F-1) STUDENT RESPONSIBILITIES

The Bureau of Citizenship and Immigration Services under the Department of Homeland Security has specific regulations regarding F-1 students. All F-1 student data is maintained in the SEVIS system. This system is designed to track the enrollment status, local address, etc. of each F-1 student each semester of attendance.

To be in compliance with BCIS regulations, your Foreign Student Advisors in the Office of Admissions have established forms and procedures to handle your requests and needs.

The Director of Admissions is your primary Foreign Student Advisor. There are two Admissions Records Analysts that are your secondary Foreign Student Advisors. The Office of Admissions is here to assist you with inquiries and requests and advise you on Immigration regulations and procedures.

You will need to abide by the following criteria each semester of enrollment at NSU:

- You are allowed to enter the US no earlier than 30 days prior to your program begin date.

- You must report to the Foreign Student Advisor in the Office of Admissions (Monday through Friday 8:00 a.m. – 4:30 p.m.) within one week after your arrival. We will need to copy your I-20, I-94, VISA, & Passport. We will also need the physical address of where you will be living while enrolled at NSU.

- You are required to be enrolled in a full course of study during the fall and spring semesters. (A full course of study is 12 hours for undergraduate students and 9 hours for graduate students.) No more than one internet or distance learning course can be counted toward the full-time status. You may add as many internet or distance learning courses you wish in addition to your full-time status courses. Special exams do not count towards full-time status.

- You must receive permission from a Foreign Student Advisor to drop below full-time status. This includes concurrent/dual enrollment at local community colleges for Nursing students.

- You must notify a Foreign Student Advisor if you need to resign from school during the semester.
• If you **change your major**, you must notify a Foreign Student Advisor so that a corrected SEVIS I-20 can be issued to you. Changing majors may make a difference in your expected graduation date.

• You **must** maintain a valid **passport** for at least 6 months into the future.

• You **must** notify a Foreign Student Advisor and the Office of the Registrar of your **local address** and telephone number while in attendance during the fall and spring semesters. Complete the address form and include your dorm assignment, NSU box and/or street address. This must be updated each semester unless your information does not change.

• Do not accept **off-campus** employment unless you have been granted and EAD (Employment Authorization Document) from Immigration. You must request permission to work off-campus from immigration. Applications can be obtained from a Foreign Student Advisor. If you are caught working off-campus illegally, you are subject to deportation proceedings.

• Go to a Foreign Student Advisor at least 5 days **before you intend to leave the U.S.**, so that your I-20 can be properly signed in order for you to be allowed to re-enter the U.S. Signatures (page 3) are valid for 12 months. Keep your I-20 in a safe place where you can readily access it. This document verifies your Immigration status here in the U.S.

• If you **do not plan to return** to the U.S. or NSU, please notify a Foreign Student Advisor before you leave NSU.