

Responsibilities of International Students

F-1 students **must** keep the International Student Services Office up-to-date on their student status and any changes. Students in F-1 status should remember the following:

1. You must maintain a valid passport and have up-to-date health insurance at all times.
2. If you change your address, phone number or email address, you should inform the International Student Specialist within ten days.
3. The International Student Specialist must be notified immediately if you intend to change programs, educational levels or majors. Documentation from your academic dean will be required.
4. You must sign in with the International Student Specialist at the beginning of each term of study. You will receive an *International Student Data Form* in your USciences email which you should complete in full and send back within 3 weeks of starting classes. If it is not returned by this date, your record in SEVIS will not be registered and you will risk being terminated.
5. You must consult the International Student Specialist before applying for or accepting any form of employment. Authorization is always required and it is important to follow all employment regulations. ***Unauthorized employment is strictly forbidden and can result in deportation from the U.S.***
6. You may fall *out of status* and face I-20 termination if:
 - a. You register for less than a full course of study (i.e full-time study).
Note: no more than 1 course or 3 credits per semester may be on-line.
 - b. your grades fall below minimum standards as outlined in the Student Handbook.
 - c. Minimum class attendance is not maintained.
 - d. You accept or participate in unauthorized employment.
 - e. Your financial support is insufficient.
7. Terminated students must either leave the U.S. and reenter with a new I-20 or apply for reinstatement with USCIS. They cannot study at USciences until this process finishes.
8. Students should complete their academic programs on time. If you are not able to complete your program by the end date listed on the I-20, you are responsible for requesting an extension at least 60 days in advance of the original end date.
9. The International Student Specialist must be consulted before taking any vacation period. A leave of absence is **not** permitted other than special circumstances that are documented and authorized in advance by the International Student Specialist.
10. You must see the International Student Specialist and get your I-20 signed before travelling outside of the country.

11. You must notify the International Student Specialist if you plan to transfer to another school.
12. All students should meet with the International Student Specialist before the program end date on their I-20 to state their plans after graduation or review their eligibility for practical training.

I have read and understand the Responsibilities of International Students. I understand these are in addition to the rules, policies, and guidelines written in The University of the Sciences in Philadelphia's Student Handbook and The International Student Guide. I understand that it is my responsibility to comply with all U.S. federal immigration regulations in order to maintain my student status.

PRINT NAME

SIGNATURE

DATE

Please return to:

Bill Keyes
International Student Specialist, PDSO
Office: 215-895-3135
Email: w.keyes@usciences.edu
1002 Whitecar Hall

Revised: 7/11/17