Maintaining Your F-1 Student Status

Under U.S. law, you are fully responsible for abiding by the rules governing your F-1 student status. As Designated School Officials (DSO's), we will try to help you understand these rules but you are required to follow the Requirements and Responsibilities of F-1 Student Status as explained below.

REQUIREMENTS OF F-1 STATUS:
Designated School Officials (DSO's) are required to report to Immigration and Customs Enforcement (ICE) in SEVIS when an F-1 student is not maintaining status.

1. Always be a full time student.
Enroll for and complete a full course of study (12 credits for undergraduate students, 9 credits for graduate students) every Fall and Spring term.

2. You cannot register for more than one (3 credit) online course per semester.
F-1 students who are taking online or distance learning classes that do not require him/her to be physically present on campus for an exam, class meeting or other purposes relating to the class can count only one online/distance learning class or three credits of online/distance learning per semester toward the full course of study requirement. If you are in your final semester and have been authorized to drop below full-time registration status (for example: you only need 1 more class for completion of studies), that 1 class cannot be an online course.

3. Obtain permission to be less than full time before you drop, withdraw or stop attending.
If you do not believe you will be able to be full time for any reason, contact the DSO before you drop, withdraw or stop attending class. There are a few limited exceptions to the full time requirement for which you might qualify if you obtain permission in advance.

4. Only work as authorized.
F-1 students may work on-campus up to 20 hours per week when school is in session and full time during official school breaks. In order to work off-campus, you must get permission from the DSO and U.S. Citizenship and Immigration Services (USCIS). Never work without authorization. See Employment for F-1 International Students handout.

5. Make sure your program completion date on your Form I-20 is accurate.
Your program completion date on your Form I-20 must always be correct. If you do not think you will be able to complete your program by the completion date on your Form I-20, you must apply for a program extension before the completion date expires and get an updated Form I-20. If you expect to complete your program earlier than the I-20’s program completion date, you must get an updated Form I-20 with the correct program completion date before you complete your program.

6. Obtain a SEVIS transfer to attend another U.S. school.
If you plan to attend another U.S. school, college or university, you must notify the DSO and be “Transferred Out” in SEVIS before your F-1 status ends.
7. Obtain a change of education level I-20 to begin a new program of study.
If you have been admitted to a new program of study at John Jay College, you must obtain a Form I-20 for your new program **before you complete your current program of study.** You will be required to complete the I-20 application and provide new financial documentation.

8. Depart the U.S. within 60 days of your program completion date or Optional Practical Training end date.
If you have completed your program of study, you must depart the U.S. within 60 days. Likewise, if you have completed your Optional Practical Training after completion of your studies and have no further plans to study, you must depart the U.S. within 60 days of your EAD’s (Employment Authorization Document) end date.

**OTHER RESPONSIBILITIES FOR F-1 STUDENTS**

1. **Keep your passport valid at all times.**
You must have a valid passport at all times. If your passport will expire, contact your country’s embassy or consulate in the United States to renew it.

2. **Report any address or name change to the DSO within 10 days of making the change.**

3. **Get an updated Form I-20 when any of its information changes.**
Notify the DSO if there are any changes in the information on your Form I-20 such as name, citizenship, degree level, major, or funding, and get an updated Form I-20.

4. **Get a travel endorsement on your Form I-20 every semester to return to the U.S.**
When you want to travel outside the U.S., you need a travel endorsement from the DSO for the current term to reenter. Be sure to submit your request at least two weeks in advance of your trip.

5. **Meet with a DSO at least once per semester.**
It is recommended that you meet with a DSO at least once per semester in order to review your current status and provide you with any helpful information as an F-1 student.

**Designated School Officials (DSO’s) at John Jay College of Criminal Justice**

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**F-1 International Student Web Site**
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