

RESPONSIBILITIES OF STUDENTS IN F-1 STATUS

Purpose

This handout is for students in F-1 status. Reading this information, will give you a basic understanding of some of the most important responsibilities you have regarding the regulations of the U. S. Citizenship and Immigration Services (USCIS). You will not, however, gain an understanding of how to complete/file paperwork or to fulfill your responsibilities. Meeting with and getting assistance from the staff of the International Education Center (IEC) is necessary to complete all of your responsibilities. **Failure to follow USCIS rules may result in loss of your status and deportation.**

Immigration Documents

Passport. You must have a current and valid passport at all times (unless you are exempt from passport requirements). If you lose your passport, you should contact IEC and immediately take steps to have it replaced.

Form I-20. You should read and clearly understand the material on page 2 of Form I-20. If you lose your I-20, you should immediately request a new form from IEC.

Form I-94. This document proves you have permission to remain in the U.S. If you lose your I-94, you should immediately contact IEC for assistance in applying to USCIS for a replacement. **Note:** You must keep your passport (unless you are exempt from passport requirements), Forms I-20 and I-94 in a safe place at all times. If you are traveling outside of the Monmouth/Ocean County area, you should carry your passport, I-94 card and your I-20 form with you.

Registration, Attendance and Course load Requirements

Registration and Attendance. You must register for classes and attend the school which USCIS has approved you to attend (if you plan to transfer from Brookdale Community College to another school, you must meet with IEC staff first or risk being "Out of Status". You must be registered for all normal school terms (fall and spring) except summer terms or mini-sessions (usually four weeks or less in duration).

Course load. You must register for a "full-time" course load, which means 12 semester credit hours, unless: (1) you will complete all degree requirements by the end of that school term or (2) an IEC staff member approves, in advance, a reduction in course load for one or more of the following reasons:

- a. Difficulties with the English language (initial semester in U.S.)
- b. Unfamiliarity with American teaching methods or reading requirements (initial semester in U.S.)
- c. Improper course level placement
- d. Illness or other medical condition which causes you to interrupt or reduce your course of study.

You must resume a full course of study when the difficulties or conditions listed above have been resolved. **DO NOT** make changes to your course load registration until you have met with the IEC staff first.

On-Line Classes. There are limitations to taking on-line classes. You may not take more than 3 hours of on-line classes to count towards your overall full-time enrollment (12 credit hours per semester). You must take at least 9 hours of classes on the Brookdale campus, if you wish to take 3 or more hours of on-line classes.

Address and Name Change Notification

Within 10 days of moving or changing your name you must tell the IEC. In addition, you must also tell the Brookdale Registrar's office located on the first floor of the CAR building. This information will be sent to the USCIS, failure to report these changes will cause you the fall "Out of Status."

Employment

On-Campus Employment. While you may be employed in most on-campus jobs, you must limit all employment (both on campus and off) to a total of 20 hours per week while school is in session. Full-time on-campus employment is allowed only when school is not in session (holidays - i.e. spring break), during summer vacations and during "short" terms (usually four weeks or less in duration). IEC must be told if you are employed on campus.

Off-Campus Employment. You must not work off-campus without prior written authorization. You must meet with IEC staff before working any job. Remember, you may be eligible to apply for work permission based upon practical training or economic necessity. You must limit employment (both on campus and off) to a total of 20 hours per week while school is in session.

Practical Training Employment. "Practical training" is work which is directly related to your major field of study. You may be eligible for two types of training: (1) "curricular practical training" during your studies and (2) "optional practical training" before or after completion of your studies. Such work may be performed anywhere in the U. S. Make sure you meet with EIC staff before beginning any jobs because you must be given permission for practical training before beginning employment.

Travel Outside the U. S.

Returning to BCC. You should take the following documents to IEC at least two weeks before departing the U.S. to request travel authorization: (1) your valid passport, (2) I-20 form and (3) your I-94 form.

Returning to a Different School. You need to get a new Form I-20 from your new school before you attempt to reenter the U. S. Entering this country using an I-20 from a school you do not plan to immediately attend could cause serious Immigration problems. Consult with IEC staff if you wish to transfer to a different school.

Coursework at or Transfer to a Different School

If you wish to obtain a degree or certificate from BCC but want to temporarily take courses at a different school, you should consult with IEC to determine if any special steps that must be followed to allow this study. If, instead, you wish to cease study at BCC and transfer to a different school, you must also meet with IEC before you transfer and follow proper transfer procedures.

Change of Study Program

If you change your major or complete one program and wish to continue study for another program at BCC, you should immediately contact IEC to request a new I-20 which will reflect your new program of study.

Length of Time You May Remain in the United States

You may be eligible to request an extension of your permission to remain in the U. S. if you need more time than allowed by the completion date on your I-20 form. Your request must be made to IEC before the completion date on your I-20 form.