United States Immigration Laws & Regulations:
Role and Responsibilities of the International Student

Memorandum of Understanding

The Student Exchange Visitor Information System (SEVIS), directed by the U.S. Department of Homeland Security, is an internet-based information system that records the presence of nonimmigrant students with F-1 and J-1 visas in the U.S. There are many U.S. immigration regulations that you need to know to maintain your nonimmigrant status. The purpose of this agreement is to make you aware of those regulations and help you understand them.

As an international student, **YOU are responsible for maintaining nonimmigrant status while in the United States.**

- **You must maintain a valid passport at all times.** It is your responsibility to renew your passport before it expires.
- **You are required to report any change of address and/or any change of name directly to the International Education office within 10 days of the change.** This is in accordance with the Code of Federal Regulations 8CFR214.2 (f)(17). You may report your address to the International Education Office by using the Change of Address tab available on the International Education website.
- **You must complete an official immigration transfer procedure whenever you change educational institutions.** F-1 students must complete a Transfer Out – SEVIS Release form and submit it to the International Education office with proof of admission, obtain a Form I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the Form I-20. J-1 students must notify their current institution of intent to transfer, obtain a new Form DS-2019 from the new institution, and report to the Responsible Officer (RO) at the new school by the start date on the new Form DS-2019.
- **F-1 students and J-1 students must complete a full course of study during normal enrollment periods** (Fall & Spring Terms). If you are eligible for an exception allowing you to be enrolled less than full-time (9 credits for graduate students; 12 credits for undergraduates), you must receive written authorization from an International Student Advisor at the International Education Office prior to dropping below a full course load.
  
  VERY IMPORTANT: You are allowed to enroll in only one on-line/distance* education course of up to three credit hours per semester as part of the full-course-of study requirement. If you wish to take additional on-line/distance courses, they must be in addition to the full-course of study requirement. *On-line courses are defined as courses that do “not require the student’s physical attendance for classes, examinations or other purposes integral to completion of the class...” 8 C.F.R. 214.2(f)(6)(i)(G)
- **You must make normal progress towards your program of study and apply for an I-20 extension prior to the program end date listed on your Form I-20 or Form DS-2019 if you cannot complete your program by that date.** F-1 students must submit a completed I-20 Extension Form (available online). J-1 students must complete an International Education form, DS-2019 Request Form indicating Extension of Stay as the reason. Completed requests for extensions must be received at least 14 days prior to the expiration date of the Form I-20 or Form DS-2019 to ensure the extension process can be completed.
- **You are NOT allowed to work in the United States without authorization.** F-1 students are allowed to work on campus up to 20 hours per week when school is in session. J-1 students are only allowed to work on campus with their J-1 program sponsor’s authorization. VERY IMPORTANT: On-campus employment means employment on-campus at the school that issued your current, valid I-20. (J-1 students with another program sponsor should contact their J-1 program sponsor directly.) J-1 students may only work in the position and for the department indicated on their Form DS-2019.
- **You must notify the International Education office prior to traveling outside the U.S. so that the Form I-20 or Form DS-2019 can be endorsed for travel** or a new form can be issued, if necessary. Students and scholars must request endorsement of their current I-20/DS-2019 for travel at least one week prior to their anticipated travel date.
- **You are responsible for checking your e-mail on your WSU-assigned e-mail address ending in wichita.edu**. Important university and immigration information will be sent to that address.

**IMPORTANT NOTE:** This information is not exhaustive and is subject to change without notice. International students and scholars should contact the Office of International Education (OIE) at 316-978-3232 to arrange an appointment to discuss any questions or concerns related to their legal status in the United States.

I have read and understand these regulations, and agree to accept full responsibility for maintaining my status as an international student during the duration of my studies at Wichita State University.

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