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 visa status in good standing. 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 legal student status while in the United States.

- **You must maintain a valid passport at all times**, unless exempt from passport requirements.
- **You are required to report any change of address or residence and/or any change of name directly to the Office of International Education on Form AR-11 within 10 days of the change**. This is in accordance with the Code of Federal Regulations 8CFR214.2(f)(17) 8CFR214.2(j) and 22CFR62.70 (B&C). OIE will then electronically notify the DHS-ICE of the change, via SEVIS, within 21 days, as required by SEVIS regulations. Students who have been identified upon entry in the U.S. for Special Registration provisions (NSEERS) must report a change of address to the OIE and send form AR-11 SR to the U.S. Department of Justice at the address listed on the form.

- **You must complete an official immigration transfer whenever you change educational institutions**. F-1 students must complete an Intent to Transfer form and submit it to the Office of International Education, 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 authorization from an International Student Advisor at the OIE in advance. You and your academic advisor must complete the OIE form, Reduced Course Load Authorization and submit it to OIE prior to registering for less than a full course load or prior to dropping below a full course load. This is very important! **VERY IMPORTANT**: You are allowed to enroll in only one on-line/distance* education course 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 apply for an extension of your program of study prior to the expiration date 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 Faculty Advisor Memorandum for Extension of Stay. J-1 students must complete an OIE form, "DS-2019 Request Form", indicating Extension of Stay as the reason.
  
  Requests for extensions should be submitted 14 days prior to the expiration date of the Form I-20 or Form DS-2019 so the extension process can be completed prior to the expiration date on the document.

- **You must obtain a new Form I-20 (or Form DS-2019 if you have a J-1 visa) before changing your academic program from one degree level to another** (e.g., from Bachelors to Masters level), one school to another (e.g., from the School of Business to the School of Engineering), OR one major/field of study to another (e.g., from Electrical and Computer Engineering to Mathematics). You must receive admission to the new program and a new I-20 reflecting that major in advance.

- **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 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. Requests for permission to engage in any additional employment, such as an occasional lecture, must be directed to the J-1 Student Advisor in OIE prior to beginning any such employment.

- **You must notify OIE 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, so you can return to the U.S.** Students and scholars must request endorsement of their current I-20/DS-2019 for travel or complete and submit an OIE "I-20 Request Form" at least 2 weeks prior to their anticipated travel date, although you are strongly encouraged to submit the form even earlier.

- **You must notify OIE of any accompanying dependents in F-2 or J-2 status and provide biographical information** (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the OIE "I-20 Request Form". OIE is required to report information to USCIS or DOS regarding your dependents. There must be proof of financial support for any dependents.

- **While you are on Optional Practical Training, authorized using a WSU I-20, you are responsible for reporting:** (1) all changes of address within 10 days of the change and (2) the
name and address of your employer (If you change employers, you must report the name and address of the employer each time you change). OIE will then electronically notify the DHS-ICE of the change, via SEVIS, within 21 days, as required by SEVIS regulations.

- You are responsible for checking your e-mail on your WSU-assigned e-mail address ending in wichita.edu. Important information regarding immigration regulation changes will be forwarded 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 your legal status in the United States.