



## **Responsibilities of International Students and Exchange Visitors**

International students and exchange visitors are required to maintain a valid immigration status during your stay in the United States. The International Student Office (ISO) reports your status to the U.S. government every semester through the Student and Exchange Visitor Information System (SEVIS). Please read the following requirements carefully and make sure that you fully understand your responsibilities.

### **1. Enroll in a Full Course of Study (Register FULL-TIME)**

You are required by law to register for a minimum of 12 credits every semester. A reduced course load must be authorized by your academic advisor and ISO before you drop below 12 credits.

### **2. Update your Local Address**

You are required by law to notify the ISO within 10 days of a change of address.

### **3. Keep your I-20 or DS-2019 form Current**

Information listed on your I-20 or DS-2019 form must be kept current at all times. Such information includes your program end date and field of study. If any of this information changes, you must notify the ISO immediately. Most importantly, if you cannot finish your program by the end date listed on the I-20 or DS-2019 form, you must have it extended before the program end date.

### **4. DO NOT engage in Unauthorized Employment!**

Working without authorization is illegal. F-1 students may work on-campus for a maximum of 20 hours per week during the spring and fall semesters and full-time during vacations. Students may engage in internships after it is authorized by the ISO. Any off-campus employment, such as Optional Practical Training, must be authorized by the US Citizenship and Immigration Services (USCIS) before you start working. Working illegally will put you out of status, and may affect your enrollment at SVA.

### **5. Obtain a Travel Signature**

You are required to have your I-20 or DS-2019 form endorsed within the preceding 12 months in order to re-enter the U.S. upon traveling abroad. Please visit the ISO at least 7 days before your departure.

### **6. Abide by your Duration of Status**

Your duration of status ends 60 days after the program end date for F-1 students and 30 days after the program end date for J-1 students. You must leave the U.S. or transfer to another school by then. The grace period for an authorized early withdrawal or leave of absence is 15 days. There is no grace period if you violate your visa status. Overstaying your visa status is illegal.

### **7. Keep your Documents Safe**

You must keep your passport valid for at least 6 months ahead, and keep all of your immigration documents in a safe place. Lost or stolen documents must be reported to the ISO.