

SEVIS Responsibilities of a F-1 Student

Students in F-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the F visa. Failure to do so will violate your legal status in the United States and will have serious consequences.

Your responsibilities include the following:

- **Keep Your Passport Valid at All Times**
You must have a valid passport in your possession. For information on renewing your passport, visit the web site of your country's embassy or consulate in the United States. (See: <http://www.embassy.org/embassies>)
- **Report Address Changes within 10 days to the Office of International Admissions (OIA)**
U.S. federal regulations require all F-1 students to report a change of address directly to the OIA within 10 days of the address change. The OIA is required to provide this and other student data to the federal government electronically. No other university office is authorized by the federal government to process this data. Students must also notify registrar's office for any change of address.
- **Maintain a Full Course of Study Each Semester**
U.S. federal regulations [8 CFR 214.2(f)(6)] require you to pursue a full course of study (12 credit hours) each Fall and Spring semester until graduation or transfer to a new school.
- **Abide by U.S. Federal Employment Regulations**
F-1 students may work no more than 20 hours per week on campus when classes are in session [8 CFR 214.2(f)(9)]. These 20 hours include the work you do for an assistantship if you have one. You cannot work off-campus (including credit-bearing internships off-campus) without PRIOR authorization from the OIA and the U.S. federal government. Opportunities for off-campus work are limited.
- **Maintain Required Health and Accident Insurance**
F-1 students must have OIA-approved SUNY health and accident insurance for themselves and any F-2 dependents throughout their stay in the United States.
- **Report Changes in Program to OIA**
Students must notify the OIA whenever there is a change in their academic program, program dates or level of study.
- **Bring Your SEVIS I-20 or DS-2019 to the OIA Prior to Traveling Outside the United States**
Students should bring their I-20 or DS-2019 form to the OIA prior to traveling outside the United States to see if an updated OIA signature is required. A new form may need to be issued to you. If you will be traveling AND applying for a new visa, you will

also want to request a letter of certification from the OIA, to verify that you are a full-time student.

- **Notify the OIA of Any Accompanying Dependents or Dependents Who Will Join You Later**

The OIA prepares visa documents for any dependents of F-1 students who will enter the United States on F-2 visas. The OIA is required to report biographical data on F-2 dependents to the U.S. federal government.

- **Ending Your Studies at SUNY Polytechnic Institute Unexpectedly? Report Your Departure Date and Reason to the OIA**

Periodically, students leave the university early or unexpectedly due to a variety of reasons. Some of these reasons include early graduation, leave of absence, withdrawal, or termination. U.S. federal regulations require F-1 students to inform the Office of International Student Services if they plan to leave the university before the expiration date of their I-20 or DS-2019 form as well as the reason for doing so. Complete the OIA departure form on our website: **under construction**

- **Apply for an Extension Prior to the I-20 or DS-2019 Expiration Date**

Students must apply for an extension BEFORE their I-20 or DS-2019 form expires if they intend to stay at *SUNY Polytechnic Institute* and cannot complete their program by the form expiration date. Requests for an extension may be submitted at any time up to thirty days prior to the expiration date on the form. You will need to obtain the "Academic Advisor's Recommendation Form for Extension of Stay" and re-certify your finances.

- **Obtain Transfer Authorization Prior to Leaving *SUNY Polytechnic Institute***

Students who plan to transfer to another college or university in the United States must inform the OIA of their final choice by completing a "SEVIS Release Form" so that the OIA can perform the "transfer out" in SEVIS and designate the school to which you will transfer.

- **Depart the U.S. within the 60 Day (F-1) Grace Period**

Students in F-1 status must depart the United States within 60 days of the I-20 ending date OR their program end date, whichever is earlier. The exceptions to this rule include those who have applied for optional practical training, are transferring to a new school, or have applied for a change of status with the United States Citizenship and Immigration Services (USCIS).

- **Stay Informed About Changing Immigration Regulations**

While it is the responsibility of the OIA to keep SUNY Poly international students informed about changing federal immigration regulations, it is the responsibility of SUNY Poly international students to STAY INFORMED by reading email updates sent over from the Office of International Admissions.

****Important Note**

This information is subject to change without notice. If you have any questions or concerns regarding your legal status in the United States, it is important for you to come to the OIA and set up an appointment to meet with an advisor.