

# NORTH CENTRAL TEXAS COLLEGE

## STUDENT GUIDELINES TO MAINTAIN LEGAL F-1 STATUS

*It is extremely important for an F-1 student to maintain his or her status while in the United States. Failure to maintain the terms and conditions of non-immigrant status is a ground for removal from the United States*

All F-1 students must understand and comply with the following ICE requirements:

- 1) Report to the DSO to have his or her SEVIS record registered in SEVIS in a timely fashion. DSOs must register the student in SEVIS no later than 30 days after the program start date (new students in initial SEVIS status), and each semester thereafter, no later than 30 days after the next session start date (continuing students)
- 2) For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must plan to attend.
- 3) Pursue a full course of study (12 credit hours) at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by the DSO
- 4) Make normal progress toward completing the course of study, by completing studies **before** the expiration of the program completion date on your Form I-20.
- 5) Keep Form I-20 valid by following proper procedures for extension of stay
- 6) Keep Form I-20 valid by following proper procedures for change in educational levels or programs of study
- 7) Keep Form I-20 valid by following proper procedures for transfer of schools
- 8) Report a change of address to the DSO within 10 days of the change, so that SEVIS can be updated
- 9) Abide by rules requiring disclosure of information and prohibition on criminal activity
- 10) Abide by any special requirements, such as Special Registration requirements
- 11) Not work, either on or off campus, unless specifically authorized under ICE regulations
- 12) A student should also keep his or her passport valid

- 13) Enroll in only **one** on-line/distance education course toward satisfaction of the mandatory 12 hour requirement.
- 14) Obtain permission from the International Student Advisor **BEFORE** you drop a course for any reason or are dropped for non-attendance. If an instructor withdraws you from a course which results in you falling below the 12 hour requirement, you will be considered out of status and have to file for reinstatement
- 15) Request a travel endorsement on your I-20 from the International Student Advisor before traveling outside the United States. This signature is required for re-entry into the US and is only valid for 6 months.  
**Students with an expired visa must renew their visa before re-entering the US**
- 16) Abide by the following F-1 grace periods: 1) Depart the US within 60 days of either the completion date on Form I-20, or the completion of the program of study, if earlier than the date on Form I-20, unless proper procedures for transferring to another school have been followed. 2) Depart the US within 15 days following an **authorized** withdrawal. 3) Depart the US **immediately** upon unauthorized withdrawal from courses or termination of studies, or status violation.
- 17) Understand that it is the current policy of NCTC to not participate or recommend students for CPT (Curricular Practical Training) or OPT (Optional Practical Training) following completion of studies. Therefore, the student will need to make arrangements to return to their home country after completion of their studies at NCTC or transfer to another school to seek a higher level degree.

**ALL RULES AND REGULATIONS GOVERNING INTERNATIONAL STUDENTS ARE SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE**

**NOTE\*\***It is the student's responsibility to be aware of the **EXPIRATION DATE** on their I-20. If the student will not complete their degree program on or before the expiration date, they must file a program extension through the International Student Advisor **before** the I-20 expires. Failure to do so will result in a violation of status.

**I have read and understand the rules and regulations outlined above regarding F-1 status and agree to abide by them while enrolled as a student at North Central Texas College**

Printed name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_