



# F-1 Guidelines Agreement

The F-1 visa classification allows you to enter the country as a full-time student at a U.S. academic institution. While studying in the U.S. it is important to maintain your F-1 student status. Failing to do so is grounds for removal.

**As an F-1 Student at NCTC, I, \_\_\_\_\_ understand that I...**

**Must meet enrollment requirements:**

- Must maintain a minimum of 12 credit hours during the full 16-week fall and spring semesters.
- Must enroll in at least:
  - 12 in-person credit hours **OR**
  - 9 in-person credit hours **and** 3 online credit hours
- Am responsible for attending class and paying for courses in full and on time. I understand that failing to do so could result in the termination of my SEVIS record.
- Must receive approval from the international office before withdrawing from any courses for any reason, including a planned Reduced Course Load (RCL).
- Must make normal progress towards completing my degree/certificate each semester.
- Can do one of the following at the completion of my program:
  - Leave the United States
  - Begin Optional Practical Training (OPT)
  - Start a new degree/program at NCTC or another institution in the U.S.

**Can participate in authorized employment:**

- Am only eligible to work an on-campus job and can only work after applying for and being officially hired into a campus position.
- May only work up to 19 hrs./week in an on-campus position while I am enrolled in courses on campus.
- Am only eligible for CPT if my degree/certificate program has a required internship/co-op that all other students in my program must complete.

**Must otherwise maintain my status:**

- Must maintain thorough records during my F-1 status, including but not limited to keeping all I-20's issued to me by any U.S. school.
- Must notify International Admissions if I plan to travel, renew my visa or renew my passport.
- Can not travel outside of the U.S. for longer than 5 months and can only re-enter the U.S. with a signed travel endorsement on page 2 of my I-20.
- Have 10 days to report changes to International Admissions, including but not limited to my name, local address, permanent address, or enrollment.
- Am allowed different grace periods following:
  - The completion of my studies (30 days)
  - An authorized withdrawal (15 days)
  - An unauthorized withdrawal (0 days)

*Should this student fail to update or maintain contact with International Admissions, NCTC reserves the right to check the student's most recent I-94.*

Student Signature	
<b>Signature:</b> _____	<b>Date:</b> _____