

MAINTENANCE OF F-1 STATUS

U.S. Immigration and Customs Enforcement (USICE) and U.S. Customs and Border Protection (USCBP): responsible for enforcing the laws regulating the admission of foreign-born persons to the United States (i.e. visitors, international students, non-immigrant workers).

U.S. Citizenship and Immigration Services (USCIS): responsible for administering various immigration benefits, including adjustment of status and work authorization for F-1 students.

TRAVEL OUTSIDE THE U.S.

You must carry a valid passport with an unexpired F-1 visa stamp, your current I-20 and financial statement to reenter the US. You must have a current signature from City University's Designated School Officials (DSO) on the endorsement page of your I-20 for reentry. Signatures are valid for 6 months. **Please allow three business days to get your I-20 signed.**

Most country nationals can go to Canada and Mexico and reenter the US with an expired F-1 visa if they stay 30 days or less (please verify with your advisor before traveling if you need a valid visa). However, once your F-1 visa is expired and you visit countries other than Canada and Mexico, you must obtain a new F-1 visa from the US Embassy/Consulate in your home country before returning to the US.

“IN STATUS” AND “OUT OF STATUS”

In-status: You are a lawful F-1 student by following the US immigration regulations.

Out of status: You are NOT a lawful F-1 student; therefore, you are no longer eligible for F-1 benefits, such as class registration, work on campus, Curricular Practical Training or Optional Practical Training.

HOW TO KEEP 'IN STATUS'

KEEP YOUR I-20 AND PASSPORT VALID AT ALL TIMES

I-20: Your I-20 must be valid at all times. If expired, you are considered out of F-1 status. If your I-20 is expiring in the next few months, and if you think you are not finishing the program by the date on your I-20, the USCIS requires that you notify your DSO prior to the expiration date. Students need to contact their International Student Advisor a minimum of 5 business days before the I-20 expires with an updated financial statement and an explanation letter. You will be instructed by your advisor on how to apply for the program extension.

Also, your I-20 must reflect the correct information, for example, you need a new I-20 if you change programs or add/remove dependents.

Passport: If your passport is within 6 months of expiration date or is lost, please contact the nearest consulate or embassy to obtain information on how to renew, extend, or replace your passport. For example, if you are a citizen of Indonesia and are carrying a passport issued by the government of Indonesia, you need to contact the nearest General Consulate of Indonesia. You are also out of F-1 status if you carry an expired passport.

FULL COURSE OF STUDY

Immigration regulations require all F-1 students to take a full course of study every quarter by successfully completing:

- 20 hours of classes per week for the ESL students,
- 15 credits for undergraduate students, and

- 6 credits for graduate students

Distance Learning classes **DO NOT** fulfill the full-time requirement. F-1 students may take one DL class per quarter. If you are not registered full-time without permission from your international student advisor and the Designated School Official for immigration purposes you are out of F-1 status.

GET APPROVAL FOR PART-TIME ENROLLMENT/VACATION QUARTERS

- Part-time study (last quarter of attendance and vacation quarters) has to be approved by the registration deadline.
- Students may take a vacation quarter after 3 consecutive quarters of full-time study or during Summer Quarter if this is not their first quarter of attendance at City University of Seattle. Students are required to submit the vacation request form and insurance payment to their advisor by the registration deadline for the quarter.

NOTIFY YOUR ADVISOR AT CITY UNIVERSITY OF ADDRESS CHANGES

F-1 students have to report address updates to the institution they attend within 10 days of the date of move. To report your address change, complete form AR-11 and submit the form to your International Student Advisor.

TRANSFER PROPERLY

If you are a transfer student, you need to complete the transfer procedure with your advisor within 15 days after the quarter starts. If you fail to do so within those 15 days, you will be out of status.

DO NOT WORK ILLEGALLY

F-1 students may work on campus without work authorization:

- Part-time (20 hours per week) during quarter
- Full-time (40 hours per week) during quarter breaks (three weeks each) and vacation quarters.

International students are NOT ALLOWED to work off campus without proper work authorization from the USCIS. Contact your advisor for information on work authorizations. If you work off campus without approval and get caught, your SEVIS record will be terminated and you will have to leave the U.S.

ACHIEVE REQUIRED GPA

ESL students must pass all classes, or they need to repeat the level.

Undergraduate students must maintain a 2.0 GPA and pass 15 credits per quarter.

Graduate students must maintain a 3.0 GPA and pass 6 credits per quarter.

YOU ARE RESPONSIBLE FOR MAINTAINING YOUR F-1 STATUS, and you lose F-1 benefits if you fall out of status (i.e. not eligible for work authorization or continue your studies in the US).

This is not a complete list of how to maintain your F-1 status. Consult your advisor if you have any questions and/or concerns regarding immigration or academic issues. No USCIS officer will accept statements from students like, "I didn't know that," "Nobody told me," or "I thought it's ok for me to do this because my friend did it before..."

Once again, always ask your advisor if you are not sure about how or what to do.

Please **DO NOT** make any assumptions based on your or your friend's judgment.

WHAT SHOULD I DO IF I AM OUT OF STATUS?

Please contact your international student advisor immediately.

Students who have been out of status for less than 5 months may be eligible for reinstatement.

To apply for reinstatement schedule an appointment with your advisor to discuss the eligibility and required documentation. Reinstatements are granted through the Regional District Director of the USCIS office. Making a new entry to the US with a new I-20 (instead of applying for reinstatement described above) does not mean that you are reinstated. You simply made a “new admission” and are required to complete 9 consecutive months of full-time study to be eligible for work authorization. If you re-enter with a new I-20, you must also obtain a new F-1 visa first, even if your current visa is still valid.

For more information, please also refer to <http://www.ice.gov/sevis/students/index.htm> .