SIUE - Statement of Responsibility for International Students

I, the undersigned, acknowledge that as a non-immigrant student in the United States, I am responsible for and legally liable for the following:

- I give consent to International Affairs to retrieve my I-94 records when I first arrive in the U.S.
- I must adhere to all laws and U.S. Department of Homeland Security (DHS) regulations pertaining to my stay in the United States and am legally liable for such adherence, including school transfers, change of degree level, work laws, and extensions.
- I understand that the Office of International Affairs is the **only University Office** designated to handle immigration and visa issues.
- It is my responsibility to check my SIUE email account to receive valuable information and updates from ISS regarding my immigration status.
- I must maintain a valid passport at all times, unless exempt from passport requirements.
- I understand that SIUE is required by law to submit my class registration and address information to the Department of Homeland Security (DHS) on an ongoing basis. This includes dropping or withdrawing from classes. This reporting is done through a computer system called **SEVIS.**
- I am legal to study only until the date specified on my I-20 or DS-2019.
- I must apply for an extension of study time **prior to the end on the I-20 or DS-2019** if an extension is necessary to complete the degree or program.
- I must change my address in CougarNet or at the Service Center within 10 days of moving as required by DHS.
- I understand that I must maintain a full course load each academic term (with the exception of summer) during my academic program:

  Graduate: *9 hours* ***Graduate Assistant:*** *6 hours* ***Undergraduate:*** *12 hours*

- I must receive permission from the International Student Advisor for any exceptions from the full course of study requirement prior to registering for less than a full course load or dropping below a full load.
- I am not allowed to work off campus in the United States without special government authorization.
- I must notify the ISS **in advance** if I intend to transfer universities.
- I must obtain a new I-20 or DS-2019 before changing my academic program from one degree level (e.g. from Bachelor's to Master's) or a change from one major to another.
- I must notify the ISS office two weeks prior to my departure date if I plan to travel outside the U.S. in order that the form I-20 or DS-2019 can be endorsed for travel.
- I must notify the ISS of any accompanying dependents in F-2 or J-2 status including required immigration and biographical information.
- It is my responsibility to keep my parents or sponsors informed of my grades and academic progress.
- I must fulfill all financial obligations to SIUE or I understand that I will not be allowed to register for future academic terms.
- I understand that various (e.g. F. J, H. etc.) have different rules and regulations. I also understand that immigration laws are changed often and it is my responsibility to check with the ISS regarding legal concerns.
- I must provide health insurance for me and all members of my family during my stay at SIUE. I understand that my classes will be cancelled without insurance verification.
- I must apply for my OPT or OPT extension 90 days prior to my start date if I plan to work in the United States after my graduation.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to a professional in the Office of International Affairs.

Name (Please Print) _____

Signature_____ **Date**_____ **Time** _____