



F-1 International Student Responsibility Sheet

The following are statements that pertain to your F-1 international student status requirements and responsibilities. This handout is to ensure that we have provided you with this important information and that you understand your responsibilities. Please read each statement and write your initials on the line to the left as well as sign and date the form. The original will be kept in your file and a copy will be provided to you for your reference.

I understand:

- _____ I will report to OIE within the first 30 days of every semester to be registered F-1 in SEVIS.
- _____ I must be **enrolled and complete** full-time courses each semester (Fall and Spring).
*Undergraduate = 12 credits (minimum)
*Graduate = 9 credits (minimum)
- _____ I will not drop below full-time enrollment without first talking with OIE and receiving approval.
- _____ I must contact OIE within 10 days of changing my **name, address, current program** (major), **level of education** (undergraduate, graduate), and/or **financial support**. My I-20 must reflect these changes.
- _____ My I-20 must NOT expire while I am in the U.S. I will contact OIE at least 30 days before the expiration of my document.
- _____ (If applicable) I will notify OIE within two weeks of any changes of my dependents, including spouse and/or children, including adding or deleting them from my records.
- _____ My Passport MUST be valid throughout my stay in the U.S.
- _____ I will not work more than 20 hours per week during the fall and spring semesters.
- _____ I will not work or begin an internship off campus without the appropriate employment authorization from USCIS and/or OIE.
- _____ I will notify OIE prior to traveling outside of the U.S. so that my form I-20 can be endorsed for travel. I must have a valid passport and a valid visa for re-entry into the U.S.
- _____ I will check my Carroll University e-mail account daily to check for important reminders and regulatory changes/updates from OIE.
- _____ I understand that health insurance is mandatory for all Carroll University F-1 international students and the insurance provider is chosen by Carroll University. Carroll University will enroll me in the insurance for the period I am an enrolled student. The cost of the insurance is added to and payable with my academic bill.
*Government-sponsored students with approved insurance plans do not need to initial this one.

Important Note: This information is not exhaustive and is subject to change. International students should contact the Office of International Education at 262-524-4948 or international@carrollu.edu to arrange an appointment to discuss any questions or concerns related to maintaining legal status while in the U.S.

I have read the information about maintaining my legal status in the U.S. and understand that it is my responsibility to comply with these regulations. I understand that if I do not comply I may jeopardize my status and be required to leave the U.S.

Name (print)

Signature

Date



FOR OIE STAFF USE ONLY:

Term: Fall Spring Year: 20____ Check-In Date: _____

Documents Provided: I-20 Passport

Student Information:

Address: No Changes I-20 Update Required Portal Update Required

Program Information:

Major(s): No Changes Updated – New _____ / Old _____

Minor(s): No Changes Updated – Added _____ / Removed _____

Carroll Registration:

Full-Time:

Graduate Student – 9 Credits

Undergraduate Student – 12 Credits

Intensive English Language Student – 18 Hours (3 IELP Courses)

Reduced Course Load (RCL):

To Complete Course Study in Current Term

Illness or Medical Condition

Initial Difficulty with English Language

Initial Difficulty with Reading Requirements

Unfamiliarity with American Teaching Methods

Improper Course Level Placement

SEVIS Registration:

OIE Staff Member: _____ Registration Date: _____

Notes:
