

Declaration of F-1 Student Responsibility for Compliance with U.S. Immigration Regulations

Under new regulations of the U.S Citizenship & Immigration Services (USCIS) that implement the *Student & Exchange Visitor Information System (SEVIS)*, it is critical that all F-1 international students take responsibility for maintaining their legal status in the United States.

[July 2006]

**As an F-1 international student, I understand that I must comply fully with the following eleven points.**

1. I must maintain a valid passport at all times, unless exempt from passport requirements.
2. I must attend the university or college that USCIS has authorized me to attend.
3. I will complete an official immigration transfer form if I change educational institutions. (I must notify my current institution of my intent to transfer, obtain an I-20 form from the new institution, and report to the international office at my new school within fifteen days of the program's start date listed on my new I-20.)
4. As an F-1 student at The University of Tennessee I must maintain a full course of study during normal enrollment periods (Fall and Spring semesters). I know that I must receive authorization/permission from the Center for International Education (CIE) before registering for (or changing my registration to) fewer than nine credit hours as a graduate student or fewer than twelve credits as an undergraduate. My academic advisor and I must complete the CIE form, *Request for Permission to Drop Below Full-Time Enrollment*, and submit it to CIE prior to my registering for less than a full course load (or prior to my dropping below a full course load).
5. I must apply for an extension of my program of study prior to the expiration date on my I-20 form if I cannot complete my program by that date. As an F-1 student, I must complete and submit the CIE form *Recommendation for Extension of Program: Academic Advisor's Form*. I must submit my request for extension between thirty and sixty days prior to the expiration date of my I-20 form so that the extension process can be completed before my I-20 expires.
6. I must obtain a new Form I-20 **before** changing my academic program from one degree level to another (e.g. from Bachelor's to Master's level), one college to another (e.g. from the College of Arts & Sciences to the College of Engineering), or one major/field of study to another (e.g. from Physics to Chemical Engineering). I must receive authorization/permission from CIE **in advance**.
7. I am **NOT** allowed to work off campus in the United States without

USCIS authorization. (I realize that I may, if I have received permission from CIE, work on campus for a maximum of twenty hours per week when school is in session.)

8. I must report any change of address or residence and/or any change of name **directly to CIE** using CIE's *F-1 StudentF-2 /Dependent Change of Address Notification* form **within ten days** of the change. CIE will then electronically notify USCIS within twenty-one days of the change, as SEVIS regulations demand.
9. I must notify CIE **prior to** traveling outside the U.S. so that my current I-20 form can be endorsed for travel or a new form can, if required, be issued. (International students who plan to apply for a U.S. visa **must inform** CIE so that CIE can submit notification to SEVIS). Students must complete and submit a CIE *Travel Request* form at least two weeks prior to their anticipated travel date, although you are strongly encouraged to submit the form even earlier.
10. I must notify CIE of any accompanying dependents in F-2 status and provide biographical information (e.g. full name, address, country of birth, etc.) and immigration information (e.g. passport information, visa information, etc.) regarding those dependents using the CIE *Dependent Information* form. CIE is required to report information to USCIS regarding my dependents.
11. I understand that I must have uninterrupted insurance while at UT. All International students would normally be charged for the UT insurance through their student fees. Under certain circumstances I may receive a waiver of this charge, but I understand that I would still be responsible for making sure that my insurance coverage is maintained during the entire year. An example of this would be when a Graduate Assistant receives a waiver because of the UT employment, but if this employment ends before the end of the year, the GA would have to purchase insurance to cover them until the end of the year. The insurance requirement covers a 12-month period from August 1<sup>st</sup> to July 31<sup>st</sup> each year.

This list is not exhaustive and is subject to change without notice. International students should contact CIE at 865-974-3177 to arrange an appointment to discuss any questions or concerns related to their legal status in the United States. To remain up-to-date on changes in U.S. immigration law and/or changes in CIE policies and/or procedures, to be informed about workshops and training sessions offered by CIE, and much more, you must become subscribed to the CIE's *LINK* e-mail listserv for international students and scholars. (Contact CIE front desk in order to subscribe. Beginning with the 2003-2004 academic year, The University of Tennessee requires that *all* enrolled students have and use UT e-mail addresses and accounts.) CIE's <<http://www.UTinternational.org>> Website is another important source for information regarding your stay in the United States.

**I have read all of the above text about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain legal. 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 Student Services, Center for International Education, 1620 Melrose Avenue, 865-974-3177.**

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full printed name, as in passport — family name/given name(s)

\_\_\_\_\_  
UT ID number

\_\_\_\_\_  
signature

\_\_\_\_\_  
today's date (mm/dd/yy)