

Division of Student Affairs ~ International Student and Scholar Services

Boca Raton Campus: 777 Glades Road, SU 214, Boca Raton, FL 33431

Davie Campus: Diversity Services (LA-203), 3200 College Avenue, Davie, FL 33314

MacArthur Campus: Diversity Student Services (SR 139), 5353 Parkside Dr., Jupiter, FL 33458

Email (all locations): iss@fau.edu

Tel. (561) 297-3049 Fax: (561) 297-2446

Tel. (954) 236-1218 Fax: (954) 236-1123

Tel. (561) 799-8585 Fax: (561) 799-8721

Website: www.fau.edu/iss

Acknowledgment of Immigration Responsibilities for F-1 Students

During your stay in the U.S. with an I-20 issued by Florida Atlantic University, the International Student and Scholar Services Office (ISSS) is responsible for maintaining your electronic F-1 immigration record in the Student Exchange Visitor Information System (SEVIS). The advisors at ISSS are here to assist you in understanding your benefits and responsibilities as an F-1 student. It is your responsibility to maintain valid F-1 status and to comply with all immigration regulations pertaining to your visa status while pursuing your educational objectives. Violating the terms of your F-1 status can have serious academic and personal consequences.

F-1 Student Immigration Responsibilities

- Provide the ISSS Office with updated copies of your immigration documents (such as I-94, passport, visa)
- Possess a valid (not expired) passport, I-20, and I-94 card (marked F-1, D/S) at all times.
- Inform ISSS of any changes in your personal information (such as address), program of study, financial support sources, or any other information that changes the content of the I-20 document and the SEVIS record associated with the I-20.
- Report a change of address to ISSS and update your address in MyFAU within 10 days of occurrence.
- Enroll in a full course of study at all times*:
 - Undergraduate students: 12 credit hours each academic semester (fall and spring)
 - Graduate students: 9 credit hours each academic semester (fall and spring)
 - Students entering FAU in the summer you must also enroll full-time during the summer term (12 credit hours for undergraduate students starting in Summer I & Summer II and 6 credit hours for students starting in Summer III; 6 credits for graduate students)

** Enrollment below full course of study may be authorized by ISSS for a specific and limited number of reasons. Students must discuss their options with ISSS prior to obtaining this authorization.*

- Register for no more than three (3) credits of a fully on-line course to count toward the minimum full course load requirement per semester.
- Maintain good academic standing and make normal progress towards completion of degree.
- Know your I-20 completion date. If you need more time, file an extension with ISSS prior to the I-20 expiration date. If you graduate earlier than the end date on your I-20, you must notify ISSS or it could cause complications with filing for OPT or entering a new degree level.
- Obtain travel signature and verify the validity of all your immigration documents (I-20, passport, visa) prior to traveling outside the U.S. and make an appointment to see an ISSS advisor if going to renew your visa.
- Complete an official immigration transfer if you wish to change educational institutions.

- Obtain proper work authorization prior to engaging in any type of employment (paid or unpaid) and work within the limitations of F-1 visa status. Working without employment authorization is a serious violation of status and can result in deportation.
- Inform ISSS of any potential changes in immigration status, such as becoming a Permanent Resident.
- Seek advice from ISSS regarding immigration issues. If the questions are beyond the expertise of the ISSS staff, seek advice from an immigration attorney.
- Update information related to your F-2 dependents. F-2 dependents are part of your responsibilities.
- Comply with the mandatory medical insurance requirement (which meets FAU and Florida Board of Governors guidelines) and provide proof of insurance to the Student Health Services office.

Student Acknowledgement

Please read the statements below and sign the acknowledgment section.

1. Role of International Student and Scholar Services (ISSS). The role or purpose of ISSS in relation to regulations of the U.S. Department of Homeland Security (**DHS**) and the U.S. Department of State is to use our best efforts to provide students with appropriate information, advice, and assistance so that an F-1 Student can maintain legal immigration status.

2. Limitations of ISSS. While the staff attempts to provide the most professional and competent assistance possible, they are neither employees of **DHS** nor attorneys specializing in immigration law. A F-1 student has the right to consult an immigration officer and/or attorney specializing in Immigration law at any time. However, an immigration attorney cannot assume the role/duties of a Responsible Officer at FAU.

3. Responsibility for Compliance with Federal Laws and Regulations and for Maintenance of Legal Immigration Status. I understand that it is my responsibility to:

- (a) fully and properly comply with all laws and regulations of the U.S. Government, U.S. Department of State, U.S. Department of Homeland Security (**DHS**) and its immigration agencies namely: U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP) and U.S. Citizenship and Immigration Services (USCIS), and
- (b) maintaining my legal status and ensuring that any necessary documents are forwarded to ISSS and/or appropriate immigration agency in a timely manner. Florida Atlantic University, its faculty, staff, agents or employees will not be liable to me for any difficulties I may experience as a result of failure to maintain proper legal immigration status.

I acknowledge that I received a copy of the "Immigration Responsibilities for F-1 Students" information sheet. Since it is my responsibility to maintain my legal status, I hereby release Florida Atlantic University, faculty, staff, agents or employees from any responsibility for consequences resulting from my failure to maintain proper legal immigration status.

Student's Name: _____ Z # _____
Please Print

Student's Signature: _____ Today's Date: _____
Month/Day/Year

A copy of this form with your signature will be kept in your ISSS file.

ISSS Office Use Only

The student received a copy of the "Acknowledgment of Immigration Responsibilities for F-1 Students" and attended a mandatory immigration orientation.