F-1/J-1 STATUS MAINTENANCE CHECKLIST

To maintain status, an F-1/J-1 student MUST:

☑ Notify the International Student Admissions and Programs office (ISAP) of the local address upon arrival and within 10 days of any address change.

☑ Enroll in a full course of study during the academic year.

☑ Make normal progress towards completion of a program.

☑ Extend the Form I-20/DS-2019 before its expiration, if necessary.

☑ Obtain approval from ISAP prior to reducing enrollment, withdrawing completely, or taking a leave of absence.

☑ Inform ISAP and update the form I-20/DS-2019 due to a change in major, degree level, or financial support.

☑ Keep the passport valid for at least six months from current date.

☑ Follow proper procedures for transfer of schools.

☑ Abide by the F-1/J-1 grade period rules.

☑ Limit on campus employment to a maximum of 20 hours per week, while classes are in session.

☑ Not engage in off-campus work unless specifically authorized by the ISAP office.

MAINTAINING STATUS IS ULTIMATELY THE STUDENT'S RESPONSIBILITY!
F-1/J-1 RIGHTS & RESPONSIBILITIES

Retain All Documents
F-1/J-1 students need to make a copy of all of important travel and immigration documents and keep them in a safe and easily accessible location. In addition, F-1/J-1 students must keep all of their original Form I-20/DS-2019s. A student may receive several Form I-20/DS-2019s throughout their stay in the U.S., and it is common for a U.S. government agency to request copies of all Form I-20/DS-2019s issued to a student when he or she is applying for a benefit or a change in immigration status. Students should therefore not discard any immigration documents issued to them.

Passport Validity
The passport must be valid for at least six months into the future at the time the student enters the U.S. Students should contact their home country’s consulate or embassy (www.embassy.org/embassies/) for instructions on extending the passport within the U.S.

Full-time Enrollment Requirement
ISAP is required to report on each student’s enrollment to the Department of Homeland Security (DHS) by updating the student’s individual SEVIS (Student and Exchange Visitor Information System) record every term. In order to maintain lawful F-1/J-1 non-immigrant student status, international students must be enrolled for a full course of study during the academic year. Full-time enrollment is required during all fall and spring semesters. All students will automatically be issued a vacation term for each summer semester, unless it is the student’s graduating term or first term of enrollment.

Full-Time Enrollment for:
Undergraduate Students   12 credit hours
Graduate Students    9 credit hours

Local U.S. Address Reporting Requirement
F-1/J-1 students must inform ISAP of the local U.S. address where he or she resides in order to comply with U.S. Immigration and Customs Enforcement requirements. Students must update the address within 10 days of moving to a new location.

Extension of Form I-20/DS-2019
Students must obtain an extension of the Form I-20/DS-2019 and F-1/J-1 status at least one term prior to program end date noted on the current Form I-20/DS-2019, if necessary. Students must submit a program extension form and proof of funding to an ISAP to facilitate the extension process. If the student is not approved for the extension and does not obtain a new Form I-20/DS-2019 prior to the current program end date, the student is in violation of F-1/J-1 status. It is not possible to extend the Form I-20/DS-2019 after it has expired.

Change of Major
ISAP must be notified of a change of major during the semester in which the change takes effect. A significant change of major must be reported to U.S. Immigration and Customs Enforcement within 21 days of the change going into effect, and it is the student’s responsibility to ensure that his or her immigration record is updated accordingly.

Reduced Course Load
The Federal Regulations list very few situations in which an exception to the full course of study or typical full course enrollment requirement may be deemed appropriate. The F-1/J-1 student must meet with an ISAP Staff Member and
seek approval **PRIOR** to dropping or withdrawing from courses when the drop would put the student below the required minimum. If the student does not follow proper procedures, the student will lose lawful F-1/J-1 student status. A student authorized for a reduced course load based on the following options must resume a full course of study at the start of the next available semester, excluding an authorized vacation term:

**Academic Difficulties**
An F-1/J-1 may be authorized to reduce his or her course load to six credit hours (and no less) one time, due to academic difficulties.
The following reasons are acceptable academic reasons for a student to reduce his or her course load:
- placement in an inappropriate course level
- initial difficulty with the English language
- initial difficulty with reading requirements
- unfamiliarity with American teaching methods
- to complete course of study in current term

Medical Reason
- documented illness or medical condition

In the case of a reduced course load request based on a medical necessity, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to ISAP to substantiate the illness or medical condition. The regulations state that students experiencing a “temporary illness or medical condition” may reduce their course load “for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level.” If the student’s medical condition does not permit him/her to pursue a full course of study beyond these 12 months, the student may be required to return to the home country.

**Travel**
F-1/J-1 international students may choose to travel outside the U.S. during the course of study at UWG during the annual vacation term, or during school breaks. Students may leave the U.S. at any time, and it is the student responsibility to ensure that he or she has all the required documentation to return to the U.S. in valid F-1/J-1 status:

**Required:**
- Passport valid at least six months into the future.
- Valid F-1/J-1 visa (except for Canadian citizens)
- Valid Form I-20/DS-2019 endorsed by a designated school official (DSO) at ISAP

**Recommended:**
- Copy of financial support documentation
- Enrollment verification (Copy of online advising report)

All above mentioned documents are required to renew your F-1/J-1 student visa. Students renewing the visa should also obtain an official transcript and/or letter from the academic adviser as enrollment verification. Students must also take the receipt from paying the SEVIS I-901 fee. To obtain a travel signature a student must bring the Form I-20/DS-2019 to ISAP. A travel signature is necessary as it indicates that the F-1/J-1 student is in good standing at UWG and is eligible to return to the university.

**Employment**
A student holding lawful F-1/J-1 status is in the U.S. for the primary purpose of engaging in a full course of study. To qualify for employment, an F-1/J-1 student must be eligible based on one of the following options:
On-campus employment
As a benefit of F-1/J-1 status, an F-1/J-1 student may work on the premises of UWG for a maximum of 20 hours per week while school is in session provided he or she has a valid Form I-20/DS-2019 issued by UWG. F-1/J-1 students may work more than 20 hours per week on campus during official term breaks and the annual summer vacation term. An F-1/J-1 student may not begin on-campus employment more than 30 days prior the actual start date of classes. Any other type of employment requires authorization by ISAP and/or U.S. Citizenship and Immigration Service (USCIS). The F-1/J-1 student must consult with ISAP if he or she is not certain if the employment qualifies as on-campus employment. Unauthorized employment is a violation of F-1/J-1 non-immigrant status. For an F-1/J-1 international graduate student with a 50% full-time equivalency (i.e. 20 hours per week) assistantship, the work component of the assistantship counts as on-campus employment, and no additional employment may be taken.

Off-campus employment
An F-1/J-1 student may be eligible to engage in temporary off-campus work based on either economic need or practical training. For more information regarding employment based on economic hardship, Curricular Practical Training (CPT) and Optional Practical Training (OPT), please visit the ISAP website. Strict eligibility requirements apply to all of the above, and students must receive approval from ISAP and USCIS prior to commencing any type of off-campus employment.

Grace Period
F-1/J-1/J-1 international students have a grace period following the completion of study (commencement date) or completion of Optional Practical Training (OPT). Check our website for details on the length of your grace period. Before the end of the grace period, F-1/J-1 international students must depart the U.S., change educational level, transfer to another U.S. institution, or apply to change status. Students may travel within the U.S. during the grace period, but may not leave the U.S. and return on the basis of the current F-1/J-1 SEVIS record.

Change of Educational Level
An F-1/J-1 student must receive an updated Form I-20/DS-2019 prior to the semester in which he or she is beginning a new level of study (and at the very latest by the end of the grace period of the current program of study). The student should contact ISAP as soon as he or she has decided on a change of academic level for specific instructions and options. In addition, students who originally planned to graduate with a PhD but instead are going to graduate with a Master’s degree also must update their Form I-20 accordingly.

Transfer to another U.S. Institution (F-1 Students)
For immigration purposes a student is considered to be a transfer student when he or she leaves one U.S. institution (during or after a program of study) to begin attendance at another SEVIS-approved U.S. institution, while following the proper transfer procedures as outlined by the U.S. Federal Regulations. Please note that this does not refer to the transfer of academic credits. At the very latest, F-1 students must initiate the transfer process of the F-1 SEVIS record before the end of the 60-day grace period following the current program of study. A student should contact ISAP as soon as he or she has decided to transfer to another U.S. institution for instructions and options.

Change status to another immigration status such as an F2, H1 or H4
As soon as a student decides to change status, he or she should see ISAP for eligibility requirements and instructions. Students should not stop attending classes without consulting with ISAP first.
Early Withdrawal or Leave of Absence
ISAP is required to report on each student’s enrollment every quarter to DHS; therefore, an F-1/J-1 student must inform ISAP if he or she decides to leave UWG and not return to resume study for the current or following semester. As such, if a student is not going to be enrolled due to withdrawal from the university or leaving for a prolonged period of time (for example, military service), informing an academic advisor is not sufficient. The student must also inform ISAP.

Dependents
For immigration purposes, dependents are defined as spouses and children (under the age of 21) who are issued a dependent Form I-20/DS-2019 to obtain an F-2/J-2 visa to join the F-1/J-1 status holder in the U.S. for the duration of the student’s studies. An F-2 status holder may not engage in any type of employment. An F-2 dependent may only engage in study that is vocational and recreational in nature and under no circumstance be enrolled in a course of study leading towards the attainment of a degree. However, F-2 children may be enrolled on a full-time basis in elementary and/or secondary school (Kindergarten through twelfth grade).

FREQUENTLY ASKED QUESTIONS

What is Form I-20/DS-2019?
A Form I-20/DS-2019 is a certificate of eligibility for non-immigrant status, and it is issued by a university to enable a student to apply for a visa and come to the U.S. to engage in a full course of study. An F-1/J-1 student must report to the school that is listed on the Form I-20/DS-2019 that he or she used to enter the U.S. The student must also keep the Form I-20/DS-2019 valid by keeping the information stated on the form updated at all times.

What is an I-94 card?
The Form I-94 is a very important document as it is the official record of a student’s lawful arrival into and departure from the U.S. It is also the immigration document showing which status an individual has entered the country. An F-1/J-1 international student’s I-94 card should read “F-1/J-1 D/S” to show that the student was lawfully admitted to the U.S. in F-1/J-1 student status for the duration of his or her F-1/J-1 status. Starting in late April 2013, the I-94 card will be automated and only the passport will be stamped. US Customs and Border Protection (CBP) will create an electronic I-94 record for F-1/J-1 students, but the paper form will no longer be provided to students entering the country by air or sea. If you require a paper version of the I-94, it will be available at www.cbp.gov/I94. We strongly recommend that you print the paper I-94 upon your entry into the US.

What does the D/S written on the I-94 card stand for?
D/S stands for ‘Duration of Status’. This notation indicates that an F-1/J-1 student is allowed to remain in the US for the duration of his/her F-1/J-1 status (regardless of the end date on the student’s F-1/J-1 visa), through the completion of his or her course of study and any subsequent educational levels or series of programs. It also permits an F-1/J-1 student to take advantage of any F-1/J-1 student benefits, as long as he or she maintains lawful status by abiding by the rules and regulations pertaining to F-1/J-1 non-immigrant status holders. The admission stamp must be marked with D/S. The student should consult with ISAP immediately if he or she notices a problem with the admission stamp in his or her passport or with his or her paper I-94 card (if applicable).
What is SEVIS?
The Student and Exchange Visitor Information System is an electronic system that allows universities to issue immigration
documents for F-1/J-1 students and J-1 students and scholars. It, in turn, aids the U.S. government in facilitating and
upholding the integrity of international exchanges. According to U.S. Immigration and Customs Enforcement, the
Student and Exchange Visitor Program (SEVP) collects, maintains, and provides the information so that only legitimate
foreign students or exchange visitors gain entry to the United States. The result is an easily accessible information system
that provides timely information to the Department of State, U.S. Customs and Border Protection, U.S. Citizenship and
Immigration Services and U.S. Immigration and Customs Enforcement. Each student is issued a SEVIS ID number starting
with “N,” which is located above the bar code on the Form I-20/DS-2019.

Who can sign a Form I-20/DS-2019?
Only a designated school official (DSO) at the International Student Admissions & Programs Office can sign a Form I-
20/DS-2019. Students should therefore plan ahead and visit ISAP well before the anticipated travel dates.

Can F-1/J-1 students seek immigration advice from the department and academic advisor?
No. The only personnel at UWG authorized to provide F-1/J-1 students with immigration advice are the advisers at ISAP.
No one else at the university has access to student immigration records nor has the authority to give immigration advice.
It is the student responsibility to know the F-1/J-1 status maintenance requirements, and, as such, students should always
consult with ISAP if in doubt.

A student asks, “My friend says he was able to do this last year, so can I do the same, without consulting ISAP?”
NO. Friends may give advice on adjusting to the U.S., Georgia, and even to classes; however, due to the complexity
of ever changing immigration regulations students should not rely on friend’s advice concerning anything that may
impact his or her own lawful F-1/J-1 status. By the same token, ISAP recommends being wary of immigration information
on the internet. Contact an ISAP to confirm the validity of this type of information.

When does a student need to contact/visit ISAP?
Below are some topics for which a student should contact and/or visit ISAP:

- address change
- program extension
- course load reduction
- travel signature
- off-campus employment (CPT/OPT)
- adding or removing a dependent
- change of education level
- change of immigration status
- transferring out of UWG
- early withdrawal or leave of absence
- loss of an immigration document
- academic probation, suspension or expulsion from the university
- ANY QUESTIONS ABOUT IMMIGRATION!

I UNDERSTAND THESE RULES AND REGULATIONS. I AGREE TO FOLLOW THE INFORMATION ABOVE,
AND TO THE BEST OF MY ABILITY, ENSURE I AM IN COMPLIANCE WITH ALL REGULATIONS.

SIGNATURE: __________________________________________________________
PRINT NAME: __________________________________________________________